



# Quick Glimpse

Library

**To facilitate the group environment, please turn off all cell phones and pagers during our session.**

**Thank you!**



# Handheld Orientation

Please don't use your handheld  
during this tour!



# Handhelds are like your (other) computers



**Menu area**

*Menus*

**Home/Launcher**

*Hard drive/Desktop*

**Soft Buttons**

*Shortcuts/alias*

**Hard Buttons**

*Function Keys*

**Categories**

*Folders*

**Stylus**

*Mouse*

**5-Way Navigator**

*Mouse wheel*



# A lot alike (and a little bit different)

Tungsten E2



T|X



LifeDrive



Treo



## Common applications across all models:


- Calendar
- Contacts
- Memos
- Tasks



# Buttons launch major applications\*

 = Calendar

 = Contacts

 = Tasks

 = Note Pad

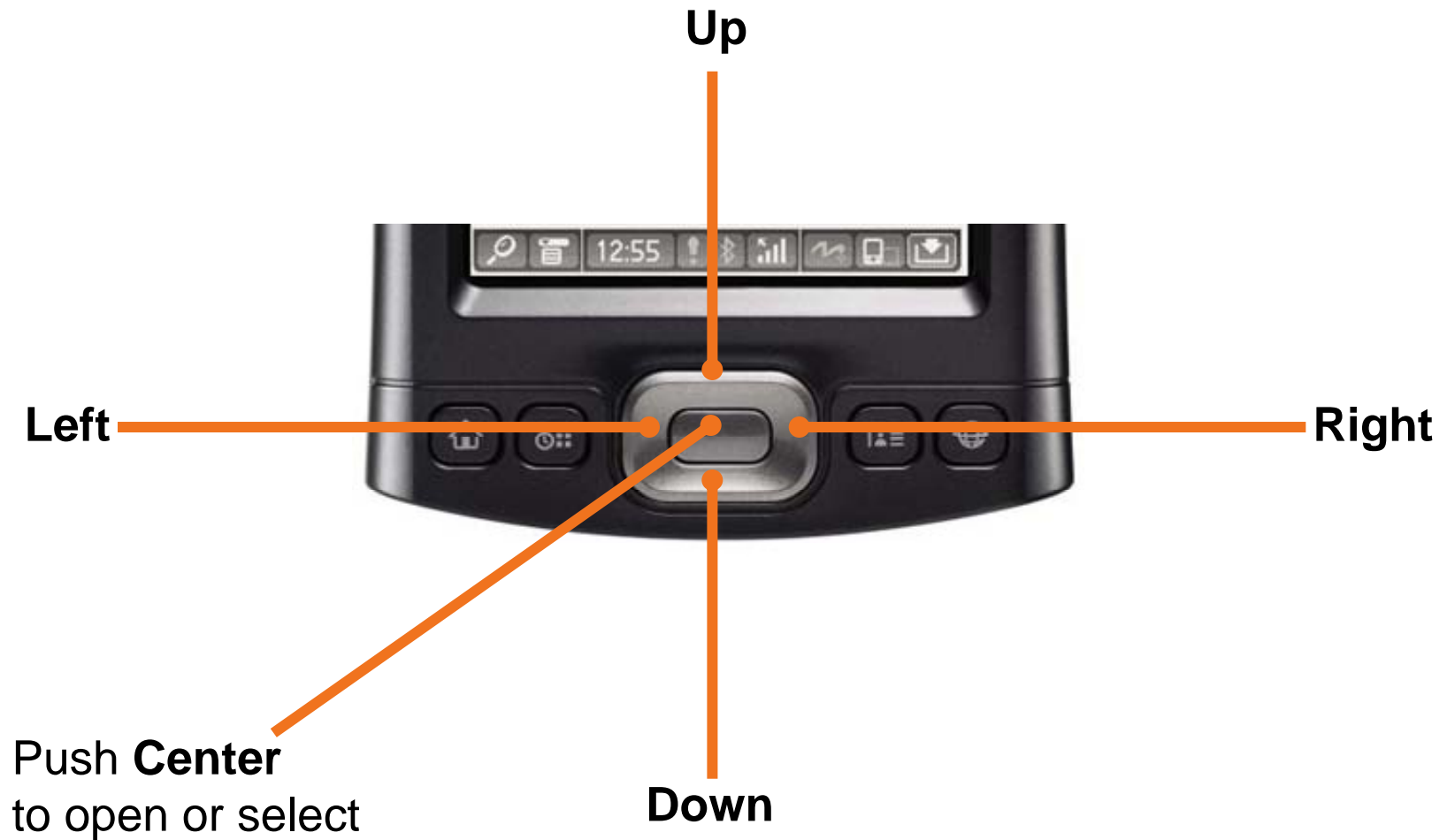
 = Home/Launcher

Tungsten E2

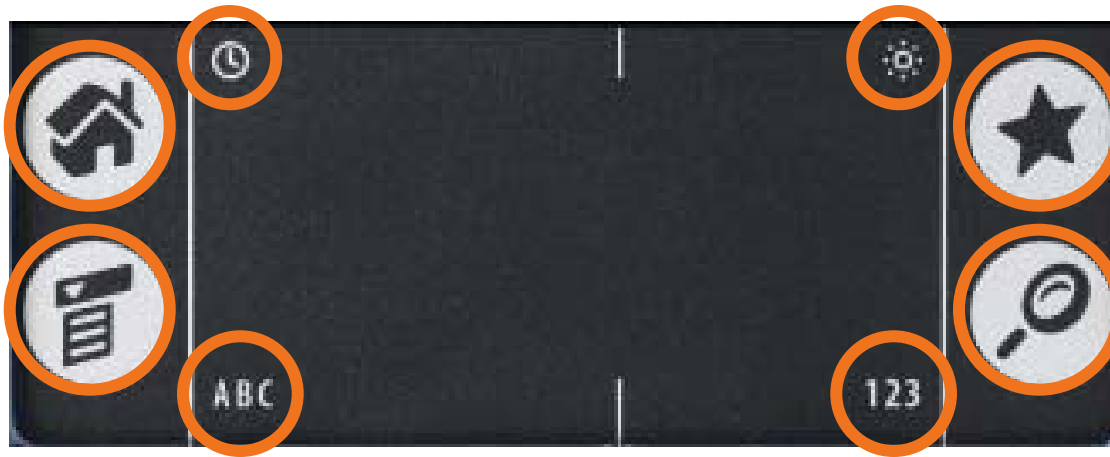


\* Buttons vary by model

# Get around with the **5-way Navigator**



# Soft Buttons\* quickly open key functions



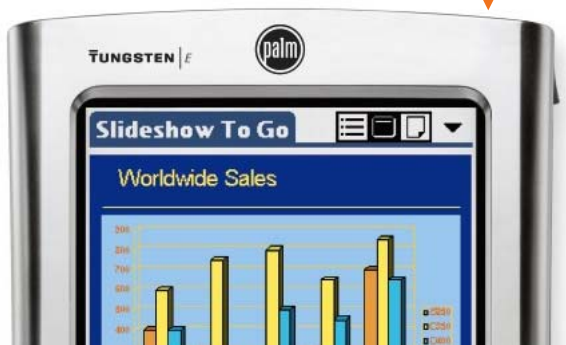
*You'll learn what these mean as  
you go through the course*



\* Tungsten E2 handhelds

# Please press the **Power** button

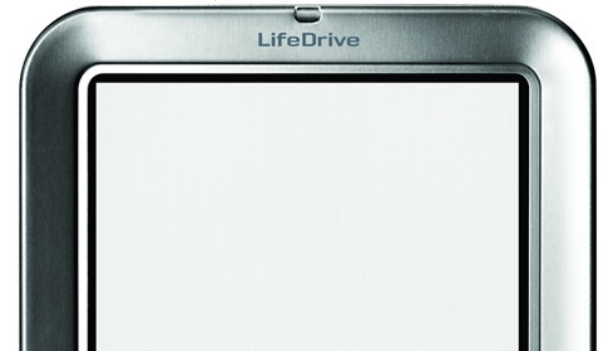
Tungsten E2



T|X



LifeDrive





# Digitize the screen

**Preferences** Touchscreen

**Tap the target**

Tap the center of each target with your stylus. This aligns the touchscreen.

Done



Tap the center of the target with your stylus.



Tap the center of the target with your stylus.



# Set the Location, Date and Time

Tap to make changes

**Preferences** Date & Time

**Location:** ▼ New York

**Set Date:** 1/11/04

**Set Time:** 11:04 am

Done

- Chicago
- Dallas
- Denver
- Geneva
- Hong Kong
- Honolulu
- Indianapolis
- London
- Los Angeles
- Madrid
- Montreal
- Moscow
- New York**
- Paris

**Set Date**

◀ 2004 ▶

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	(20)	21	22	23	24
25	26	27	28	29	30	31

Cancel Today

**Set Time**

10 : 2 4 ⬆ ⬇ ⬆ AM PM

OK Cancel



# Home is like your PC's hard disk



# To open it, tap the **Launcher\*** button



Tungsten E2



T|X



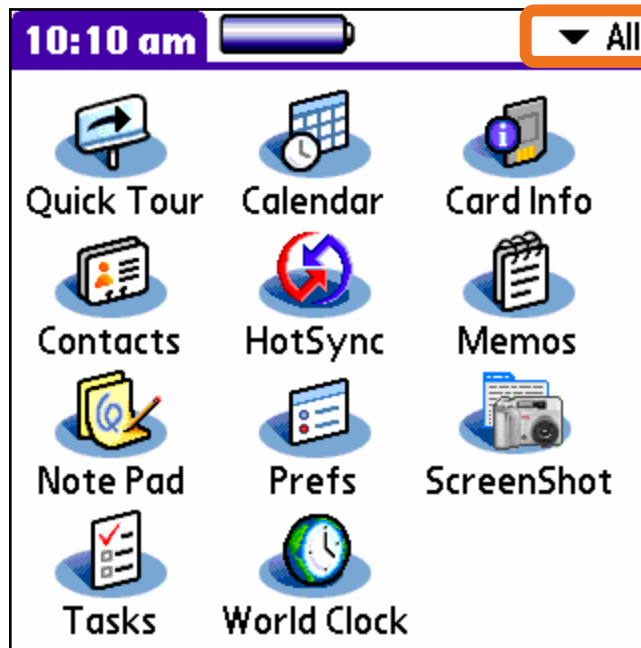
LifeDrive



\* Also called **Home** or **Applications**

# ... use the **Category** pop-down

Tap **Category** Menu



Select category



*You can create up to fifteen categories plus the "Unfiled" category*



# Entering Text

Create a new memo.  
Enter text using the Soft Keyboard.  
Learn how to use the menu system.

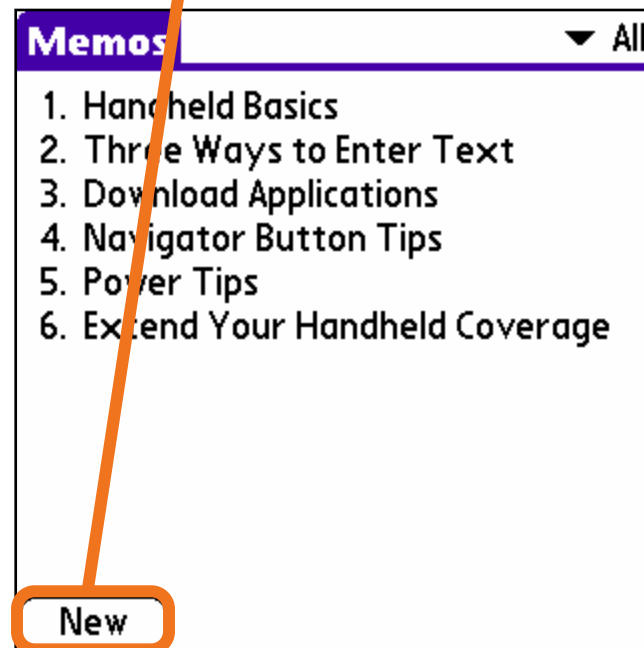


# Open **Memos\*** and create a new memo

Tap **Memos**



Tap **New**



# Here's a blank new memo

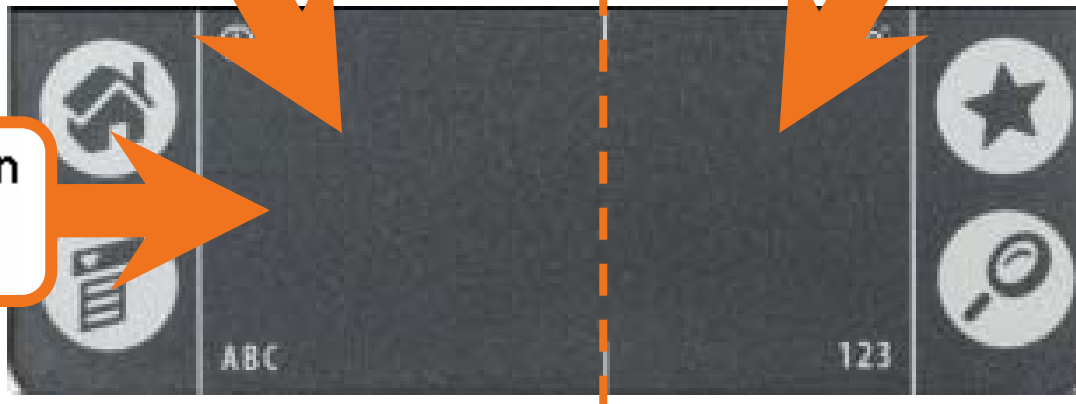
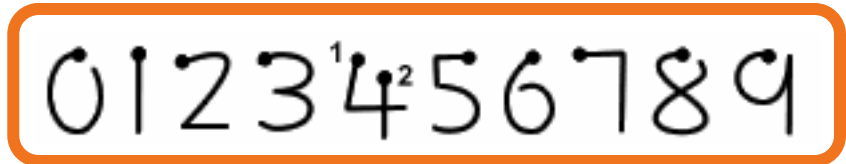
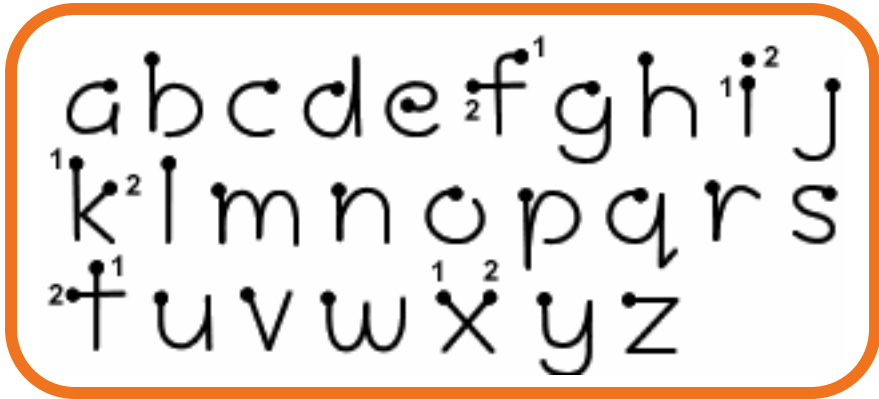
Insertion point

The image shows a screenshot of a memo application interface. At the top, there is a purple header bar with the word "Memo" on the left, a navigation indicator "◀ 7 of 7 ▶" in the center, and the word "Unfiled" on the right. Below the header is a large text area with horizontal dotted lines. At the bottom of the text area, there are two buttons: "Done" and "Details". In the bottom right corner of the text area, there is a small purple square. An orange circle highlights a vertical line at the start of the first dotted line, with a line pointing to the text "Insertion point". Another orange square highlights the purple square, with a line pointing to the text "On-screen writing indicator".

On-screen writing indicator



# Letters and numbers



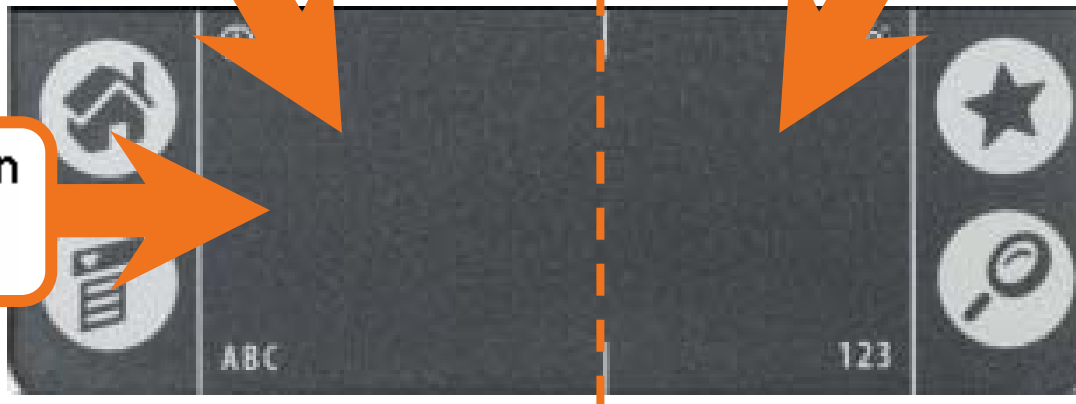
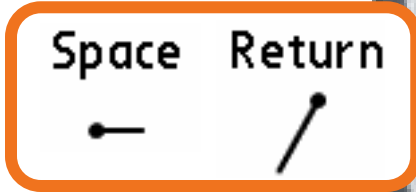
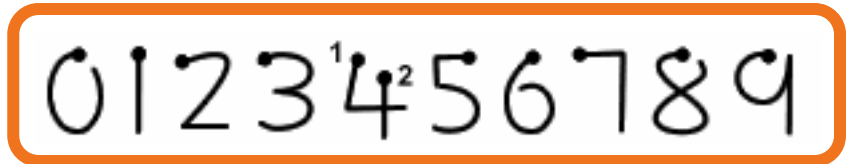
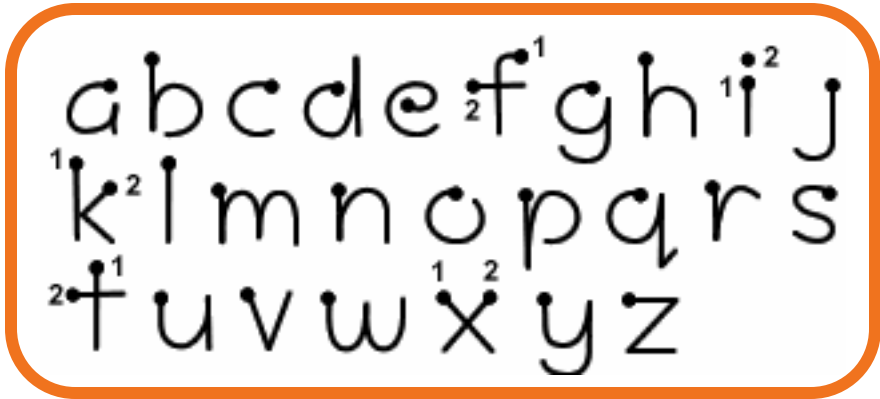
either side



# Capital letters **must** cross the center line



# Practice: Capitals 12 QUICK FOXES

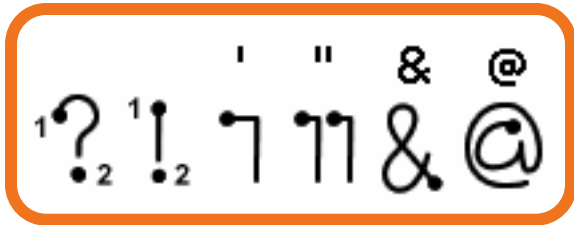


either side

*Capital letters **must** cross the center line!*



# Some punctuation you write **on the left**...

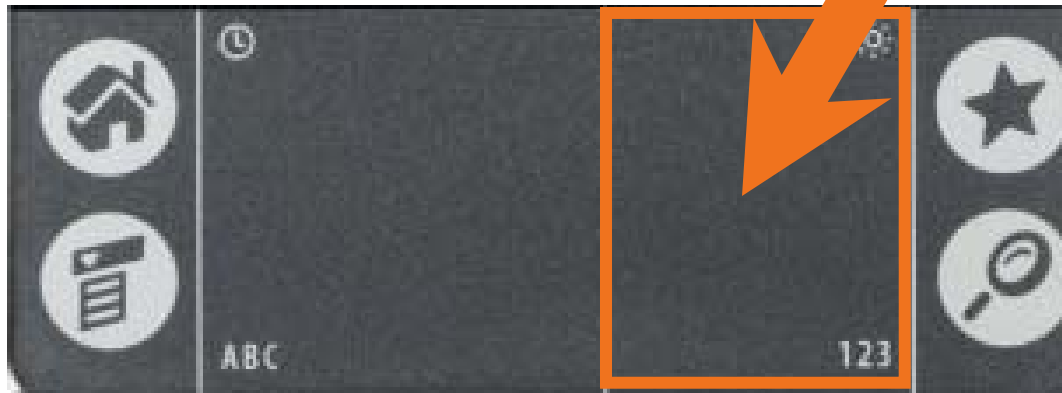
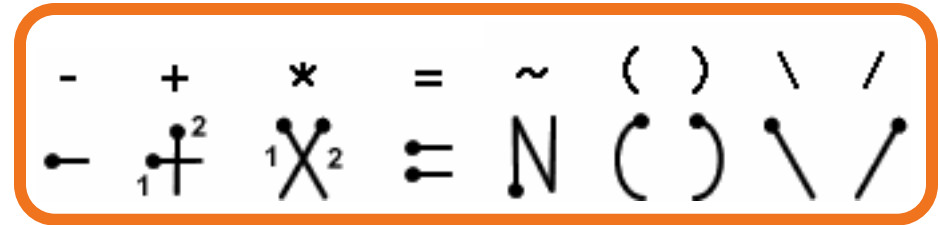


*These are usually used with words*

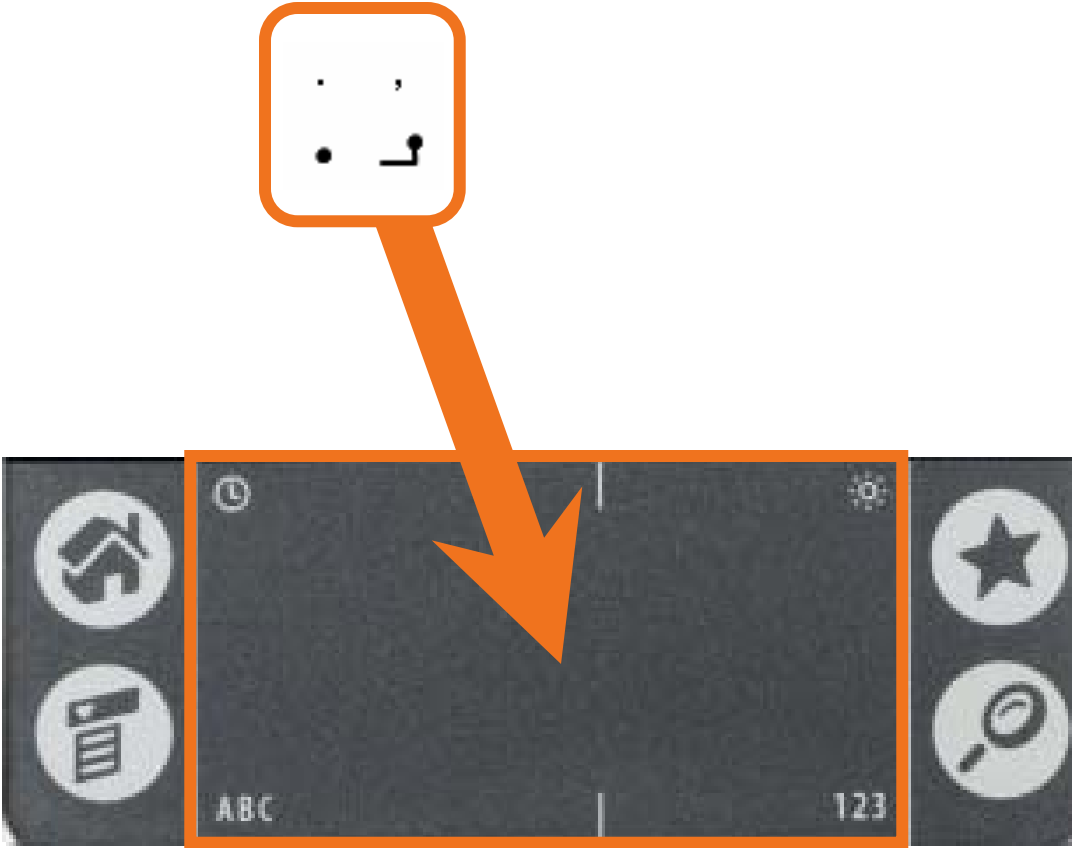


# ... and other punctuation **on the right**

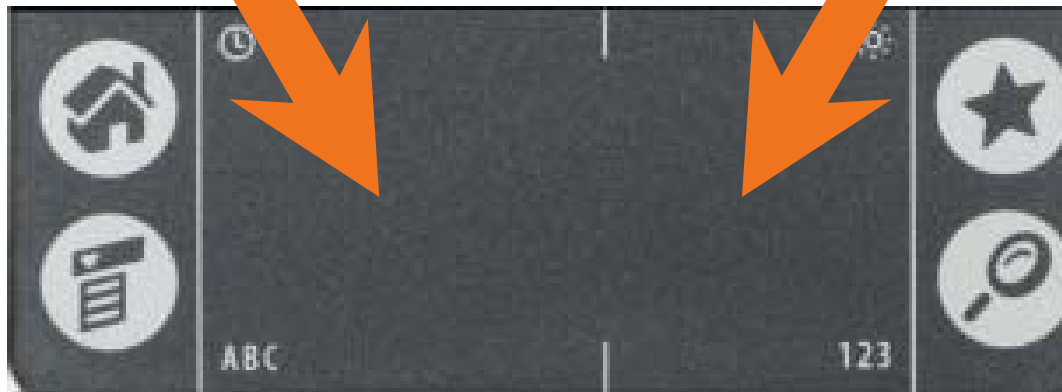
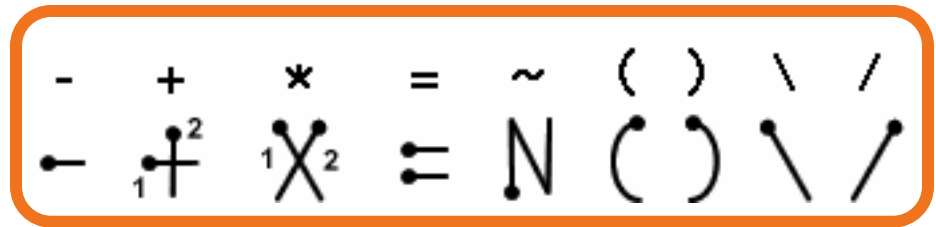
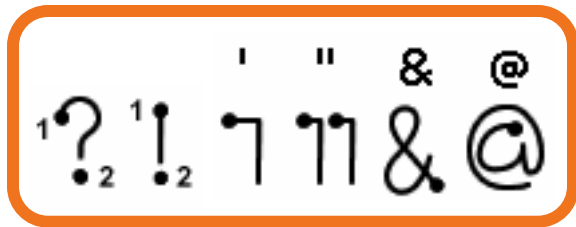
*These are usually used with numbers*



# Write periods or commas on either side



# Practice: Write $3+4=7$ john@aol.com



# Make the **Soft Keyboard** visible

Tungsten E2

Tap **ABC**



Tap **123** to see number view

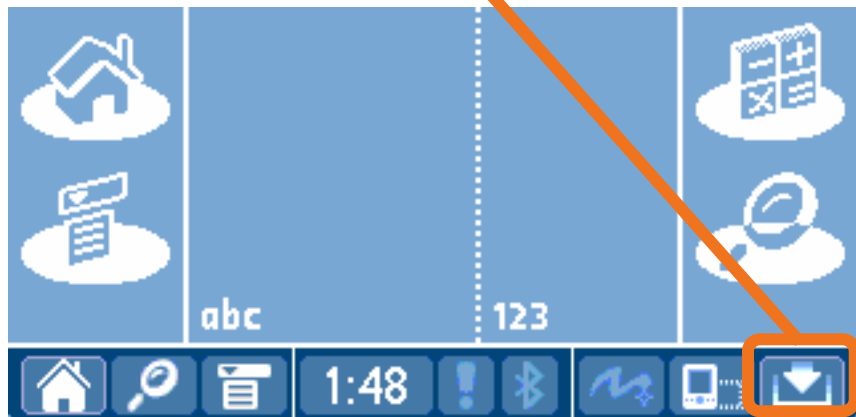
Tungsten T|X  
and LifeDrive

Tap **Writing Area**

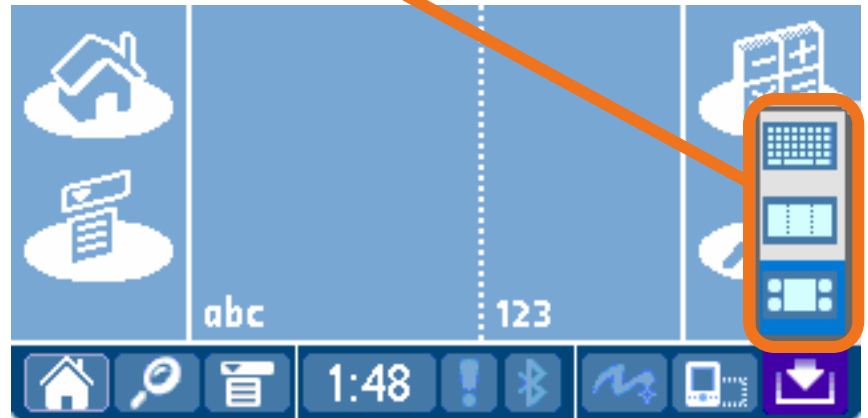


# Tungsten T|X and LifeDrive have three ways to input text

Tap and hold **Writing Area** icon



Select input type

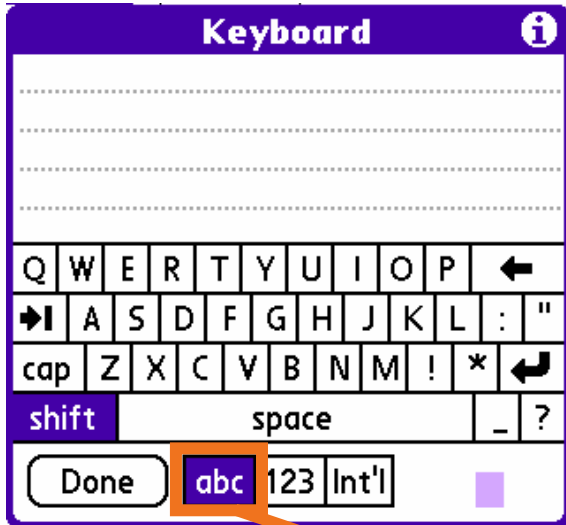


- Keyboard
- Three-cell Graffiti
- Classic Graffiti

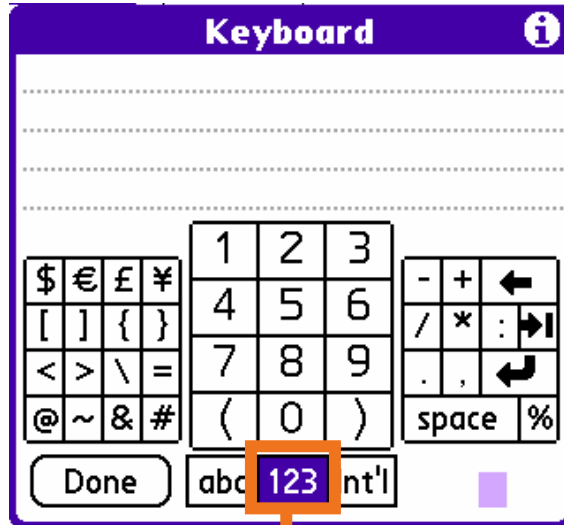


# Explore the **three views** of the keyboard

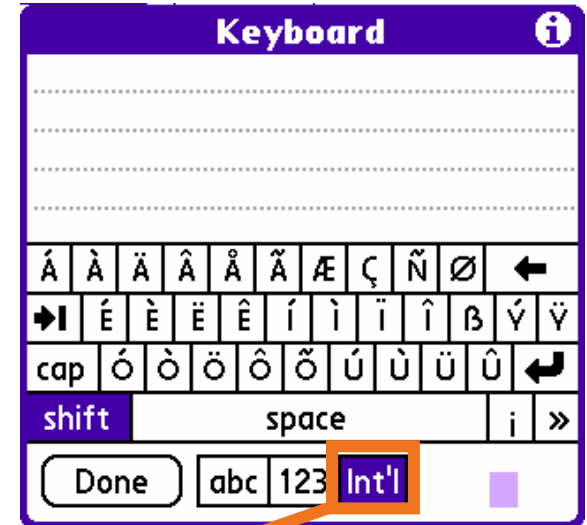
## Text



## Numbers



## International

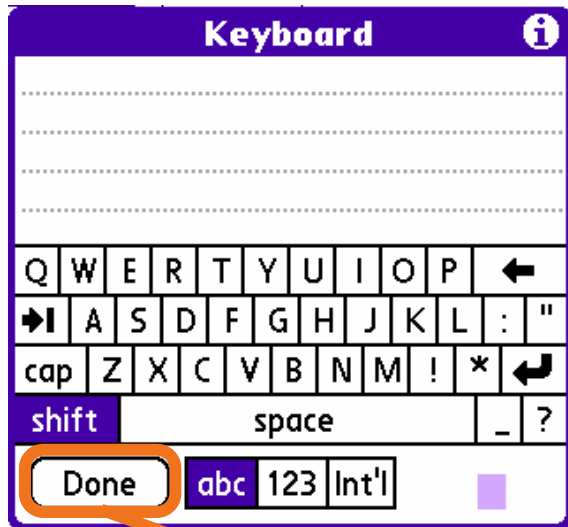


Tap **buttons**  
to switch views

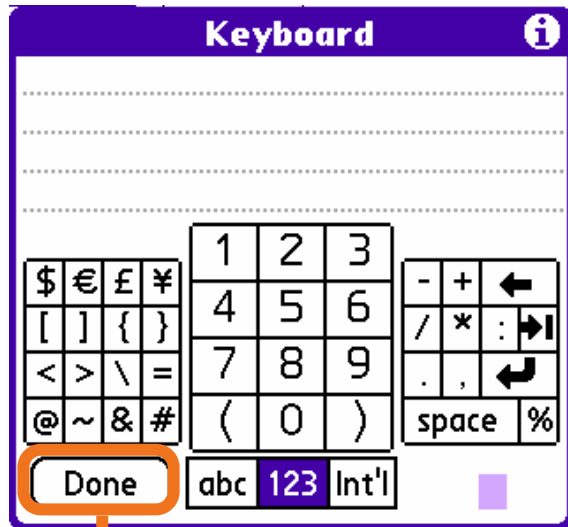


# Tap **Done** to close the keyboard\*

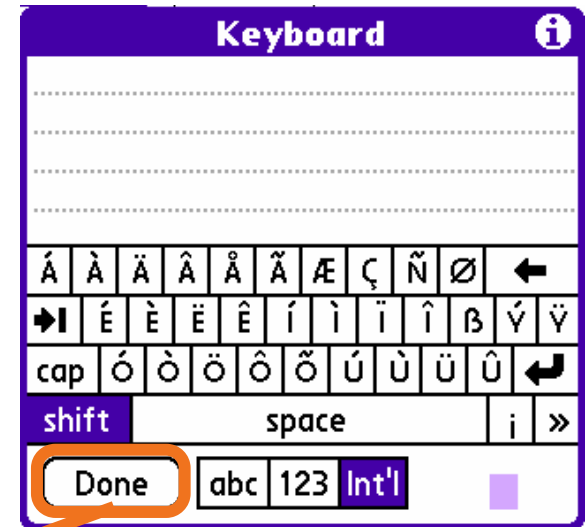
Text



Numbers



International



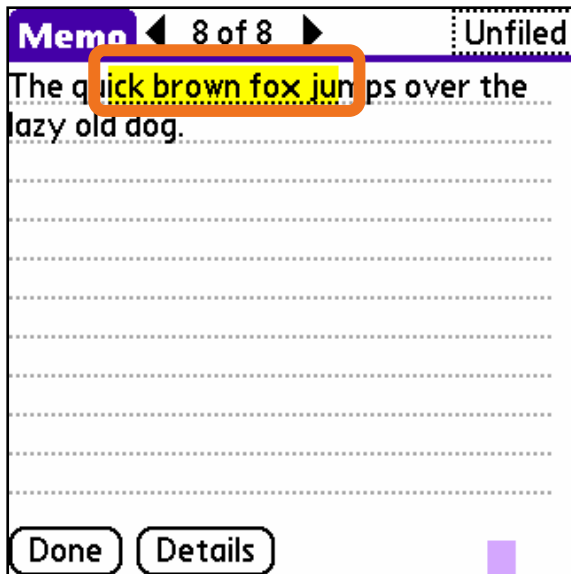
Tap **Done**



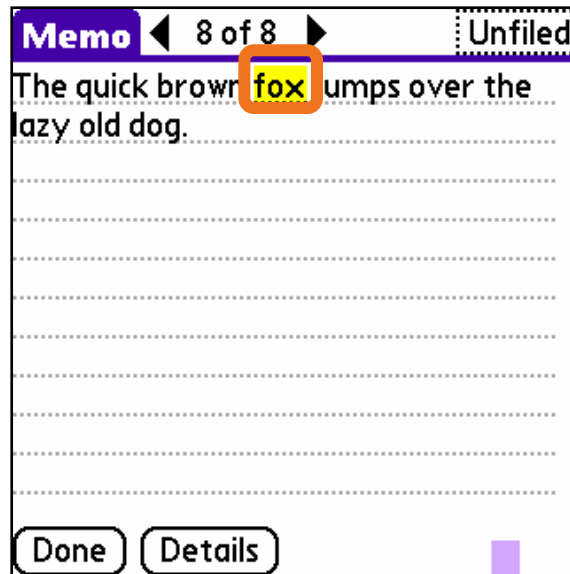
\* Tungsten T|X and LifeDrive : Tap the Writing Area button

# Selecting text is similar to your desktop

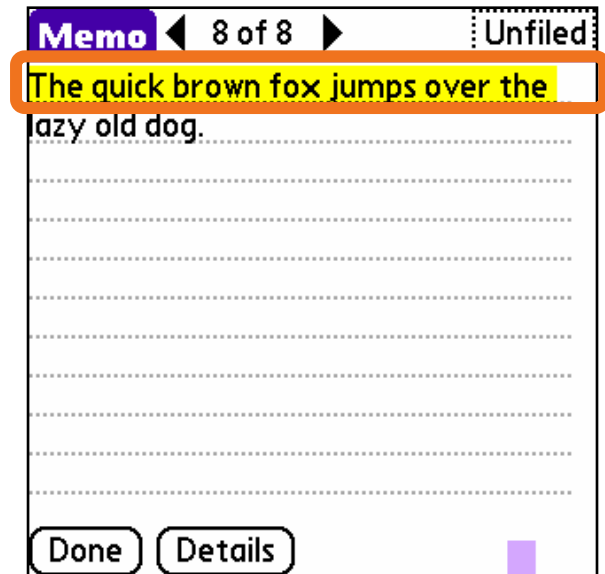
**Drag**  
selects letters



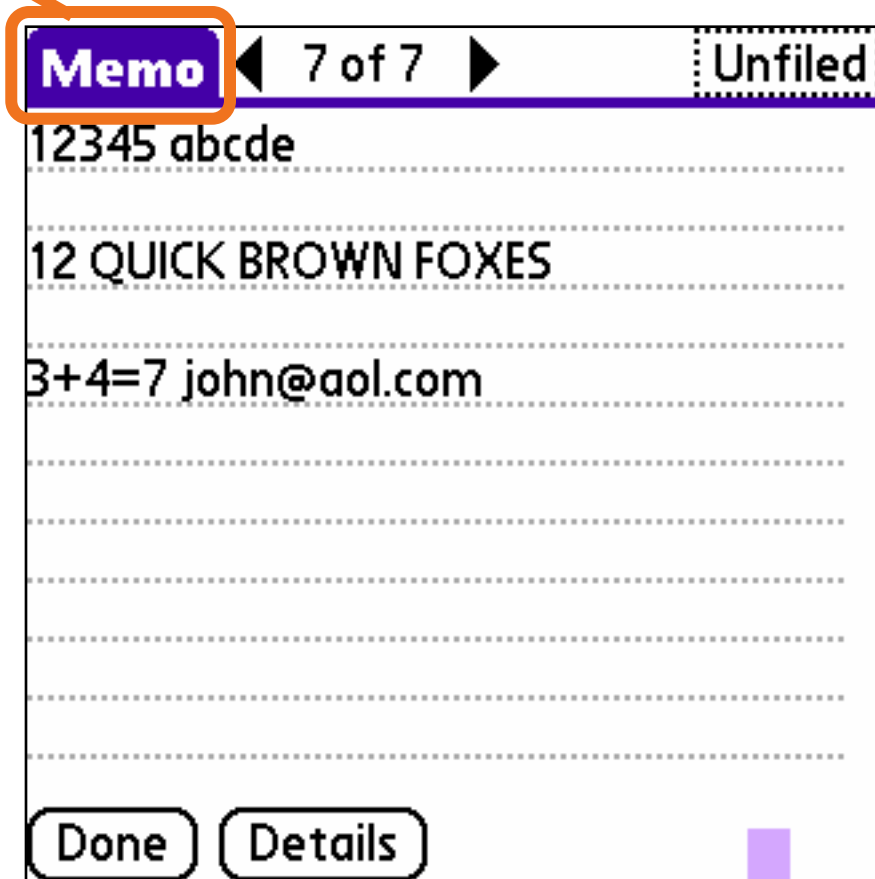
**Double-Tap**  
selects a word



**Triple-Tap**  
selects a line



# Tap **here** to open the menus...



... or use the **Menu** button



Tungsten E2



T|x



LifeDrive



# Quick Tour of Applications

Calendar

Contacts

Tasks

Note Pad



# Launch **Calendar** with a button...

Tungsten E2



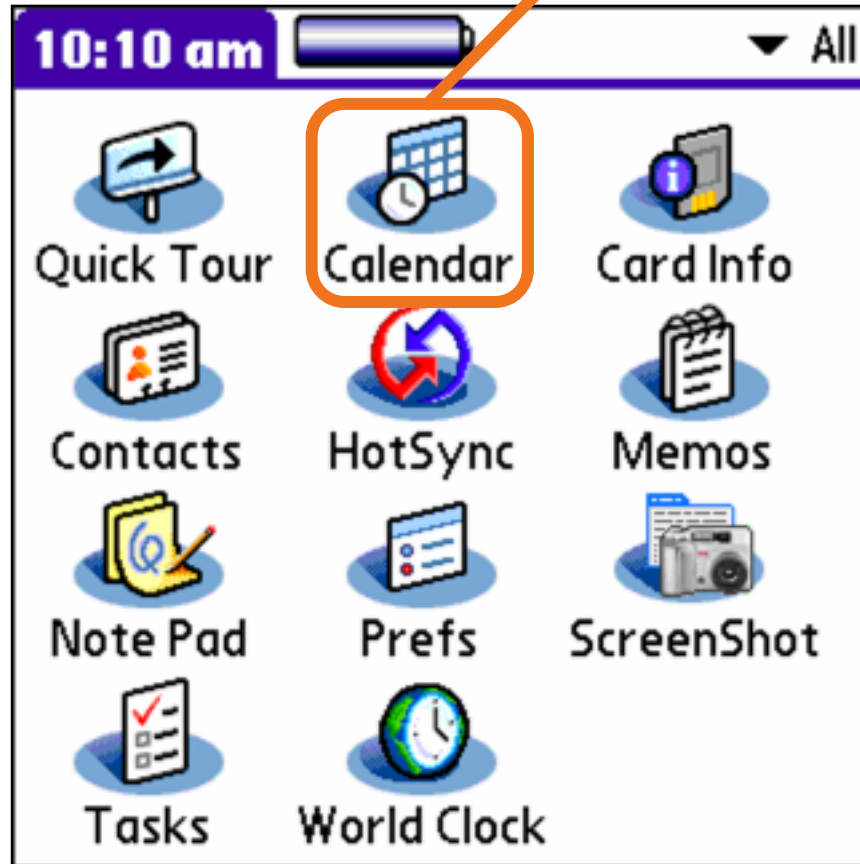
T|x



LifeDrive



... or use  and tap the **Calendar** icon



# You'll see today's **Agenda** view

Most Palm handhelds  
open to the **Agenda View**

The screenshot displays the Agenda View on a Palm handheld. At the top, the current time is 3:03 pm on Friday, Jan 9. The agenda is organized by day, with today's events listed first. Each event is preceded by a colored dot: green for dinner and team meeting, red for the call and school play, and blue for yoga. Below the daily events, there is a section for tasks, each preceded by a white square checkbox. At the bottom left, there are four small icons representing different views: a list view, a day view, a week view, and a grid view.

**3:03 pm** Friday, Jan 9

7:00 ● **Dinner with André**

10:00 ● **Call Tokyo**

tomorrow .....

● 7:30 School play

monday .....

● 6:30 Yoga

● 8:00 Conference call: Room 14

● 10:00 Team meeting

---

1 Buy mini DV cassettes

1 Call Tom about Europe

☰ ☱ ☲ ☳



# Tap to switch between these **four views**...

## Agenda

**3:03 pm** Friday, Jan 9

7:00 ● **Dinner with André**

10:00 ● **Call Tokyo**

tomorrow .....

● 7:30 School play

monday .....

● 6:30 Yoga

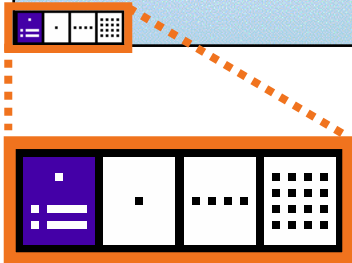
● 8:00 Conference call: Room 14

● 10:00 Team meeting

---

1 Buy mini DV cassettes

1 Call Tom about Europe



## Day

**Jan 9, 04** ◀ S M T W T F S ▶

6:30 ● Yoga

7:30

8:00

9:00

10:00

11:00

12:00

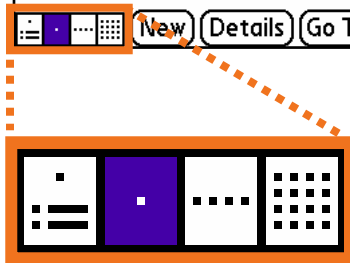
7:00 ● Dinner with André

9:00

10:00 ● Call Tokyo

11:00

New Details Go To

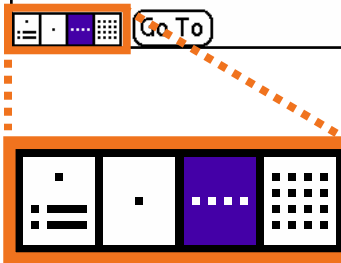


## Week

**Jan '04** ◀ Week 2 ▶

S	M	T	W	T	F	S
4	5	6	7	8	9	10
12:00						
2:00						
4:00						
6:00						
8:00						
10:00						

Go To

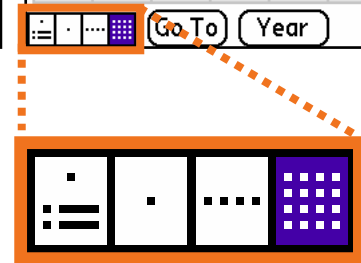


## Month

**2004** ◀ Jan ▶

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Go To Year



# Launch **Contacts** with a button...



Tungsten E2



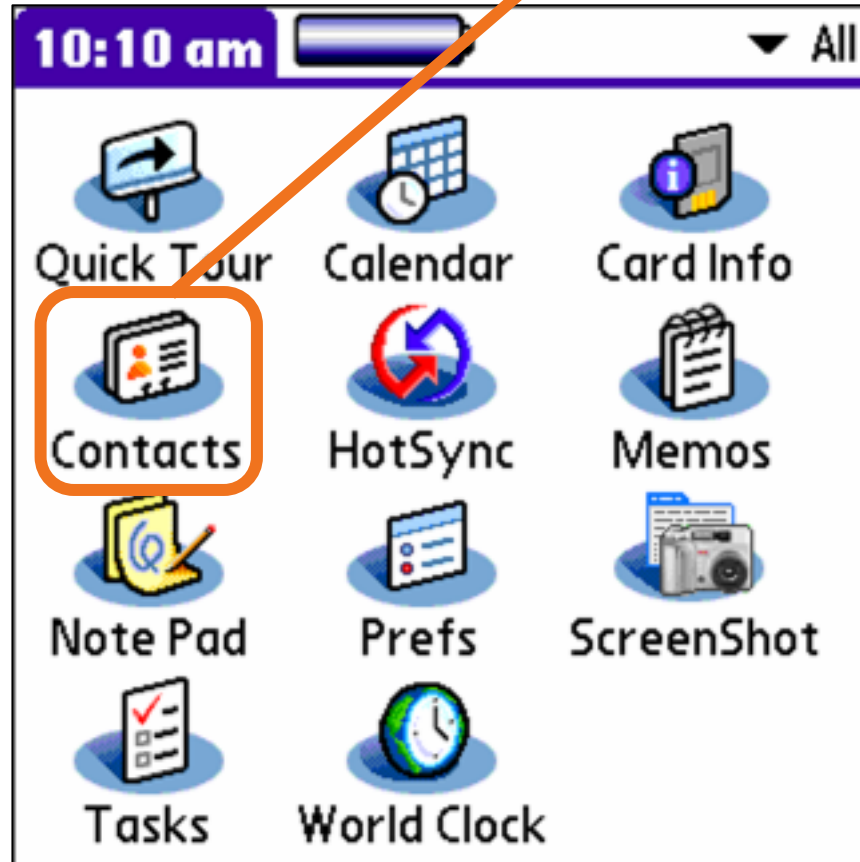
T|x



LifeDrive

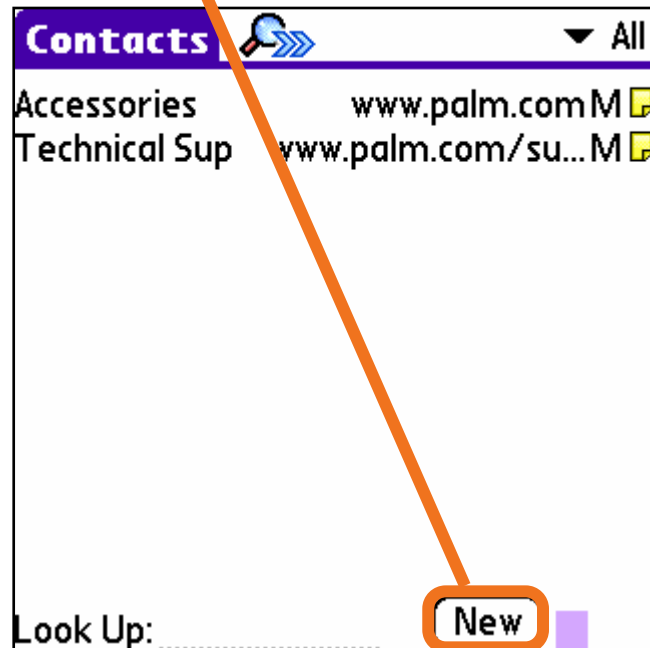


... or use  and tap the **Contacts** icon

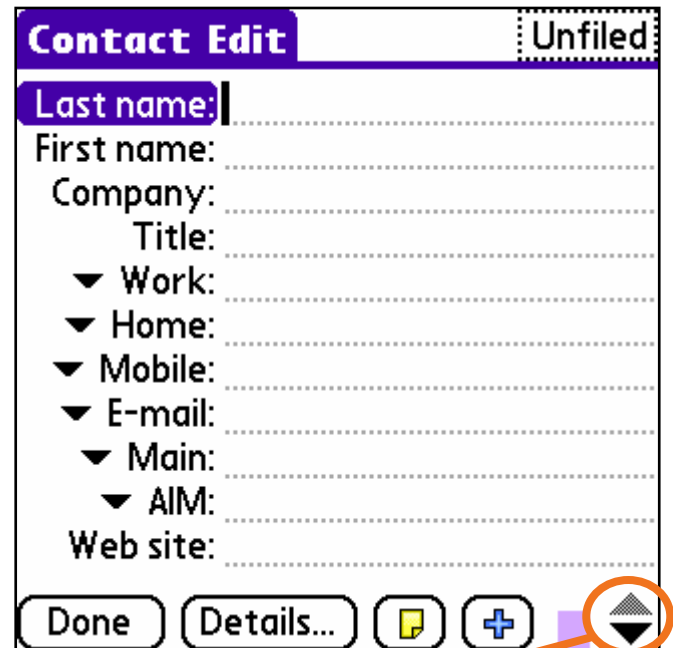


# Add your name

Tap **New**



Enter text



*Tap these scroll buttons to move up and down the page*



# Complete your entry

Tap **Done**

**Contact Edit** Unfiled

Last name: Laidlaw  
First name: Robert  
Company: .....  
Title: .....  
▼ **Work:** 919-555-1234  
▼ Home: 919-555-4321  
▼ Mobile: .....  
▼ E-mail: laidlaw@palm.com  
▼ Main: .....  
▼ AIM: .....  
Web site: .....

**Done** Details...

Contact appears in List view

**Contacts** ▼ All

Accessories www.palm.com M

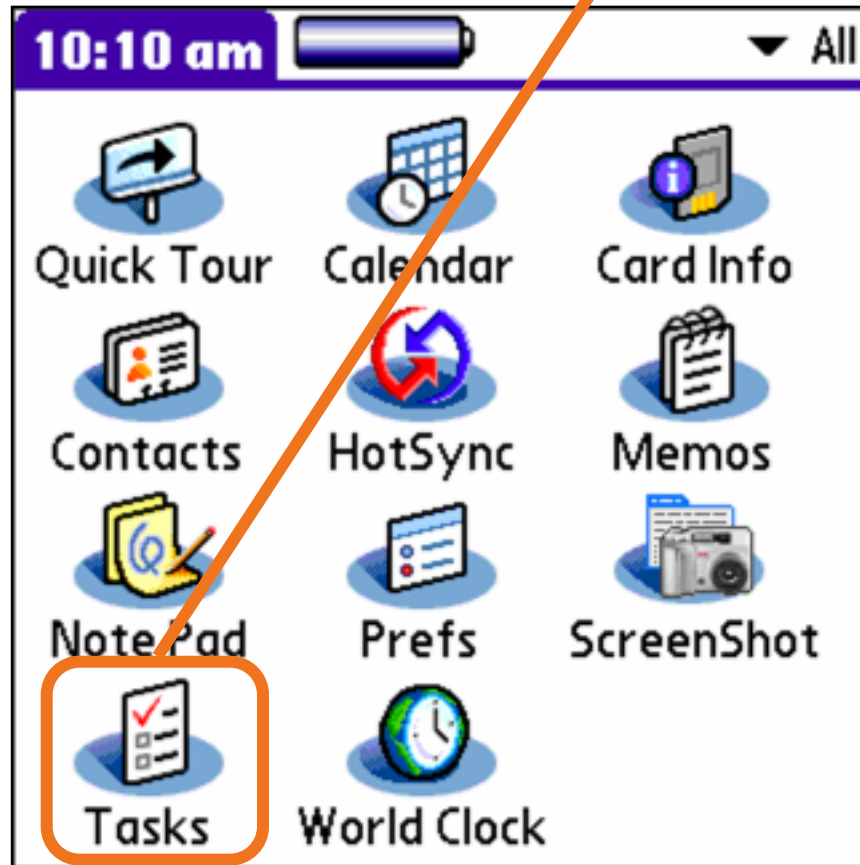
**Laidlaw, Robert** 919-555-1234 W

Technical Sup www.palm.com/su... M

Look Up: **New**

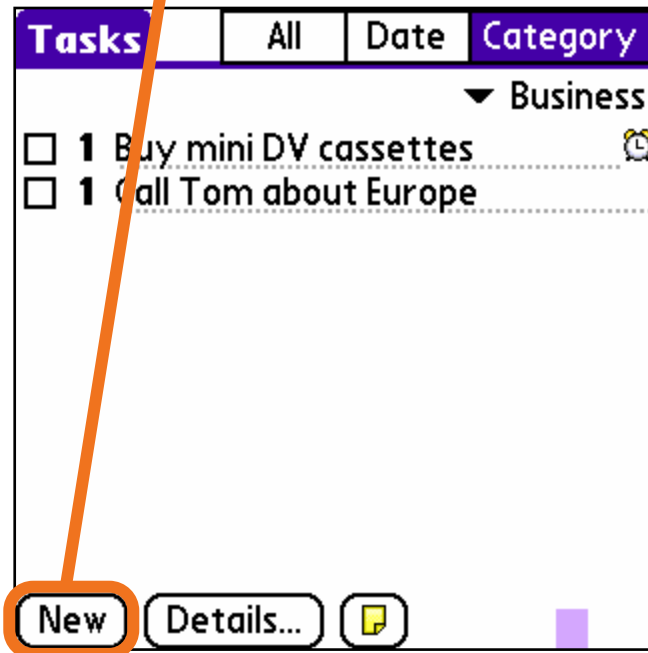


... or use  and tap the **Tasks** icon

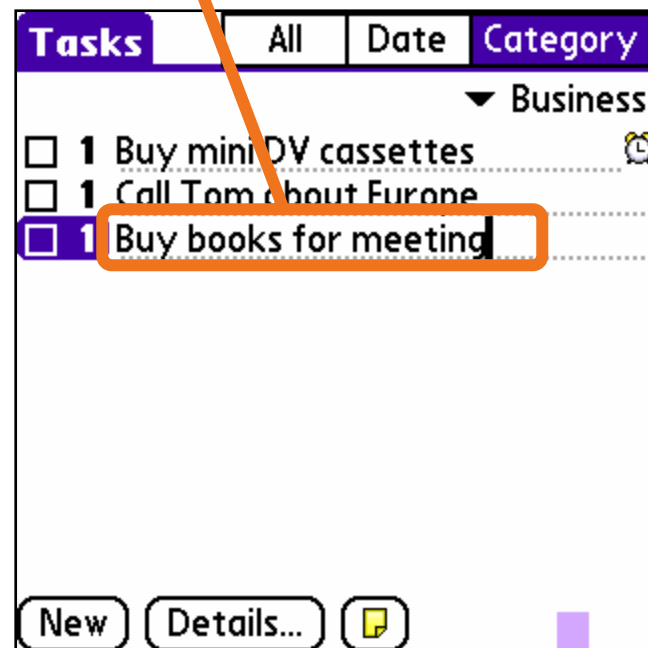


# Create a new task\*

Tap **New**

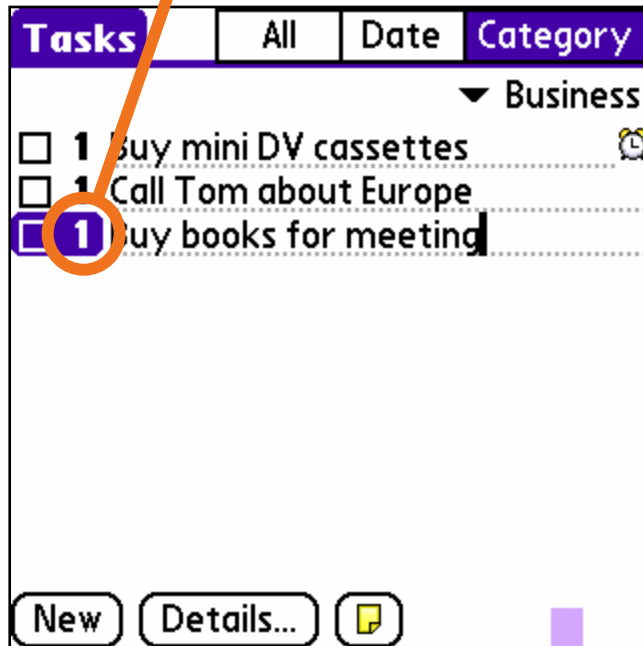


Enter text

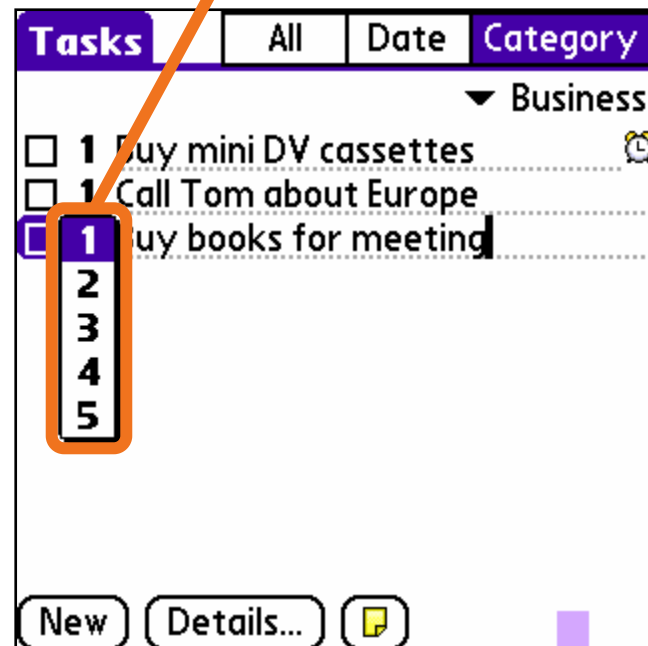


# Set **priority** if desired

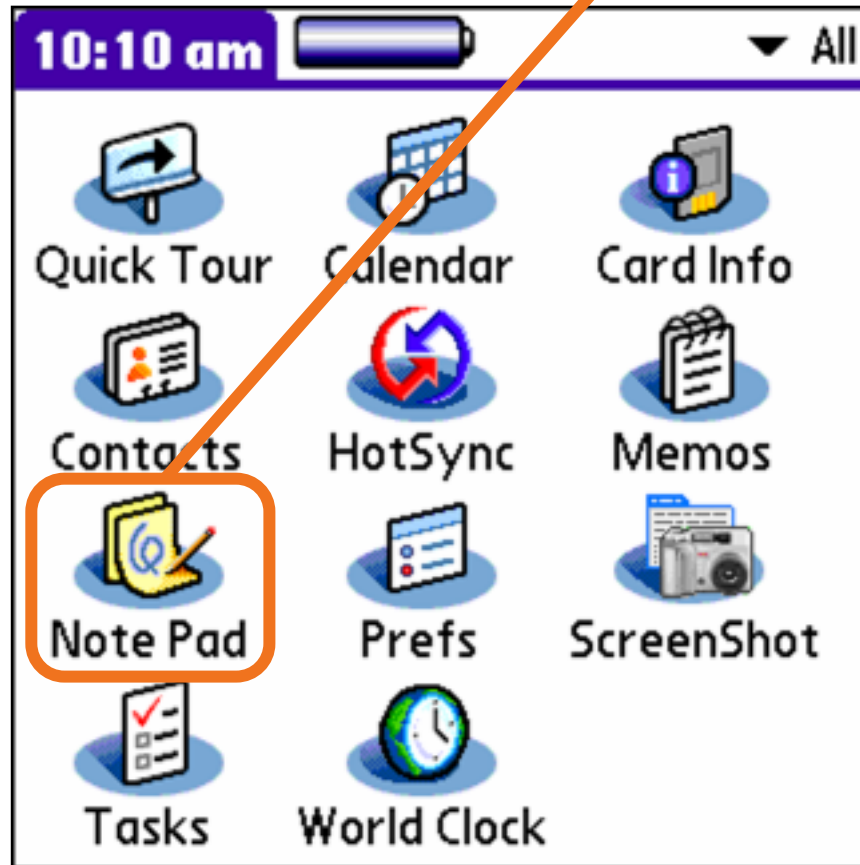
Tap number



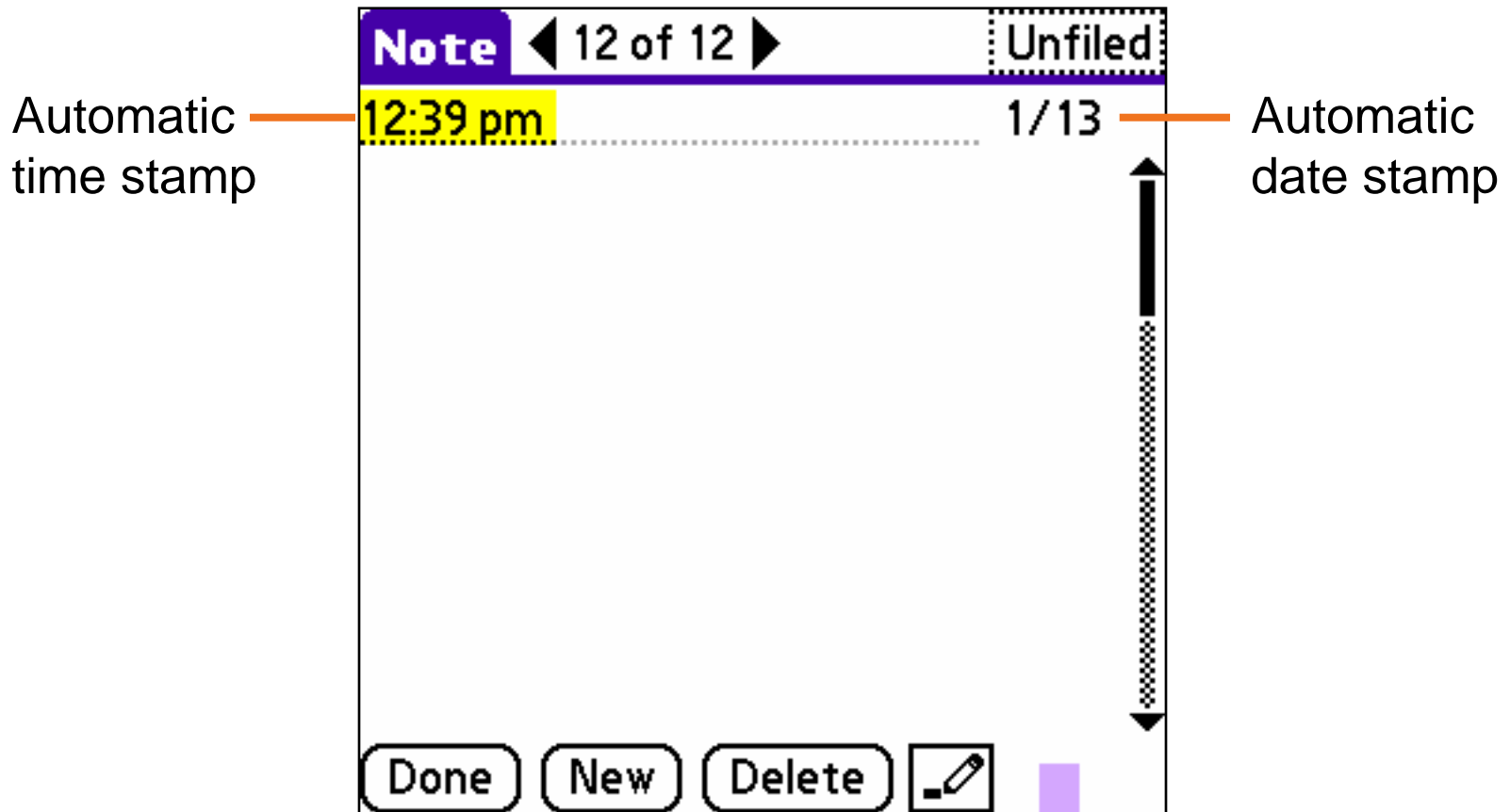
Select priority



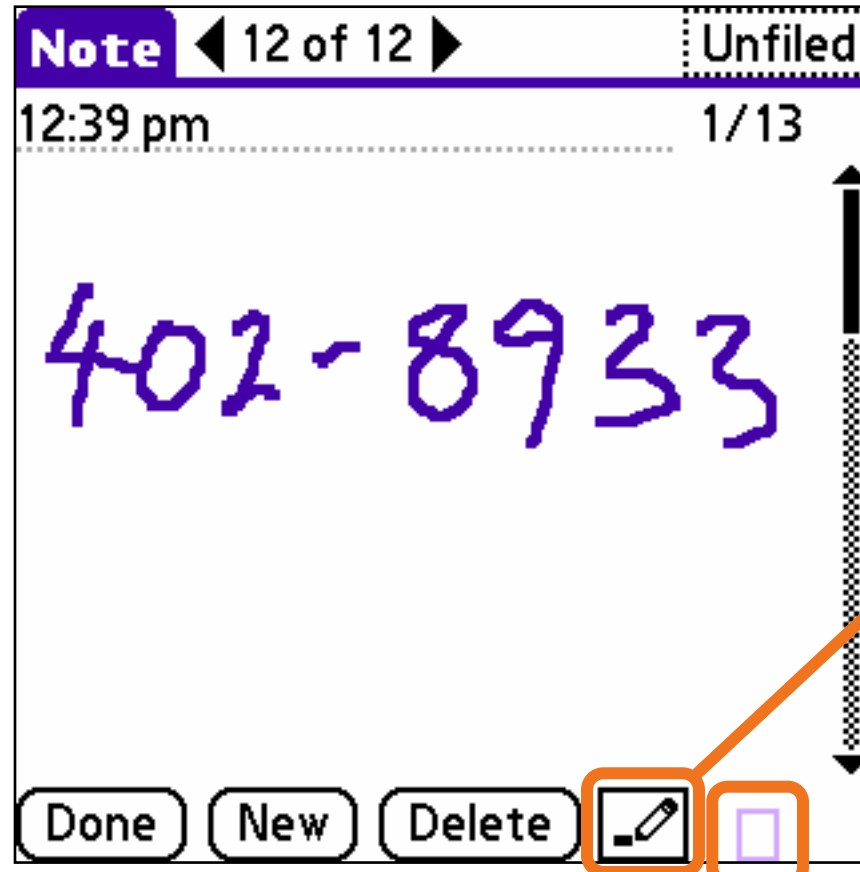
... or use  and tap the **Note Pad** icon



# Note Pad **automatically** creates a new note



# Just **draw** on the screen



Three pens  
and an eraser



If this box is filled, then tap on it



# Thank You!

