WRIST PDA™

with Palm OS®

USER GUIDE

Copyright

Disclaimer and limitation of liability

About This Guide

Welcome! This guide describes all you need to know about using your Wrist PDA™ watch and the applications that come with it.

Before using your watch as a personal digital assistant (PDA), you may want to look at the first two chapters of this guide to learn about its basic features and how to write on the screen using the built-in handwriting software. Then see chapter 4 for details on using the main applications: Date Book, Address Book, To Do List, and Memo Pad.

After you become familiar with your watch's basic features, you can use this guide as a reference for less common tasks, and also as a source of information if you have problems operating the watch.

NOTE: To set up your Wrist PDA, follow the instructions in the *Getting Started* booklet.

1

Introduction to the Wrist PDA Watch

To start using with your Wrist PDA, you should familiarize yourself with the basic features described in this chapter. You'll learn how to:

- identify the watch's main components
- switch to PDA mode when the time is displayed
- open and use applications
- write on the screen to enter data
- customize Wrist PDA features
- use the Palm™ Desktop software
- beam data between your watch and another PDA device
- recharge your Wrist PDA when its power starts getting low

Wrist PDA components

Main components

Stylus (built into wristband)

Infrared (IR) port
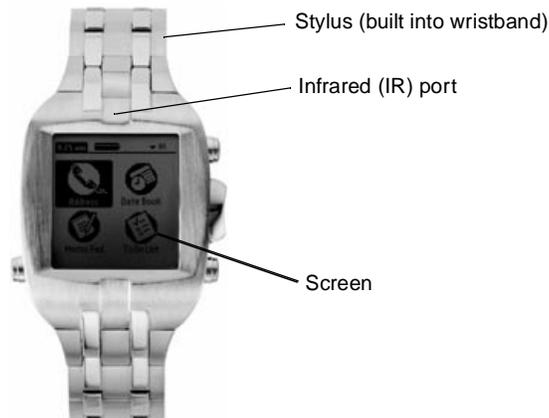
Screen

Screen. Displays the applications and data stored in your watch. It is touch-sensitive and responds to the stylus.

- Write letters and numbers on the screen using the built-in Jot® handwriting software (see page 21).
- Activate the electroluminescent (EL) backlight by pressing and holding the Back button (see the next page).

Stylus. Remove the stylus from the wristband and use it as a selection tool (like a mouse) or to write text and numbers on the screen
(see page 16).

IR port. Uses infrared technology to exchange data with other Wrist PDA watches and Palm devices. See "Beaming Information" on page 107 for more information.

Control buttons

Page Up
Scrolls up one screen
at a time

Rocker switch
• Pivot to display next item or line on
  the screen
• Push in on the button to use as Enter
  key. Selects the highlighted item.
• When time is displayed, press to
  activate PDA mode

Back button
• Press to go back to previous
  screen or to view applications
• Press and hold to turn on EL
  (electroluminescent) backlight

Page Down
Scrolls down one screen
at a time

Rocker switch. Pivoting the switch up or down displays the next item or line on the screen.

Press inward on the switch (toward the watch) to use it as an Enter button. This lets you select the currently highlighted application or menu item.

When the Wrist PDA watch is displaying the time, press the switch to return to PDA mode.

Page Up and Page Down buttons. Displays text and graphics that extend beyond the area of the watch screen. Lets you scroll up or down by moving one screen at a time.

Back button. Lets you return to the previous screen, or exit the current application and return to the Application Launcher. (Press the Back button repeatedly to display the Application Launcher categories All, Main, and System.)

Press and hold the Back button to turn on the EL (electroluminescent) backlight.

Back of the watch

Connector port (for HotSync Pod)
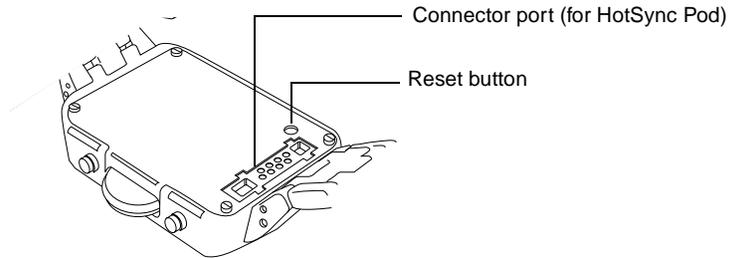
Reset button

HotSync Pod connector port. Lets you connect the cable from the HotSync Pod to recharge the watch and perform HotSync® operations.

Reset button. Under normal circumstances, you should not have to reset the watch. See page 131 for more information.

HotSync Pod
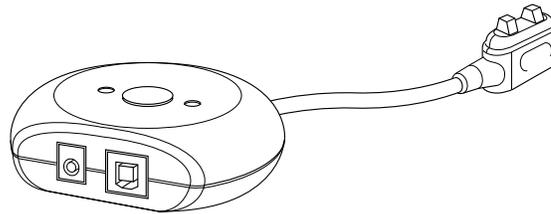
The HotSync Pod lets you recharge the watch or synchronize information between your Wrist PDA watch and the Palm Desktop software using HotSync technology. Connect the cable from the HotSync Pod to the port on the back of the watch when recharging (page 24) or to perform a HotSync operation (page 111).

Displaying the time

Your Wrist PDA watch automatically displays the time after a brief period of inactivity (when you have not used the stylus or pressed any of the buttons). You can select the specific period of time after which the watch face will appear, ranging from 30 seconds to two minutes. See page 99 for instructions on setting the time delay.

NOTE: For ease of viewing in dark conditions, turn on the electroluminescent (EL) backlight. Press and hold the Back button on the left side of the watch until the light activates.

See these sections for more information:

- To set the date and time, see page 96
- To select a different watch face style from various built-in options, see page 99

You can also install third-party applications for displaying the time, but they will not automatically run like the built-in watch feature. See page 37 for instructions on installing add-on applications.

Switching to PDA mode

When the watch face is displayed, you can switch to PDA mode by pressing and holding the Rocker switch on the right side of the watch.

Press to activate PDA mode
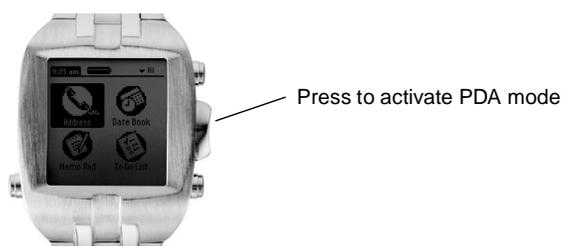
NOTE: You can set how long you have to hold the button to switch to PDA mode. See page 98.

Using the stylus

The stylus is integrated into the wristband (for metal bands) or into a holder on leather or plastic bands. To use the stylus, slide it straight out as shown.
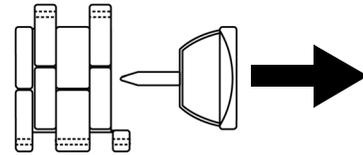
Tapping. Tap with the stylus to select items on the screen, or to position the cursor in text.

If you are having trouble selecting an object, such as a button, slider, or checkbox, try tapping and holding the stylus on the object.

Selecting. To select a section of text, press and hold the stylus in place until the watch "chirps." Then drag the stylus to the right along the section of text you want to select. This highlights or selects the text.

IMPORTANT: Do not use a pen, pencil, or any other sharp object to write on the screen. A spare stylus is included with the watch. If you misplace your stylus, visit www.fossil.com for information on getting a replacement.

If you have difficulty accurately selecting items on the screen, you may need to calibrate the screen. See page 132.

Working with applications

Your Wrist PDA watch comes with several built-in applications. The main ones are:

- Date Book
- Address Book
- To Do List
- Memo Pad
- Calculator

The applications are displayed as icons on the Applications Launcher screen, as shown:
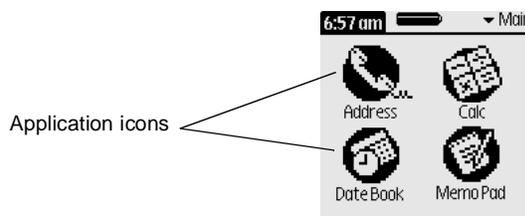
Application icons

Applications can be sorted into categories to help you find them. The watch comes with several built-in categories, such as Main, System, Games, and Utilities. You can also create your own categories (see "Managing Applications" on page 33).

The watch's main applications (Date Book, Address Book, etc.) are stored in the Main category. You can select a category by tapping the pick list in the upper-right corner of the screen:

Tap here to choose application category
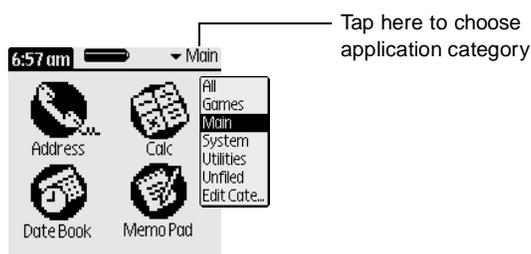
In addition to letting you see your applications, the Applications Launcher screen also displays the current time and battery level. See page 24 for information on reading battery levels and recharging your watch.

To open an application:

1. **If your Wrist PDA is not in PDA mode (for example, if it's showing the time), switch it to PDA mode by pressing the Rocker switch on the right side of the watch (see page 15).**

2. **Once you're in PDA mode, if an application is currently running, press the Back button to exit the application and display the Applications Launcher screen.**

3. **Select the category containing the application you want to open.**

    You can select the category from the pick list in the upper-right corner
    (see page 17) or by pressing the Back button repeatedly to cycle through categories (only categories with applications in them will be displayed).

    TIP: If you are unsure which category an application is in, select the All category to display all the applications on your watch. See page page34 to find out which category an application is in and how to change it.

    ---

4. **If there are more applications than fit on the screen, do one of the following:**
    *   Press the Page Up or Page Down button until the desired application is visible.
    *   Use Rocker Up or Rocker Down to move the highlight to the desired application.
    *   Use the stylus to write the first letter of the application on the screen; this highlights the first application that starts with that letter.

5. **To open the application, use the stylus to tap its icon. Or if the icon is already highlighted, just press Rocker Enter.**

    To switch to another application, press the Back button on the watch to display the Applications Launcher screen, then select the application you want to open.

    NOTE: To install additional new applications, see page 37.

Understanding application interface elements

Wrist PDA applications include the following interface elements:

Pick list

- **Pick lists** that display a list of choices. Tap the black triangle next to the pick list to display a list of choices, and then tap an item in the list to select it.

- **Text areas and screens** in which you can enter information.

- **Scroll bars** to move through multi-page screens. Tap and hold down the scroll bar slider to scroll through pages; tap the slider arrow at the top or bottom to move one line at a time. To scroll to the previous page, tap the scroll bar just above the slider; to scroll to the next page, tap the scroll bar just below the slider. You can also scroll to the previous and next pages by pressing the Page Up and Page Down buttons on the right side of the watch.

Text area

- **Menu bars** containing drop-down menus specific to an application. Tap the application's tab at the top-left corner of the screen to access the menu bar (not all applications have a menu bar).

Tap here to display menu bar

- **Check boxes** that indicate the state of the corresponding option. A check mark in a check box indicates that the option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

Check box

Command button

- **Command buttons** that initiate a command when tapped. Command buttons appear in dialog boxes and at the bottom of application screens.
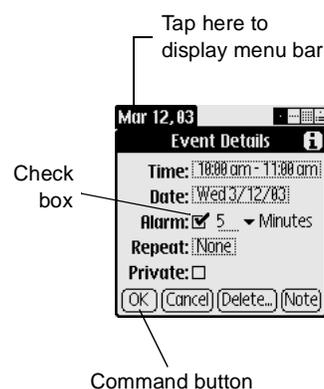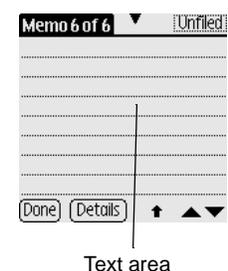
Using menus and menu commands

Menus on your watch are easy to use, and work the same way in all applications. Menu bars and manual commands differ based on the application and the area of the application in which you're working. For example, in the Memo Pad, the Memo List screen and the Memo screen display different menus.

Menu commands for each application are described in the corresponding application's chapter, with the exception of the Edit menu. For information on Edit menu commands, see "Using the Edit menu" on page 81

Most menu commands have an equivalent command stroke, which is similar to keyboard shortcuts used to execute commands on computers. To use menu commands, menus must be closed.

To display a menu bar and choose a command:

1. **Do one of the following:**

   • Open an application (such as the Date Book); tap the tab at the upper-left corner of the screen (the Calculator does not have a tab); then tap the desired command.

   • In the text input area of the screen, drag a diagonal line from the lower left to upper right (called the Command stroke) to display the Command toolbar. The Command toolbar is displayed for approximately 4 seconds.
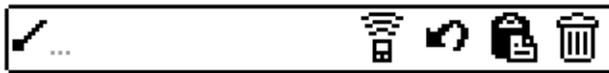
   Tap an icon that represents the command you want, or write the ShortCut character for the command you want to use. For example, to choose Select All in the Edit menu, draw the command stroke in the text area to display the Command toolbar; then draw the letter S. ShortCut characters are listed beside the menu options they correspond to. Note that if you wait more than three seconds to draw the ShortCut letter, you'll have to redraw the Command stroke to redisplay the Command toolbar.

How to display tips

Many of the dialog boxes that appear on your watch contain a Tip icon in the upper right corner. Tips anticipate questions you may have and provide shortcuts for using the dialog box or other useful information.

To display a tip:

1. **Tap the Tips icon (the lowercase "i" in the upper right corner of the dialog box).**
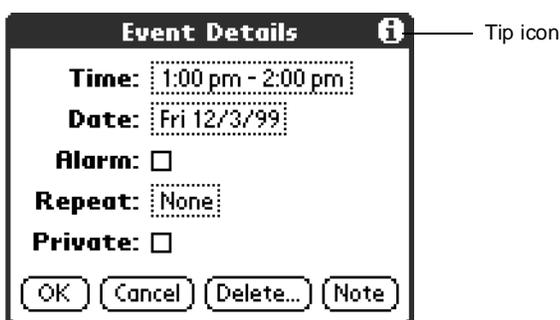
2. **Tap Done after reading the tip.**

Writing on the screen

You can write text and numbers on your Wrist PDA in two ways:

- Using the onscreen keyboard (see page 25)
- Using the built-in handwriting software (see page 26)

You can also enter data stored on your computer by importing it into your Palm Desktop software, and then synchronizing with your watch (see page 119).

Customizing the watch

You can customize your watch in a variety of ways. For example, you can:

- Change the time zone when you travel
- Choose the delay period before the watch automatically displays the time
- Select a watch face style
- Change how long you have to press and hold a button to activate the EL backlight or cause the watch to enter PDA mode
- Display the date, time, and numbers in various international formats
- Control the sound volume
- Set up security options
- Display owner information

Using Palm Desktop software

Palm Desktop software includes the same main applications as your Wrist PDA watch: Address Book, Date Book, To Do List, and Memo Pad. You can use the HotSync feature of this software to back up and exchange data between your watch and your computer (see page 111).

It's a good idea to back up your data in case something happens to the data on your Wrist PDA watch. Changes you make on your Wrist PDA watch or Palm Desktop software appear in both places after you synchronize.

With Palm Desktop software, you can do the following:

- Work with your Wrist PDA watch applications on your computer. Palm Desktop software duplicates the Date Book, Address Book, To Do List, and Memo Pad applications on your watch, so that you can view, enter, and modify any data stored on your watch.

- Back up the data stored on your watch with HotSync technology and synchronize the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up to date. See "Exchanging and Updating Data using HotSync Operations" on page 111 for more information.

- Import and export data, so you can easily transfer data from other desktop applications into any of your main applications. See "Importing data" on page 119 for more information.

- Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

Instructions for installing the Palm Desktop software are provided in the Wrist PDA *Getting Started* booklet. Refer to the online Help in Palm Desktop software for information on using the software.

NOTE: The Palm Desktop software for your Wrist PDA watch does not run on Macintosh systems.

Beaming data

Your Wrist PDA watch is equipped with an IR (infrared) port that you can use to beam information to another Palm-style device that's close by and also has an IR port.

You can send or receive the following information:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad.

- All records of the category currently displayed in the Address Book, To Do List, or Memo Pad applications.

- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts.

- An application installed in RAM memory.

See page 107 for details.

Recharging the watch

A battery level indicator appears on the same screen as your applications:

To avoid losing data, always recharge your watch before the power runs out completely.

Battery level indicator
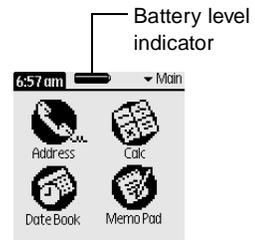
NOTE: If the watch ever fully discharges and you lose data, you can always get back your most recent data by performing a HotSync operation between the watch and the Palm Desktop software (see page 111).

To recharge the watch:

1. **Make sure the power supply for the HotSync Pod is plugged into a power outlet and connected to the port on the back of the HotSync Pod as shown below:**

Connect power supply here
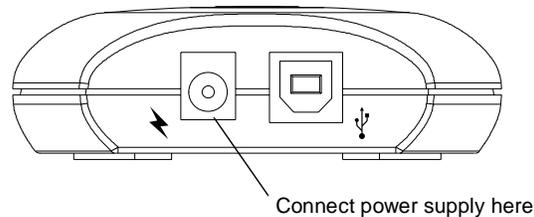
2. **Turn the watch over and connect the cable from the HotSync Pod to the port on the back of the watch.**
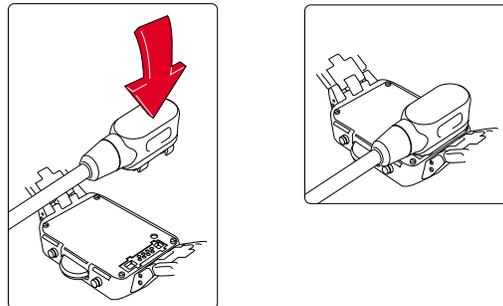
3. **Let the watch charge for several hours or overnight to recharge the battery fully.**

2

Writing on the Screen

You can enter data into your Wrist PDA watch by using the onscreen keyboard or by writing with the stylus in the text input area. You can also import data from another application (see page 119).

Using the onscreen keyboard

Some applications let you open the onscreen keyboard anytime you need to enter text or numbers on your watch.

To use the onscreen keyboard:

1. **Open an application that supports using the keyboard (such as the Address Book, Date Book, or To Do list).**

2. **Tap any record, or tap New.**

3. **Tap in the area where you wish to enter text. Make sure the blinking text entry cursor is visible.**

4. **To display the keyboard, open the application menu by tapping the tab in the upper-left corner of the screen. Select Edit, then select Keyboard.**

You can also open the keyboard by drawing the Command stroke and tapping the *ABC* keyboard icon on the Command toolbar (see page 20).

> **NOTE:** To display the keyboard, a blinking text entry cursor must be visible in the text entry area.

5. **To display the number keyboard, tap 123 at the bottom of the keyboard display. To use international characters, tap Int'l.**
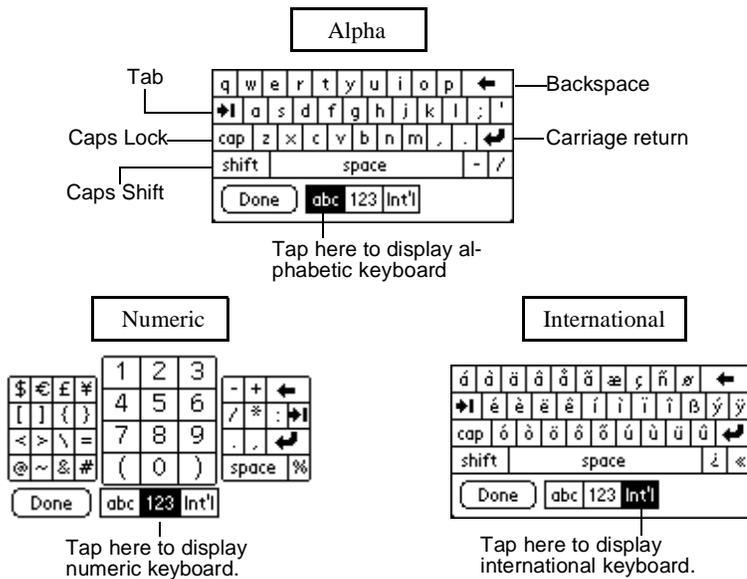
6. **Tap the desired characters or numbers; then tap Done to enter the text or numbers.**

Using the handwriting software

Your watch lets you write on the screen using Jot® handwriting software. This lets you create letters, numbers, punctuation, and symbols, including all of the characters found on a standard keyboard.

The strokes are different from those used on other Palm Powered handhelds. Jot lets you write more naturally, using standard upper- and lowercase printed letters in most cases. Jot recognizes various strokes as well as most Graffiti®-based characters.

Various ways of writing the letter A.
Use the method most natural for you.

NOTE: Uppercase letters are formed by drawing a character stroke across the middle of the screen, not by drawing a character stroke that looks like an uppercase letter. See page 28.

Learning to write characters

With only a few minutes of practice, you'll find it easy to enter accurate text and numbers using Jot.

The Jot tutorial shows you how to use the handwriting software. To practice using Jot, tap the [icon] Jot application icon, then tap Tutorial. Tap a letter to see how it's written, then try writing it yourself.

General Guidelines for Jot Writing

Follow these guidelines to learn and use Jot writing strokes successfully:

- To achieve 100% accuracy, practice drawing characters exactly as they appear in the tables later in this chapter.

- The heavy dot on each shape indicates where to start the stroke. Some characters have similar shapes, but different starting and ending points. Always start the stroke at the heavy dot. (Do not draw the heavy dot; it is there only as a guideline.)

Begin stroke here

- The Jot writing strokes for letters closely resemble letters of the standard English alphabet, both uppercase and lowercase. Most characters require only a single stroke. When you lift the stylus from the text input area, your watch recognizes and displays the text character immediately.
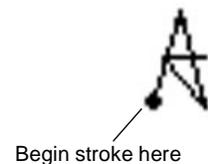
  For multi-stroke characters, a temporary character is displayed after the first stroke, to show that the stroke was recognized. For example, after the first vertical stroke of "t", a temporary "l" is shown. There is a short time delay, during which the second stroke must be drawn. Otherwise the temporary stroke is recorded.

- The screen is divided into two parts, one for writing lowercase letters and one for writing numbers. To have your watch recognize letters and numbers, you must begin letter strokes on the left side, and number strokes on the right.

NOTE: To turn on the screen-dividing mark (shown below), open the Jot application and select **Show mode mark**.

Dividing mark

Write lowercase letters on this side

Write numbers on this side

Memo 6 of 6 ▼ Unfiled

Done Details ↑ ▲▼
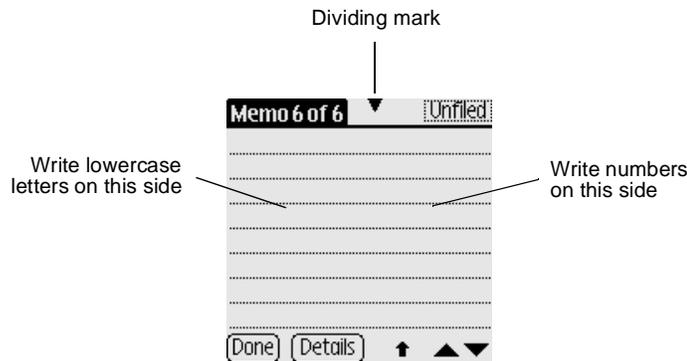
- Jot writing automatically capitalizes the first letter of a new record or sentence. To write additional capital letters, use the same character stroke as for a lowercase letter, but start the stroke on the left side of the screen and write across the middle, indicated by the dividing mark shown above.

To write Jot letters:

1. **Tap the screen where you want to write text, for example, on a line next to a time in the Date Book.**

NOTE: A blinking cursor must appear onscreen in the writing area before you can begin writing text.

---

2. **Use the tables on the following pages to find the stroke shape for the letter you want to write. For example, the stroke shown below creates the letter *n*.**

Lift stylus here.

Start stroke at
heavy dot.
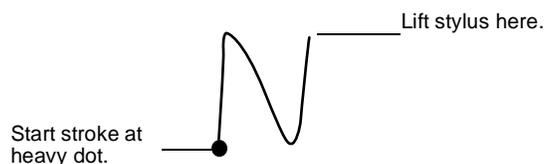
You use the same shape to create both the lowercase letter in the left hand side of the text input area, and the uppercase letter across the division line.

3. **Position the stylus in the left hand side of the text input area.**

4. **Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.**

5. **Lift the stylus from the screen at the end of the stroke shape.**

6. **Your watch recognizes your stroke immediately and displays the letter at the insertion point onscreen. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.**

Jot tips

When using Jot writing, keep the following tips in mind:

- For greater accuracy, draw letters with large strokes; strokes that nearly fill the text input area are easily interpreted.

- To delete characters, set the insertion point to the right of the character you want to delete, and draw the Backspace stroke (a line from right to left) in the text input area.

- Write at natural speed. Writing too slowly can produce errors.

- Do not write at a slant (like italics). Keep vertical strokes parallel to the sides of the text input area.

- When letters and numbers can be written using two different strokes, use the one that's easier for you.

- Press firmly.

The Jot alphabet

Draw the following letters, symbols, and gestures on the left side of the screen.

a	ɑ ∂ A ʌ	l	↑ ℓ L	w	ɯ	double quote	˥˥
b	b ᵇ β ℬ	m	ɱ ɱ	x	X	tab	⌐
c	C	n	ɦ ℕ ℕ	y	y ʯ	space	•—
d	ɗ d D D	o	O Ȯ	z	Z ʒ	backspace	—•
e	e Ɛ	p	ᵽ P	period	• or \	new line	╱
f	∮ ⌐ ᵗf¹	q	ℊ ℊ	comma	⌐	cut	ℐ
g	ℊ ℊ G G	r	⌐ ℛ ℛ	aspostrophe	˥	copy	⌐
h	ɦ ᵦ ⅃	s	S	question	₁˥? ₂•	paste	ℐ
i	ᵢ˥↑	t	ᵗ⁴⌐ ∤ ∤	exclamation	₁˥↑ ₂•	undo	⊳—
j	ᵢⱼʲJʲ J ⌐	u	ʯ ʯ	ampersand	& &	command	⟋
k	ᵗK² ᵦ ᵦ	v	V ʯ	at	@		

Writing numbers

Draw the following numbers and synbols on the right side of the screen.

0	Ȯ Ȯ	6	6	dash	•—	(	ℂ		
1	↑ ⌐	7	7	tilde	ℕ	)	ℂ		
2	2 2	8	8 8	+	₁⁺⁴²	=	═		
3	3	9	9 ℊ	*	₁X² ₂•	backspace	—•		
4	¹⁴⁺² 4 4•	period	• or \ *	/	⟋				
5	5 ⁵	comma	⌐	\	⟍				

Writing accent marks

Write accent marks on the right side of the screen after writing an upper- or lowercase character.

à	⟍	å	ʌ	ä	•• or \\ *
á	⟋	ã	ℕ	å	○

Using the Jot tuner

The Jot tuner provides alternative strokes for making the I, K, P, T, Y, and $ characters. For example, you may want to form the letter "T" by using strokes similar to a space and an "L". But if this technique is difficult to control, you can turn off this option.

To use the tuner:

1. **In the pick list in the upper right corner of the screen, tap All.**

2. **Tap on the Jot icon.**

3. **Tap Tuner.**

4. **Tap on one of the letters available for you to tune.**

Using ShortCuts

ShortCuts let you quickly and easily enter commonly used words or phrases. ShortCuts are similar to the Glossary or Autotext features of some word processors. Jot writing comes with several predefined ShortCuts. You can also create your own, for any words, letters, or numbers.

You can create ShortCuts, with up to 45 characters, using the ShortCut preferences. For example, you could create a ShortCut for your name or for the header of a memo. All ShortCuts you create appear on the list in the ShortCut Preferences screen, are available in any of your watch applications, and are backed up on your computer when you perform a HotSync operation.

Your watch includes the following predefined ShortCuts for common entries:

- ds—Date stamp   • br—Breakfast   • me—Meeting
- ts—Time stamp   • lu—Lunch
- dts—Date/time   • di—Dinner

To use a ShortCut:

Draw the ShortCut stroke, followed by the ShortCut character or characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point.

To create a ShortCut:

1. Select All or System from the pick list in the upper right corner.

2. Select Prefs from the menu.

3. Tap ShortCuts in the pick list in the upper right corner.

4. Tap New.

5. In the ShortCut Name line of the ShortCut Entry screen, enter the letters you want to use to activate the ShortCut.
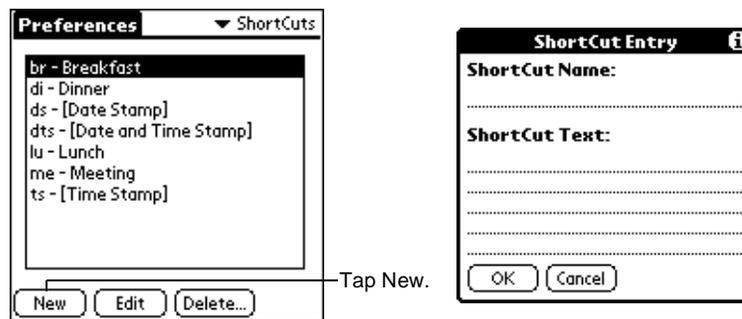
6. Tap the ShortCut Text area, then enter the text that will appear when you write the ShortCut characters.

7. You can add a space character after the last word in your ShortCut text, so that a space automatically follows the ShortCut text.

8. Tap OK.

To edit a ShortCut:

1. In the ShortCut Preferences screen, tap the ShortCut you want to edit.

2. Tap Edit.

3. Make the changes you want; then tap OK.

To delete a ShortCut:

1. In the ShortCut Preferences screen, tap the ShortCut you want to delete.

2. Tap Delete; then tap Yes.

3

Managing Applications

This chapter explains how to switch between applications on your Wrist PDA, how to personalize application settings, and how to categorize applications into related groups.

Using the Applications Launcher

The Applications Launcher displays all the available applications on your watch. You can also display only selected applications by arranging applications into categories.

To open the Applications Launcher:

If the watch face is currently displayed, press Rocker Enter to display the Applications Launcher.

Selecting applications

Your Wrist PDA watch is equipped with a variety of applications. All the applications installed on your watch appear in the Applications Launcher.

Application category
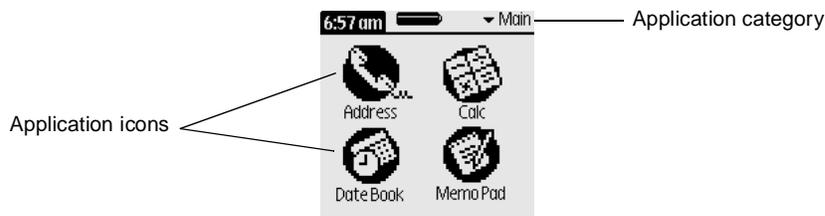
Application icons

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application:

Choose from the following options:

- Tap the icon of the application you want to open. If you have many applications installed on your watch, you may need to select the category containing that application (see below).

- If there are more applications than fit on the screen, you may need to scroll up or down using the Page buttons or Rocker switch until you see the desired application. You can also use the stylus to write letter with which the application's name begins; this highlights the first application starting with that letter.

- To switch between applications, press the Back button on your watch and select another application in the Applications Launcher.

See page 18 for more information on selecting and opening applications.

Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

To categorize an application:

1. **If necessary, press the Rocker switch to display the Applications Launcher.**

2. **Tap the tab in the upper-left corner to display the menu bar.**

3. **From the App menu, tap Category.**

4. **Choose from the following options:**

   • To choose a category for an application, tap the pick list next to each application.

   • To create a new category for an application, tap Edit Categories from the application's pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK.

5. **Tap Done.**

   To display applications by category:

1. **Tap the pick list in the upper right corner of the screen.**

2. **Tap the category you want to display.**

   To view all the applications installed on your watch, select the All category.

Changing the Applications Launcher display

By default, the Applications Launcher displays applications as large icons. As an alternative, you can display applications as smaller icons or in a list format.

To change the view of applications:

1. **Tap the tab in the upper-left corner to display the menu bar.**

2. **From the Options menu, tap Preferences.**

3. **From the View By option, select Small List, Small Icon, Large List, or Large Icon.**

4. **Tap OK to see your applications in the new format.**

   In addition to displaying applications by icon or list, you can set an option to display the last-selected application and/or category of applications each time you open the Applications Launcher.

To display the last-selected application or category:

1. Tap the tab in the upper-left corner to display the menu bar.

2. From the Options menu, tap Preferences.

3. In the Preferences dialog box, tap Remember Last Application or Remember Last Category.

4. Tap OK. Each time you return to the Applications Launcher, the last application or category of applications you selected is displayed.

> **NOTE:** If you do not select the Remember Last Category option, all applications are displayed when you select the Applications Launcher.

Setting preferences for applications

You can set preferences for individual applications in the Preferences dialog box. Not all applications have preference settings.

To set preferences for an application:

1. Open an application.

2. Tap the Menu icon.

3. From the Options menu, select Preferences.

4. Enter the desired preference settings; then tap OK.

Installing add-on applications

In addition to the applications that came with your watch, you can install applications (called add-on or third-party applications) using the Install Tool during a HotSync operation. A variety of third-party applications are available for your device, such as games and other software.

Add-on applications reside in RAM memory and can be removed at any time; for information, see "Removing applications" later in this chapter.

Installing games

In addition, you can install games included with your Palm Desktop software. These games (located in your Palm\Add-on folder) include:

• Giraffe (a fun, simple way to practice Jot writing)
• HardBall
• MineHunt
• Puzzle
• SubHunt

After you install and start a game, its instructions appear in the Game menu. Depending on the game, the Game menu may also contain commands to show high scores, start a new game, or set preferences for the game.

To install add-on applications on your watch:

NOTE: Some software publishers use an installer program to automate the installation of the application. In these cases, you may not need to follow these steps. Always follow the installation instructions that come with the software program.

1. **Copy or download to your computer the application you want to install. If the application is compressed (for example, in a .zip file), extract it from the compressed file. (See the software publisher's instructions for details.)**

2. **Double-click the Palm Desktop icon on your computer desktop to open the application; then click Install.**
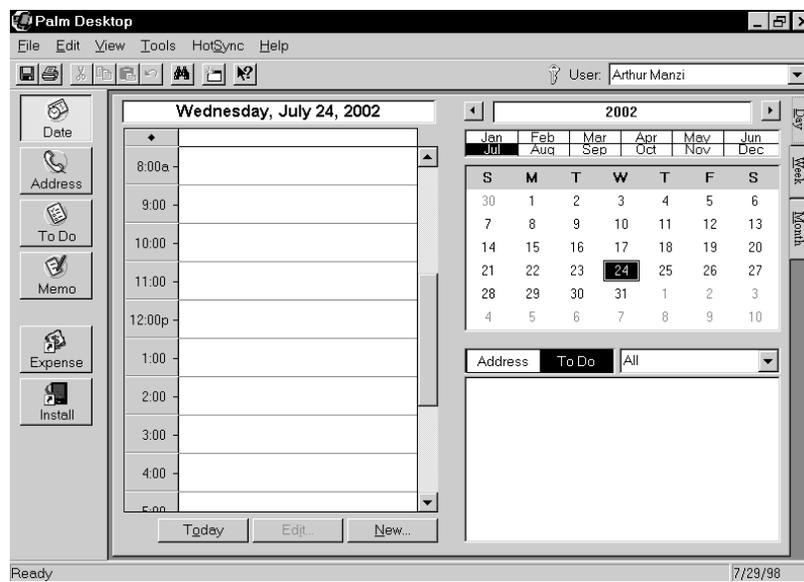
TIP: You can also open the Install Tool dialog box by double-clicking any file with a PRC file extension.

3.   In the User drop-down list, select the user name that corresponds to your Wrist PDA watch; then click Add.
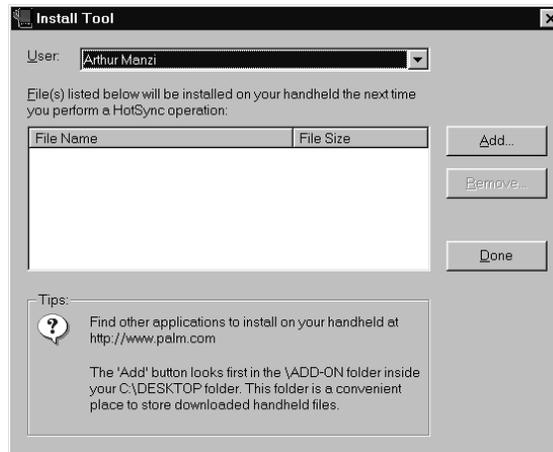
4.   Browse to the folder on your computer where you saved or extracted the application. Select the application, then click Open. The file appears in the Palm Install Tool dialog box.

5.   If you decide not to install an application, select it in the list of files in the Palm Install Tool dialog box and click Remove. The application is removed from the dialog box list, but not from your computer.

6.   Click Done. A message appears to indicate that the application or applications will be installed the next time you perform a HotSync operation.

7.   Perform a HotSync operation to install the applications. See "Exchanging and Updating Data using HotSync Operations" on page 111 for more information.

Removing applications

You can remove add-on applications, patches, and extensions from your watch if you run out of memory or no longer need them.

You cannot remove the built-in applications that reside in the ROM portion of your device, including the Date Book, Address Book, To Do List, Memo Pad, and Calculator applications.

To remove an add-on application:

1. Tap the tab in the upper-left corner of the screen to display the menu bar.

2. From the App menu, tap Delete.

3. In the Delete dialog box, tap the application you want to remove.

```
                    Delete
Free Memory:  1.7M of 1.8M
▐                              ▌

HardBall              19K
MineHunt              10K




( Done )  ( Delete... )
```

4. Tap Delete.

5. Tap Yes.

6. Tap Done.

4

Working with Applications

Your Wrist PDA watch includes the following basic applications:

- Date Book
- To Do List
- Address Book
- Memo Pad
- Calculator

Overview of basic applications

The Wrist PDA includes the following basic applications: the Date Book, for scheduling; the To Do List, for reminding you of tasks you need to complete; the Address Book, for entering names and addresses; the Memo Pad, for jotting notes; and the Calculator, for performing mathematical calculations.

Using the Date Book

The Date Book lets you quickly and easily schedule appointments or any activity associated with a date or date and time. When you open the Date Book, the current date and a list of times for a standard business day are displayed.

Use the Date Book to:

- Schedule events: timed events, which have both times and dates; untimed events, for example, birthdays or anniversaries; repeating events, such as a weekly meeting held on the same day at the same time; continuous events, such as a vacation or three-day conference; and all day events, which reflect the default hours of a day as set by the user.

- Display your schedule in different ways: by Day, Week, Month, or Agenda view.

- Set an alarm to sound minutes, hours, or days before a scheduled appointment.

- Attach notes to events to describe or clarify Date Book entries.

- Rearrange or delete events from your schedule.

To open the Date Book:

1. **Make sure you're in PDA mode (see page 15). Then, if necessary, press the Back button to display the Applications Launcher.**

2. **Tap the Date Book icon.**

Scheduling events

An entry in the Date Book is called an event. When you schedule an event, its description appears on the time line, and its duration is set to 1 hour by default. You can easily change the start time and duration for any event. You can schedule the following types of events in the Date Book:

- *Timed* events, such as meetings, that have a specific date and a specific start and end time.

- *Untimed* events, such as birthdays, holidays, and anniversaries. These events occur on a particular date but

have no specific start or end times; they appear at the top of the list of times marked with a diamond. You can schedule more than one untimed event on the same date.

* *Repeating* events, such as a weekly meeting that is held on the same day at the same time each week.

* *Continuous* events, such as a vacation or three-day conference.

* All day events, which reflect the default length of the day as set by the user.

Scheduling timed events

You can schedule timed events for the current date or for future dates.

To schedule a timed event for the current date:

1. **Press the Date Book button on your watch to open the Date Book to today's schedule. The current date and a list of times for a normal business day are displayed in Day view.**

2. **With the current day selected, tap the line next to the time that corresponds to the start of the event.**

    Use the Page Up and Page Down buttons to view times that do not fit on the screen.

Time bar shows default duration.

Tap a line next to desired time; then enter text.
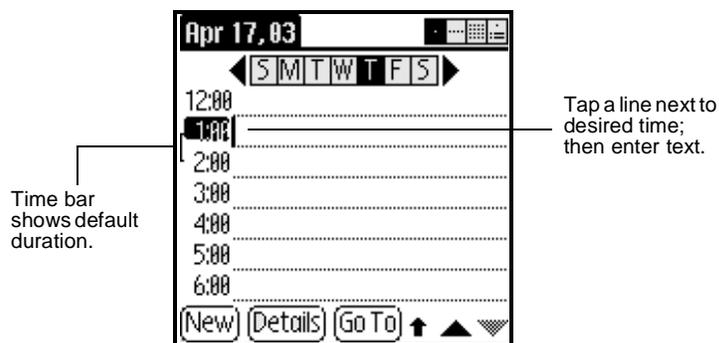
3. **Enter a description of the event, up to 255 characters in length.**

4.   Set the event's duration:

- If the event is 1-hour long, skip to the end of this procedure.

- If the event is longer or shorter than an hour, tap directly on the time to open the Set Time dialog box.

Tap the time to display the Set Time dialog box.
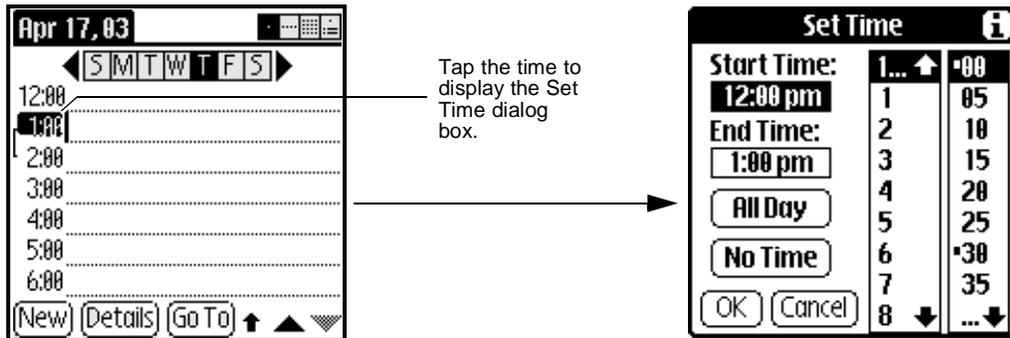
TIP: You can open the Set Time dialog box by making sure no event is selected, and then writing a number (to select a start time) on the number input side of the screen.

---

5.   Set the duration of the event in either of the following ways:

- Tap the Start Time box and set the time by selecting the hours and minutes in the time columns; Tap End Time, then tap the time columns to set the End Time.

    You can also select the time using the watch buttons: press **Rocker Up** and **Down** to change the hours and **Page Up** and **Down** to change the minutes. Pressing and holding the buttons makes the time change faster. Once the desired time is selected, press **Rocker Enter** to accept the changes.

- Tap All Day if the event lasts all day. The default hours of a standard business day are set by the user, and may be changed using the Preferences command in the Date Book application. See the section "Changing the displayed Start and End Times" later in this chapter.

- Tap No Time if the appointment does not have a specific starting and ending time. This can be used to remind you of important events and holidays without creating a timed appointment (see page 45).

Tap to scroll to earlier hours.

Start Time highlighted

Set Time

Start Time:
12:00 pm
End Time:
1:00 pm
All Day
No Time
OK   Cancel

1... ↑   ·00
1   05
2   10
3   15
4   20
5   25
6   ·30
7   35
8 ↓   ... ↓

Tap to change hours.

Tap to change minutes.

Tap to scroll to later hours.
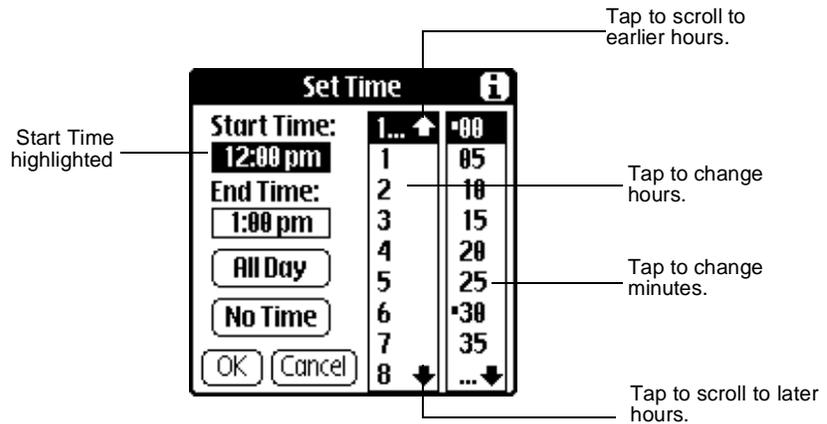
6.   Tap OK.

To schedule a timed event for another date:

1.   Select the date you want in one of the following ways:

- Tap the desired day of the week in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.

  You can also use the **Rocker** switch to change the day of the week. You can change weeks by scrolling to before Sunday or after Saturday.

- Tap Go To at the bottom of the screen to open the Go To Date dialog box. Select a date by tapping a year, month, and day in the calendar.(You can also use the **Rocker** switch and **Page** buttons to change the month.) Tapping the day you want to make the appointment for automatically returns you to Day View.

2.   After locating the desired date, follow the steps for scheduling an event for the current day.

Scheduling untimed events

You can schedule untimed events for any date. Untimed events appear at the top of the list of times marked with a diamond.

To schedule an untimed event:

1.   Select the event date you want, as described in the previous procedure, "To schedule a timed event for another date."

2. **Tap New.**

3. **In the Set Time dialog box, tap No Time.**

4. **Enter a description of the event.**
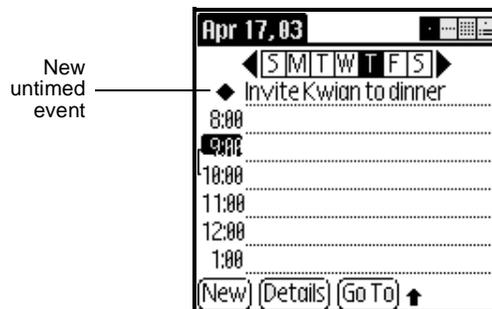
New untimed event

5. **Tap a blank area on the screen to deselect the untimed event.**

> **NOTE:** If you create a timed event and later want to make it an untimed event, tap directly on the event time on the Date Book screen; then tap No Time.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days. Repeating events include a birthday and a weekly guitar lesson that falls on the same day of the week and the same time of day. Continuous events might include a business trip or a vacation.

To schedule a repeating or continuous event:

1. **Tap the event (be sure to tap the event and not the time next to the event).**

   Typically, a continuous event is an untimed event.

2. **Tap Details.**

3. **Tap the Repeat box to open the Change Repeat dialog box.**

Tap the Repeat box.
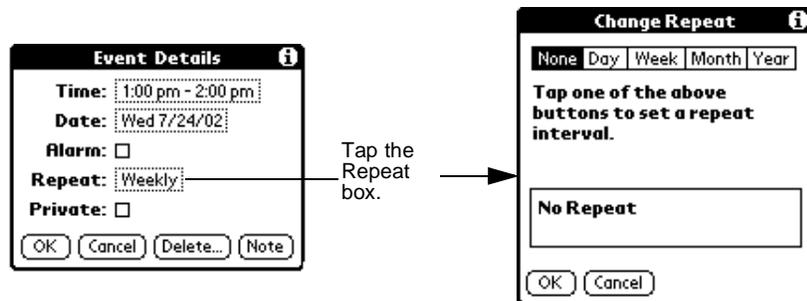
4. **Tap Day, Week, Month, or Year to set how often the event repeats (or use the Rocker switch to select the desired option). Choose Day for a continuous event.**

5. **Enter a number that corresponds to how often you want the event to repeat on the Every line.**

   For example, if you select Month and enter the number 2, the event repeats every other month.

6. **To set an end date for the repeating or continuous event, tap the End On pick list and tap Choose Date. Use the date picker to select an end date.**

7. **Tap OK. An icon that represents a repeating event appears to the far right on the event line.**

Making changes to repeating or continuous events

When changes are made to a repeating or continuous event you have the option of applying the change to just the current event, the current event and all future occurrences of this event, or all occurrences of this event - past, present, and future.

To delete repeating events:

1. **Select the event you want to delete.**

2.   Tap Details. The Event Details screen opens.

3.   Tap Delete. The Repeating Event screen opens asking for confirmation of the delete.
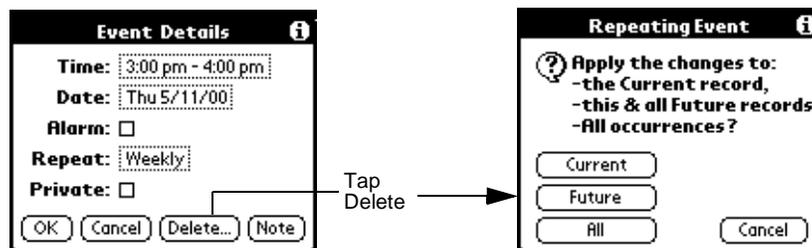
4.   Select one of the following options:

- Current deletes a single occurrence of this event

- Future deletes the current event and all future occurrences of this event

- All deletes all past, current, and future occurrences of this event.

The event is removed from your datebook and you are returned to the day view where you started. These steps apply to all changes you make to repeating or continuous events.

About scheduling repeating or continuous events

Keep the following in mind when scheduling repeating or continuous events:

- If you change the start date of a repeating event, your watch automatically changes the end date to maintain the duration of the repeating event.

- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your watch creates a new repeating event.

- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your watch adjusts the end date to maintain the duration of the event.

- If you change other repeat settings (for example, time, alarm, private) of a repeating event and apply the change to all occurrences, your watch creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon.

Rescheduling events

You reschedule events using the Details option in the Date Book. You can also use the Details option to convert untimed events into timed events.

To reschedule an event:

1. **Tap the event you want to reschedule.**
2. **Tap Details.**
3. **To change the time, tap the Time box, then select a new time. Press the Enter button on the right side of the watch, or press the Back button to cancel.**
4. **To change the date, tap the Date box, select a new date, and then tap OK.**

Adding Address Book information to an event

You can add a name and telephone number to an event using the Phone Lookup option.

1. **Tap the tab in the upper-left corner of the screen to open the menu bar.**
2. **From the Options menu, select Phone Lookup.**
3. **Choose the phone number you want to include and tap Add.**

Using the alarm

The Alarm setting lets you set an audible alarm for events in your Date Book, and display a reminder message onscreen. For untimed events, you can set a silent alarm that displays a blinking indicator

(you can tap the indicator to view the reminder message). If you do not set an alarm, no visual or audible indicator will occur.

Setting an alarm for an event

You can set an alarm for minutes, hours, or days before an event. When you set an alarm, an Alarm icon appears to the far right of the event with the alarm. You set silent alarms for untimed events in the same way, but instead of an sounding an audible alarm, the watch displays a blinking indicator in the upper-left corner of the screen (see "Understanding the blinking alarm indicator" below).

The alarm triggers at the specified period of minutes, hours, or days before the event begins. For untimed events, the indicator appears before midnight of the day on which the untimed event occurs. For example, if you set a 5-minute alarm for an untimed event that occurs on January 17, the blinking indicator will appear at 11:55 p.m. on the night of January 16.

To set an alarm for an event:

1. **Tap the event to which you want to assign an alarm.**
2. **Tap Details.**
3. **Tap the Alarm check box to select it.**
4. **The default setting, 5 Minutes, appears (the alarm will sound 5 minutes before the event).**

    To change this setting:

    • Select the 5 next to the Alarm check box and write in any number from 0 to 99.

    • Tap the pick list to change the time unit; select Minutes, Hours, or Days.

Enter number of time units here.

Tap here to select unit of time.
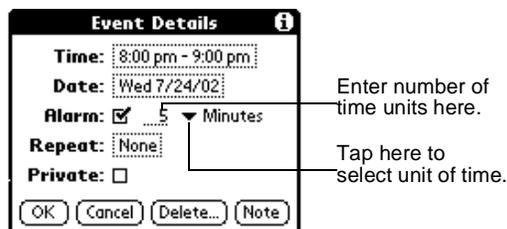
5. **Tap OK.**

Using alarm options

You can automatically cause the alarm to be set for each new event using preferences. You can also select a tone for the alarm and the number of times the alarm sounds.

To set alarm options:

1.   **To open the Preferences dialog box, do one of the following:**

   • Tap the inverted tab at the top of the Date Book screen to display the menu bar.

   • In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Type an R, the ShortCut for the Preferences command.

2.   **In the Options menu, tap Preferences.**
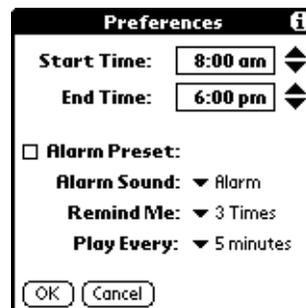
3.   **Select from the following options:**

   • Tap Alarm Preset to set an alarm for each new event automatically. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

   • Tap the Alarm Sound pick list, and then tap an option to set the tone of the alarm. Options include Alarm, Alert, Bird, Concert, Phone, Sci-fi, and Wake Up.

   • Tap Remind Me to define how many times the alarm sounds—one, two, three, five, or ten times.

   • Tap Play Every to set how often the alarm sounds—every minute; or every 5, 10, or 30 minutes.

4.   **Tap OK.**

Using the alarm in watch mode

Alarm icon

When your Wrist PDA is in watch mode, the alarm will still run. An alarm icon will appear on the watch face in the upper-left corner of the screen to let you know that the alarm is active. When the alarm sounds, the watch will beep if you have the Alarm sound turned on.

Fri May 23, 2003 AM
10:24
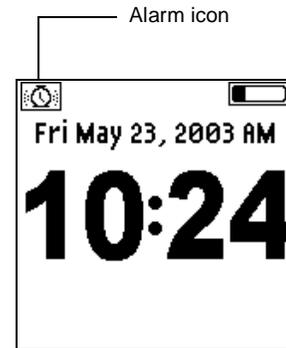
To answer the alarm while in watch mode, wake your Wrist PDA by pressing **Rocker Enter**. This switches the watch to PDA mode and lets you dismiss the alarm or use the Reminders list screen, as described below.

Dismissing the alarm

Audible alarms sound for about two seconds, but you can interrupt the sound by tapping anywhere on the screen or by pushing any button.

For a silent alarm (for untimed events), the blinking indicator remains onscreen until you tap it to view the Reminders list screen, then clear any events on the screen (see "Using the Reminders list screen" below).

When an audible alarm sounds, you see the Reminder screen:

11:25 am Reminder
Thursday, 3/1/01
11:30 am - 12:30 pm

Lunch with Ken

OK   Snooze   Go To

This screen has three buttons for responding to an alarm:

OK: Makes the reminder go away, with no further notification.

Snooze: Switches to the application that was running when the alarm went off, and returns to the Reminder screen after five minutes. You cannot change this time interval, but you can go back to the Reminder screen right away by tapping the blinking indicator

in the upper-left corner of the screen (see "Understanding the blinking alarm indicator" below).

Go To: Lets you see details of the event in the Date Book. This cancels the alarm, and there is no further notification.

Using the Reminders list screen

The Reminder screen changes to a Reminders list of items that require your attention if you did not dismiss or snooze an alarm for one event, and another alarm sounds for a second event. If there is a blinking indicator in the upper-left corner of the screen, tapping it also displays the Reminders list (see "Understanding the blinking alarm indicator" below).

Each listed reminder contains the date and time of the event, with a description beneath it.
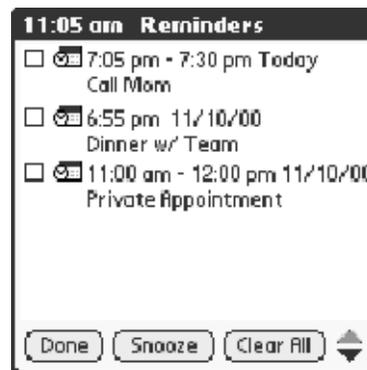
Tapping on the text or icon goes to that item in the Date Book and deletes the event from the Reminders list screen.

Tapping the check box clears that item, similar to a To Do list item. The watch will draw a line through the text, pause for a moment, and them remove the item from the list, although the original data remains in the Date Book.

The Reminders list screen has three buttons:

Snooze: Puts the Reminders list screen to sleep for five minutes. After this time interval, the Reminders list screen is displayed again. You can go directly to the Reminders list screen without waiting, by tapping on the blinking alarm indicator. See "Understanding the blinking alarm indicator" below.

Done: If the Reminders list appeared because of more than one alarm, tapping Done closes the Reminders list screen, although the events will remain in the Date Book. The Reminders list screen will not appear again, unless you tap the blinking alarm indicator in the menu bar.

If you tapped the Snooze button and then tapped the blinking alarm indicator to make the Reminders list reappear, then tapping Done makes the Reminders list continue to snooze, and it will reappear after five minutes.

Clear All: removes all of the items from the list, but does not close the Reminders screen. Tap this button to erase a list of events that have passed.

Understanding the blinking alarm indicator

A blinking alarm indicator appears in the upper left corner of the screen in the menu bar if:

- You tap the Snooze button
- You tap Done in the Reminders list screen
- A silent alarm has occurred

The indicator appears in two different states:

- ✳ **Blinking star**: When there is at least one item in the list, the star indicator blinks on and off until the list has been emptied.

- ✳ **Blinking starburst**: When a silent alarm occurs, a starburst pattern appears, alternately flashing solid, exploded, then off, until you view the new event.

Tapping on the indicator opens the Reminders list, even if there is only one item in the list.

Changing the Date Book view

The Date Book includes four views for displaying your appointments: day view, week view, month view, and agenda view.

To display the Date Book views:

1. **Tap a view icon in the upper-right area of the Date Book screen:**

 Date Book view icons

You can also press **Rocker Enter** to cycle through the different Date Book views.

To display the current time:

To display the current time in Date Book, tap and hold for one second on the date displayed in the upper-left corner of the screen. Then, without taking the stylus off the screen, make a small stroke in any direction away from the date display. The current time displays instead of the date until you release the stylus from the screen.

Working in Week view

Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To display the Week view:

1. **Tap the Week view icon—or press Rocker Enter until the Week view icon is highlighted.**

Week view

2. **Tap the left and right navigation controls to move forward or backward a week at a time, or tap on a specific day to display the details of an event. You can also use Rocker Up and Down to change the displayed week, and the Page buttons to scroll through the hours.**

NOTE: The Week View also shows untimed events and events before and after the range of times displayed.

Previous week — Next week

Jul '99   ◄ Week 30 ►

Bar indicates earlier event.

Dot indicates untimed event.

Scroll to view earlier or later events

Bar indicates later event.
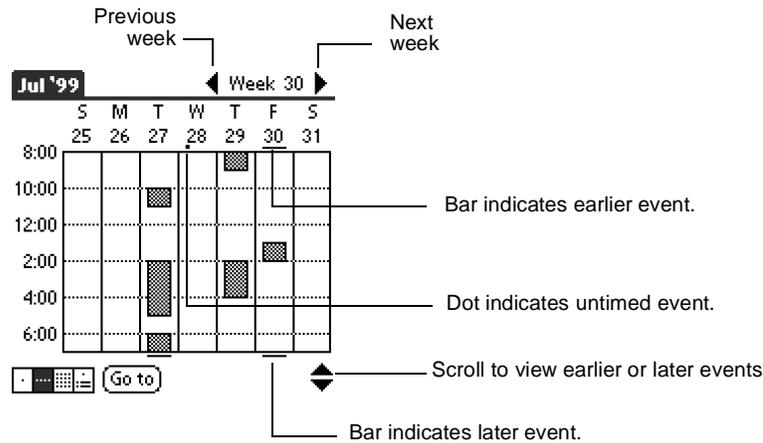
3.   Tap an event to display a description of the event at the top of the screen.

Tue 7/27/99   10:00 am - 11:00 am — Event details
Dentist

Tap to show event details.
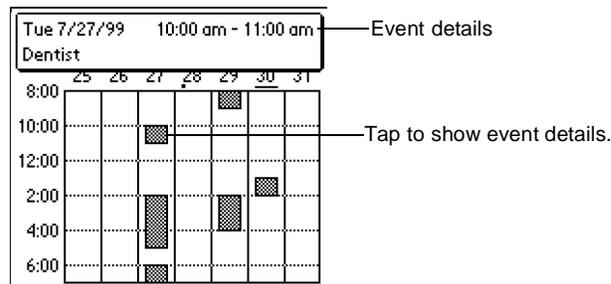
Tips for using Week view

Keep the following points in mind when using Week view:

• To reschedule an event while in Week view, tap and drag the 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.

• The Week view displays the hours of the day defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

Spotting event conflicts

It is possible to schedule events that overlap (an event that starts before a previous one finishes).

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.

Event conflicts
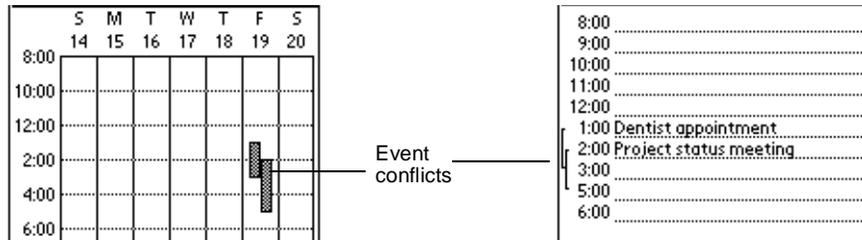
Working in Month view

The Month View screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.

Dashed line indicates continuous event

Dots on right side indicate events

Dots below date indicate untimed events

You can control the dots and lines that appear in the Month View. See "Changing the Date Book display" on page 60 for more information.

Tips for using Month view

Keep the following points in mind when using the Month view:

- Tap a day in the Month view to display that day in the Day view, or tap the scroll arrows in the lower-right corner to move forward or backward a month. Or tap Go To to open the date selector and select a different month.

- You can also use the **Page** buttons to change the displayed month, and **Rocker Up** and **Down** to highlight a different day. Pressing **Rocker Enter** changes to the Day view for the selected day.

Working in Agenda view

The Agenda view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the Agenda view to check off completed To Do List items. To go to a Day View of any event on the Agenda view screen, simply tap the desired event.

To display the Agenda View:

1. **Tap the Agenda view icon—or press Rocker Enter until the Agenda view icon is highlighted.**

Agenda view
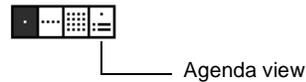
2. **Use the navigation bars to move forward or backward a day at a time or to display more To Do items.**

    Or use **Rocker Down** to scroll through the list of appointments for the day. When you reach the last appointment, your selection will move to the first To Do item for the day. You can highlight a To Do item and then press and hold **Rocker Enter** to check or uncheck it without leaving Agenda view.

    Use **Rocker Up** to scroll back up to the top of the To Do list and then to the Appointments list.

Scroll each list
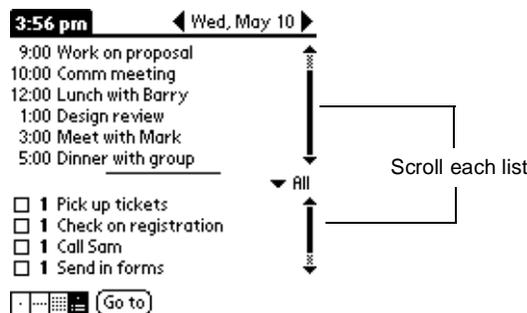
Tips for using Agenda view

- Tap any appointment while in Agenda view to display the Day View of the appointment.
- Check off completed To Do List items in the Agenda view, or click a description of an item to go directly to the To Do List application. Pressing the **Back** button returns you to the Agenda view.
- You can change the category of To Do items shown. Tap on the pick list and select the new category. See the chapter on "Using the To Do List" for more information on To Do items.

Changing the Date Book display

In Day or Month view, you can change which events appear in the Date Book. In Day view, you can display time bars that highlight event conflicts.

To change the Date Book display of events:

1. **In Day view or Month view, tap the date in the top-left corner to display the menu bar.**

2. **Tap Options, and then tap Display Options.**

3. **For Day view, select from the following options:**

- Tap Show Time Bars to display time bars showing the duration of an event and any event conflicts.
- Tap Compress Day View to display start and end times for each event, but no blank time slots at the bottom of the screen, to minimize scrolling. Clear the option to display all time slots.

4. **For Month view, select whether to display Timed, Untimed, or Daily Repeating events.**

5. **Tap OK.**

Changing the displayed Start and End Times

You can change the preferences used for new entries. Preferences include display starting time, display ending time, and alarm characteristics. See the section "Using alarm options" earlier in this chapter for more information on alarm preferences.

To change the start and end time in the Date Book:

1. **Tap the date in the top-left corner to display the menu bar.**

2. **Tap Option, and then tap Preferences.**
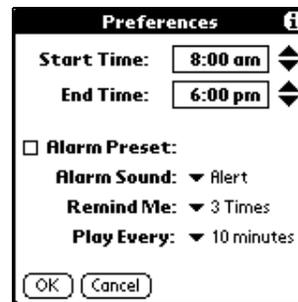
The Start and End Time are used by the various Date Book screens. The Day view schedules events to start and end at these times when the All Day option is selected. The Week view displays the time span defined by the Start Time and End Time.

3. **Press Rocker Up and Down to change the start time, then press Page Up and Down to change the end time. You can also tap Start Time and use the scroll arrows to select a new start time for the Date Book screens, and do the same to set a new end time. If the time slots you select do not fit on one screen, you can tap the scroll arrows to scroll up and down.**

4. **Tap OK or press Rocker Enter when done.**

Using the To Do List

The To Do List is a convenient place to create reminders and prioritize the things that you have to do.

Use the To Do List to:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups. For more information, see "Categorizing records" on page 84.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task. For more information, see "Attaching notes" on page 91.

To open the To Do List:

1. **Make sure you're in PDA mode (see page 15). Then, if necessary, press the Back button to display the Applications Launcher.**

2. **Tap the To Do List icon.**

To Do List opens to display the category of items you last viewed.

Creating To Do List items

A To Do List item is a reminder of some task that you have to complete. A record in theTo Do List is called an *item*.

To create a To Do List item:

1. **Tap the To Do List icon to display the To Do List.**

2. **Tap New.**

To Do List ▼ All		To Do List ▼ All

New To Do item —— Tap New
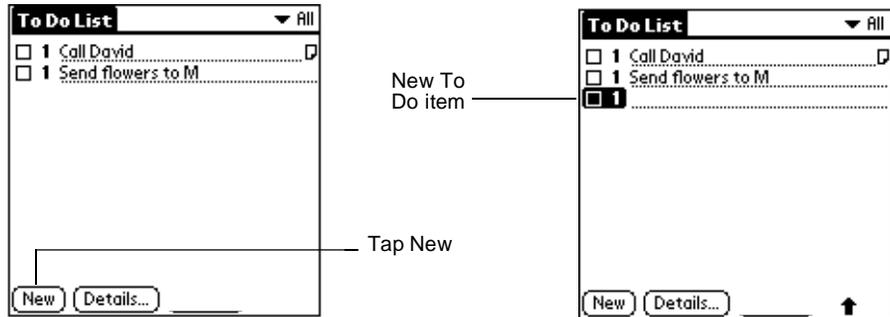
3. **Enter the text of the To Do List item. The text can be longer than one line.**

> **TIP:** You can add a name, address, and phone number to a To Do List item using the Phone Lookup option. For more information, see "Using Phone Lookup" on page 88.

4. **Tap anywhere onscreen to deselect the To Do List item.**

> **TIP:** If no To Do List item is currently selected, writing in the text input area automatically creates a new item.

Setting To Do List priorities

You can set priorities for tasks in your To Do List according to their importance or urgency. Items appear by priority and due date at the top of the To Do List by default, with 1 the highest priority. Changing an item's priority may move its position in the list.

New To Do List items automatically have a priority of 1. If you select another item first, before creating a new item, the item you create appears beneath the selected item with the same priority as the selected item.

To set the priority of a To Do List item:

1. **Tap the Priority number on the left side of the To Do List item.**

   Show To Do List screen and priority numbers.
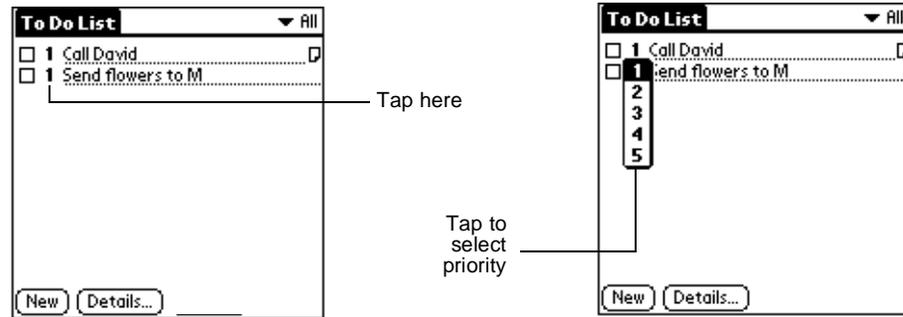
2. **Tap the Priority number that you want to set, with 1 the most important and 5 the least important.**

Checking off To Do List items

You can check off a To Do List item to indicate that you've completed it. Tap the box next to the item to check it off the list. You can also use **Rocker Up** and **Down** to highlight a To Do list item, then press **Rocker Enter** to check or uncheck it.
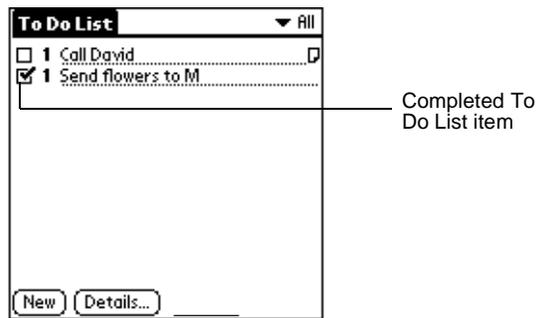
To make checked-off items disappear:

You can have completed items remain onscreen, or clear them from view.

1. **In the To Do List, tap the tab in the upper-left corner to display the menu bar.**

2. **Tap the Options menu, then tap Show.**

3. **Check or uncheck Show Completed Items. If you clear this setting, your To Do items disappear from the list when you complete (check) them.**

NOTE: Items that no longer appear on the list because Show Completed Items is turned off have not been deleted. They are still in the memory of your watch. You must purge completed items to remove them from memory.

Changing priorities and due dates

You can change the To Do List to display the due date assigned to an item, change its priority, and assign a category to the task with the To Do Item Details dialog box.

You can then sort To Do List items by priority, due date, or category.

To change the priority and due date of a To Do List item:

1. **In the To Do List, tap the item that you want to change.**

2. **Tap Details.**

3. **In the Details dialog box, tap No Date to open the Due Date pick list.**

Tap here.
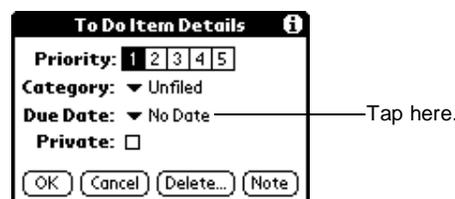
4. **Tap the date that you want to assign the item. Options are Today, Tomorrow, One Week from the current date, No Date to remove the due date from the item, or Choose Date to display the date selector and select a date.**

5. **Tap Private to hide this item when Security is turned on.**

    For more information, see "Making records private" on page 89.

6. **Tap OK.**

To sort To Do items:

1. **In the To Do List, tap the tab in the upper-left corner to display the menu bar.**

2. **Tap the Options menu, then tap Show.**

3. **In the To Do Preferences screen, tap Sort By, and then select an option from the pick list:**

   Tap Priority, Due Date to sort items by priority first, and then due date. Tap Due Date, Priority to reverse that order.

   Tap Category, Priority to sort items by category first, and then priority. Tap Priority, Category to reverse that order.

4. **Tap OK.**

Displaying completed and due items

You can have theTo Do List display completed items and their completion dates, as well as due items and their due dates.

To display completed and due items in the To Do List:

1. **In the To Do List, tap the tab in the upper-left corner to display the menu bar.**

2. **Tap the Options menu, then tap Show.**

```
┌────────────────────────────┐
│ To Do Preferences  ⓘ        │
│ Sort by:                    │
│   ▾ Priority, Due Date      │
│ ☑ Show Completed            │
│   Items                     │
│ ☐ Show Only Due             │
│   Items                     │
│ ( OK ) ( Cancel ) ( Next )  │
└────────────────────────────┘
```
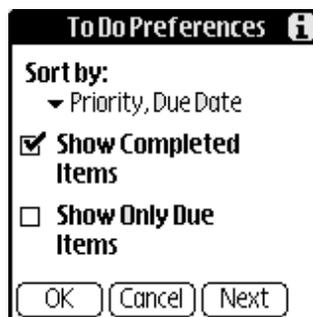
3. **In the To Do Preferences dialog box, choose from the following settings:**

   • Tap Show Completed Items to display your completed items in the To Do List. If this setting is turned off, completed To Do items disappear from the list, but are kept in the memory

of your watch. You must purge completed items to remove them from memory.

- Tap Show Only Due Items to show only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.

4. **Tap Next to display these additional options:**

- Tap Record Completion Date to replace the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

- Tap Show Due Dates to display the due dates for items in the To Do List and to display an exclamation mark next to items that remain incomplete after the due date passes.

5. **Tap OK.**

Using the Address Book

The Address Book lets you keep names, addresses, telephone numbers, and other information about your personal or business contacts.

Use the Address Book to:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, car, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view them in logical groups.

To open the Address Book:

1. **Make sure you're in PDA mode (see page 15). Then, if necessary, press the Back button to display the Applications Launcher.**

2. **Tap the Address icon.**

The Address Book opens and displays the list of your records.

Adding and using Address Book entries

The Address Book application stores name and address information about people or businesses.

Creating an Address Book entry

A record in Address Book is called an entry. You can create entries on your watch, or you can use Palm Desktop software to create entries on your computer and then download them to your watch with your next HotSync operation.

Palm Desktop software also has data import capabilities that let you load database files into the Address Book on your watch.

See "Importing data" on page 119 and Palm Desktop online Help for more information.

To create a new Address Book entry:

1. **Tap the Address icon to display the Address Book.**

2. **Tap New.**

Cursor
at Last name

Tap New.

3. **Enter the last name of the person you want to add to your Address Book.**

4. **Tap the First Name field to move to it.**

5. **You can move to any field by tapping it directly.**

6. **Enter the individual's first name in the First Name field.**

7. **If you want to be able to sort the Address Book by company name, enter the information you want in the Company field.**

8. **Enter any other information that you want to include in the entry.**

9. **Tap the scroll arrows (or use the watch buttons) to move to the next page of information.**

10. **To attach a note to an entry, tap Note. Enter the information you want in the text input area, and then tap Done.**

11. **When you have finished entering information, tap Done.**

Tap Done

TIP: To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call.* This entry can contain contact information in case you lose your watch.

To view details of an address entry:

1. **Tap the address entry.**

   The entry appears in Address view.

2. **Tap Done when you have finished viewing the entry.**

Duplicating an entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organization. When you duplicate an entry, the word *Copy* appears next to the name in the First Name field.

To duplicate an entry:

1. **From the Address Book, tap a name you want to duplicate.**

2. **Tap the tab at the top-left corner of the screen to display the menu bar.**

   Make sure Record is selected, then tap Duplicate Address.

3. **Edit the record as necessary.**

Selecting specific address details

You can select the specific information that an Address Book entry displays. Any changes you make apply only to the current entry.

To select a different address detail:

1. **Tap the entry that you want to change in the Address list.**

2. **Tap Edit.**

3. **Tap the pick list next to the label you want to change.**

Tap triangle
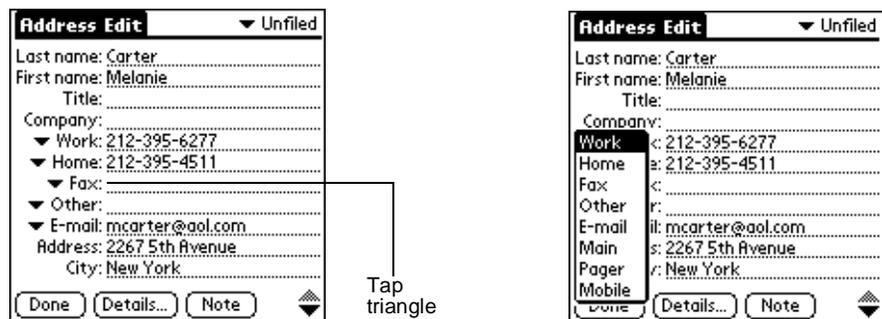
4. **Select a new label.**

Editing Address Book entries

You can change the type of information that appears in the Address List screen, categorize an entry, and hide an entry for security reasons. You can also delete entries.

To edit an Address Book entry:

1. **Tap the entry that you want to change in the Address list.**

2. **Tap Edit.**

3. **Tap Details.**

4. **In the Address Entry Details dialog box, select any of the following settings:**

- Tap Show in List, and in the pick list tap which type of phone or other information you want to appear in the Address List screen. Options are Work, Home, Fax, Other, and E-mail.
- Tap Category, and then tap a category in the pick list that you want to assign to the entry.
- Tap Private to hide the entry when Security is turned on.

5. **To attach a note to an entry, tap Note, enter information in the text input area, and tap OK.**

6. **To delete an entry, tap Delete.**

7. **Tap OK.**

Changing the Address Book display

You can change how Address Book lists are sorted and you can add custom fields for entering additional information, using preferences. You can also have the Address Book display the last category you selected each time you return to the application.

To change how lists are sorted:

1. **Tap the tab in the upper-left corner of the screen to display the menu bar.**

2. **Tap Options, and then tap Preferences.**
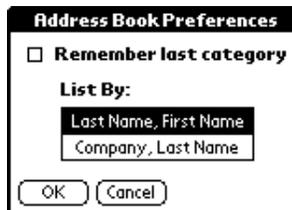
3. **Choose an option to sort Address Book lists from the List By pick list:**
   - Tap Last Name, First Name to sort alphabetically by an individual's last name and then first name.
   - Tap Company, Last Name to sort alphabetically by the company name, and then an individual's last name.

4. **Tap OK.**

To add custom fields at the end of Address Edit screens:

1.   **Tap the tab in the top-left corner of the screen to display the menu bar.**

2.   **Tap Options, and then tap Rename Custom Fields.**

3.   **In the text input area, rename the fields to identify the information you'll enter in them. The names you give the custom fields appear in all entries, at the end of the Address Edit screen.**

4.   **Tap OK in the Rename Custom Fields dialog box.**

5.   **Tap Done.**

To control the Address Book display on returning to the application:

1.   **Tap the tab in the upper-left corner of the screen to display the menu bar.**

2.   **Tap Options, and then tap Preferences.**

3.   **In the Address Book Preferences dialog box, select an option:**
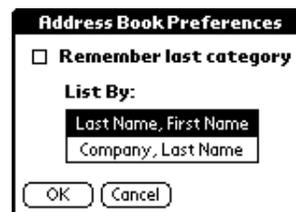
• To have the Address Book redisplay the last category you selected on returning to the application, tap the Remember Last Category check box to select it.

• To have the Address Book display the All category on returning to the application, clear the Remember Last Category check box.

4.   **Tap OK.**

Using the Memo Pad

The Memo Pad provides a place to take notes that are not associated with records in the Date Book, Address Book, or To Do List. You can also:

- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information. Later, you can copy and paste this information into other applications.

To open the Memo Pad:

1. **Make sure you're in PDA mode (see page 15). Then, if necessary, press the Back button to display the Applications Launcher.**

2. **Tap the Memo Pad icon.**

The Memo Pad opens to display the last Memo Pad screen that you viewed.

Creating memos

A record in the Memo Pad is called a *memo.* A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the memory available on your watch.

When you create a new memo, you can add information to it from the Address Book application, such as a phone number or address, using the Phone Lookup option. See "Using Phone Lookup" on page 88.

To create a new memo:

1. **Tap the Memo Pad icon to display the Memo List.**

2. **Tap New.**

Tap New.
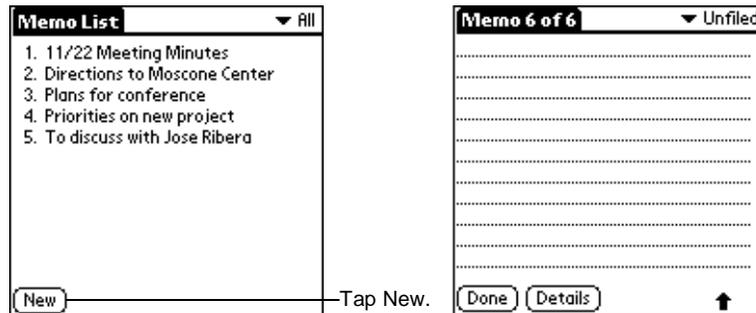
> **TIP:** You can also create a new memo by beginning to write in the text input area in the Memo List screen. The first letter is automatically capitalized and begins your new memo.

3. **Enter the text you want to appear in the memo. Use the carriage return stroke (new line stroke) to move down to new lines in the memo.**

> **TIP:** You form the carriage return stroke by drawing a diagonal line toward the lower-left corner of the screen.

4. **Tap Done.**

   You can categorize memos and sort them by categories. See "Categorizing records" on page 84 and "Sorting records" on page 88 for more information.

Reviewing memos

The Memo List displays the first line of a memo. This makes it easy to locate and review your memos. You can easily sort memos in the Memo List or move through memos using Memo options.

To review a memo:

1. **In the Memo List, use Rocker Up and Down to change the selection highlight, then press Rocker Enter to open the selected item. You can also tap the memo if you are using the stylus. If there are more memos than fit on the screen, use Page Up and Down to view additional screens.**

Memo List   ▼ All

1. 11/22 Meeting Minutes
2. Directions to Moscone Center
3. Plans for conference
4. Priorities on new project
5. To discuss with Jose Ribera

(New)

Tap a memo
to review its
contents

Memo 1 of 1   ▼ Unfiled

11/22 Meeting Minutes

Bill Davidson to study time
management program as
implemented by employees.

Michele Baker to report on
expanding markets in the Dallas –
Fort Worth area.

(Done) (Details)

2. Review or edit the text in the memo.

3. Tap Done.

TIP: When you're looking at the text of a memo, you can easily jump to other memos for review. Use the Up and Down buttons on the watch to skip to other memos.

To change the order in which memos appear in the Memo List:

1. Tap the tab in the upper-left corner of the screen to display the menu bar.

2. Tap Options.

3. Tap Preferences, and choose one of the following options:

- Tap Manual to sort new memos in the sequence in which you create them.
- Tap Alphabetical to sort new and existing memos in numerical and then alphabetical sequence.

4. Tap OK.

Using the Calculator

The Calculator lets you perform basic arithmetic, such as addition, subtraction, multiplication, and division.

To open the Calculator:

1. **Make sure you're in PDA mode (see page 15). Then, if necessary, press the Back button to display the Applications Launcher.**

2. **Tap the Calc icon.**

    The calculator displays on the screen.
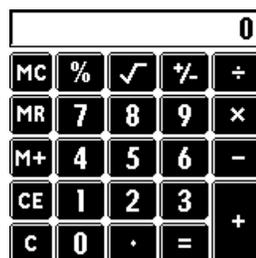
Using the Calculator buttons

The Calculator includes several buttons to help you perform calculations.

*   The CE button clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

*   The C button clears the entire calculation and enables you to begin a fresh calculation.

*   The Plus/Minus button toggles the current number between a negative and positive value. If you want to enter a

negative number, enter the number first and then press the +/- button.

- **M+** The M+ button places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.

- **MR** The MR button recalls the stored value from memory and inserts it in the current calculation.

- **MC** The MC button clears any value that is stored in the Calculator memory.

5

Performing Common Tasks

The tasks described in this section use the term *records* to refer to an individual item in any of the basic applications, for example, a single Date Book event, Address Book entry, To Do List item, or Memo Pad memo.

Creating records

You can use the following procedure to create a new record in the Date Book, Address Book, To Do List, or Memo Pad.

To create a record:

1. **Select the application in which you want to create a record.**

2. **Tap New. (For the Date Book only, select start and end times for your appointment and tap OK.)**

3. **Enter text for the record.**

    NOTE: The Wrist PDA automatically capitalizes the first letter of each field.

4. **As an option, tap Details to select attributes for the record.**

5. **In the Address Book and Memo Pad only, tap Done.**

    Your watch saves the new record automatically.

Editing records

After you create a record, you can change, delete, or add new information at any time. When the screen is in edit mode, a blinking cursor appears within the information, and the information appears on a dotted gray line called an edit line.

You can enter text in any of the ways described in Chapter 2, "Entering Data in your Wrist PDA™ Watch."

Cursor

Edit line
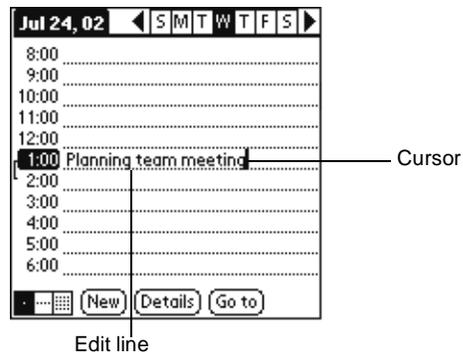
Selecting Text

Select the text you want to edit using one of the following techniques:

- Double-tap on a word in a field to select the word.
- Triple-tap on any word on a line to select the entire line.
- To select several characters, words, or lines, tap and hold with the stylus until you hear a beep. Then drag the stylus left or right across the text you want to highlight, or drag up or down to select multiple lines.

Using the Edit menu

The Edit menu is available from any screen where you enter or edit text. As a general rule, the Edit menu commands affect selected text. You can display the Edit menu by tapping the tab at the upper-left corner of the screen, or by writing a ShortCut.

To use the Edit menu:

1. **Do one of the following to display the Edit menu:**

   - Tap the tab at the upper-left corner of the screen; then tap the Edit menu to display the commands in the menu.

   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. To select a command, either tap the icon representing a command on the Command toolbar, or draw the ShortCut in the text area of your screen.

2. **Choose from the following commands, depending on the application you're using:**

   - Undo reverses the last action taken.

   - Cut removes a selection from its current location to memory. You can then paste the text into another area of the current application or into a different application.

   - Copy copies a selection and moves it to memory. You can paste the selection into another area of the current application or into a different application.

   - Paste inserts a selection from memory into an area you select. Paste produces no result if you have not used the Cut or Copy commands.

   - Select All selects all the text in the current record or screen.

   - Keyboard opens the onscreen keyboard. Tap Done to close the keyboard.

   - Graffiti2 Help opens the Jot character stroke screen.

Deleting records

You can delete records in any of the basic applications.

To delete a record in any of the basic applications:

1. **Select the record you want to affect.**
2. **Do one of the following:**
   - Tap the tab at the upper-left corner of the screen, open the Record menu, and then select the desired Delete command.

     The Delete command differs depending on the application you're using, for example, Delete Event appears in the Record menu while you're in the Date Book, and Delete Item appears when you're using the To Do List.
   - In the Details dialog box of the application, tap Delete, and then tap OK.
   - Delete the text of the record.

   NOTE: In the Date Book, deleting the text of a repeating event deletes all instances of the event.

   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar; then tap the Delete icon or draw a 'D' in the text area.

   Delete icon

   A confirmation dialog box appears.

3. **To archive a copy of the deleted file on your PC, select the Save Archive option. If you choose the archive option, the record is transferred to the archive file on your PC the next time you perform a HotSync operation.**
4. **Tap OK to delete the record.**

Purging records

Over time, as you use Date Book andTo Do List, you may accumulate records that are no longer useful. For example, events that occurred months ago remain in the Date Book, and completed To Do List items remain in the list.

Outdated records take up memory on your watch, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your watch and save them in an archive file.

Purging is not available in Address Book or Memo Pad; delete records from these applications manually.

To purge records:

1. **Open the application from which you want to purge records.**

2. **Tap the tab at the upper-left corner of the screen, open the Record menu, and select Purge.**

3. **Choose from the following options:**
   - For the Date Book, select the Delete Events Older Than pick list and select an option—1 week, 2 weeks, 3 weeks or 1 month.
   - For the Date Book or To Do list, select Save Archive Copy on PC to save a copy of purged records in an archive file on your desktop. Selecting this option transfers purged records to an archive file the next time you perform a HotSync operation. Tap OK.

Categorizing records

You can categorize records in the Address Book, To Do List, and Memo Pad applications for easy retrieval. (The Date Book does not have categories.) When you create a record, it is automatically assigned to the currently displayed category. For example, if the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

In addition to the All and Unfiled categories, each application has a default set of categories:

- The Address Book includes a Business, Personal, and QuickList category.
- The Memo Pad and To Do List include a Business and Personal category.

You can rename or delete the default categories, and you can create new categories. Each application can have up to 15 categories.

To move a record into a category:

1. **Select the record you want to categorize.**

2. **Tap Details. (From the Address View screen, tap Edit first.)**

3. **In the Details dialog box, tap the Category pick list, select the desired category, and then tap OK.**

To display a category of records:

1. **Open an application: the Address Book, the To Do List, or the Memo Pad.**

2. **Tap the pick list in the upper right corner of the screen; then tap the category you want to display.**

Tap pick list　　　　　　　　　　Select a category
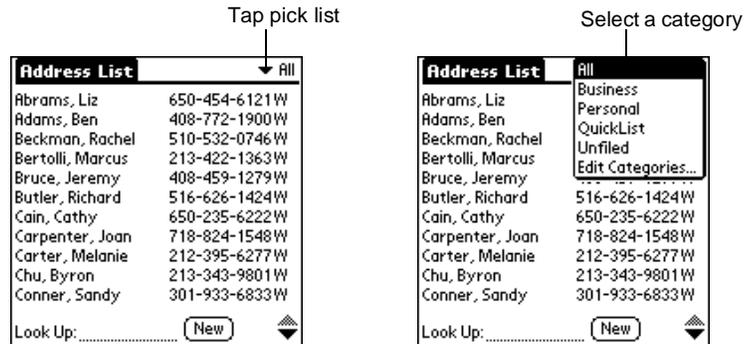
To add or edit application categories:

1.   **In the Address Book, To Do List, or Memo Pad application, choose from the following options:**

   • Tap the pick list in the upper right corner of the screen, and tap Edit Categories.
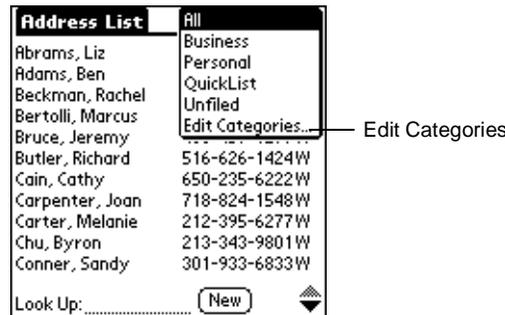
Edit Categories

   • In the Address Book, select a record and tap Edit; then tap Details. In the Category pick list, tap Edit Categories.

   • In the Memo Pad and To Do List, select a record from the list, and tap Details. In the Category pick list, tap Edit Categories.

2.   **Select any of the following options:**

   • To create a new category, tap New, and enter a new name in the text input area. Tap OK.

- To rename a category, tap it in the list to select it. Tap Rename, enter a new name in the text input area, and Tap OK.

Edit Categories
Enter a new category name:

(OK) (Cancel)

- To delete a category, tap it in the list to select it. Tap Delete.

3. **Tap OK.**

   To rename a category:

1. **Tap the pick list in the upper right corner of the screen; then tap Edit Categories.**

2. **Select the category you want to rename; then tap Rename.**

3. **Enter the new name for the category, and tap OK.**

4. **Tap OK to exit the Edit Categories dialog box.**

TIP: You can move records from multiple categories into a single category by individually renaming all categories with a single category name.

Finding records

Your watch lets you find information in several ways:

- In the Applications Launcher, you can enter the first letter of the application you are searching for. This highlights the first application that starts with that letter.
- In the Address Book, you can use the Look Up option to enter the first letters of a name to scroll immediately to that name.
- In the Date Book, the To Do List, and the Memo Pad, you can use Phone Lookup to display the Address List screen and add the information from this list to a record.

Finding Address Book records

You can look up Address Book records using the Scroll/Enter button on the left side of the watch or by typing the first few letters of a name in the Look Up option at the bottom of the address screen.

To look up an Address Book record:

1. **Do one of the following:**

   - From the Address screen, enter the first few letters of the name you want to locate.

   Look Up option
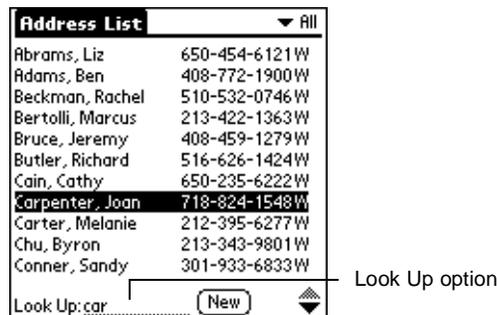
   - Use the Scroll/Enter button on the left side of the watch to scroll one record at a time. Holding down the scroll button accelerates scrolling. You can also use the Up and Down buttons to move one screen at a time.

Using Phone Lookup

The Phone Lookup option lets you add a telephone number from the Address list to an entry in another application. For example, you can add your dentist's telephone number to your dental appointment date in the Date Book.

To use Phone Lookup:

1. **Display the record in which you want to insert a phone number. The record can be in the Date Book, To Do List, or Memo Pad.**

2. **Do one of the following:**

   • Tap the tab at the upper-left corner of the screen; then tap Options and tap Phone Lookup.

   • In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an L, the ShortCut for the Phone Lookup command.

3. **Select a record or write the first few letters of the name you want to add. Tap Add to add the information to the record.**

NOTE: You can also search based on selected text. Drag to highlight the text, then follow step 2 above. When the search is complete, the name and phone number of the candidate will replace the selected text.

Sorting records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that display lists—in the Address Book, To Do List, and Memo Pad.

To sort records in the To Do List:

1. **Open the application to display the list screen.**

2. **Tap Show.**

3. **Tap the Sort By pick list, and select an option.**

4. **Tap OK.**

To sort records in the Address Book and Memo Pad:

1. **Open the application to display the list screen.**

2. **Do one of the following:**
   - Tap the tab at the upper-left corner of the screen; then tap Preferences in the Options menu.
   - In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an R, the ShortCut for the Preferences command.

3. **In the Preferences dialog box, tap the option you want; then tap OK to sort the list.**

To sort the Memo List manually:

Tap and drag a memo to a new location in the list.

NOTE: To display the list of your memos on your computer as you arranged them manually on your watch, open Memo Pad in the Palm Desktop software, click List By, and select Order on Handheld.

Making records private

In all the basic applications, you can make individual records private. Private records can be either masked or hidden. Private records remain visible and accessible until you select a security setting to Hide records. Private record names are covered with a gray bar when the security setting is set to Mask records.

If you have assigned a password to your device, you must enter it before private records are displayed. See "Assigning security options" on page 102 for more information.

To make a record private:

1. **In your application, do one of the following:**
   - Create a new record and tap Edit, and then tap Details.
   - Select an existing record, and tap Details.

2. **Tap the Private check box. Tap OK.**

3.   **At the alert in the Private Records dialog box, tap OK.**

```
 Memo 1 of 1              Unfiled
This is a test of how to make a record
         Private Records
  (i)  You have marked this
       record Private. Go to
       the Security application
       or the Security menu
       item  and choose Mask
       Records or Hide Records
       to mask or hide all
       Private records.

  (  OK  )
```

To hide private records:

1.   **Do one of the following:**

- From the Applications Launcher, tap the Security icon.

- From within an application, tap the tab at the upper-left corner of the screen; then tap Security in the Options menu.

2.   **In the Change Security dialog box, in the Current Privacy pick list, tap Hide Records; then tap OK.**

```
   Change Security      (i)

 Current
 Privacy:   ▼ Show Records
             Mask Records
             Hide Records
 ( OK )  ( Cancel )
```

To display private records:

1.   **Do one of the following:**

- From the Applications Launcher, tap the Security icon.

- From within an application, tap the tab at the upper-left corner of the screen; then tap Security in the Options menu.

2.   **From the Current Privacy pick list, tap Show Records; then tap OK.**

3.   **If you have assigned a password, you must enter the password before the hidden records are displayed.**

4.   **Enter your password, and then tap Show.**

Attaching notes

You can attach notes to records in all the basic applications except the Memo Pad. A note can be up to several thousand characters long.

To attach a note to a record:

1. **Display the entry to which you want to add a note.**
2. **In Address Book only, tap Edit.**
3. **Tap Details.**
4. **Tap Note; then enter the desired note.**
5. **Tap Done.**

    A note icon appears to the right of any item containing a note.
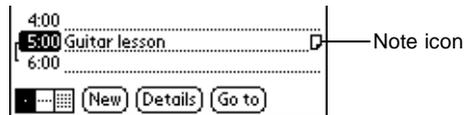
To review or edit a note:

Tap the note icon.

To delete a note:

1. **Tap the note icon.**
2. **Tap Delete; then tap Yes to delete the note.**

Choosing fonts

You can change the font style in all basic applications. You can choose a different font style for each application.

Small font

Large font

Bold font
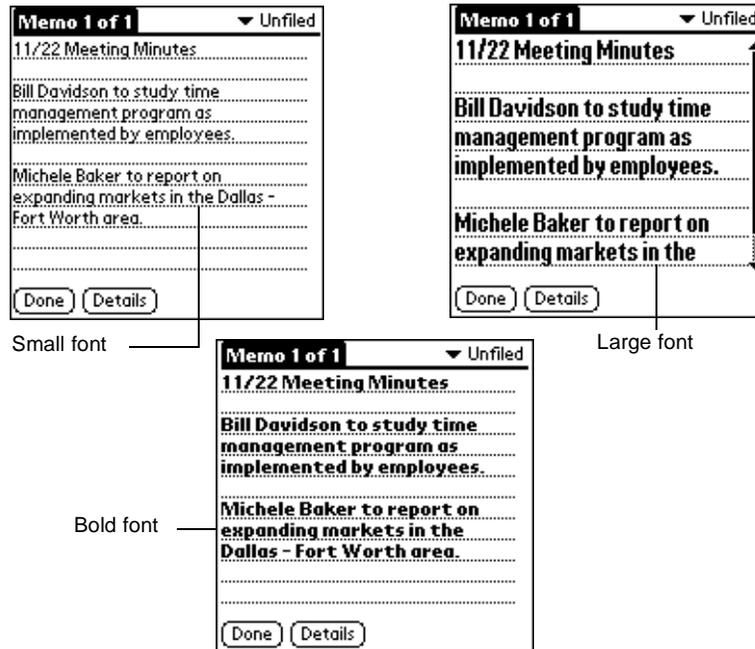
To change the font style:

1. **Open an application.**

2. **Do one of the following:**

   • Tap the tab at the upper-left corner of the screen; then tap Font in the Options menu.

   • In the text input area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an F, the ShortCut for the Font command.

3. **Use Rocker Up and Down to highlight the desired font and then press Rocker Enter to select it. Or use the stylus to tap the font, then tap OK.**

Select font
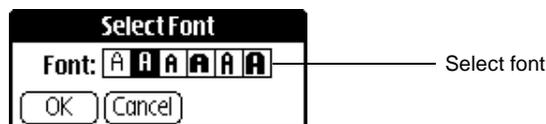
Getting information about an application

You can get information about any application by displaying its About box. The About box displays the name and version number of the application.

To display the About box:

1. **Tap the tab in the upper-left corner of the application.**

2. **In the Options menu, tap About.**

The text following the About command differs based on your location. For example, if you're in the Date Book, the command is About Date Book; if you are in the Address Book, the command is About Address Book.

6

Customizing Your Watch

Customizing your watch

You can customize your watch in the following ways:

- Input the current date and time
- Choose the delay period before the watch automatically displays the time
- Select a watch application and watch face
- Change how long you have to press and hold a button to activate the EL backlight or cause the watch to enter PDA mode
- Display date, time, and numbers in various international formats
- Allow your watch to automatically receive any data beamed to it
- Set up security options
- Display owner information

Setting the date, time, and time zone

The Preferences screen lets you set the date, time, and time zone for your watch.
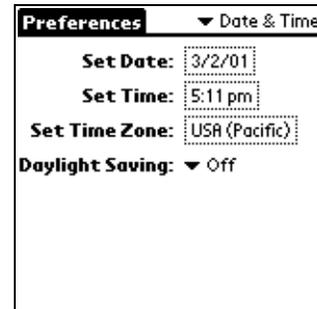
To set the date:

1. **Tap the Prefs icon.**

2. **From the pick list in the upper right corner, tap Date & Time.**

3. **On the Date & Time screen, tap the Set Date box.**

4. **Use Page Up and Down to select the month, then use Rocker Up and Down to select the day.**

5. **When the current day is selected, press Rocker Enter.**

   The screen closes and the dates you selected are displayed in the Set Date box.

To set the time:

1. **Tap the Prefs icon.**

2. **From the pick list in the upper right corner, tap Date & Time.**

3. **On the Date & Time screen, tap the Set Time box**

4. **Use Rocker Up and Down to adjust the hour. When the hour passes 12 o'clock, AM and PM will switch automatically. Use Page Up and Down to adjust the minutes.**

5. **When the correct time is displayed, press Rocker Enter to return to the Date & Time screen.**

NOTE: To display time based on a 24-hour clock, change the time format. See "Formatting the date, time, and numbers" on page 100.

To set the time zone:

1. **Tap the Prefs icon.**

2. **From the pick list in the upper right corner, tap Date & Time.**

3. **On the Preferences screen, tap the Set Time Zone box.**

4. **Use Rocker Up and Down to change the highlighted time zone. Use the Page buttons to move by screen. Highlight the time zone you want to use and press Rocker Enter to select it.**

TIP: Choose the time zone from the list that corresponds to where you are. When you travel, use this dialog to change time zones. If you're not sure what time zone you are in, find out what time it is, and select the time zone which shows the current new time.

Do not use the time zone dialog box to switch between daylight savings time and standard time. Use the Daylight Savings pick list.

The screen closes and the dates you selected are displayed in the Date & Time screen.

To set daylight savings time:

1. **Tap the Prefs icon, then select Date & Time from the pick list in the upper right corner of the screen.**

2. **Tap on the Daylight Saving pick list to toggle this feature on or off.**

Selecting Wrist PDA preferences

The Wrist PDA Preferences screen lets you choose the behavior of the watch when it goes into sleep mode (auto-off), select the watch application used to display the time, and lock the watch face. It also lets you select how long you have to press the Rocker switch to exit sleep mode and return to PDA mode, and how long to press the Back button to turn on the EL backlight.

To access the Wrist PDA Preferences screen:

1. **Tap the Prefs icon.**

2. **Select WristPDA from the pick list in the upper-right corner of the screen.**

   You see this screen displayed:

Choosing the auto-off display and watch application preferences:

- To control the behavior of the watch when it goes into sleep mode (auto-off), select one of the **Mode** options: *Current* leaves the current PDA application on the screen, *Watch* displays the time using the selected watch application, and *Off* displays a blank screen.

- If Mode is set to *Watch*, you can select which watch application you want to use to display the time. Tap **Watch App** to display a list of the currently installed Watch applications, then select one of the available options.

- To prevent the currently selected watch face from being accidentally changed by pressing Rocker Up or Down, tap the **Lock Face** checkbox.

Changing the key timeouts:

- Tap the **Enter→PDA** pick list to choose how long you have to press the Rocker switch to exit sleep mode and return to PDA mode.

- Tap the **Back→Backlight** pick list to choose how long you have to press the Back button to turn on the EL backlight.

Setting the auto-off delay time

Your Wrist PDA watch goes into sleep mode (auto-off) after a brief period of inactivity (when you don't use the stylus or press any buttons). If you've selected Watch as the auto-off display mode (see page 98), the time automatically displays when the watch goes into sleep mode. If you find that this happens before you finish reviewing the information on the screen, you can increase the time delay.

To set the auto-off interval:

1. **Tap the Prefs icon.**

2. **In the pick list in the upper right corner, tap General.**

3. **In the General Preferences screen, change the timing by tapping the Auto-Off After pick list. Tap an option—30 seconds, 1 minute, 90 seconds, or 2 minutes.**

Choosing a watch face

You can choose a new watch face by using the Watch application.

1. **Press the Back button to display the Applications Launcher. Press the button several times until you see the All category displayed in the upper-right corner.**

2. **Tap the Watch application icon.**

3. **Press Rocker Up or Down to select your favorite watch face, then press Rocker Enter to select it and return to the Applications Launcher.**

When the watch goes into sleep mode, the watch face you selected will display the time.

You can also change the watch face while the time is displayed in sleep mode (but the Lock Face option must be unchecked; see page 98). Use **Rocker Up** or **Down** to view the available watch faces. When the one you want to use is displayed, simply stop using the Rocker switch. This will be the watch face that displays when the watch goes into sleep mode.
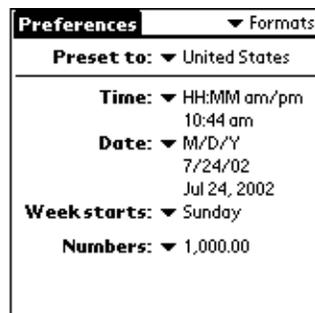
Formatting the date, time, and numbers

The Formats Preferences screen lets you choose a default country for your device and also lets you set defaults for times, dates, and number formats. When selecting a country and time, date, and number formats, keep the following in mind:

- When you select a country, the time, date, and number formats are adjusted, as well as the week's starting day. For example, in Germany, time often is expressed using a 24-hour clock and the starting day of the week is Monday; in the United States, however, time is expressed using a 12-hour clock with an AM or PM suffix and the starting day of the week is Sunday. You can customize the settings.

- The Time setting defines the format for the time of day, which appears in all applications on your watch.

To choose a country default:

1. Tap the Prefs icon.

2. In the pick list in the upper right corner, tap Formats.

3. Tap the Preset To pick list to view the available country preset options. Press Rocker Up or Down to highlight the desired option, then press Rocker Enter to select it.

To change the formatting of the time, date, week start, and numbers:

1. **Tap the Prefs icon.**

2. **In the pick list in the upper right corner, tap Formats.**

3. **In the Formats Preferences screen, tap the Time pick list and select a format, where *H* is hour and *M* is minute.**

4. **Tap the Date pick list and select a format, where *D* is day, *M* is month, and *Y* is year.**

5. **Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.**

   This setting controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your watch that display a calendar.

6. **Tap the Numbers pick list, and select formats for the decimal point and thousands separator.**

Selecting sound settings

You can control the sound for system alerts, alarms, and games using the General Preferences screen.

To turn on or off the sounds:

1. **Tap the Prefs icon.**

2. **In the pick list in the upper right corner, tap General.**

3. **Tap the System, Alarm, or Game Sound pick list, and select the sound option—On or Off.**

NOTE: The Game Sound setting typically works only with newer games that are programmed to respond to it.

Turning Beam Receive on and off

Assigning security options

Your watch includes a Security application that lets you set options to protect entries from unauthorized users in a variety of ways:

The Security application lets you:

- Mask or hide entries you have defined as private. The Mask option displays a gray bar over private records, and the Hide option completely removes (hides) private records.

- Assign a password to viewing options to enhance security. Assigning a password requires you to enter a password before private entries can be viewed; not assigning a password lets you view private entries when you Show Records from the Security dialog box.

- Lock your Wrist PDA so that a password must be entered before you can use the device again.

- Hide records that you have defined as private, with or without a password. Without a password, private records are hidden until you set the Security application to display them; with a password, you must enter the password to view the private entries.

Masking and hiding records

You can mask or hide private records. When you mask private records, a visual placeholder appears where the record would normally be displayed; when you hide records, they are not visible anywhere in the list.

To mask private records:

1. **Make sure that the record or records you want to mask are defined as private. To make a record private, select the record, tap Edit, tap Details, and then tap the Private option.**

2. **From the Applications Launcher, tap Security.**

3.   **From the Current Privacy pick list, tap Mask Records.**

4.   **Open one of the basic applications and view a record. Records marked as private are masked with a gray bar.**

To hide private records:

1.   **Make sure that the record or records you want to hide are defined as private. To make a record private, select the record, tap Edit, tap Details, and then tap the Private option.**

2.   **From the Applications Launcher, tap Security.**

3.   **From the Current Privacy pick list, tap Hide Records.**

4.   **When you return to the Address Book, records marked as private are not included in the display of names.**

Note that you can mask or hide records without assigning a password, or you can assign a password if you want records to remain masked or hidden until a password is entered.

Assigning and editing passwords

You can assign a password to protect your private records and to lock your watch.

Once you define a password, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To assign, change, or delete a password:

1.   **In the Applications Launcher, tap the Security icon.**

2.   **Tap the Password box.**

3. **Enter a password—either the one you want to assign or your current password if you want to change or delete it—and tap OK**

4. **Choose from the following options:**
    *   To assign a password, enter the password again to verify it, and tap OK.
    *   To change your password, enter a new password and tap OK.
    *   To delete your password, enter your current password. Tap OK, and then tap Delete.

Locking your watch

You can lock your watch with a password to protect information. When it's locked, you see a System Lockout screen displaying the name of the owner (see "Displaying owner information" below). You must then enter your password to continue using the watch and gain access to the information on it.

If you forget the password, you must perform a hard reset to resume using your watch. Performing a hard reset deletes all the records in your watch; however, you can restore all synchronized data at the next HotSync operation. See page 131 for more information.

To lock your watch with a password:

1. **Assign a password, as described in "Assigning and editing passwords" above.**

    A password is required before using the Lock & Turn Off option.

2. **Tap Lock & Turn Off. The System Lockout dialog box appears.**

3. **Tap Off & Lock. You device is turned off and is locked.**

To unlock your watch:

1. **Enter your password in the System Lockout screen.**

2. **Tap OK.**

Displaying owner information

Owner Preferences lets you record a name, company name, phone number, or any other information you want to include on your watch. If you use the Security application to lock your watch with a password, information that you entered in Owner Preferences appears on the screen.

To change owner preferences on your watch:

1. **From the Applications Launcher, tap the Prefs icon.**

2. **Tap Owner from the pick list in the upper right corner.**

3. **On the Owner Preferences screen, enter the text you want to associate with your watch. If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.**

NOTE: If you have assigned a password to your device using the Security application, you must unlock the Owner Preferences screen to change the information on it.

To unlock the Owner Preferences screen:

1. **Display the Owner Preferences screen.**

2. **Tap Unlock. The Unlock Message dialog box appears.**

3. **Enter your current password (the one you entered in the Security application); then tap OK.**

4. **Edit the Owner Preferences text as desired.**

7

Beaming Information

Your Wrist PDA watch is equipped with an IR (infrared) port that you can use to beam information to another Palm-style device that's close by and also has an IR port. The IR port is located at the top of the watch, behind the small dark shield.

You can beam the following information between Fossil connected organizers:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad.
- All records of the category currently displayed in the Address Book, To Do List, or Memo Pad applications.
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts.
- An application installed in RAM memory.

For best results, place the beaming devices approximately 1 to 18 inches apart, making sure the path between the two devices is clear of obstacles. The beaming distances for some brands of devices may be different.

Beaming a business card

Creating a business card for beaming:

Before you can beam a business card, you have to set up an Address Book record as a business card. The record should contain any information about yourself that you want to give out.

To create a business card:

1. **Open the Address Book application.**

2. **In the Address List, create a new entry or select an entry that contains the information you want on your business card. See "Adding and using Address Book entries" on page 68 for more information.**

3. **In Address view, tap the tab in the upper-left corner to display the menu bar.**

4. **Tap the Record menu, then tap Select Business card.**

5. **At the prompt, tap Yes.**

    A business card icon appears next to the Address View tab at the top of the screen.

Beaming a record

To beam a record, business card, or category of records:

1. **Locate the record, business card, or category you want to beam.**

2. **Tap the Menu icon.**

3. **Tap Record.**

4. **Choose from the following options:**

    *   Tap Beam to beam an individual item.
    *   In the Address Book application only, tap Beam Business Card.
    *   Tap Beam Category (for records that are displayed in a category).
    *   Use the Command stroke /B to beam the current entry.

5. **When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.**

    When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your watch.

Beaming an application

To beam an application:

1.   From the Applications Launcher, tap the tab in the upper-left corner to display the menu.

2.   From the App menu, tap Beam.

3.   Tap the application you want to transfer, and tap Beam.

> **NOTE:**   Some applications are copy-protected and cannot be beamed, as indicated by a lock icon.

4.   When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.

When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your watch.

Receiving beamed information

To receive beamed information:

1.   If necessary, wake your watch into PDA mode by pressing Rocker Enter.

2.   Point the IR port directly at the IR port of the transmitting device to open the Beam Status dialog box.

3.   Tap Yes.

4.   Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap OK to display the new entry.

5.   Incoming records are placed in the Unfiled category.

Beaming Information
Turning off beaming

Turning off beaming

To turn beaming on or off:

1.   From the Applications Launcher, select All or System from the pick list in the upper right corner of the screen.

2.   Tap Preferences.

3.   In the pick list in the upper right corner, tap General.

4.   In the General Preferences screen, tap the Beam Receive pick list, and then tap On or Off to select the option.

110   *Wrist PDA User Guide*

8

Exchanging and Updating Data using HotSync Operations

HotSync technology lets you synchronize—exchange and update—data between your Wrist PDA and the Palm Desktop software or another personal information manager (PIM) such as Microsoft® Outlook®. To synchronize data, you must connect your watch to the HotSync Pod attached to your computer, or use infrared communication with your computer's IR port (if it has one).

The HotSync process automatically synchronizes data between your watch and Palm Desktop software. Changes you make on your watch or Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

## Performing a HotSync operation for the first time

The first time you synchronize your data, you must enter user information on both the watch and Palm Desktop software. After you enter this information and synchronize, the HotSync Manager recognizes your watch and doesn't ask for this information again.

Performing the first local HotSync operation

The following steps assume that you have already installed the Palm Desktop software, as described in the *Getting Started* booklet.
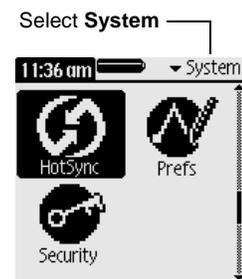
To perform a local HotSync operation:

1. **Turn the watch over and connect the cable from the HotSync Pod to the port on the back of the watch.**
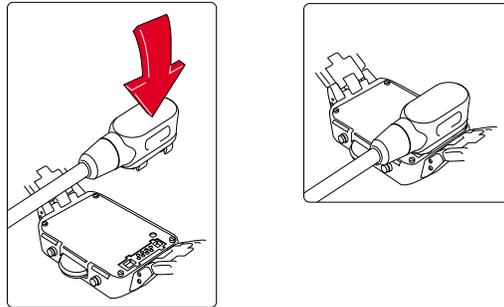
2. **If the HotSync Manager is not running, start it: On the Windows® desktop, click Start, and then choose Programs. Navigate to the Palm Desktop software program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.**

    TIP: You can start the HotSync operation by pressing the HotSync button on the HotSync Pod. Or follow steps 3 through 5 below to start the HotSync operation from your watch.

3. **Press the Back button on the left side of your watch until the System category is displayed as shown.**

    Select **System**

4. **Tap the ⟳ HotSync icon to open the application.**

5.	**Once the HotSync application opens, tap the HotSync icon as shown. This starts the HotSync operation.**

Tap here

6.	**If you are performing the HotSync operation for the first time, you must enter a user name in the New User dialog box and click OK. The HotSync Progress dialog box appears and synchronization begins.**
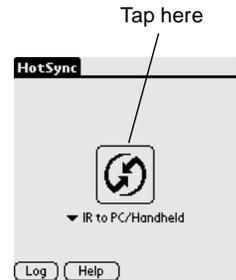
Every watch should have a unique name. To prevent loss of a user's records, never try to synchronize more than one watch to the same user name.
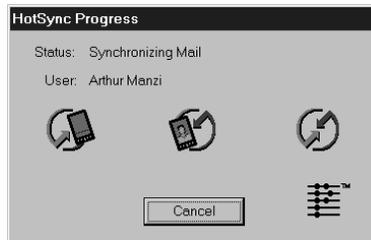
7.	**Wait for a message on your watch indicating that the process is complete.**

When the HotSync process is complete, you can disconnect your watch from the HotSync Pod.

Selecting HotSync setup options

You can choose when you want HotSync Manager to run.

To set the HotSync options:

1.	**Click the HotSync Manager icon in the Windows system tray.**

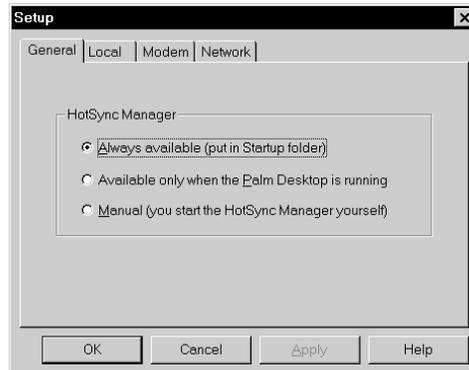2.	**Make sure Local USB and Local Serial are selected.**

NOTE:	The Wrist PDA COM Port Manager automatically detects and enables the correct COM port setting. See page 118.

3.	**Choose Setup.**

4. **Click the General tab, and select one of the following options:**

- **Always Available** adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your watch. With this option, the HotSync Manager synchronizes data even when Palm Desktop software is not running.

- **Available Only When Palm Desktop software Is Running** starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.

- **Manual** monitors requests only when you select HotSync Manager from the Start menu.

  If you're not sure which option to use, keep the default setting, Always Available.

5. **Click OK.**

Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, a HotSync operation synchronizes all files between the watch and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your watch or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Date Book, Address Book,To Do List, and Memo Pad, the Palm Desktop software includes System and

Install conduits. The System conduit backs up the system information stored on your watch, including ShortCuts. The Install conduit installs applications on your watch.

To customize HotSync application settings:

1. **Click the HotSync icon in the Windows system tray (bottom right corner of the taskbar).**

    Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. **From the HotSync Manager menu, choose Custom.**
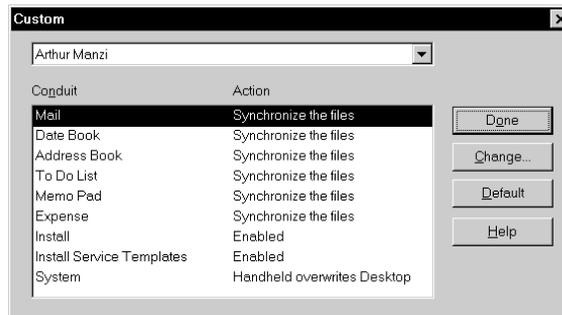
3. **Select the appropriate user name from the list.**

4. **Select an application in the Conduit list. Click Change.**
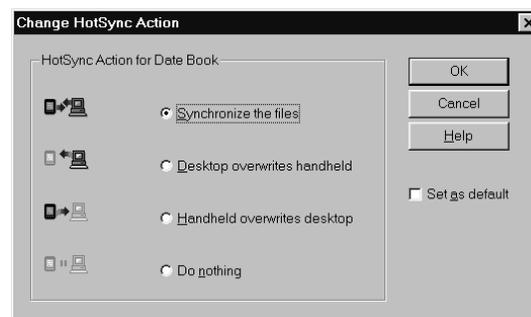
5. **Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.**

6. **Choose how long the setting will remain in effect:**

    • To have the setting affect only the next HotSync operation, deselect Set As Default. Thereafter, the HotSync Actions revert to their default settings.

- To use a new setting as the default, select the Set As Default option. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

7. **Click OK.**

8. **Repeat steps 4 through 7 to change conduit settings for other applications.**

9. **Click Done to activate your settings.**

IR HotSync operations

Your Wrist PDA is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any other device that supports the IrCOMM implementation of the IrDA standards. Most importantly, you can use the IR port to perform HotSync operations even without the HotSync Pod. This is very useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and watch and follow the steps in "Performing an IR HotSync operation" on page 118.

Preparing your computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer you want to synchronize with must meet the following requirements:

- The computer must support the IrCOMM implementation of the IrDA standards.
- The computer must have an enabled infrared port built-in, or an enabled infrared device attached to the computer.

Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port. Your computer must also have an installed infrared driver.

Check if your computer supports infrared communication

Infrared communication is built into the operating systems for Microsoft Windows 98, Macintosh G3, and many later systems. Check your computer's documentation to determine if the computer supports infrared communication.

To check the ports used for infrared communication:

1. **In the Windows taskbar click Start, choose Settings, and then choose Control Panel.**

2. **Double-click Infrared.**

3. **Click the Options tab.**

4. **Select Enable infrared communication.**

    The COM port displayed in the drop-down box is the port where your infrared device is attached. It should be different from any port used by the HotSync Manager.

5. **Make a note of which port is listed as "Providing application support." You need this information to configure the HotSync Manager for infrared communication. This port is the simulated port. It is the channel through which the actual infrared communication takes place between your computer and your watch.**

6. **Deselect all other check boxes in the Options tab.**

7. **Click Apply and OK.**

Configuring HotSync Manager for infrared communication

Next you need to go to the HotSync Manager and specify the simulated port used for infrared communication.

To configure HotSync Manager for infrared communication:

1. **Click the HotSync Manager icon in the Windows system tray.**

2. **Make sure Local is checked on the menu.**

3. **Choose Setup.**

4. **Click the Local tab.**

5. **In the Serial Port drop-down box, select the COM port that was given as the simulated port in the Options tab of the Infrared Monitor.**

6. **Click OK.**

    The HotSync Manager is now communicating with the simulated port defined for infrared communication.

Performing an IR HotSync operation

After you complete the steps to prepare for an IR HotSync operation it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. **In the Applications Launcher on your watch, tap the HotSync icon.**

2. **Tap Local.**

3. **Tap the pick list below the HotSync icon and select IR to a PC/ Handheld.**

4. **Position the IR port of your organizer within a couple of inches of the infrared port of your computer.**

5. **Tap the HotSync icon to start the IR HotSync operation.**

    You can leave the HotSync application on your watch set to perform IR HotSync operations and still use the HotSync Pod.

Using the Wrist PDA COM Port Manager

When you install the Palm Desktop software for your Wrist PDA, the COM Port Manager is installed as well. This application helps you by detecting when you insert the HotSync Pod into a USB port on your computer and automatically selects the COM port settings required for performing HotSync operations.
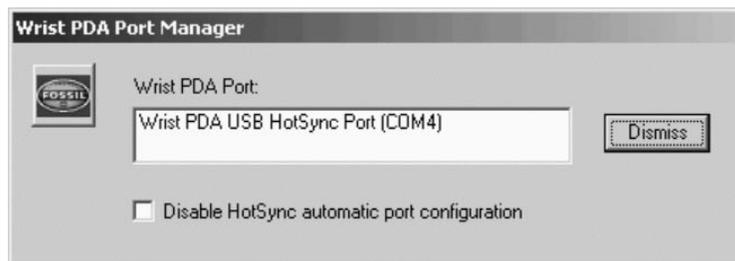
Accessing the COM Port Manager

The COM Port Manager resides in the Windows system tray on the right side of the Windows Task Bar.

COM Port Manager icon ⎯⎯⎯⎯⎯   3:19 PM   ⎯⎯⎯⎯ HotSync Manager icon

To access the COM Port Manager:

1. **Click the COM Port Manager icon. You see this screen displayed:**

   Wrist PDA Port Manager

   Wrist PDA Port:

   Wrist PDA USB HotSync Port (COM4)   Dismiss

   ☐ Disable HotSync automatic port configuration

   This screen shows you whether the Hot Sync Pod has been detected and which COM port it is running on.

2. **If you need to disable the automatic settings, select the checkbox for disabling HotSync automatic port configuration. Then click Dismiss to minimize the application back to an icon in the system tray.**

   If you need to close the application, right-click the COM Port Manager icon and select **Exit**.

Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another device, you can transfer the data to your Wrist PDA watch without having to key it in manually. Save the data in one of the file formats listed below, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your watch.

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address Book and Memo Pad only.
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only.
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only.
- Date Book archive (.dba).
- Address Book archive (.aba).
- To Do List archive (.tda).
- Memo Pad archive (.mpa).

Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use Palm Powered handhelds or to create a copy of your important records.

To import data:

1. **Open Palm Desktop software.**
2. **Click the application into which you want to import data.**
3. **If you are importing records that contain a field with category names, do the following:**
    - Select All in the Category box.
    - Make sure the same categories that appear in the imported file also exist in the application. If the categories do not exist, the records will be imported into the Unfiled category.
4. **Choose File > Import; select the file you want to import, and click Open.**
5. **To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported field on the right.**
6. **To exclude a field from being imported, deselect the field's check box.**
7. **Click OK.**
8. **The imported data is highlighted in the application.**
9. **To add the imported data to your watch, perform a HotSync operation.**

See your Palm Desktop online Help for more information on importing and exporting data.

Using File Link

The File Link feature lets you import Address Book and Memo Pad information into your watch from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your watch. You can set the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following formats:

- Comma delimited (.csv).
- Tab delimited (.tsv).
- Memo Pad archive (.mpa).
- Address Book archive (.aba).
- Text (.txt).

For details on setting up a file link, see the Palm Desktop online Help.

9

Installing Palm Desktop Software

Follow the instructions in this section if you are already using a Palm OS® device with your computer. If the Wrist PDA watch is the first Palm OS device you're going to use with your computer, follow the instructions in the *Getting Started* booklet included with the watch.

TIP: For more information on upgrading to the Wrist PDA from other Palm OS devices, please visit the website for your brand of Wrist PDA:

www.fossil.com/tech/

www.abacuswatches.com

Importing Data From an Existing Palm OS Device

If you are upgrading to a Wrist PDA device from a previous Palm OS device, follow these instructions to import your existing data before installing the Wrist PDA Palm Desktop Software.

1. **Before importing your data, perform a HotSync operation using your old Palm OS device to make sure that all of your data is backed up.**

2. **Open the Palm Folder on your hard drive (usually in Program Files\Palm).**

3. **Create a new folder called "old device" in this directory.**

4. **Find the folder that contains the information for your old Palm OS device. Its name should be similar to the device's HotSync user name.**

5. **Inside this folder are directories called address, todo, datebook, and memopad. Copy these folders and paste them into the "old device" directory that you created in step 3**

6. **Install the Wrist PDA Palm Desktop software by following the directions in the next section. Be sure to create a unique user name for your new Wrist PDA watch during step7 of the installation process.**

7. **After all of the software is installed, go to your "old device" directory and copy the address, todo, datebook, and memopad folders (not the backup folder).**

8. **Paste the folders into the directory that uses your new Wrist PDA user name that was created during the software installation.**

9. **Perform a HotSync operation using your Wrist PDA (see page 111). The Address Book, To Do List, Memo, and Datebook records from your previous handheld will now be copied to your Wrist PDA.**

Installing the Wrist PDA Software

Follow these steps to install the required Wrist PDA software:

*   Palm Desktop software
*   HotSync Manager
*   Wrist PDA COM Port Manager
*   Wrist PDA HotSync Pod USB Drivers

IMPORTANT: If you already own an existing Palm OS device, see "Importing Data From an Existing Palm OS Device" on page 123 to import your existing Palm OS data to your Wrist PDA.

1. **Exit all running programs. Be sure that Microsoft® Outlook® is closed before you begin the installation.**

2. **Insert your Wrist PDA CD into your CD ROM drive. The Wrist PDA installation menu should open automatically.**

NOTE: If this menu does not open automatically, you may have Autorun disabled on your CD ROM drive. To start the installation menu manually, open the Run dialog box from the Start Menu. Type **d:\wristpda.exe**, replacing the drive letter "d" with the drive letter for your CD ROM drive.

---
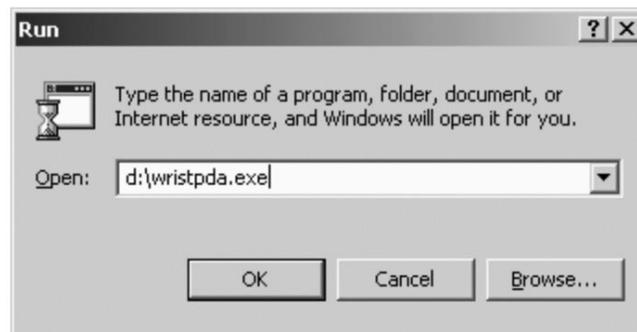
3. **From the menu, select Wrist PDA Software. This starts the installation wizard.**
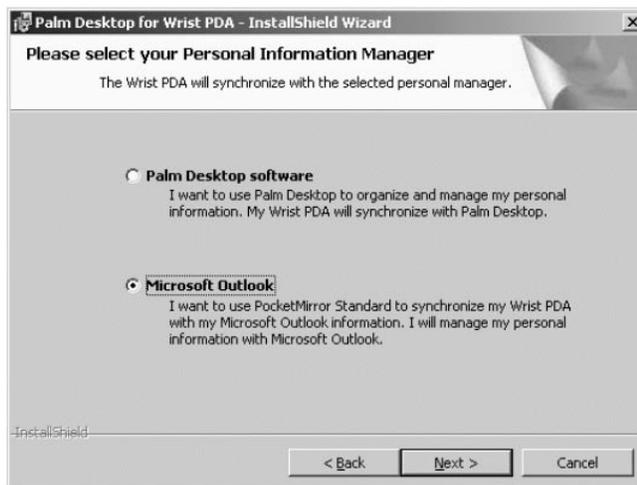
4. **Wait patiently for the installation program to load. When you see this screen, click Next.**

5. **If you have Microsoft Outlook installed on your computer, you will be prompted with the following choice. If you do not have Microsoft Outlook installed on your computer, this screen will not appear; skip to the step 6.**

If you use Outlook to manage Contacts, Tasks, Notes, and Calendar information, it is recommended that you choose Microsoft Outlook, then click Next.
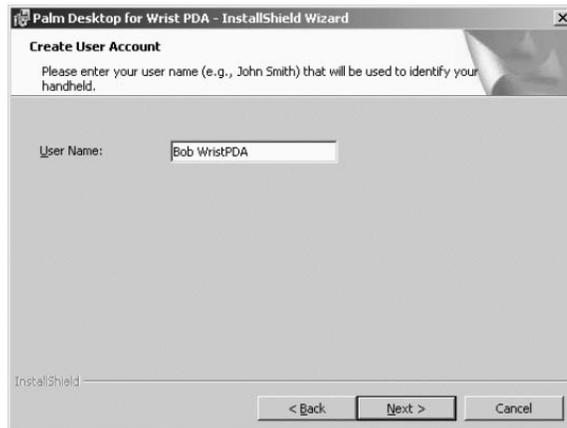
IMPORTANT: If you choose Microsoft Outlook, be sure that it is not running.

6. **You see this screen:**

It is recommended that you choose the Complete setup option, then click Next.

7. **You see this screen:**

Enter a unique user name for your Wrist PDA. This name will identify your Wrist PDA to your synchronization software. Enter any name you wish, then click Next.

8. **There is now enough information to install the software. Click Install to begin the installation.**

9. **Wait until all files are copied to your computer and the installation process completely finishes.**

10. **If you are a Windows XP user, you may see the following screen:**

    Click the Continue Anyway button to continue with the installation.

11. **If you chose to synchronize your Wrist PDA with Microsoft Outlook, the installation program for Chapura PocketMirror™ Standard starts automatically.**

    NOTE: If you chose not to synchronize your Wrist PDA with Microsoft Outlook, skip to step 18
    ---

12. **Click Next to continue.**

13. **Read the License Agreement for Chapura PocketMirror standard and click Yes to continue.**

14. **The next several screens ask you to select folder locations for the program and various files. It is recommended that you use the default settings and click Next.**

15. **Choose which Wrist PDA applications you want to synchronize with Outlook. Check all of the applications you want to synchronize and click Next.**
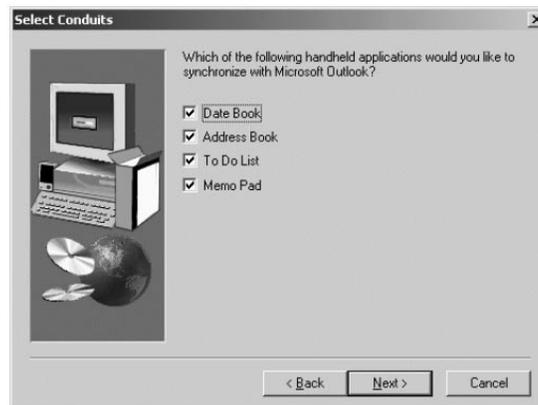
16. **Click Next or Finish, as needed, to complete the installation.**

17. **When you see this screen, installation is complete:**

18. **Click Finish to end the Wrist PDA software installation.**

10

Maintaining Your Wrist PDA

Resetting your watch

You may have to perform a reset if your watch no longer responds to the stylus or to buttons on the screen. This allows your watch to get a fresh start, similar to rebooting a PC.

Performing a Soft Reset

A soft reset can resolve most problems and does not affect any personal data stored on the watch.To perform the reset, gently insert the stylus into the hole labeled **Reset** on the back of the watch.

Performing a Hard Reset

WARNING: Performing a hard reset erases everything on your watch. All personal data, third-party applications, and records are deleted, and the watch is returned to its factory default settings.

If possible, back up all personal data before performing a hard reset. Try resolving your problem first using a soft reset (see above).

To perform a hard reset:

1. **Hold in on the Rocker switch and insert the stylus into the hole labeled Reset on the back on the watch.**

2. **When the Palm Powered™ logo appears on the display, release the Rocker switch.**

3.   When prompted, press the Page Up button to complete the reset, or press any other button to cancel the operation.

Calibrating the screen

If your Wrist PDA does not accurately detect where you place the stylus on the screen, you may need to calibrate the screen.

To calibrate your screen:

1.   If necessary, press the Back button to display the Applications Launcher screen.

2.   In the pick list in the upper right corner of the screen, select All or Unfiled.

3.   Tap Digitizer.

4.   Follow the on-screen instructions, tapping the screen where indicated.

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

To remove Palm Desktop software:

1.   In Windows, from the Start menu, choose Settings > Control Panel.

2.   Open the Add/Remove Programs icon.

3.   On the Install/Uninstall tab, select Palm Desktop software; then click Add/Remove.

11

Frequently Asked Questions

General Questions

Where can I find my Wrist PDA's warranty?

It is located on the Wrist PDA software installation CD.

Is my Wrist PDA waterproof or water-resistant?

No, your Wrist PDA is not water-resistant and you should never let it get wet or damp. Water can leak in and damage internal components. Always keep your Wrist PDA away from water or other liquids, much as you would any other Palm OS device.

Where is the stylus?

The stylus is integrated into the metal wristband or into the band keeper for plastic, leather, and rubber wristbands. A spare stylus comes with the watch.

Where do I write Jot text on my Wrist PDA?

You enter Jot strokes right onto theWrist PDA touch screen. The touch screen is divided into two sections, just like the writing area of other Palm OS devices.

Can my Wrist PDA use infrared for "beaming" with another Palm device?

Yes, the Wrist PDA has infrared beaming. It supports beaming, and HotSync operations via beaming, at distances no greater than one foot.

Battery Questions

How long does the battery last on my Wrist PDA?

The rechargeable battery on your Wrist PDA should last 3 to 4 days with an average of 30 minutes of PDA usage per day with no infrared port beaming and no backlight usage. This duration may vary depending on the amount of PDA usage, the temperature, and other factors.

Can I lose my data if the screen goes blank from not charging the battery?

After the screen goes blank, the watch should retain data for about one day. Beyond this time, you would have to synchronize your watch with your PC to restore data.

How can I maximize the battery life?

There are several settings you can change on your Wrist PDA to help extend battery life:

- In the Wrist PDA preferences, set the **Watch Mode App** to **None** instead of **Watch**.
- In General preferences, set **Auto-Watch After** to the lowest setting and set **Beam Receive** to **Off**.
- Limit use of the backlight.
- Limit use of the infrared port.
- Try not to use processor and display intensive applications such as games.

Operating Problems

I do not see anything on the Wrist PDA screen.

Your watch may be set to "sleep" with the screen off, or the batteries may need charging.

- Press and hold the Rocker switch for several seconds. If the display resumes, your **Watch Mode App** is set to **None**. You can change this setting in the Wrist PDA preferences.

- Recharge your Wrist PDA. If your batteries are too low, the screen will turn off to conserve power.

- If the display does not come back on after charging is complete, try performing a soft reset as described in the next section.

How do I reset the watch?

If your watch stops responding to the stylus or control buttons, you may need to perform a reset. See page 131.

How do I open the software keyboard?

The keyboard is accessible as an icon on the command bar. Open the command bar by making a command stroke (a diagonal stroke from the lower left to the upper right) while the blinking text entry cursor appears.
The command bar will remain open for 3 seconds. While the command bar is open, tap the ᴀʙᴄ keyboard icon.

You can also open the keyboard tapping the tab in the upper-left corner of the screen; select **Edit**, **Keyboard**.

The software keyboard beeps, but does not display.

The software keyboard opens if there is a blinking text entry cursor in an area where text can be entered. Tap in the area where you wish to enter text. When you see a blinking cursor, try to open the keyboard again.

I cannot get beaming to work with another Palm™ device.

- Make sure that the devices are 6 to 12 inches apart.
- Carefully align the infrared windows of the devices, making sure there are no obstructions between them.
- Try moving the devices closer to each other.
- Try different lighting conditions.
- Be sure that the receiving device has **Beam Receive** set to **On** in the General preferences settings.

I tried to perform a HotSync operation, but nothing happens.

- You must have the Wrist PDA USB drivers, Palm Desktop software, HotSync Manager installed on your computer, as described in the *Getting Started* booklet.
- You must be using Windows 98SE, Windows ME, Windows 2000, or Windows XP.
- Check to make sure that the HotSync Manager is running. See page 112.
- If you are using a USB hub, connect the Wrist PDA directly to your computer's USB port (not into the hub).