



## User Guide

**gSTAR**

### Industrial Mobile Data Terminal



Version 1

Date: Mar. 2009

# Introduction

**gSTAR** Industrial Mobile Data Terminal is designed to meet from the harsh environment to most of simple business applications because it delivers all the built-in capabilities for business applications demand. It is much smaller, lighter and far less expensive than comparable products. Designed for maximum value and performance, **gSTAR** is a cost-effective mobile solution for Windows Mobile applications

## About **gSTAR** Industrial Mobile Data Terminal

**gSTAR** is one of most compact Industrial Windwos Mobile terminal. Even though designed as light weight unit, it complies with IP 65 sealing requirement and with stands 1.5 m drop to concrete to be operated from -20 °C to +60 °C. With 2D imager, GPRS/GSM, and wifi built in, **gSTAR** can create best value to follow data tracking and data transmitting from short distance across long distance with best quality. In order to make data storage more flexible, **gSTAR** also installs one install IC card reader for reading and writing IC card application. With long experience in animal tracking application, **gSTAR** equipped with 2000 mAh battery to backup 8 hours operation in the farm without battery changing. **gSTAR** adapts a very bright 2.8" color LCD, it enable the very good visibility even under the strong sunshine.

## **gSTAR high light point**

### **Hardware Feature**

- OS: Windows Mobile 6.1
- Memory : 128MB Flash ROM + 64MB SDRAM
- Dimension: 136 mm( L) × 75 mm( W) × 27 mm ( H)
- Light Weight : 223g ( including battery )
- Aggressive reading by HHP 2D Camera reader: reading range more than 50 cm
- High quality LCD 2.8" TFT QVGA touch panel: sun light readable (256K color)
- Network : GSM/GPRS; Wifi 802.11b/g or BT
- Support speaker on/off, and head set for speaking and answering the phone
- Support IC card reader for reading and writing( for user' identification and data storage)
- Strong durability: 1.5 m drop, IP 65
- Support extreme operating temperature: -20°C to +65°C
- Li-ion 2000 mAH Battery
- Battery working for online operation : 8 hours
- Battery working for stand by condition: 120~200 hours \*

# Unpack your gSTAR

Make sure you receive the following:

- **gSTAR** PDT
- Battery
- Power Adaptor
- Mini USB cable
- Stylus
- User' Manual & SDK Disk
- Pouch



**gSTAR PDT**



**Battery**



**Power Adaptor**



**Mini USB cable**



**Pouch**

# Product Overview

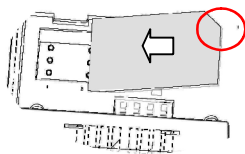


# Get Started

## Install SIM card

Please insert the SIM card when you use **gSTAR** the first time. SIM card is very fragile so please pay special attention when you remove it out or insert it in the **gSTAR**.

Please also notice that the power should be shut down and battery should be removed when you add the SIM card on **gSTAR**. The position of SIM card is make the edge on the upper right location.



Notice: when you use the new SIM card, you need to type SIM card password. It can be from 4 to 8 digits. If you type the wrong password for three times, SIM card will be locked. If that happened, you need to contact your phone service provider for solution.

## Battery

### Install Battery :

Please unlock the battery door by moving the lock switch to the left position. You can open the battery door easily by sliding the case downward. Insert the battery gently and close the case back. Lock the batter by moving the switch to the right side.



## Battery Charging:

When you first time to run the **gSTAR** or you have not used **gSTAR** for longtime, remember to charge the battery minimum 8 hours. If the battery is low, **gSTAR** will battery low message to remind you for charging again. If you will not use **gSTAR** for long time, please remove the battery out.

Charging is so simple!

- Open the rubber plug and turn it with 90 degree to the side.
- Connect the mini USB cable to the mini USB port on **gSTAR**.
- Connect the power plug
- It will start to charge.



### Charging indicator :

Under charging-----red light ;

Charging complete-----green light ◦

## Power adaptor

Power adaptor can convert the 100V-240V AC power to 5V DC Power for the **gSTAR**.

## Mini USB Cable

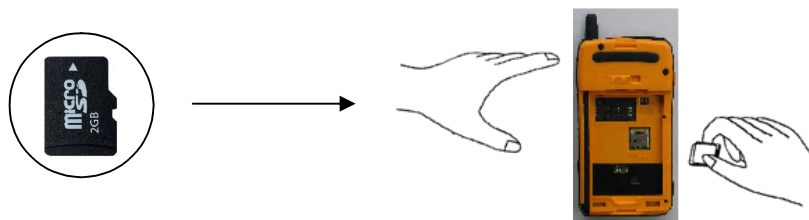
Mini USB cable can connect **gSTAR** with PC. After this connection, it will allow the data synchronized between PC and **gSTAR**. Please reference Installing Microsoft Active Sync at the later chapter. Another tip is that you can also charge **gSTAR** while connecting **gSTAR** with PC via mini USB cable.

## Using micro SD card

**gSTAR** has one micro SD port to allow micro SD card to store back up data and data storage.

### Insert/remove SD card :

Open the **gSTAR** battery door and remove the battery. You can find the SD slot cover. Push up the cover and insert/remove the SD card into the slot safely. Press down the cover and the SD card is successfully installed.



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Reminding: when **gSTAR** is processing the data storage, please do not remove the SD card the same time. Or it may cause the **gSTAR** with abnormal function.

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## Switch on/off gSTAR

### Switch on the gSTAR :

Press on/off power button  , **gSTAR** will start to run and the LCD will turn on the Windows Mobile system will be activated.

### Switch off the gSTAR :

When you press the on/off power button  , **gSTAR** will shut down the LCD and the system will be close.

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Reminding: you can also set up the auto power off time under Set up/Power/ advance. It will help to save more power for longer operation time.

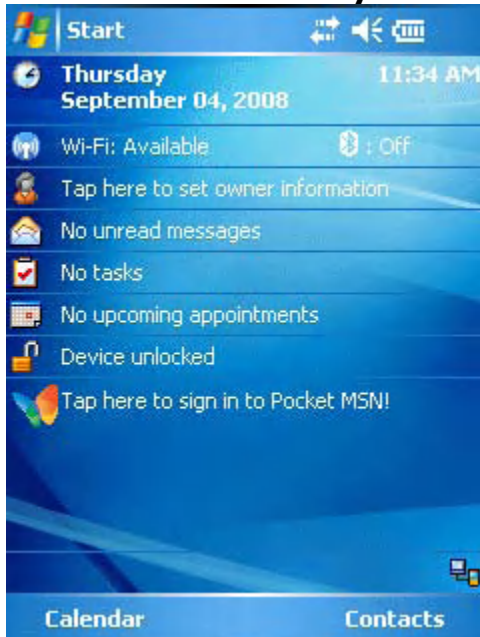
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## Reboot the gSTAR

If **gSTAR** is complete dead ( no response in touch panel or key entry under unlock condition), you need to re-boot the terminal. After the terminal reboot process, all the stored data will still be kept safely. But for those un-saved data, it is more likely to be gone. The reboot process is very simple. You just need to remove the battery and put it back again. Then power up the terminal. The re-boot is done.

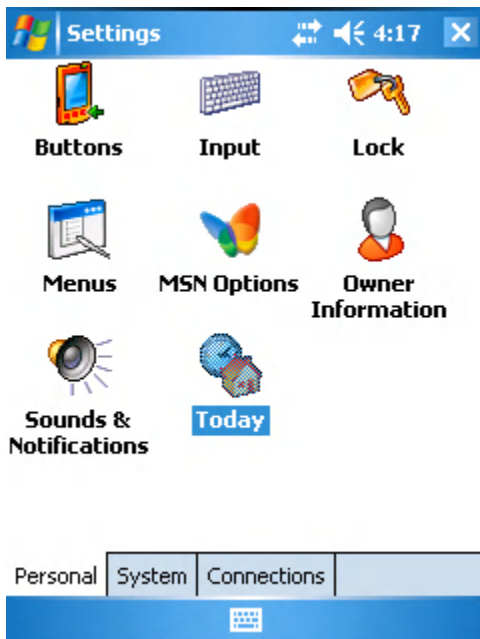
# Get Started

## Overview of the today screen



The today screen shows your upcoming appointments, active tasks, wireless status and information about email messages. You can tap any section of the today screen to open the program you need.

The today screen is also accessible by tapping > **start>settings > today**.



## Change language and regional settings

**gSTAR** comes with a variety of regional, language and input settings that are preset before your device is shipped. To change these settings, follow the directions below.

**WARNING:** If you change to a language other than English, you will have to perform a **hard reset**, which will **erase all data** on your handheld computer. If you have data you need to save, perform an ActiveSync operation before you change languages. The style in which numbers, currency, dates and times are displayed is specified in regional settings.

1. Tap > **settings** > **system** tab > **regional settings**.
2. On the region tab, select your **region and language**.
3. Do one of the following: On the time tab, select the **time display options** you want. On the date tab, select the **date display options** your want.
4. To customize settings further, tap the **appropriate tabs** and select the **desired options**.

## Change the date and time display

### To set the time and date:

1. Tap > **Start>settings** > **system** tab > **clock & alarms**.
2. Select the correct **time zone**, and change the **date or time**.
3. Choose **alarms** tab to set regular reminders.
4. Choose **more** tab to add/remove the clock on the title bar in all programs.

**Note:** During synchronization, the time on your device is updated with the time on your PC

### To set the time and date for a different location:

1. Tap > **Start>settings** > **system** tab > **clock & alarms**.
2. Tap **visiting**.
3. Select the correct **time zone**, and change the **time or date**.

## Owner identification and password protection

1. Tap > **Start>settings** > **personal** tab > **owner information**.
2. On the identification tab, enter your **Personal Information**.

### To display owner information on the today screen:

1. Tap > **Start>settings** > **personal** tab > **owner information**.
2. On the options tab, select the **identification information** check box.
3. On the options tab, select the **notes check box** if you want additional text displayed, such as:  
Reward if found.
4. On the notes tab, enter the **additional text**.

### To protect your device with a password:

1. Tap > Start> settings > personal tab > lock.
2. Select the prompt if device unused for check box, and select the option from the dropdown menu.
3. In the password type box, select the type of password you would like to use – simple PIN or strong alphanumeric. Enter the password and, if necessary, confirm the password.
4. On the hint tab, enter a phrase to help you remember your password. The hint displays after the wrong password is entered four times.
5. Tap OK. You will be prompted to enter your password the next time

*Each time a wrong password is entered, the time the device takes to respond will get longer and longer until the device appears to be not responding. If you forget your password, you must reset your device.*

### To change your password:

1. Tap > **Start>settings** > **personal** tab > **lock**. Enter your current password.
2. In the password box, enter your **new password**.
3. On the hint tab, enter a **phrase** to help you remember your new password. The hint displays after the wrong password is entered four times.
4. Tap **OK**.

## Enter text or data

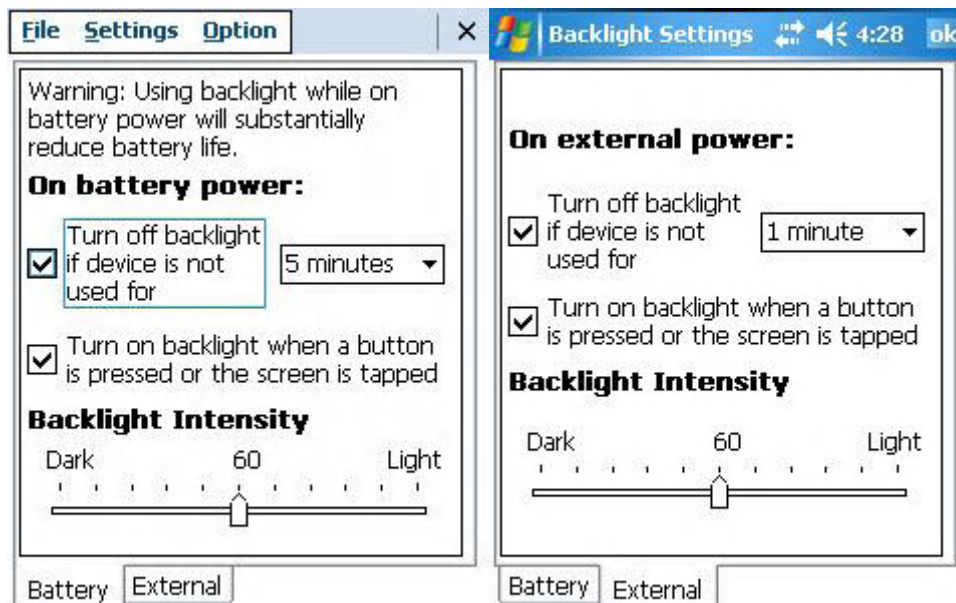
You can enter data in several ways. For more details

Data Entry	Method
Barcode scanner	Use the 2D scanning feature to quickly and accurately capture text and images.
Synchronizing	Use ActiveSync to exchange information between your PC and device.
Typing	Use input panel to enter typed text by tapping keys on the onscreen keyboard or by using handwriting recognition software.
Writing	Use the stylus like a pen to write directly on the screen.
Drawing	Use the stylus like a pen to draw a picture directly on the screen.

## Backlight and brightness preferences

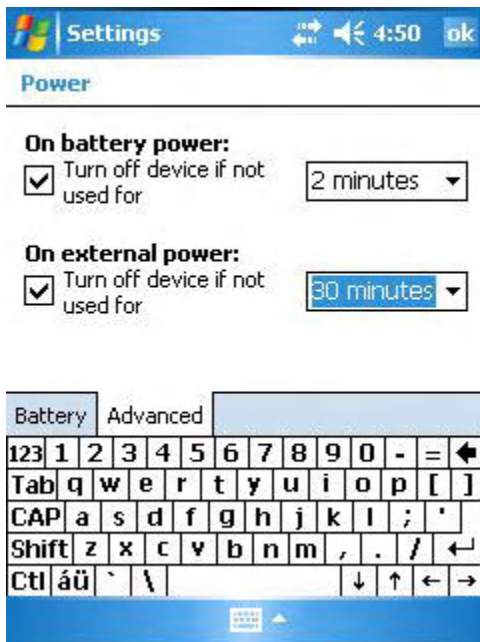
### To change backlight preferences:

1. Tap > **Start>settings > system tab > backlight settings.**
2. Select **battery** and make your **changes** in the dropdown menu.
3. Adjust the **backlight intensity** as necessary.
4. Select **external**, and make your **selections** from the dropdown menu.
5. Adjust the **backlight intensity** as necessary.
6. Click **OK**



### Battery power To make the battery last longer:

1. Tap > **Start>settings > system tab > power.>Advanced**
2. On the advanced tab, **specify when your device turns off** to conserve battery power. For optimum conservation, specify 3 minutes or less.
3. Use the AC adapter to plug your device into external power whenever possible.
4. Adjust the **backlight settings** as shown.

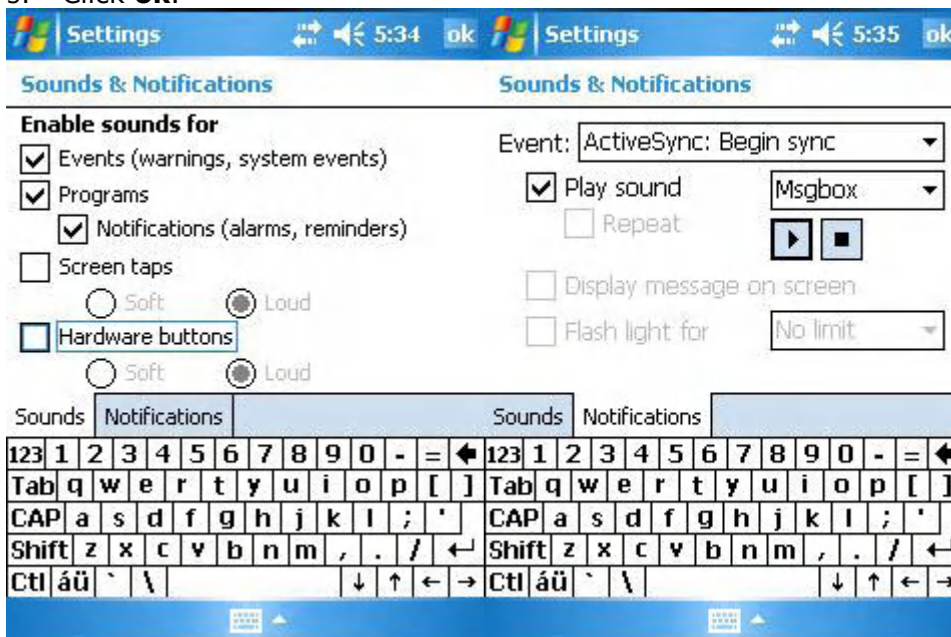


## Scrolling speed To adjust the speed for scrolling:

1. Tap > **Start>settings** > **personal** tab > **buttons** > **up/down control** tab.
2. Do one of the following: Under delay before first repeat, move the **slider** to shorten or lengthen the time that elapses before scrolling begins. To change the time it takes to scroll from one item to the next, under repeat rate, move the **slider** to adjust the speed.

## Enable sounds and notifications

1. Tap > **Start>settings** > sounds & Notifications
2. Tap or select the **events and programs** to enable sounds.
3. Select the **notifications** tab to assign notifications to specific events.
4. Select the **event** in the dropdown menu, tap **play sound** checkbox and choose **sound**.
5. Click **ok**.



## Customize the start menu

1. Tap > **settings** > **personal** tab > **menus**.
2. Select the **check boxes** of the items you want to appear in the start menu (up to seven items).

## Open applications To open an application:

1. Tap > **programs**.
2. Select the **application** you want to open.

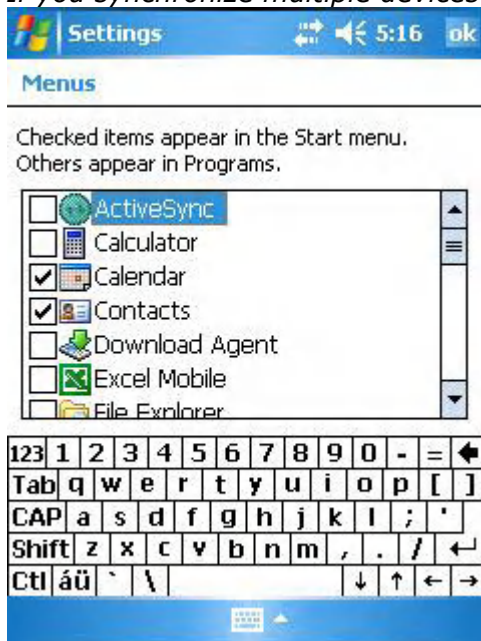
## Remove applications To remove a program:

1. Go to > **Start**> **settings** > **control panel**.
2. Double-tap **remove programs** icon.
3. Select the **program** you want to delete, and click **remove**.
4. Click **OK**.



### IMPORTANT NOTE!

*If you synchronize multiple devices with the same PC, each device must have a unique name*



## Accessibility for people with disabilities

You can customize your device so that the screen and items on the screen are easier to see. You can also choose how to be notified about events or actions with sounds, flashing lights, messages on the screen or vibrations. The following features enable you to adjust the settings accordingly, based on your needs:

- » Adjust the brightness of the backlight
- » Increase or decrease the size of the text on the screen
- » Use Clear Type for screen text
- » Adjust the volume for sounds
- » Choose how to be notified about events or actions
- » Customize the start menu
- » Change the text input method
- » Change the zoom level for entering text
- » Increase the size of the keyboard keys

# Entering Information

## Entering information on the gSTAR

You can enter information in several ways, depending on the type of device you have and the program you are using.

Type	How
<b>Barcode scanning</b>	Use the barcode scanning to capture data and images.
<b>Typing</b>	Use input panel to enter typed text by tapping keys on the onscreen keyboard or by using handwriting recognition software.
<b>Writing</b>	Use the stylus like a pen to write directly on the screen.
<b>Drawing</b>	Use the stylus like a pen to draw a picture directly on the screen.
<b>Synchronizing</b>	Use ActiveSync to exchange information between your PC and device. For more information on ActiveSync

## Using the barcode scanner

You can also get data and images by scanning barcodes into the handheld computer.

## Using the input panel (onscreen keyboard)

The input panel provides access to the various input methods available on your device. By default, input panel appears on the menu bar as shown to the right. The icon indicates which input method is currently selected. The input selector arrow opens a list of available input

methods. To show or hide input panel, tap the input panel icon on the menu bar.



### Icon



### Indicates the selected input method is:

The onscreen keyboard.

Letter recognizer or block recognizer.


Transcriber (if available).

## Keyboard shortcuts

When you use the onscreen keyboard, you can use shortcut keys as an alternative to menu commands when working in programs on your device.

To	Tap	To	Tap
Copy the selected text	<b>CTRL+C</b>	Undo the last action	<b>CTRL+Z</b>
Cut the selected text	<b>CTRL+X</b>	Redo the last action	<b>CTRL+Y</b>
Paste the text	<b>CTRL+V</b>	Make the selected text bold	<b>CTRL+B</b>
Close a program	<b>CTRL+Q</b>	Make the selected text italic	<b>CTRL+I</b>
Open a new file	<b>CTRL+N</b>	Make the selected text underlined	<b>CTRL+U</b>

## Change the screen orientation


1. Tap  > **settings** > **system** tab > **screen**.
2. On the general tab, tap the **screen orientation** you want, and tap **OK**.




# Using the onscreen keyboard

## To enter text:


You can enter text by tapping keys on the keyboard that is displayed on the screen. The onscreen keyboard is available when text entry is possible.

1. Tap  > **settings** > Input  
In a program, tap the **input selector** arrow, and then **keyboard**.
2. Enter **text** by tapping keys on the onscreen keyboard.


## To increase the size of the keyboard keys:

1. Tap  > **settings** > Input
2. In the **input method** list, select **keyboard** > **large keys**.
3. Enlarge the keys even more by selecting the **use gestures for the following keys** check box. Fewer keys will appear on the keyboard, but you can do gestures for space, backspace, enter and shift+key.


## To use ClearType for screen text:

1. Tap  > **settings** > **system** tab > **screen** > **ClearType** tab.
2. Select the **enable ClearType** check box.

## To increase or decrease the size of text on the screen:

1. Tap  > **settings** > **system** tab > **screen** > **text size** tab.
2. Move the **slider** to increase or decrease the text size.

## To change word completion options:

1. Tap  > **settings** > **input**.
2. Tap the **word completion** tab, select the **suggest words when entering text** check box, and **specify the settings**.
3. Tap **OK**.

## To turn on automatic scrolling:

You can change input settings so that as you enter text in a program, scrolling occurs automatically when the text reaches the bottom of the screen.

1. Tap > **settings** > **input**.
2. Tap the **options** tab, and select the **scroll upon reaching the last line** check box.
3. Tap **OK**.

# Calendar, Contacts and Tasks

## General information for all programs Why use categories?

Use categories to group related contacts, tasks and appointments.

### To create a category:

1. From the program, tap an **existing item or create a new one**.
2. Do one of the following: For an existing item in calendar and tasks, tap **edit > categories**. For an existing item in contacts, tap **menu > edit > categories**. For a new item in calendar, contacts and tasks, tap **categories**.
3. Tap **new**, enter the category name and tap **done**. The new category is automatically assigned to the item.
4. Tap **OK**.

### ☐ **IMPORTANT NOTE!**

*Categories are shared between your appointments, contacts and tasks. A category will remain in the list of shared categories as long as it is assigned to at least one appointment, contact or task.*

### To assign a category to an item:

1. From the program, tap the item you want a category assigned to.
2. Do one of the following: In calendar and tasks, tap **edit > categories**. In contacts, tap **menu > edit > categories**.
3. Select the category you want, and tap **OK**.
4. Tap **OK**.

### To add a note to an item:

1. From the program, tap the item you want to add a note to. In calendar, you must be in agenda or day view.
  2. Do one of the following: In calendar and tasks, tap **edit > notes** tab. In contacts, tap **menu > edit > notes** tab.
  3. Tap **OK**. ☐
- ⇒ See additional information about notes at the end of this chapter.

# Calendar

Use calendar to schedule and display your appointments on the today screen.

If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can look at your appointments in day, week, month and agenda views. For details, tap the appointment.

## To schedule an appointment:

1. Tap > **calendar**.
2. Tap **menu** > **new appointment**.
3. Enter **information**. To schedule an all-day event, in the all day box, tap **yes**.
4. Tap **OK**. To cancel an appointment:
5. Tap > **calendar**.
6. Tap **menu** > **delete**.

### ☐ **IMPORTANT NOTE!**

*All-day events do not occupy blocks of time in calendar; instead, they appear in banners at the top of the calendar*



**TIP:** To have the time entered automatically in day view, tap the time slot for the new appointment, and tap **menu** > **new appointment**.

## To make an appointment or a task recurring:

1. From the program, tap the **item** you want to make recurring.
2. Tap **edit**, and in the occurs box, tap a **recurrence pattern**.
3. Tap **OK**.

**TIP:** Create your own recurrence pattern by tapping **edit** > **occurs** > **edit pattern**. Follow the steps in the wizard to customize how frequently the appointment recurs as well as when it ends.

## To remove the recurrence from an appointment or a task:

1. From the program, tap the **item** from which you want to remove the recurrence.
2. Tap **edit** > **no**.
3. In the occurs box, tap **edit pattern** > **remove recurrence** > **OK**.

## To set a reminder for an appointment:

1. From the program, tap the **item** you want to set a reminder for.
2. Tap **edit**, and in the **reminder** box, tap **remind me**. In calendar, the default reminder is set 15 minutes before an appointment.
3. Tap **OK**.

## To choose how you are reminded:

1. Tap > **settings** > **personal** tab > **sounds & notifications**.
2. On the **sounds** tab, choose how you want to be notified by selecting the **appropriate check boxes**.
3. On the notifications tab, in event, tap an **event name** and choose how you want to be notified by selecting the **appropriate check boxes** – choose special sound, message or flashing

light.

### To change views in calendar:

1. Tap > **calendar**.
2. Tap **menu** > **view** and select the view you want.

View	See
<b>Agenda</b>	Your current day's activities at a glance. Upcoming appointments are bold; past appointments are dimmed.
<b>Day</b>	Your schedule for a single day in a day-planner layout. Free and busy times in time slots of 1/2 hour or 1 hour.
<b>Week</b>	Your schedule for the whole week.
<b>Month</b>	Your free and booked days for a month: ▀: morning appointment ▴: afternoon appointment ■: morning and afternoon appointments □: all-day event with time not marked free
<b>Year</b>	A calendar for the entire year.

#### IMPORTANT NOTE!

*All-day events do not occupy blocks of time in calendar; instead, they appear in banners at the top of the calendar.*

### To change the display of the work week:

You can customize your calendar so that a work week starts on Sunday or Monday and has from five to seven days.

1. Tap > **calendar**.
2. Tap **menu** > **options** and do one or both of the following:
  - To specify the first day of the week, in the **1st day of week** box, tap **Sunday** or **Monday**.
  - To specify the number of days you want to appear in a work week, in the **week view** box, tap **5-day week**, **6-day week** or **7-day week**.
3. Tap **OK**.

**TIPS:** You can also change the view by tapping agenda, day, week, month or year on the menu bar. To see your appointments for the current day, tap > **today**.

# Contacts

## To create a contact:

1. Tap > **contacts**.
2. Tap **new** > enter the **contact information**.
3. Tap **OK**.

### IMPORTANT NOTE!

*If your contact list has been filtered by a category when you create a contact, that category is automatically assigned to the new contact.*

## To create a contact from an existing one:

1. Tap > **contacts**.
2. **Tap and hold** the contact you want to copy.
3. Tap **copy contact**.
4. Tap the **copy of the contact** > **menu** > **edit**.
5. Change the **contact information** as needed and tap **OK**.

## To change contact information:

1. Tap > **contacts**.
2. Tap the **contact**.
3. Tap **menu** > **edit** and enter the **changes**.
4. Tap **OK**.

## To add a picture to contact information:

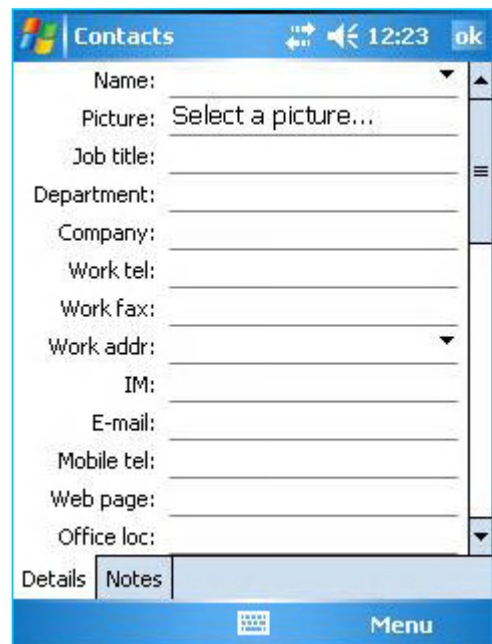
1. Tap > **contacts**.
2. Tap the **contact** > **menu** > **edit**.
3. Tap **picture**.
4. Tap the **picture** to add.

## To remove a picture from contact information:

1. Tap > **contacts**.
2. Tap the **contact** > **menu** > **edit**.
3. Tap **menu** > **remove picture**.

## To create a contact from a message:

1. From the open message, tap **menu** > **save to contacts**.

A screenshot of the 'Contacts' application interface. At the top, there's a status bar with a signal strength indicator, a battery icon, the time '12:23', and an 'ok' button. Below this is a title bar with the 'Contacts' title and a search icon. The main area is a form for adding a new contact. It includes fields for 'Name' (with a dropdown arrow), 'Picture' (with a 'Select a picture...' button), 'Job title', 'Department', 'Company', 'Work tel', 'Work fax', 'Work addr' (with a dropdown arrow), 'IM', 'E-mail', 'Mobile tel', 'Web page', and 'Office loc'. At the bottom, there are two tabs: 'Details' and 'Notes'. A 'Menu' button is located at the bottom right of the screen.

**TIP:** To display a greater number of contacts, tap **menu** > **options**, select the **show contact names only** check box, and clear the **show alphabetical index** check box.

### To copy a contact from a SIM to a device:

1. Tap > **contacts**.
2. Tap the **contact**.
3. Tap **menu** > **save to contacts**.

### To work with the contact list:

1. Tap > **contacts**.
2. In the contact list, do any of the following:
  - In name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to name view, tap **menu** > **view by** > **name**.
  - To see a summary of information about a contact, tap the **contact**.
  - To see a list of available actions for a contact, tap and hold the **contact**.
  - To see a list of contacts employed by a specific company, tap **menu** > **view by** > **company**. Then, tap the **company name**.

### To send contact information:

1. Tap > **contacts**.
2. Select the **contact**.
3. Tap **menu** > **send contact** > **text message**.
4. Select the **contact information** > **done**.
5. In the new text message, enter the **address** > **send**.

### To find a contact:

1. Tap > **contacts**.
2. If you are not in name view, tap **menu** > **view by** > **name**.
3. Do one of the following:
  - Begin **entering a name or phone number** in the provided text box until the contact you want is displayed. To show all contacts again, tap the **text box** and clear the text, or tap the **arrow** to the right of the text box.
  - Use the **alphabetical index** displayed at the top of the contact list.
  - Filter the list by categories. In the contact list, tap **menu** > **filter**. Then, tap a **category** you've assigned to a contact. To show all contacts again, select **all contacts**.

### To send a message to a contact:

1. Tap > **contacts**.
2. Tap the **contact**.
3. Tap the **address**.
4. Tap the **account**.

**TIP:** To quickly add a contact's address to a new message, tap the To, Cc, or Bcc line, and tap **menu** > **add recipient**. Tap the contact you want to send the message to and choose the address if necessary.

### Tasks

Use tasks to keep track of things you need to do. If you use Outlook on your PC, you can synchronize tasks between your device and PC so that tasks you create or update on your PC will also be updated on your device and vice versa.

**Tip:** To quickly see the number of active tasks you have, tap > **today**.

## To create a task:

1. Tap > **programs** > **tasks**.
2. Tap **new**, enter a **subject** for the task, and fill in **information** such as start and due dates.
3. When finished, tap **OK**.



## IMPORTANT NOTE!

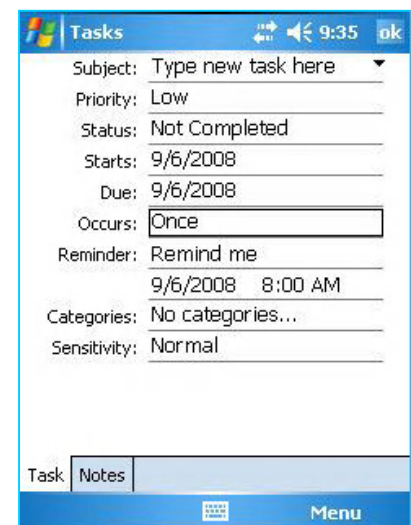
An easy way to create a task is to copy an existing one. In the task list, select the task you want to copy. Tap **menu** > **edit** > **copy**, and then tap **menu** > **edit** > **paste**.

## To make a task recurring:

1. From the program, tap the **item**.
2. Tap **edit**, and in the occurs box, tap a **recurrence pattern**.
3. Tap **OK**.

## To set the start and due date for a task:

1. Tap > **programs** > **tasks**.
2. Tap the **task** you want to set start and due dates for.
3. Tap **edit** and do one or both of the following:
  - Tap **starts** to enter a start date for the task.
  - Tap **due** to enter a due date for the task.
4. Tap **OK**.



## To set a reminder for an appointment or a task:

1. From the program, tap the **item** you want to set a reminder for.
2. Tap **edit**, and in the reminder box, tap **remind me**. The default reminder is set at 8:00 in the morning on the day a task is due.
3. Tap **OK**.

## IMPORTANT NOTE!

To set a reminder for a task, you must first set a due date

## To change the priority of a task:

1. Tap > **programs** > **tasks**.
2. Tap the **task** you want to change the priority for.
3. Tap **edit** and in the priority box, tap a **priority level**.
4. Tap **OK**.

**TIP:** To filter your tasks further, tap **menu** > **filter** > **active tasks** or **completed tasks**.

### IMPORTANT NOTE!

*All new tasks are assigned a normal priority by default.*

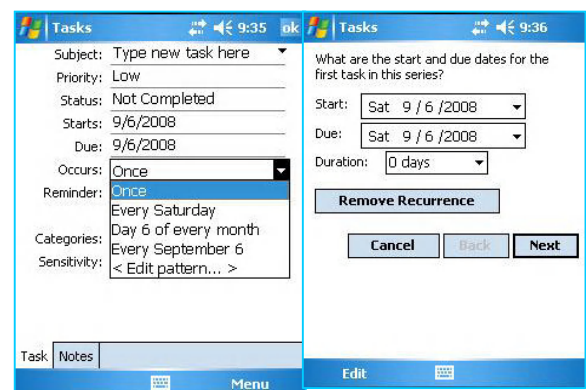
**TIPS:** You can easily create a short, to-do type task. Simply tap the **tap here to add a new task** box, enter a **subject** and press **ENTER**. If the task entry box is not available, tap **menu** > **options** and select the **show tasks entry bar** check box.

## To mark a task as private:

1. Tap > **programs** > **tasks**.
2. Tap the **task** you want to mark as private.
3. Tap **edit** and in the sensitivity box, tap **private**.
4. Tap **OK**.

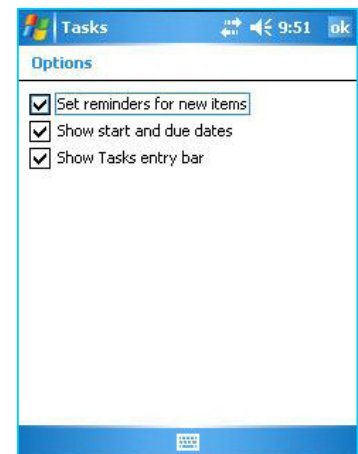
## To remove the recurrence from a task:

1. Tap the **task** > **edit**.
2. In the occurs box, tap **edit pattern**.
3. Tap **remove recurrence**.
4. Tap **OK**.



## To show start and due dates in the task list:

1. Tap > **programs** > **tasks**.
2. Tap **menu** > **options**.
3. Select the **show start and due dates** check box.
4. Tap **OK**.



## To locate a task:

1. Tap > **programs** > **tasks**.
2. In the task list, do one of the following:
  - Sort the list. Tap **menu** > **sort by** and tap a **sort option**.
  - Filter the list by category. Tap **menu** > **filter**, and tap the **category** you want displayed.

## Synchronize calendar, contacts and tasks

Calendar appointments, contacts, and tasks stored on your device can be synchronized with similar items on your PC or Exchange Server. The items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures) when synchronizing with your PC, but are removed when synchronizing with a server.

For more information on synchronization, see ActiveSync Help on the PC.



# Internet Explorer Mobile Options

## To use Internet Explorer:

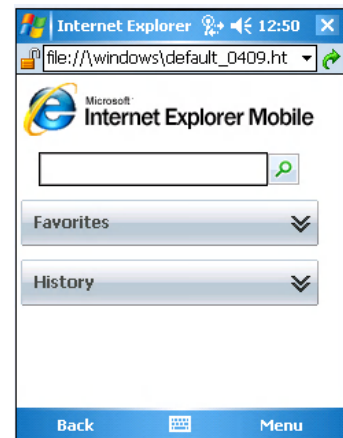
1. Set up a **connection to your ISP** or corporate network by following the instructions detailed in chapter 12.
2. Tap **start** > **Internet Explorer** to display the default page.

## Set internet options and viewing

### To choose a home page:

1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **general** tab.
2. Do one of the following:
  - To use the displayed page as your home page, tap **use current**.
  - To use the default home page, tap **use default**.

**TIPS:** To go to your home page, tap **menu** > **home**.



### To change the size of text on Web pages:

In Internet Explorer Mobile, tap **menu** > **zoom**, and tap the **size** you want.

**TIP:** To exit full screen mode, tap and **hold** anywhere on the screen, and tap **full screen** to cancel the selection.

### To view a page in full screen mode:

In Internet Explorer Mobile, tap **menu** > **view** > **full screen**.

### To change how Web pages fill the screen:

1. In Internet Explorer Mobile, tap **menu** > **view**.
2. Tap one of the following:
  - **One column.** Arranges the content into one column that is as wide as the screen.
  - **Default.** Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll.
  - **Desktop.** Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

## Cookies and security settings

### To change cookies and security settings:

1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **security** tab.
2. Select the check boxes for the options you want, and click **OK**.

**TIP:** To prevent Internet Explorer Mobile from accepting any cookies, clear the **allow cookies** check box.

## Favorites

### To add a favorite:

1. In Internet Explorer Mobile, go to the **page** you want to add.
2. Tap and hold the **page**, and tap **add to favorites**.
3. Confirm or change the name and select a folder for storing the favorite.

### To add a folder in favorites:

1. In Internet Explorer Mobile, tap **menu** > **favorites** > **add/delete** tab.
2. Tap **new folder** > enter a **folder name** > **add**.

### To delete a favorite or folder:

1. In Internet Explorer Mobile, tap **favorites** > **add/delete** tab.
2. Select the **item** you want to delete, and tap **delete**.

## Temporary internet files and history

### To delete temporary Internet files:

1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **memory** tab.
2. Tap **delete files**.

**TIP:** To change the number of days that links are stored the history list, change the number in the **day(s)** box.

### To clear the history list:

1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **memory** tab.
2. Tap **clear history**.

## Web files

### To download and save a file from the Web:

1. In Internet Explorer Mobile, go to the **page** that contains the file you want to save.
2. Tap **file** > **save as**.
3. In the name box, enter a **new name** for the file.
4. Do any of the following:
  - In the folder list, tap the **folder** where you want to save the file.
  - In the location list, select where you want to store the file: **main memory**.
5. Tap **OK**.

### **To copy text from a Web page:**

1. In Internet Explorer Mobile, tap and hold the **page** > **select all text**.
2. Tap and hold the **page** > **copy**.

### **To save a picture from a Web page:**

1. In Internet Explorer Mobile, tap and hold the **picture** > **save image**.
2. Do one of the following:
  - To save the picture in my pictures on your device, tap **yes**.
  - To save the picture in another location such as a storage card, tap **save as**.

## **Performance**

### **To improve browser performance:**

1. In Internet Explorer on your PC, on the tools menu, click **internet options**.
2. Click the **advanced** tab.
3. Under browsing, clear the **use smooth scrolling** check box.

# Messaging

## Overview

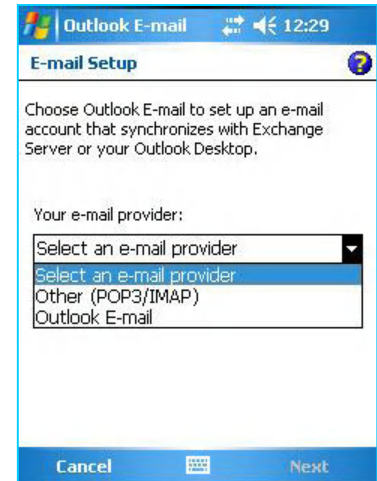
You can send and receive Outlook email, Internet email through an Internet service provider (ISP) and text messages. You can also access email from work using a VPN connection. Email in the Outlook email account is sent and received through synchronization with a PC using ActiveSync. Text messages are sent and received through your wireless service provider using a phone number as the message address.

### To set up an email account:

1. Tap > start> **messaging**.
2. Tap **menu** > **tools** > **new account**.
3. Select **other (POP3/IMAP)** > **next**.
4. Enter your **email address** > **next**. Auto configuration attempts to download necessary email server settings so that you do not need to enter them manually.
5. When **auto configuration** has finished, tap **next**.
6. Enter **your name** > **username** > **password**.

If **auto configuration** is successful, your user name is already entered. Tap **next** > **finish** or **options** to access additional settings

If **auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually.



Setting	Description
<b>User name</b>	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your email address, which appears before the at sign (@).
<b>Password</b>	Choose a strong password. You have the option to save your password.
<b>Domain</b>	Not required for an account with an ISP. May be required for a work account.
<b>Account type</b>	Select POP3 or IMAP4.
<b>Account name</b>	Enter a unique name for the account (work or home), which cannot be changed later.
<b>Incoming mail server</b>	Enter the name of your email server (POP3 or IMAP4).
<b>Outgoing mail server</b>	Enter the name of your outgoing email server (SMTP).
<b>Require SSL connection</b>	Select this to ensure you always receive email for this account using an SSL connection. If your ISP does not support an SSL connection, you will not be able to connect.
<b>Outgoing mail requires authentication</b>	Select this if your outgoing email server (SMTP) requires authentication.
<b>Use separate settings</b>	Select this if your outgoing email server requires a different user name and password than the ones you entered before.
<b>Outgoing server settings:</b>	
<b>User name</b>	Enter your user name for the outgoing email server.
<b>Password</b>	Enter your password for the outgoing email server.
<b>Domain</b>	Enter the domain of the outgoing email server.
<b>Require SSL for outgoing mail</b>	Select this to ensure you always send email from this account using an SSL connection. If your ISP does not support an SSL connection, you will not be able to send email.

**TIPS:**

You can set up several email accounts in addition to your Outlook email account. However, you cannot add a new account while connected. Tap **menu** > **stop send/receive** to disconnect.

**To delete an email account:**

1. Tap > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. **Tap and hold** the account name, and tap **delete**.

**IMPORTANT NOTE!**

*You cannot delete your text message account.*

**To change email download options:**

1. In the message list, tap **menu** > **tools** > **options**.
2. Select the **email account**.
3. Tap **next** until you reach **server information**.
4. Tap **options**.
5. Enter your **changes** on the next three screens, and tap **finish**.

**TIPS:** To send and receive messages automatically, tap **connect and check for messages** and enter a **time interval**. To change options for an Outlook email account, tap > **ActiveSync** > **menu** > **options**.

## Folders

**To delete all messages and folders:**

1. Tap > **messaging**.
2. Tap **menu** > **tools** > **clear**. All messages and folders that are linked to the selected account are cleared, and memory is expanded on the device without deleting messages on the server. The next time you connect, the messages and folders are downloaded again.

**TIP:** Default folders (drafts, outbox, inbox, deleted items and sent items) cannot be renamed or deleted.

**To manage folders:**

1. Tap **menu** > **go to** > select the **account**.
2. Tap **menu** > **tools** > **manage folders**.
3. Do one of the following:
  - To create a subfolder, tap and hold a **folder** > **new**.
  - To change the name of a folder, tap and hold the **folder** > **rename**.
  - To delete a folder and its contents, tap and hold the **folder** > **delete**.
  - To select a folder for synchronization in an Outlook email or IMAP4 account, select the **check box** next to the folder.

## Composing and sending messages

**To compose and send a message:**

1. In the message list, tap **menu** > **go to**, and select the **account** > **new**.
2. Enter the **email address** or **text message address** of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from contacts, tap **to**.

3. Enter your **message**. To quickly add common messages, tap **menu** > **my text**, and tap a desired message.
4. To check the spelling, tap **menu** > **spell check**.
5. Tap **send**.

**TIPS:** To enter symbols, tap **shift** using the onscreen keyboard. To set the priority, tap **menu** > **message options**. If you want to know when a text message is received, before sending the message, tap **menu** > **message options** and then select **request message delivery notification**.

### To add an attachment to a message:

1. In an open message, tap **menu** > **insert** and tap the **item** you want to attach: **picture** or **file**.
2. Select the **file** you want to attach. (Embedded objects cannot be attached to messages.)

### To create or change a message signature:

1. Tap > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. Tap **accounts** tab > **signatures**.
4. Select the **account** for which you want to create or change a signature.
5. Select the **use signature with this account** check box if it is not already selected.
6. Select the **use when replying and forwarding** check box if wanted.
7. Enter a **signature** in the box.
8. To stop using a signature, clear the **use signature with this account** check box.

**TIP:** You can use a different signature with each messaging account.

### To receive attachments:

You can also download attachments automatically with your messages if you have an Outlook email or IMAP4 email account.

For Outlook email accounts:

1. Tap > **ActiveSync**.
2. Tap **menu** > **options**.
3. Tap **email** > **settings**, and then select **include file attachments**.

**TIPS:** Embedded images and objects cannot be received as attachments. An embedded message can be viewed as an attachment when using IMAP4 to receive email. However, this feature does not work if TNEF is enabled so that you can receive meeting requests.

For IMAP4 email accounts or VPN server connections:

1. Tap > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. Tap the name of the IMAP4 account.
4. Tap **next** until you reach **server information** and tap **options**.
5. Tap **next** twice, and select **get full copy of messages** and **when getting full copy, get attachments**.

## To move a message:

1. In the message list, tap and hold the **message**. To select multiple messages, **tap and drag**. Then, tap and hold the **selected messages**.
2. Tap **move**.
3. Select **where** you want to move the message and tap **OK**.

### IMPORTANT NOTE!

*If you use a POP3 account and you move email messages to a folder you created, the link is broken between the messages on the device and their copies on the email server. This means that you will no longer have access to messages moved to folders created from anywhere except the device.*

## To receive meeting requests in email:

You can receive meeting requests if you receive your email messages through ActiveSync. When connecting, the email server must be running Microsoft Exchange Server version 5.5 or later. However, to receive meeting requests on Microsoft Exchange Server 5.5, do the following:

- Ask your system administrator to activate rich text format (RTF) and TNEF support for your account.
  - With TNEF enabled, you will not receive messages that are included in other messages as attachments.
- Change email download options if your account is not set up to receive attachments.
- If the server is running Microsoft Exchange Server 2000 or later, you will automatically receive meeting requests in your inbox.

After you are set up to receive meeting requests, do the following:

1. Open the **meeting request**.
2. Tap **accept** or **menu > tentative** or **menu > decline**.

## To find a message:

1. Tap > **programs > search**.
2. Enter the subject, sender's name, or message body text. If you have looked for this message before, in the **search for** box, select the name from the list.
3. In **type**, tap **messaging** to narrow your search.
4. Tap **search**.
5. In the **results** list, tap the message you want to open.

## To sort the message list:

1. In the message list, tap the **sort list** (labeled **received** by default) and select a **sort option**.
2. Select the **option again** to reverse the sort order (ascending to descending).

## Download messages

### To download messages from the server:

1. Tap **menu > go to**, and select the **account**.
2. Tap **menu > send/receive**.

**TIPS:** To read the entire message, tap **menu > download message** while in the message window. In the message list, **tap and hold** the message, and then tap **menu > download message**.

**TIPS:** To delete a service, **tap and hold** the service, and tap **delete**. While synchronizing your Outlook email account, disable any directory services you have installed by clearing the **check name against this server** check box. This helps avoid getting error messages when messaging tries to verify names against the service that you are not connected to.

## Sync

### Synchronizing Outlook Email

When you synchronize Outlook email on the PC with your device, email messages are synchronized as follows:

- Messages in the inbox folder on your PC or Exchange Server are copied to the inbox folder of the Outlook email account on your device. You can also specify that the subfolder synchronize as well.
- Messages in the outbox folder on your device are transferred to Exchange Server or Outlook and then sent from those programs.
- When you delete a message on your device, it's deleted from your PC or Exchange Server the next time you synchronize.
- The default sync settings are to synchronize messages from the last three days only, the first .5 KB of each new message, and not to sync file attachments.

**TIPS:** To keep copies of sent messages, in the messaging list, tap **menu > tools > options > message tab > keep copies of sent items in sent folder** check box. If your account is an Outlook email or IMAP4 account, select the **sent items folder** for synchronization. To do this, tap **menu > tools > manage folders** and select the **check box** next to the folder.

### Online Address Book

#### To install an online address book:

1. If you are adding a new account, ask your network administrator for the **name of the directory service and the server**.
2. In the message list, tap **menu > tools > options > address** tab.
3. In the in contacts, get email addresses from list, select which **email address book** to check in contacts. Contacts will be checked first unless you select **none**.
4. If your email server is already listed, select the **server's directory service check box** and tap **OK**.
5. If your email service is not listed, tap **add**.
6. In the directory name and server boxes, enter the **LDAP directory and server names**.
7. If authentication is necessary, select the **authentication is necessary on this server** check box, and enter your **user name** and **password**.
8. To have messaging check this service, select the **check name against this server** check box.

**TIPS:** To send and receive messages automatically, tap **connect and check for messages** and enter a time interval. To change options for an Outlook email account, tap **> ActiveSync > menu > options**.



# Applications

## Open and close programs

You do not need to exit a program to open another or to conserve memory. The system manages memory automatically.

- Tap > **start> the program** you want from the list.
- If you don't see the program you want, tap > **programs**.

## Explore files and folders

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named my device. My device is similar to my computer on the PC and contains the my documents, program files, temp, storage card and Windows folders.

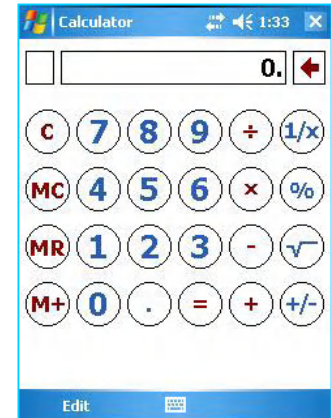
1. Tap > **start> programs > file explorer**.
2. Tap the **folder list** (labeled **my documents** by default), and tap the **folder** you want to explore.
3. To open an item, **tap it**.
4. Tap and hold **the item** to quickly delete, rename or copy.
5. Tap and drag to **select multiple items**, > then tap and hold the **selected items** > tap **command**.

**TIP:** The contents of a folder can be sorted by name, date, size or type by tapping the **sort by** list (labeled **name** by default).

## Calculator

1. Tap > **programs > calculator**.

To	Tap
Clear the current calculation/displayed number	<b>C</b>
Clear the last digit entered in a multi-digit entry	The back arrow to the right of the entry box
Clear memory	<b>MC</b>
Calculate the reciprocal of a number	<b>1/X</b>
Perform operations with percentages	<b>%</b>
Calculate the square root of a number	The square root symbol ( $\sqrt{\phantom{x}}$ )
Go from positive to negative and back	<b>+/-</b>



## To work with numbers stored in calculator memory:

1. Tap > **programs > calculator**.
2. Do any of the following:
  - Tap the box to the left of the entry box to store a number. An **M** will appear in the box.
  - Tap **M+** to add the displayed number to the number already stored in memory.
  - Tap **MR** to display the number stored in memory.
  - Tap **MC** to clear the memory.

### IMPORTANT NOTE!

When you store a number in memory, it replaces the one that is currently stored. □

## Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability and send notes to others.

## Organizing notes

All of the notes you create will appear in one long list by default. A business folder and a personal folder have already been created for you to use, but you can easily rename these folders or create new folders and name them however you want.

### To set the default input mode for notes:

1. Tap > **start> programs > notes**.
2. In the note list, tap **menu > options**.
3. In the default mode box, **tap one of the following**:
  - **Writing** if you want to draw or enter handwritten text in a note.
  - **Typing** if you want to create a typed note.
4. Tap **OK**.

**TIP:** To insert the date in any type of note, ensure that no drawing is selected. Then, tap and hold anywhere in the note and tap **insert date**.

### To write a note:

1. Tap > **start> programs > notes**.
2. In the note list, tap **new**.
3. Write your **text** on the screen.
4. When finished, tap **OK** to return to the note list.

#### **IMPORTANT NOTE!**

*Writing must be selected as the default input mode*

#### **ADDITIONAL NOTES:**

To select handwritten text, tap and hold next to the writing. As soon as dots appear and before they form a complete circle, quickly drag across the writing. If a letter crosses three ruled lines, it is treated as a drawing rather than text.

### To type a note:

#### **IMPORTANT NOTE!**

*Writing must be selected as the default input mode*

1. Tap > **start> programs > notes**.
2. In the note list, tap **new**.
3. Tap the **input selector** arrow *next to the input method icon on the menu bar*, tap the **input method** > enter your **text**. If the **input selector** arrow is not displayed, tap the **input method icon**.
4. When finished, tap **OK** to return to the note list.

## To draw in a note:

1. Tap > **start> programs > notes**.
2. In the note list, tap **new**.
3. **Draw on the screen**, crossing at least three ruled lines. A selection box labeled **drawing** appears around your drawing.
4. Tap **OK**.

## IMPORTANT NOTE!

*Writing must be selected as the default input mode*

## To convert a handwritten note to typed text:

1. Tap > **start> programs > notes**.
2. Tap the **written note**.
3. Tap **menu > tools > recognize**.

**TIP:** To correct a conversion, **tap and hold** the inaccurate word. Tap **alternates**, and tap the **correct word**. If the correct word is not shown, use **input panel** to tap backspace and retype the word.

## To search for a file or an item:

1. Tap > **start> programs > search**.
2. In search for, enter the **file name, word, or other information** you want to search for. If you have looked for this item before, tap the **search for** arrow and select the item from the list.
3. In **type**, select a data type to help narrow your search.
4. Tap **search**. The my documents folder and subfolders are searched.
5. In the **results** list, tap the item you want to open.

## To send an item via email:

1. First, you must **set up messaging** to send and receive messages.
2. From the program, select the **item** you want to send.
3. Tap **menu > send**.
4. Select the **messaging account** if necessary. A new message is created with the item attached.
5. Enter the **address and subject > send**. The message will be sent the next time you synchronize your device.

## Terminal services client

Using terminal services client, you can log on to a PC running terminal services or remote desktop and use all of the programs available on that PC from your mobile device. For example, instead of running Word Mobile, you can run the desktop computer version of Word and access all of the .doc files on that PC from your device.

### To connect to a remote server:

Before you try to connect to a remote server, ensure that you have a functioning connection. For more information, see [connect to the internet](#) or [connect to work](#).

1. Tap **> start> programs > terminal services client**.
2. Do one of the following:
  - To connect to a server you have previously connected to, in **recent servers**, tap a server.
  - To connect to a new server, enter the server name in the **server** box.
3. Tap **connect**.

### To disconnect and end a session:

1. In the PC window, tap **start > shut down**.  
The **shut down Windows** dialog box appears.
2. Tap **log off [username]**, and tap **OK**.

### To improve browser performance:

Performance with Internet Explorer on the PC is improved by decreasing the time it takes for Web pages to be refreshed.

1. In Internet Explorer on your PC, on the **tools** menu, click **internet options**.
2. Click the **advanced** tab.
3. Under **browsing**, clear the **use smooth scrolling** check box.

### To improve display performance:

Display performance for terminal services client is improved by decreasing the time it takes for the screen to be refreshed on the PC.

1. On your PC, click **start**, point to **settings**, click **control panel**, and then double-click **display**.
2. On the **appearance** tab, click **effects**.
3. Clear the **use the following transition effects for menus and tooltips** check box.

### To navigate within terminal services client:

The contents of the window on the PC may be too wide to fit the screen of your mobile device. You may see two sets of scroll bars on your mobile device: one for scrolling the PC window contents, and one for scrolling the terminal services client window.

To ensure that you are scrolling the PC window contents, use the five directional buttons at the bottom of the terminal services client window.

**TIP:** When using programs that have been specifically sized for use with a mobile device, you can select the **limit size of server desktop to fit on this screen** check box to better fit the program on the device screen.

## Search for a file or an item

1. Tap > **start> programs > search**.
2. Enter the **file name, word or other information** in search for area. If you have looked for this item before, tap the **search for** arrow and select the item from the list.
3. Select a **data type** in type to help narrow your search.
4. Tap **search**.
5. Tap the **item** you want to open in the results list.

## Free up program memory

- Stop programs you are not currently using.
- Move e-mail attachments to a storage card.
- Delete unnecessary files. Tap > **start> programs > file explorer**. Tap and hold the **file**, and tap **delete**.
- Delete large files. To find your largest files, tap > **start> programs > search**.
- In the type list, tap **larger than 64 KB**, and tap **search**.
- In Internet Explorer Mobile, delete **temporary Internet files** and **clear history** information.
- Remove programs you no longer use.

## Get help for a program

1. From the program, tap > **help**.
2. To quickly find information, tap **search** and enter the **word or item**.

# Microsoft Office Applications

## Microsoft Office Mobile

### To delete or rename a folder:

1. From the *program file list*, tap the **folder list** (labeled **all folders** by default) and tap **add/delete**.
2. Tap the **folder** you want to delete and tap **delete or rename**.
3. Tap **yes**.

### To create a folder:

1. From the *program file list*, tap the **folder list** (labeled **all folders** by default), and tap **add/delete**.
2. Tap **new** and **enter a name** for the new folder.
3. Tap **OK**.

### To locate a file:

1. From the *program file list*, do one of the following:
  - **Sort the list.** In the *file list*, tap the **sort list** (labeled **name** by default), and tap a sort option.
  - **Filter the list by folder.** In the *file list*, tap the **folder list** (labeled **all folders** by default). Then, tap the folder you want displayed.

### To open a file:

1. Open a program, and *in the file list*, tap the **file** you want to open.
  - Open **file explorer**, navigate to the appropriate folder and tap the file you want to open.
  - From within an *email message*, tap the **attached file** you want to open.

### IMPORTANT NOTE!

*If the Word document or Excel workbook was previously saved on a PC, data and unsupported formatting may be lost when you save the file.*

### IMPORTANT NOTE!

*You can have only one document, workbook or note open at a time. When you open a second item of the same type, the first one is saved and closed automatically.*

### To set the default template:

1. From the *program file list*, tap **menu** > **options**.
2. Do one of the following to select the template you want to use for all new items you create:
  - In Word and Notes, in the *default template box*, tap the **template**.
  - In Excel, in the *template for new workbook box*, tap the **template**.
3. Tap **OK**.

### To find or replace text or data:

1. In a *document or workbook*, tap **menu > edit > find/replace**.
2. In *find what*, enter the **text** you want to find.
3. Select the appropriate **search options**.  
Word and Excel select the first instance of the text in the document and display buttons that allow you to find the next instance or replace the text, as desired.

**TIP:** To limit your search to specific cells in Excel, select the cells before tapping **menu > edit > find/replace**.

### To move a file or note:

1. From the *program file list*, select the **item** you want to move.
2. Tap **menu > rename/move**.
3. In the *folder box*, tap the **folder** you want to move the item to.
4. Tap **OK**.

### To zoom in or out:

- In an *open document*, tap **view > zoom**, and change the **zoom level** as desired.

### To send an item via email:

1. From the *program*, select the **item** you want to send.
2. Tap **menu > send**.
3. Select the **messaging account** if necessary. A new message is created with the item attached.
4. Enter the **address and subject**, and tap **send**.
5. Note: Files are saved automatically before they are sent. If a Word document or Excel workbook was created on a PC, unsupported content and formatting may be lost when the files are saved.

## Synchronizing documents, workbooks and notes

You can synchronize any device files with your PC, including Word Mobile documents, Excel Mobile workbooks and notes. To synchronize files, select the files information type for synchronization in ActiveSync. The **<device name> my documents** folder is created on the desktop of your PC. Place all files you want to synchronize with the device in this folder. Password-protected files cannot be synchronized.

All Word Mobile files, Excel Mobile files and any .pwi (notes) files stored in the **my documents** folder and its subfolders are synchronized with the PC. For more information on synchronization or file conversion, see ActiveSync Help on the PC.

### Notes

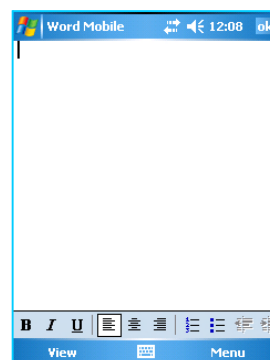
There are two ways to synchronize notes with your PC:

- Using files synchronization, as described above, or
- Using notes synchronization: select the **notes information type** for synchronization. All notes in my documents and its subfolder on your device will appear in Outlook Notes on your PC. Handwritten text or drawings in notes will appear on your PC as pictures. In addition, all notes in Outlook on the PC will be synchronized and will appear in notes on the device.

## Overview of Word Mobile

You can create and edit documents and templates in Word Mobile and save them as .doc, .rtf, .txt and .dot files. You can edit Word documents and templates created on your PC. You can also open and edit Pocket Word (\*.psw) documents; however if you edit a file, you will need to save it in one of these formats.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document and move it to another folder.



## Unsupported features in Word Mobile

Word documents created on your PC can be opened and edited on your device. However, Word Mobile does not fully support some features such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device.

The following features are not supported in Word Mobile.

- **Backgrounds.** These are not displayed or saved by Word Mobile.
- **Bi-directional text.** Indentations and alignment may be displayed and saved incorrectly.
- **Document protection.** Word documents can be protected from unauthorized changes by using Protect Document on the PC. Word Mobile does not support displaying files that have been protected in this manner.
- **Metafiles.** These are not retained by Word Mobile; instead, a graphical representation of the object will be displayed.
- **Page borders.** Lined page borders are supported; however, artistic page borders are not. The graphics will be converted to lined borders.
- **Password-protected files.** Word Mobile does not support opening password-protected documents. You must first remove the password protection in Word on the PC to view the document on the device.
- **Shapes and text boxes.** These are not displayed or saved by Word Mobile.
- **Smart tags.** These are not displayed or saved by Word Mobile.

The following features are partially supported in Word Mobile.

- **Picture bullets.** While regular bullets are supported, picture bullets are not displayed or saved by Word Mobile. **Revision marks.** These are not retained. When a document with revision marks is opened in Word Mobile, the document will appear as though all revision marks have been accepted. When the document is saved, revision marks will be lost.
- **Table styles.** Some or all of the formatting defined in the style will be lost when a document is saved by Word Mobile.
- **Underline styles.** Underline styles not supported by Word Mobile are mapped to one of the four supported styles: regular, dotted, wavy or thick/bold/wide.
- **Legacy Pocket Word files.** You can open \*.psw files in Word Mobile; however, if you edit a file, you will need to save it in \*.doc, \*.rtf, \*.txt, or \*.dot format.

The following features are not supported on the device; however, they are retained in the file so that when a file is opened on the PC again, they appear as expected.

- **Fonts and font sizes.** Fonts not supported by the device are mapped to the closest font available, although the original font will be listed on the device. When a document that has been edited in Word Mobile is opened on the PC, text is displayed in the original font.
- **Footnotes, endnotes, headers, footers.** These features are not displayed by Word Mobile, but they are retained when a document is edited and saved on the device.



- **Lists.** Indented lists are not displayed on the device in the same way they are displayed on the PC. They are mapped to the closest indentation level supported by Word Mobile. However, the list information is retained in the document, so when it is opened on a PC again, lists are displayed in their original form.
- **Page breaks.** Word Mobile does not display breaks between pages. However, all page breaks except a break placed at the end of a document are retained in the document.

## To check spelling in a document:

1. Tap and hold anywhere in the document, and tap **spelling**.
2. If the word is spelled incorrectly, tap the **correct word** in the list.
3. If the word is spelled correctly, tap **ignore**.

## To format text in a document:

1. Select the **text** you want to format.
2. Tap and hold the **text**, and tap **font**.
3. Select the **desired formatting options**.
4. Tap **OK**.

**TIPS:** To check the spelling of specific text, select it, tap and hold, and tap **spelling**. To add a new word to the spelling dictionary, simply tap **add** in the menu containing the list of suggested words.

## To create a list in a document:

1. Select the **text** you want to add bullets or numbering to.
2. Tap **menu** > **format** > **paragraph**.
3. In the *list box*, do one of the following:
  - To create a bulleted list, tap **bulleted**.
  - To create a numbered list, tap **numbered**.
4. Tap **OK**.

**TIPS:** You can also use the **formatting** toolbar to add bullets or numbers to text. To show the toolbar, tap **view** > **toolbar**. A check mark appears next to **toolbar** when the toolbar is visible. You can also use the **formatting** toolbar to increase or decrease the indentation in lists, align text and indent paragraphs in a document.

## To align text in a document:

1. Place the **cursor in the text** you want to align.
2. Tap **menu** > **format** > **paragraph**.
3. In the *alignment box*, tap **left**, **right** or **center**.
4. Tap **OK**.

### IMPORTANT NOTE!

*You can also use the **formatting** toolbar to align text.*

## To indent paragraphs in a document:

1. Place the **cursor** in the paragraph you want to indent.
2. Tap **menu** > **format** > **paragraph**.
3. Under *indentation*, do one of the following:
  - Increase or decrease the number in the **left** box to change the left indentation of the entire paragraph.
  - Increase or decrease the number in the **right** box to change the right indentation of the entire paragraph.

- Tap **first line** in the *special box* to indent the first line in the paragraph. Then, in the *by box*, increase or decrease the size of the indentation.
- Tap **hanging** in the *special box* to create a hanging indent. Then, in the *by box*, increase or decrease the size of the indentation.

4. Tap **OK**.

## To move or copy text in a document:

1. Select the **text** you want to move or copy.
2. Tap **menu** and do one of the following:
  - Tap **copy**.
  - Tap **cut**.
3. Tap in the **document** to place the cursor where you want to paste the text.
4. Tap **menu** > **paste**.

**TIP:** To select all text in a document, tap **menu** > **edit** > **select all**.

### IMPORTANT NOTE!

*Word Mobile does not support moving or copying pictures.*

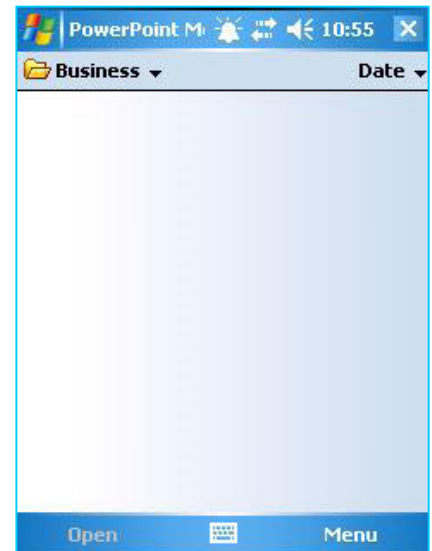
## Overview of PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your PC. Whether the presentation is opened from an email message, downloaded from a file share or the Internet or obtained by synchronizing with your PC, slide shows created in \*.ppt and \*.pps format with PowerPoint '97 and later can be viewed on your device.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

PowerPoint features not supported on the device include:

- Notes: notes written for slides will not be visible.
- Rearranging or editing slides: PowerPoint Mobile is a viewer only.
- File formats: Files created in \*.ppt format earlier than PowerPoint '97 and HTML files in \*.htm and \*.mht formats are not supported.



## To start a slide show presentation:

1. Tap > **programs** > **PowerPoint Mobile**.
2. In the presentation list, tap the **slide show** you want to view.
3. Tap the current slide to advance to the next slide.

If the presentation is set up as a timed slide show, slides will advance automatically.

## To change the slideshow orientation:

1. Tap > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** > > **show options**.
3. Tap the **orientation** tab, and select the **orientation** you want.

Tap **default** to view the presentation in the orientation that best fits the size and shape of the device screen.

## To navigate between slides:

1. Tap > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** you want to view, tap > **go to slide**, and tap the **slide** you want to view.

Tap **default** to view the presentation in the orientation that best fits the size and shape of the device screen.

**NOTES:** If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.

**TIP:** Simply tap the current slide to go to the next one.

## To set slide show playback options:

1. Tap > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** > > **show options**.
3. Tap **playback** > **override playback options for all files** check box, and do any of the following:
  - Select the **show without animation** check box to turn off builds and other animations.
  - Select the **show without slide transition** check box to prevent slide transitions from playing.
  - Select the **use slide timings, if present** check box to use the timings recorded with each slide in a presentation.
  - Select the **loop continuously** check box to automatically advance to the first slide after the last slide in a presentation.
4. Tap **OK**.

**TIP:** To turn the presentation into a continuously looping slide show, select both the **use timings, if present** and the **loop continuously** check boxes.

## To stop a slide show presentation:

- Tap > **end show**.

## To zoom in and out in a slide:

1. Tap > **zoom in**.
2. Do one of the following:
  - Tap to zoom in another level.
  - Tap to zoom out.
  - Tap to return to the slide show.

**TIP:** To view content that is not visible on the device screen during zooming, simply tap the slide and drag it up, down, or to either side until the content is visible.

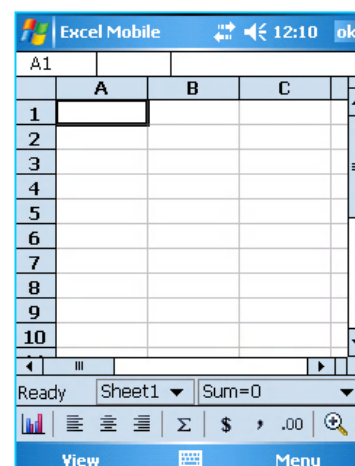
**NOTE:** If the presentation is set up as a timed slide show, the presentation will pause during zooming.

## Overview of Excel Mobile

You can create and edit workbooks and templates on your device with Excel Mobile.

- View, edit and create charts and graphs, which can be embedded as objects in a worksheet or placed on a separate worksheet.
- Enter formulas and functions and then filter data to see the subset of information you want.
- Split panes to view different parts of a worksheet at the same time.
- Freeze the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

When you close a newly created workbook, it is automatically named and placed in the Excel Mobile workbook list. You can easily rename the workbook and move it to another folder.



**TIP:** Work in full-screen mode to see as much of your workbook as possible. Tap **view** > **zoom** and select a percentage so that you can easily read the worksheet.

## To adjust column widths and row heights:

1. Select the **column** or **row**.
2. Do one or both of the following:
  - Adjust the width by dragging the **right border of the column heading** if you selected column(s), or.
  - Adjust the height by dragging the lower border in the row heading if you selected row(s).
3. Tap and hold the **column or row** > **format cells** > **size** to specify an exact column width and row height.

## To automatically calculate values:

1. Tap **view** > **status bar**.
2. Select the **range of values** you want to calculate. The Auto Calculate area, on the right side of the status bar, contains a function and a value; for example: SUM=0.
3. Tap the **Auto Calculate arrow** > **type of calculation**. The result appears in the Auto Calculate area.

## To automatically enter a sequence of values:

1. In an Excel Mobile workbook, select both the **range containing the data you want to reference** and the **adjacent destination cells**.
2. Tap **menu** > **edit** > **fill**.
3. In *direction*, tap the **direction** you want.
4. In *fill type*, tap **series**.
5. In *series type*, tap the **type of series** – **autofill**, **date** or **number**.
6. If you selected date or number, in *step value*, select the **increment**.
7. Tap **OK**.

**TIP:** To preserve memory, fill is limited to an area of 127 rows by 31 columns. To copy information into more rows or columns, reduce the amount of information copied at one time and perform the fill procedure multiple times.

**NOTE:** With autofill, you can quickly fill cells with repetitive data such as numbers or repeated text. Autofill takes the content of the first cell in the selected row or column and copies it down or across the rest of the selection.

## To automatically add values:

1. Tap **view > toolbar**.
2. Tap the **cell** to insert the sum of the selected values.
3. On the *toolbar*, tap **=SUM()** appears in the input box at the top of the workbook.
4. Drag the **stylus** across the range of cells you want to add. The cells will not be highlighted, but the cell range in **=SUM()** is updated.
5. Tap **enter** on the keyboard. The sum appears in the selected cell.

## To copy and paste data:

- From one set of cells to another:
  - Select both the **range** containing the data that you want to copy and the adjacent **destination cells**.
  - Tap **edit > fill**.
  - From the *direction list*, tap the **direction**.
  - In the *fill type list*, tap **copy**.
- Paste only formulas, values or other options:
  - Select the **cells** that you want to copy.
  - Tap and hold the **selected area**, and tap **copy**.
  - Select the destination cells.
  - Tap and hold the selected area, and tap **paste**.

## To delete cells, rows or columns:

1. In an Excel Mobile workbook, select **one or more cells, rows or columns**.
2. Tap and hold the selected **area**, and tap **delete** to remove rows and columns or **delete cells**.
3. If you are deleting a cell or range of cells, tap one of the following:
  - **Shift cells left:** Deletes the selected cell and moves all cells located right one column to the left.
  - **Shift cells up:** Deletes the selected cell and moves all cells located below up one row.
  - **Entire row:** Deletes the entire row and moves all rows located below up one row.
  - **Entire column:** Deletes the entire column and moves all columns located right one column to the left.

**NOTE:** Excel Mobile keeps formulas up to date by adjusting references to the shifted cells to reflect their new locations. However, a formula that refers to a deleted cell displays the #REF! error value.

## To enter a formula:

1. Select the **cell** in which you want to enter a formula.
2. Begin the **formula with an equal sign (=)**.
3. Enter values, **cell references, name references, operators and functions** as appropriate. Example:  
**=(B4/25)+100=Revenue-Expenses**
4. Tap **enter** on the keyboard when finished.

## To enter a value or text in a cell:

1. Tap the **cell**.
2. Enter the **value** or **text** and then tap **enter**. The text is automatically left-aligned in the cell.

**TIP:** To quickly edit cell contents, tap the **cell** and **replace or edit the text or value**. To undo an edit, tap **menu > undo typing in x**.

**NOTE:** To enter text, you may need to tap to display input panel.

## To filter data in a worksheet:

1. Select a **cell or range of cells** that contains the information to filter.
2. Tap **menu > tools > AutoFilter**. A dropdown arrow appears at the top of each selected column.
3. Tap the **arrow to display a list of the data in the column**.
4. Select a **value (filter criterion)** from the list to display only rows containing that value. Tap **custom** to display the **custom AutoFilter** dialog box, where you can specify comparisons.
5. To further refine the displayed rows, **repeat steps 3 and 4** as needed.

**TIPS:** To turn off AutoFilter, tap **tools > AutoFilter**. To display all rows again, tap **all** in the filter list in each of the selected columns.

## To fit rows and columns to data:

1. Select the rows or columns you want to automatically fit to their contents.
2. Double-tap the lower border of the row heading or the right border of the column heading.

## To format numbers and text:

1. Select the cell or range of cells in which you want to format text.
2. Tap **menu > format > cells**.
3. Do one of the following: On the **number** tab, select a numeric category and then specify the related formatting options. On the **font** tab, select the desired text formatting options.
4. Tap **OK**.

## To go to a cell or region:

1. Tap **menu > edit > go to**.
2. Do one of the following:
3. Enter the cell reference (e.g., C4) or defined name to go to a specific cell.
4. Tap **current region** to go to the currently selected cell or region.
5. Tap **OK**.

**TIP:** To go to a specific cell, you can also enter the cell reference in the name box and then tap **enter**.

**NOTE:** The current region is defined as the block of filled-in cells that includes the currently selected cell or cells. The region extends in all directions to the first empty row or column.

## To hide and display rows and columns:

- To hide a row or column, tap a cell in the row or column you want to hide. Tap **menu > format > row or column**, and tap **hide**.
- To display a hidden row or column, select the cells which span the missing row or column, and then tap **menu > format > row or column > tap unhide**.

## To insert a function:

1. Tap **menu** > **insert** > **function**.
2. In the category list, tap a **function category**.
3. In the function list, tap a **function**.
4. Tap **OK**.

**TIP:** To learn about a function, review the information provided in the description area below the **function** list.

## To insert cells, rows and columns:

1. Select the **location** where you want to insert cells, rows or columns.
2. Tap and hold the **selected area**, and tap **insert** to add rows and columns, or **insert cells** to add cells.
3. Select how you want the cells, rows or columns inserted.
  - **Shift cells right**
  - **Shift cells down**
  - **Entire row**
  - **Entire column**

**NOTE:** Excel Mobile keeps formulas up to date by adjusting references to the shifted cells to reflect their new locations.

## To insert a symbol:

1. Tap a **cell** and **place the insertion point** where you want to insert the symbol.
2. Tap **menu** > **insert** > **symbol**.
3. Tap the **symbol** you want (it will be enlarged when you tap it), tap **insert** and then tap **enter** on the keyboard.

**TIPS:** If you select a different font or subset, a different set of symbols displays. To use Microsoft Wingdings or Microsoft Webdings that are available on your PC, connect your device to your PC and open ActiveSync. Copy the Wingdings.ttf and Webdings.ttf files from the Font folder on your PC to the My Windows Mobile Device /Windows/Fonts folder in the ActiveSync window.

## To name a cell or range:

1. In an Excel Mobile workbook, select the cell or range you want to name.
2. Tap **menu** > **insert** > **define name**.
3. Enter the name and tap **add**.
4. Tap **OK**. The name appears in the name box at the top of the worksheet.

**TIPS:** To delete a name, tap **menu** > **insert** > **define name**, tap a cell name in the list and tap **delete**. To paste the list of cell names and their locations on the worksheet, tap **paste list**.

## Unsupported features in Excel Mobile

Excel workbooks created on your PC can be opened and edited on your device. However, Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. Note the following considerations:

- **Alignment.** Horizontal, vertical and wrap text attributes remain, but vertical text appears horizontal.
- **Borders.** Appear as a single line.
- **Cell patterns.** Patterns applied to cells are removed.
- **Fonts and font sizes.** Unsupported fonts are mapped to the closest font available, and the original font is listed on your device. When the workbook is opened in Excel on your PC again, the data displays in the original font.
- **Number formats.** Numbers formatted using the Microsoft Excel 97 conditional formatting feature are

displayed in number format.

- **Formulas and functions.** If an Excel file contains a function that is not supported by Excel Mobile, the function is removed and only the returned value of the function appears. The following formulas are also converted to values: formulas entered as an array or containing an array argument, for example, =SUM({1;2;3;4}); formulas containing external link references or an intersection range reference; and formulas containing references past row 16384 are replaced with #REF!
- **Protection settings.** Most worksheet and workbook protection features are disabled but not removed. However, support for password protection has been removed, so these workbooks won't open unless the password protection on the PC file is removed and the file synchronized to the device.
- **Zoom settings.** These are not retained.
- **Worksheet names.** Names that reference worksheets within the same workbook are displayed accurately, but names that refer to other workbooks, arrays, for example, ={1;2;3;4}, array formulas or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to be resolved as "#NAME?" All hidden names are not hidden.
- **AutoFilter settings.** Are removed. However, you can use the
- **AutoFilter** command in Excel Mobile to perform similar functions. Use the **unhide** command to display the hidden rows.
- **Chart formatting.** All charts will be saved the way they are shown in Excel Mobile. Unsupported chart types are changed to one of these supported types: column, bar, line, pie, scatter and area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes and logarithmic scales are turned off.
- **Worksheet features.** The following features are not supported in Excel Mobile and are removed or modified when a workbook is opened on the device: hidden sheets are not hidden; VBA modules, macro sheets, and dialog sheets are removed and replaced with a place holder sheet; text boxes, drawing objects, pictures, lists, conditional formats, and controls are removed; pivot table data is converted to values.

## To refer to a cell or range in a formula:

1. Begin **entering a formula** in a cell.
2. Tap the **cell** or **select the range** to set the reference.
3. Finish **entering the formula** and tap **enter** on the keyboard.

**TIPS:** To refer to a cell in another worksheet in your formula, enter the **worksheet name** followed by an **exclamation point (!)** and the **cell, range or name reference**.

Example: =Sheet1!Earnings

## To sort data in a worksheet:

1. Select the **range** you want to sort.
2. Tap **menu > tools > sort**.
3. In *sort by*, select the **first column** you want to sort on.
4. The **ascending** check box is selected by default. For *descending order*, tap to **clear the check box**.
5. Repeat **steps 3 and 4** in the *then by* lists for additional columns as needed.
6. To undo a sort, tap **menu > undo sort**.

To create a 3-D reference: in your formula, specify **two or more sheets in a workbook**; use a **colon between the first and last worksheet names**.

Example:  
=SUM(Sheet2:Sheet6!\$A\$2:\$C\$5)

## To switch to another worksheet:

1. In the *middle of the status bar*, tap the **active worksheet's name** (e.g., Sheet1).
  - If you don't see the status bar, tap **view > status bar**.
2. In the *list of worksheets*, tap the **sheet** you want to switch to.



## To position data in a cell:

1. Select the **cells** you want to format.
2. Tap **menu** > **format** > **cells**.
3. On the *align tab*, do any of the following:
  - Select the **wrap text** check box to display multiple lines of text within a cell.
  - Tap the **option** you want to align text at the top, center or bottom of a cell in the *vertical list*.
  - To align text to the left, center, or right in a cell, in the **horizontal** list, tap the option you want.

## To apply cell borders:

1. **Select the cells.**
2. Tap **menu** > **format** > **cells**.
3. On the *borders tab*, do any of the following:
  - Under *border*, select the **outline check box** or **select any of the check boxes** for individual lines.
  - To apply a different border line color, tap the **arrow** next to borders > tap a **color** on the palette.

**TIP:** To fill a cell or range of cells with color, tap the arrow next to **fills** and tap a color on the palette.

## To add a data series:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the *series tab*, tap **new**.
4. Enter a **name** and **values** for the series and tap **OK**.

## To change data series names or legend text:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, select a **series** > **edit**.
4. In name, enter a **new name** for the data series > **OK**. The updated series name will appear in the chart legend.

## To change how a data series is displayed:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, tap the **series** you want to update > **patterns**.
4. Select the **options** you want.

## Worksheets

### To adjust the view of a worksheet:

- To display and hide window elements such as column headings and scroll bars:
  - o Tap **view** > **show** and tap the **elements you want displayed or hidden**.
  - o A check mark appears next to the element when it is visible in the workbook.
- To lock rows and columns so they remain visible while you scroll to see the rest of your data:
  - o Tap the **cell** where you want to freeze the panes.
  - o Tap **view** > **freeze panes**.

- o Tap **unfreeze panes** to unlock the rows or columns.
- To split the window into two scrollable areas:
  - o Tap **split** and then **drag the split bar** to a new location.
  - o To remove the split bar, tap **remove split**.
- To see as much data on the screen as possible:
  - o Tap **view > full screen**.
  - o To return to the normal view, tap **full screen** again.
- Zoom in on data:
  - o Tap **zoom > percentage**.

### To insert a worksheet:

1. Tap **menu > format > modify sheets**.
2. Tap **insert** > enter a **name** > **OK**.
3. To move the new worksheet to the desired location in the workbook, tap **move up** or **move down**.
4. Tap **OK**.

### To delete a worksheet:

1. In an Excel Mobile workbook, tap **menu > format > modify sheets**.
2. Select the worksheet you want to delete and tap **delete**.
3. Tap **OK**.

### To rename a worksheet:

1. In an Excel Mobile workbook, tap **menu > format > modify sheets**.
2. Select the worksheet you want to rename.
3. Tap **rename**, enter a name for the worksheet, and tap **OK**.
4. Tap **OK**.

### To move a worksheet:

1. Tap **menu > format > modify sheets**.
2. Select the **worksheet** > tap **move up** or **move down**.
3. Tap **OK**.

## Charts

### To add titles to a chart:

1. Open the **chart**.
2. Tap **menu > format > chart**.
3. On the **titles** tab, do any of the following:
  - In *chart*, enter a **name**.
  - In *X axis* or *Y axis*, enter a **name**.

### To select a different chart type:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the type tab, tap the **type of chart** > **OK**.

### To change the scale of a chart:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the scale tab, do any of the following:
  - Select the **auto** check box to *use automatic minimum and maximum values* for the axes depending on the data present in the chart.
  - Type a **different number** in the **minimum** box and **maximum** box to change the number at which the axis value starts and ends.

### To create a chart:

1. Select the **data** to include in the chart.
2. Tap **menu** > **insert** > **chart**.
3. Follow the instructions in the chart wizard to:
  - choose a chart type;
  - confirm the data range;
  - choose the data layout;
  - add labels to the chart; and
  - insert the chart as a new sheet or as an object on the current worksheet.
4. Tap **finish** to create the chart.

### To change the data series for a chart:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, select a **series** and tap **edit**.
4. In values, edit the **range for the data series** and tap **OK**.

### To add a legend to a chart:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the titles tab, select the **show legend check box**, and tap the **location for the legend** to appear.

# Exchange and Update Data Using ActiveSync

ActiveSync technology lets you synchronize – exchange and update – data between one or more **gSTAR**-connected handheld computers and your PC using either a USB or serial cable. To synchronize data, you must connect your **gSTAR** and PC directly, place your handheld computer in the cradle attached to your computer, use a modem or use a network.

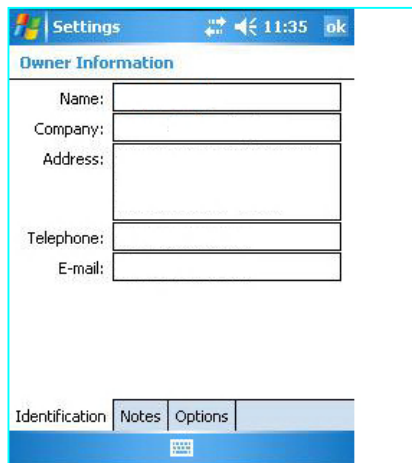
## Create a user profile

You can create a user profile to load data into a **gSTAR** without associating that data with a user name. If you didn't set up a user profile in chapter 4, follow the instructions below.

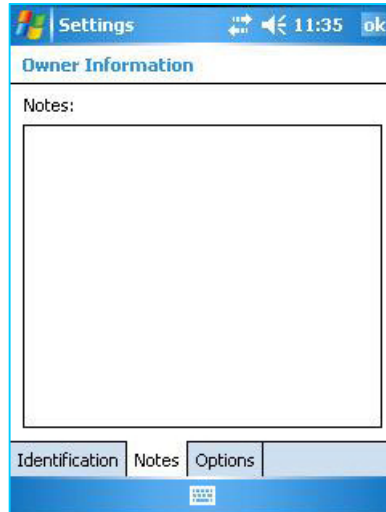
### To create a user profile:

1. Tap > **start**> **settings** > **control panel**.
2. Choose **owner**.
3. Enter **identification**, **notes** and **display** information.
4. Tap **OK** to save changes.

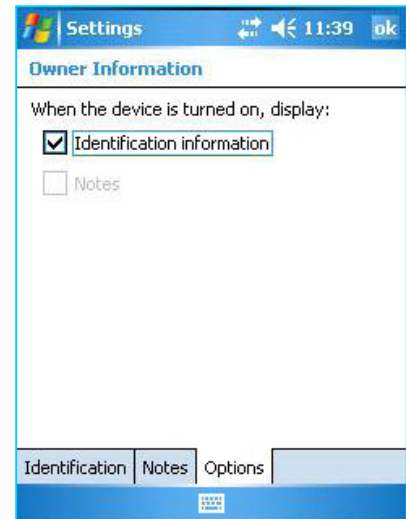
#### Identification



#### Note



#### Display

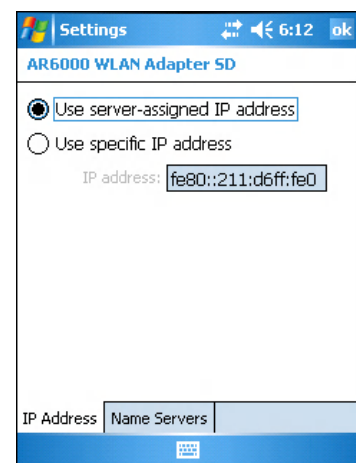
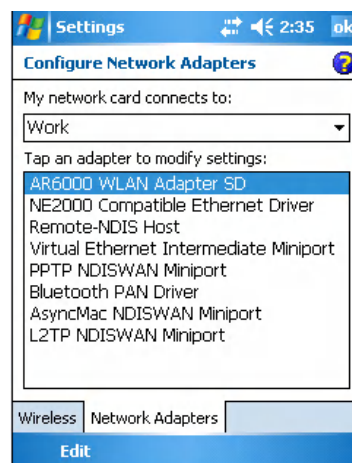
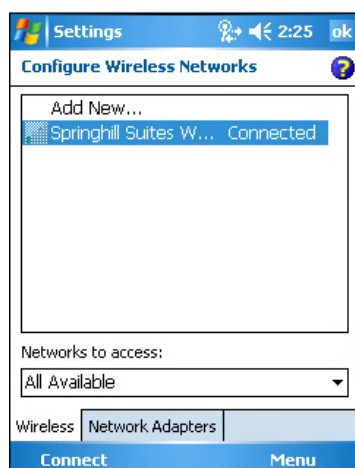
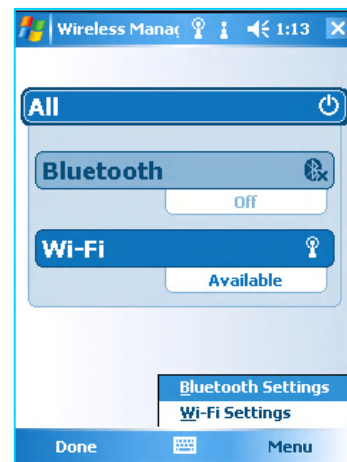
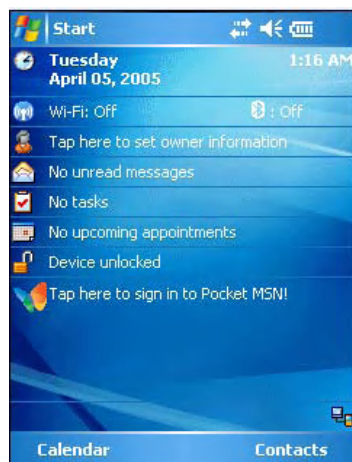


# Wifi Connection

## To set up connectivity manually:

The Windows Mobile 6.1 default is to use a server-assigned IP address.

1. To view this setting or to assign a user-specific IP address to access the AR6000 WLAN adapter, tap the **Wi-Fi: Off** text (setup screen 1).
2. Tap **menu > Wi-Fi settings** (setup screen 2).
3. Tap the **network adapters** tab at the bottom of the screen (see setup screen 3) > **AR6000 WLAN Adapter SD** (setup screen 4).
4. Select **use server-assigned IP address** (setup screen 5).



To manually configure a WLAN profile and access a network, the radio must first be enabled. There are two ways to enable the radio and setup a WLAN profile.

## Method 1

### To enable the radio:

1. Tap the **Wi-Fi: Off** text *from the today screen* to access the wireless manager.
2. From the wireless manager, tap and hold the **Wi-Fi tab** to enable or disable the radio.



### To setup the WLAN profile:

1. Tap the **menu** text in the *lower right hand corner of the wireless manager screen*.
2. Select **Wi-Fi settings**.

## Method 2

### To enable the radio and setup the WLAN profile:

1. Tap > **settings** > **connections** > **wireless manager**.
2. Tap **menu** > **Wi-Fi settings**.

**TIP:** You can also exit the wireless manager and select the Wi-Fi icon from the settings menu by choosing the **connections tab** > **Wi-Fi**.



## To configure a WLAN profile for WPA/PSK:

1. From the wireless manager, tap **menu** > **Wi-Fi settings** > **add new**.
2. Enter a **network name** (ESSID).
3. Select **option** from *connects to* dropdown menu – identify whether this profile will connect to your work network or the internet over your ISP.
4. Select **WPA-PSK**, and enter the **network key** (up to 65 characters) > **next**.

## To edit, remove or connect to the WLAN:

After you have completed the WLAN profile, your entry will be listed where you can tap and hold to produce the dropdown menu that allows you to edit, remove or connect to the WLAN.