

# Pocket PC Basics

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# Pocket PC Purchasing Choices

- Multiple Brands available
  - The current Pocket PC market leader is HP with the iPaq series from \$279-649
  - Dell is second with the Axim X30 series from \$199-329
  - Toshiba is third with the e400-800 series from \$299-599
  - Others: Audiovox, Casio, Viewsonic, Mio Digiwalker
- More buyers are getting Smart Phones with PDAs or PDA capabilities built in such as: Motorola MPx200, Samsung i600

## General Uses of PDA's

- Calendar
- Contacts
- Tasks
- Notes
- E-Mail
- Web Browsing

# Educational Uses of PDA's

- **Mobile Outlook**
  - Calendar, Contacts, Tasks, Notes, E-Mail
- **Mobile Files & Documents**
  - Syllabii, Gradebooks, Projects, Assignments
  - Formats: Word, Excel, Access, PowerPoint, Acrobat PDFs, Web pages, Flash player, graphics, etc.
- **Support Programs/Add-on Hardware**
  - Calculators, Dictionaries, Databases, Cameras, GPS/Maps/Navigation
  - And many, many more.

# Basic Navigation- Exterior Device Buttons and Stylus

Your device has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

The exterior buttons allow quick access to the calendar, contacts, e-mail, etc.

On the device, the stylus replaces the mouse:

- Tap – Touch the screen once with the stylus to open items and select options.
- Drag – Hold the stylus and drag across the screen to select text.
- Tap and Hold – the stylus on an item to see a list of actions available for that item.

## Today Screen and Start button

When you turn on your device for the first time each day the **Today** screen appears. It can be changed to whatever image you like called Themes.

You can also view the today screen by tapping the **Start button** and then tapping Today.

# Today Screen Settings

To customize the Today screen:

1. Tap the Start button and then tap Settings.
2. Tap the Personal tab and then tap Today.
3. Use the Appearance tab to change the background that displays on the Today screen.
4. Use the Items tab to change the items that appear on the Today screen.
5. There are additional Today screens/Themes on your supplemental CD.

# Status Icons

There are many status icons that will display at various times on your screen such as:

- Speaker on/off/volume
- Various battery/charging icons
- Connection icons (including wireless)
- Synchronization icons

# Programs

You can start a program that is already installed on your PPC by tapping on the Start Button, then tapping on Programs, then select the program you want to run.

# Program Buttons

You can also start programs by tapping on the program buttons on the front of your PPC.

These can be re-programmed to start anything you want.

# Navigation Bar and Command Bar

- The navigation bar is located at the top of the screen. It displays the active program and current time and allows you to switch to other programs and close screens.
- Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, icons, and the input panel icon.

# Pop-up Menu

- With pop-up menus, you can quickly select an action for an item.
- To access a pop-up menu, tap and hold the stylus on an item name. When the menu appears, lift the stylus and tap the action you want to perform.
- To close the menu without performing an action, tap anywhere outside the menu.

# Finding and Organizing Information

- The Find feature on your device helps you to quickly locate information.
- On the Start menu, tap Find. Enter the item you want to find, select a data type from the drop-down menu, then tap Go to start the search.

# Entering Text Using the Input Panel

The input panel is used to enter information into any program on your device.

You have four different input methods to choose from:

- Keyboard
- Letter Recognizer
- Block Recognizer
- Transcriber

# Recording a Message

You can capture recordings for any of the programs that allow written notes or drawings.

- Press and hold the record button to start recording, or within notes use the record icon.
- After done release the record button or press stop on the screen.
- The recording should appear in the notes list or as an embedded icon in certain tools.

# Adjusting Settings – Personal Tab

There are many personal settings that you can set for your pocket pc.

- Ownership Information
- Password
- Today Screen
- Sounds and Notifications
- Buttons
- Menu
- Input

# Adjusting Settings – System Tab

There are many system settings that you can set for your pocket pc.

- About
- Brightness
- Clock
- Power
- Microphone
- Regional Settings
- Remove Programs
- Screen
- Switcher Bar
- Memory

# Using Microsoft ActiveSync

You can synchronize the information on your computer with the information on your device with ActiveSync.

- Microsoft Outlook
- Microsoft Word and Excel
- You can also copy files rather than synchronizing them.
- You have control over what is synced and when synchronization happens.

# Calendar

Use the Calendar to schedule appointments.

- There are several views for checking your appointments.
  - Agenda, Day, Week, Month, and Year.
- You can add an appointment in any view by tapping **New** in the bottom left side of the menu bar.
- To view all fields tap the input panel icon to hide it.
- To add notes, tap the **Notes** tab.
- A summary screen displays when you tap an appointment. To make changes to it, tap **Edit**.
- Quickly add an appointment by tapping **New** on the Today Screen and then tapping on **Appointment**.

# Contacts

Maintain a list of your colleagues by using the Contacts tool.

- You can quickly share your Contacts with other devices using the infrared port.
- Create a contact.
  - Tap **New** to add a new contact.
  - Fill out the fields using the input panel.
  - Tap **Categories** to assign the contact to a category.
  - You can add notes by tapping on the **Notes** tab.
- Use the summary screen to view the contacts and tap **Edit** to make changes to the information.
- Quickly add a contact by tapping **New** on the Today Screen and then tapping on **Contact**.

# Tasks

Use the Task tool to keep a list of things to do.

- You can quickly share your Tasks with other devices using the infrared port.
- Tap **New** to enter in a new task.
- Enter in information using the input panel.
  - Subject, priority, due dates and categories are a few of the options for information to be placed.
  - You can also add notes to a task by tapping the **Notes** tab.
- Quickly add a task by tapping **New** on the Today Screen and then tapping on **Task**.

# Notes

You can quickly create written notes and/or recordings.

- When in the Notes tool, tap **New** to create a new note.
- Write in a note using any of the input panel choices.
- Record a note by using the record button.
  - You can either create a recording as its own note, or as part of a note.

# Notifications

You can set your device to remind you when you have something to do.

- Notifications are for appointments in your calendar, tasks, and your alarm clock.
- You can be notified in a few ways.
  - A message box appears on the screen.
  - A sound, which you can specify, is played.
  - A light flashes on you device.
- You can configure the notifications from the personal tab in your settings.
  - Use the Volume tab to adjust the volume and enable sounds.
  - Use the Notifcations tab to set notifications for specific events.

# Inbox

Use the Inbox to send and receive e-mail.

- You can sync Outlook mail through ActiveSync.
  - Messages are copied from the e-mail folders of Exchange or Outlook to the device.
  - If you compose a message on your PDA then you will have to sync to Exchange or Outlook or have wireless capability.
  - E-mail messages in subfolders on your computer must be selected in the ActiveSync to be transferred.
  - The default for what will be transferred is:
    - Messages from the past 3 days.
    - The first 100 lines of each message.
    - File attachments of less than 100KB in size.

## Using the Message List

- Messages you receive are displayed in the message list.
- By default, the most recently received messages are displayed first in the list.
- When you receive a message, tap to open it.
- Unread messages are displayed in bold.

# Composing Messages

To compose a message:

1. Tap the Start button and tap Inbox.
2. Tap New.
3. In the To field, enter an e-mail of one or more recipients, separating them with a semi colon. Or tap the Contacts icon to select names from the contact list.
4. Compose your message. To enter preset or frequently used messages, tap My Text and select a message.

# Managing E-Mail Messages and Folders

- By default, messages are displayed in one of five folders for each service you have created.
- To create a new folder, tap Tools, and tap Manage Folders.
- To move a message to another folder, tap and hold the message in the message list and tap Move to on the pop-up menu.

# Adding and Removing Programs

- Programs that were already installed when you received your device are stored in ROM. You cannot remove these programs, and you never accidentally lose ROM contents. ROM programs can be updated using installation programs with the \*.xip extension. You can save data to either ROM or RAM.
- You can install any program created for your device as long as your device has sufficient memory.

# Adding Programs with ActiveSync

1. Decide what software you are looking for.
2. Use Google or search Pocket PC file sites.
3. Download the software to your desktop computer.
4. Make sure your PDA is connected to your computer.
5. Double-click the \*.exe file to begin the install.
6. The installer automatically transfers the software to your Pocket PC.

## Determining your Device and Processor Type

- It is important to know your Device and Processor type. Sometimes software is written for a certain type of processor. Common types for the Pocket PC are X-Scale, ARM, MIPS, etc.
- To find out:
  1. Tap the Start button, then Settings
  2. On the System Tab, tap System Information or About

## Adding a Program to the Start Menu

1. Tap the Start button and tap Settings.
2. Tap Menus, tap the Start Menu tab, and then tap the check box for the program.
3. If the program is not listed, you can either use File Explorer on the device to move the program to the start menu, or use ActiveSync on the computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

# Removing Programs

1. Tap the Start button and tap settings.
2. Tap the System tab and tap Remove Programs.
3. Tap and hold the name of the program, and tap Delete on the pop-up menu.

# File Explorer

1. On the Start menu, tap Programs.
2. Tap File Explorer.

# Backup

- To prevent and minimize data loss, you should periodically back up the data stored on your device.
- Use ActiveSync to synchronize the files on your device with the files on your computer.
- You can also drag and drop files from your device to your computer using Windows Explorer.

# Microsoft Pocket Word

## Pocket Word works with Microsoft Word

- If you tap **New**, a blank document appears.
- You can also select a template from the **Options** dialog box in **Tools** or tap the arrow next to **New**.
- You can open only one document at a time.
- You can create documents in these formats:
  - Word (.doc)
  - Pocket Word (.psw)
  - Rich Text Format (.rtf)
  - Plain Text (.txt)
- Open an existing document from the list by tapping it, or press and hold the document for more options.

# Microsoft Pocket Word continued

- You can enter in information in one of four ways.
  - Typing
  - Writing
  - Drawing
  - Recording
- You can change the view by zooming in and out.
- Select **Wrap to Window** under **View** to view the entire document.
- Under Tools you'll find several handy options:
  - Spell Check, Word Count, and Insert Date
  - Recognize and Alternatives
  - Options for sending
  - Options for saving

# Pocket Excel

## Pocket Excel works with Microsoft Excel

- You can create a new document by pressing **Tab** or use the **Options** box under **Tools** to select a template.
- You can only have one workbook open at a time.
- There are two formats to save as:
  - Pocket Excel (.pxl)
  - Excel (.xls)
- Open an existing file from the list by tapping it, or press and hold the file for more options.
- You can format your worksheet by using the options found by tapping on **Format** on the command bar.

# Pocket Excel continued

- Pocket Excel provides basic spreadsheet tools:
  - Formulas
  - Functions
  - Sorting
  - Filtering
- You can set a password to protect sensitive data by tapping **Edit** and **Password**.
- Excel Tips:
  - Use Full Screen mode, and Restore when finished
  - Use Freeze Panes to keep cells visible while scrolling
  - Use the Split tool to split areas for more scrolling flexibility

# MSN Messenger

MSN Messenger is for instant messaging.

- If you don't have an account you can sign up for one at [www.passport.com](http://www.passport.com).
- To use MSN Messenger you must be connected to the web through your wireless connection.
- Set up MSN Messenger for you by tapping **Tools** and the **Options**. Fill out the tabs available.
- Sign in by tapping the sign in screen, and entering in your information.

## MSN Messenger continued

- Tapping **Tools** will give you options for your status and contacts status. You can also press and hold to get similar options.
- Start a chat by tapping on an individual.
- Type your message and tap **Send**.
- Tap the **Contacts** icon to switch back to the contacts page without closing a chat.
- Re-enter a chat by tapping on **Chats** and then the individual whom you are chatting with.
- Sign out by tapping on **Tools** and then **Sign Out**.

# Windows Media Player

You can play digital audio and video files through Windows Media Player

- Copy digital audio and video files from Windows Media Player on your computer to your Pocket PC.
- Windows Media and MP3 files work on you Pocket PC.

# Microsoft Reader

EBooks can be read on your Pocket PC through Microsoft Reader.

- Download eBooks to your desktop computer and transfer them to your Pocket PC through ActiveSync.
- Visit these links to download free eBooks:
  - <http://www.mslit.com/default.asp?mjr=FRE>
  - <http://www.mslit.com/>
- Microsoft Reader can be used to:
  - Page through the book
  - Annotate the book with highlighting, bookmarks, notes, and drawings
  - Look up definitions of words and search text
- The Library lists all books stored on your device.

# Adobe Acrobat Reader

Acrobat (.pdf) files can be read on your Pocket PC through Adobe Acrobat Reader.

- Tap the open folder in the command bar to view all acrobat files.
- You can navigate through an Acrobat file by:
  - Using the scroll bar
  - Tapping the page number arrows on the toolbar
  - Scrolling with the hand
  - Using thumbnails to tap on individual pages
- The navigation pane consists of:
  - Articles (electronic threads that lead you through a document)
  - Table of Contents or bookmarks (provide a visual table of contents and usually represent the chapters, main headings, and other organizational elements in a document)
  - Thumbnails (provide miniature previews of document pages)
- Preferences will let you set up your toolbar and general settings.
- You have several zoom tools found in the toolbar.

# Pocket Internet Explorer

- To start Pocket Internet Explorer tap the Start button, then Internet Explorer.
- During synchronization with your computer, download your favorite links and mobile favorites to your device.
- Connect to a network or ISP and browse the web.
- Use AvantGo to browse web sites while not connected.

# Browsing Mobile Favorites and the Web

- You can browse your Mobile Favorites with or without connecting to the Internet.
- To view mobile favorites and channels:
  - Tap the Favorites icon to display your list of favorites.
  - Tap the pages you want to view.
- If you are connected to the Internet you can also enter web addresses directly into the address bar.

# Getting Connected

- You can connect to networks using any number of protocols:
  - Ethernet 802.11b
  - Infrared
  - Bluetooth
  - Modem

# Wi-Fi, Wireless Ethernet, 802.11b

- **To configure the Wireless Network:**
  1. Tap the start button -> Settings -> Connections tab.
  2. To add, edit, or delete a profile, tap Wireless Ethernet.
  3. On the Configure Wireless Networks screen, select one of the available network names.

# Infrared

- You can send information such as contacts, appointments, notes, and tasks, between two devices.
- Click Start, Settings, Connections, Beam, then make sure Receive all incoming beams is checked.
- You must align the infrared sensors so they are unobstructed and within a close range.