

SONY®

Personal Entertainment Organizer

Online Manual



MEMORY STICK™

PEG-S300/E

LIÉ

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Notes

- Sony does not support third-party add-on applications. If you are having a problem with a third-party application, please contact the developer or publisher of that software.
- The illustrations in this manual may differ from the actual software.
- The explanation in this manual assume that you are familiar with the basic operations of Windows®. For instructions on how to use your computer and operating system, please refer to the respective manuals.

Before you start using your CLIE handheld, make sure to read the accompanying End User License Agreement.

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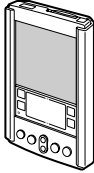
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Additional Information

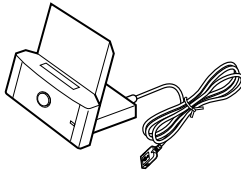
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Your CLIE handheld and its accessories

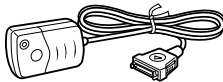
- **Personal Entertainment Organizer (1)**



- **Cradle (1)**

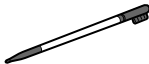


- **AC Adapter (1)**



A dedicated plug is attached to each model for the United Kingdom or Continental Europe.

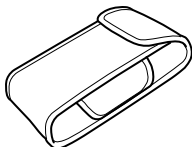
- **Stylus (1)**



- **8 MB Memory Stick (1)**



- **Protective Carrying Case (1)**

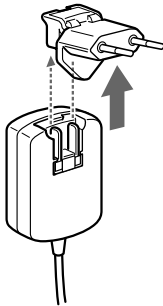


Manuals and CD-ROM

- Installation CD-ROM (1)
- Operating Instructions (1)
- Graffiti® Card (1)
- Graffiti Label (1)
- End User License Agreement (1)
- Other printed documents

How to remove the plug

The plug attached to the AC adapter of your CLIE handheld can be removed. Pull the plug up firmly to remove it. Then replace it with the appropriate one for the country you are in.



Note

Use your CLIE handheld only with the supplied AC adapter. To disconnect your CLIE handheld completely from the mains voltage, unplug the AC adapter. Make sure that the socket outlet is easily accessible.

Using the online manuals

You will find the following online manuals (PDF*) on your computer after installing Palm Desktop for Sony software. See also “Supplied software” on page 177 for a brief description of the supplied software.

The supplied Sony software has Help files. The online help describes the basic operations, and the functions of the software.

* PDF (Portable Document Format) files

■ PEG-S300/E Online Manual (PDF) (this document)

Describes how to use the CLIE handheld in detail.

To open the manual

Open the “Manuals” - “Clie Handheld” folder, found under Windows Explorer on the installation CD-ROM. Double-click the “S300E Online Manual.pdf.” Copy on your hard disk if necessary.

■ gMedia Operating Instructions (PDF)

Describes how to use the gMedia application that can play back movie files on the CLIE handheld.

To open the manual

Open the “Manuals” - “gMedia” folder, found under Windows Explorer on the installation CD-ROM. Double-click the “gMedia Manual.pdf.” Copy on your hard disk if necessary.

■ PictureGear Pocket Operating Instructions (PDF)

Describes how to use the PictureGear Pocket application that can play back still images on the CLIE handheld.

To open the manual

Open the “Manuals” - “PictureGearPocket” folder, found under Windows Explorer on the installation CD-ROM. Double-click the “PictureGearPocket.pdf.” Copy on your hard disk if necessary.

■ AvantGo Help (PDF)

Describes how to use the AvantGo software on the computer.

To open the manual

Open the “Manuals” - “AvantGo” folder, found under Windows Explorer on the installation CD-ROM. Double-click the “AvantGo help.pdf.” Copy on your hard disk if necessary.

■ TrueSync Quick Start Guide (PDF)

Describes how to use the TrueSync software on the computer.

To open the manual

Open the “Manuals” - “TrueSync” folder, found under Windows Explorer on the installation CD-ROM. Double-click the “truesync.pdf.” Copy on your hard disk if necessary.

Features

The Personal Entertainment Organizer (hereafter “CLIE handheld”) functions as a personal digital organizer with features such as Date Book, Address Book, To Do List, and Memo Pad. In addition to these functions, the CLIE handheld also works as an information terminal, with an excellent extended ability to connect to other devices such as personal computers. The major features of the CLIE handheld are as follows:

Using the Memory Stick media

You can easily exchange data between the Memory Stick media and Memory Stick compatible devices, such as computers using the “Memory Stick Gate” application (see “Using Memory Stick media” on page 138).

You can also run the applications on the Memory Stick media automatically using the “Memory Stick Autorun” application (see “Launching an Application Automatically from the Memory Stick (Memory Stick Autorun)” on page 153).

Using as a personal digital organizer

You can use your CLIE handheld as a personal digital organizer using the following Personal Information Manager (PIM).

Using the Date Book

The Date Book lets you schedule appointments or activities associated with a date, or date and time (see “Managing Schedules and Events (Date Book)” on page 51).

Using the Address Book

The Address Book lets you keep personal information such as names, addresses, telephone numbers, etc (see “Managing Addresses and Phone Numbers (Address Book)” on page 73).

Using the To Do List

The To Do List lets you display a list of things to do as well as to prioritize them (see “Managing Tasks and Things to Do (To Do List)” on page 94).

Using the Memo Pad

The Memo Pad lets you take notes or display the contents of text files (see “Using the Memo Pad” on page 107).

Using the Expense

The Expense lets you record expenses for business trips and personal expenses (see “Managing Expenses (Expense)” on page 119).

Using the Calculator

The Calculator lets you perform general mathematical functions (see “Using the Calculator (Calculator)” on page 134).

Beaming information (beaming between Palm OS PDA)

Your CLIE handheld is equipped with an IrDA (infrared) port that you can use to beam information to another Palm OS handheld that is close by and also has an IrDA port. You can exchange business cards, copy installed applications, etc (see “Beaming information” on page 203).

Installing applications

In the factory configuration, your CLIE handheld comes with basic applications, such as the Date Book, the Address Book, etc. In addition to these applications, you can install add-on applications such as shareware applications or freeware games which run on the Palm OS, to customize your CLIE handheld in your own way (see “Installing Applications” on page 177).

Synchronizing data with your computer

You can synchronize your data by connecting your CLIE handheld directly to your computer with the cradle. This process is called HotSync. Your data can be backed up on your computer constantly so that you can restore the data after you perform a hard reset (see “Exchanging and Updating Data Using HotSync Operations” on page 163).

Playing back moving pictures

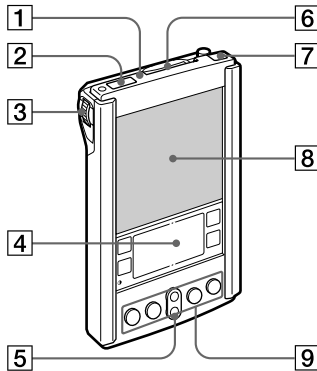
You can play back moving pictures on the screen by using the combination of the supplied “gMedia” application and the “PictureGear Lite” software (see gMedia Operating Instructions).

Displaying still pictures with “PictureGear Pocket”

You can display still pictures on the screen by using the supplied “PictureGear Pocket” application. You can also paste an associated picture of a specified person by using the combination of the supplied Address Book and the “PictureGear Pocket” application (see PictureGear Pocket Operating Instructions).

Designation and function of each component

Front view of the CLIE handheld



1 Memory Stick Indicator

The indicator turns on when your CLIE handheld is accessing the Memory Stick media.

2 Infrared Communication Port

Uses infrared technology to transmit data to and receive data from other Palm OS handheld, and to perform HotSync operations.

See “Performing an infrared HotSync operation” on page 166 for more information.

3 Jog Dial Navigator

Used to select and execute applications or items.

See “Using the Jog Dial navigator” on page 21 for more information.

4 Graffiti Writing Area

The area where you write letters and numbers using the Graffiti® alphabet. See “Using Graffiti writing to enter data” on page 34 to learn how to write Graffiti characters.

5 Scroll Button

Displays text and other information that extends beyond the area of the screen. Pressing the lower half of the scroll button lets you scroll down to view information below the viewing area, and pressing the upper half of the button lets you scroll up to view the information above the viewing area.

6 Memory Stick Slot

Insert the Memory Stick media into this slot.

7 Power Button

Used to turn the CLIE handheld on or off.

Also, pressing this button for longer than 2 seconds turns the back light on or off.

8 Screen

Displays the applications and information stored on your CLIE handheld. It is touch-sensitive and responds to the stylus.

9 Application Buttons

Activate the individual applications that correspond to the icons on the buttons: ☺ Date Book, ☎ Address Book, ☰ To Do List, and 📄 Memo Pad.



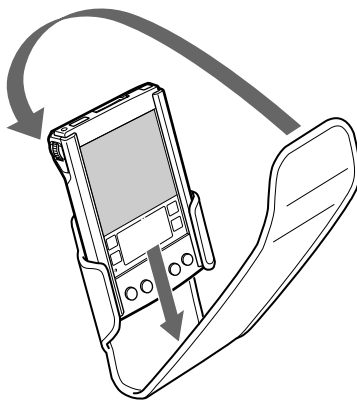
If your CLIE handheld is turned off, pressing any application button activates the CLIE handheld and opens the corresponding application.

Note

All connectors are SELV (Safety Extra Low Voltage) according to EN60950.

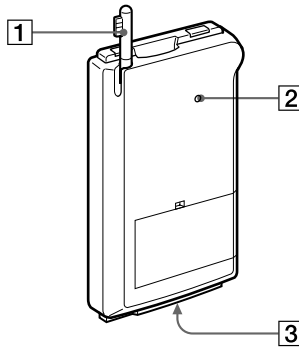
Using the protective carrying case

Put the supplied protective carrying case on the CLIE handheld as illustrated here.



Please remove the protective carrying case from the CLIE handheld while the CLIE handheld is placed on the cradle or connected to the AC adapter.

Rear view of your CLIE handheld



1 Stylus

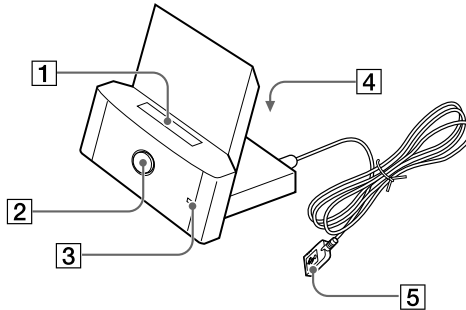
Used to tap icons and buttons on the screen, or to enter characters.
See “Using the stylus” on page 19 for more information.

2 Reset Button

Under normal use, you should not have to use this button.
See “Resetting your CLIE handheld” on page 251 for more information.

3 Interface Connector

Used to connect to the cradle, or the AC adapter.



1 Interface Connector

The interface connector is used to connect your CLIE handheld.

2 HotSync Button

Data stored on your CLIE handheld can be synchronized with the data saved on a computer.

See “Exchanging and Updating Data Using HotSync Operations” on page 163 for more information.

3 Cradle Indicator

When you connect the AC adapter to the cradle and place the CLIE handheld on the cradle, this indicator turns green and charging starts.

4 AC Adapter Connector

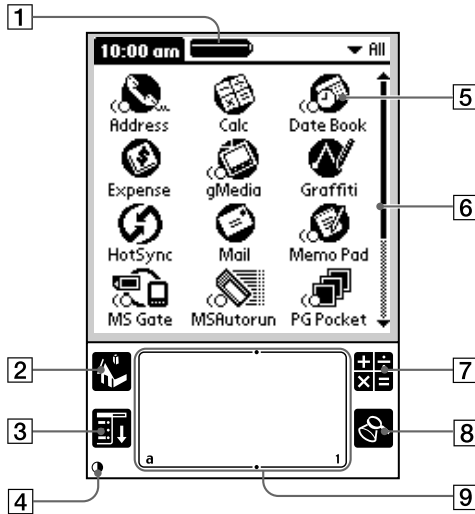
This connector is used to connect an AC adapter.

5 USB Connector

You can connect your CLIE handheld to a computer via the USB connector.

Note

All connectors are SELV (Safety Extra Low Voltage) according to EN60950.



1 Battery Status Indicator

Displays the status of the battery.

2 Home Icon

Tap this icon to view the Application Launcher with a list of applications.

3 Menu Icon

Tap this icon to view a menu of the current application.

4 Contrast Adjustment Icon*

Tap this icon to adjust the contrast on the CLIE handheld screen.

*If the digitizer preferences are not set correctly, this screen does not appear. Please set the preferences correctly.

5 Application Icon

Tap this icon to select and launch an application.

6 Scroll Bar

Drag this bar to scroll the screen.

7 Calculator Icon

Tap this icon to open the Calculator.

8 Find Icon

Tap this icon to open the “Find” screen.

9 Graffiti Writing Area

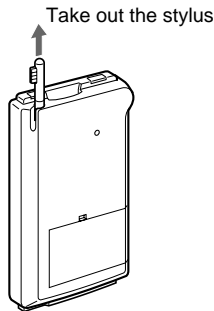
This area is for hand-written entries with Graffiti text.

Using the stylus

With the CLIE handheld, you can use the supplied stylus to enter characters or specify an application you want to execute.

Taking out the stylus

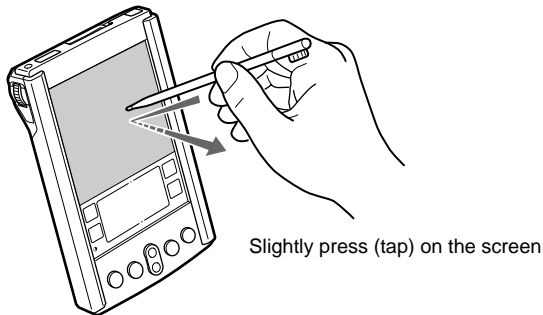
The stylus is stored on the back side of your CLIE handheld. Pull it out as needed when using the CLIE handheld.



In order to avoid losing the stylus, always put it back into its holder on the CLIE handheld after use.

Tapping

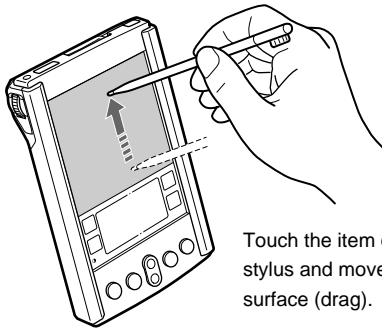
When entering characters via the screen keyboard, or when specifying the application you want to execute, slightly press the button or icon with the stylus.



This action of “slightly pressing the screen with the stylus” is called “tapping.”

Dragging

Just as you use a mouse pointer to drag an item on your computer's screen, you can drag an item on your CLIE handheld screen by slightly touching the item with the stylus and moving the stylus along the screen surface.



Touch the item on the screen with the stylus and move it along the screen surface (drag).

Examples of dragging:


By dragging the scroll bar, you can view the portion of data that is not displayed on the screen.

When selecting multiple characters, move the stylus along the characters. The characters included in the area are selected together.


Using the Jog Dial navigator

The CLIE handheld has a Jog Dial™ navigator.

The CLIE handheld is also designed to allow all major operations to be performed using only the Jog Dial navigator. This means that you can use your CLIE handheld without using the stylus.

The icons of the applications which can be operated by the Jog Dial navigator are indicated with the  symbol.



 symbol

Rotating the Jog Dial navigator

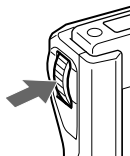
You can rotate the Jog Dial navigator to select various items in succession or to select an application and start it.



What you can do by rotating the Jog Dial navigator differs depending on the application you are using. For details, refer to the instructions for each application.

Pressing the Jog Dial navigator

To determine the item selected by rotating the Jog Dial navigator, or to execute the selected application, press the Jog Dial navigator.



What you can do by pressing the Jog Dial navigator differs depending on the application you are using. For details, refer to the instructions for each application.

Before Use

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Connecting the CLIE Handheld to Your Computer

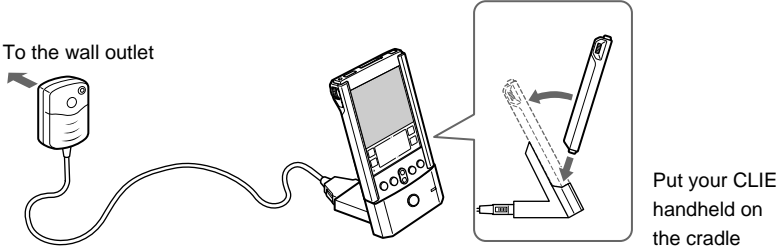
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Charging with the cradle

Note

Before you use the CLIE handheld for the first time, make sure to charge it.

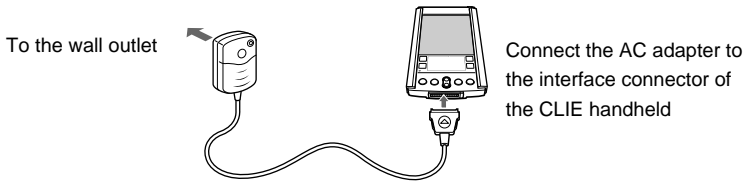
Connect the supplied cradle of the CLIE handheld to an AC adapter. Charging starts automatically when you put your CLIE handheld on the cradle. Charging your CLIE for the first time takes about three hours. Subsequent charges (on a frequent basis) will require less time.




When the CLIE handheld is placed on the cradle, the indicator on the cradle turns on and charging starts.

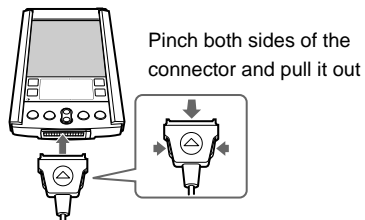
Charging directly from the power supply

You can also charge the CLIE handheld by connecting the supplied AC adapter directly to it.



When the AC adapter is connected to the CLIE handheld, the battery status indicator  appears.

To remove the AC adapter from the CLIE handheld



What you can do with the CLIE handheld in combination with your computer

You can use the Palm Desktop for Sony software to use many functions of the CLIE handheld applications on your computer.

You can also use the HotSync feature to easily synchronize data between the CLIE handheld and your computer.

Using the same CLIE handheld application on your computer

You can copy and edit data from the Date Book, Address Book, To Do List, Memo Pad, and Expense on your computer.

You can also print the Date Book, Address Book, To Do List, Memo Pad, and Expense data using the printer connected to the computer.

Synchronizing data between the CLIE handheld and your computer (HotSync)

You can back up the data of the Date Book, Address Book, etc. stored on the CLIE handheld to your computer.

Using data created with Windows applications on the CLIE handheld

You can convert the data created with Windows applications on your computer to transfer them to your CLIE handheld. You can also import the data from your CLIE handheld in Windows applications.

The following data formats can be imported from the CLIE handheld to the Palm Desktop for Sony software.

- Comma/Tab-delimited text (*.csv, *.tab, *.tsv)
- Text (*.txt)
- Palm Desktop for Sony software's Date Book archive (*.dba)
- Palm Desktop for Sony software's Address Book archive (*.aba)
- Palm Desktop for Sony software's To Do List archive (*.tda)
- Palm Desktop for Sony software's Memo Pad archive (*.mpa)
- Palm Desktop for Sony software's Expense archive (*.exa)

See the Palm Desktop for Sony online Help for more information about importing.

Installing the Palm Desktop for Sony software

Computer system requirements

To install and operate the Palm Desktop for Sony software, your computer system must meet the following requirements:

- OS: Microsoft® Windows® 98/Windows® 98 Second Edition/Windows® 2000 Professional/Windows® Millennium Edition
- CPU: Pentium processor 90MHz or faster (MMX technology Pentium processor recommended)
- RAM: 32 MB or more (64 MB or more recommended)
- Hard disk drive: 64 MB or more
- Display: High Color or more (640 x 480 pixels or more/800 x 600 pixels or more recommended)
- CD-ROM drive
- Mouse or similar pointing device
- USB connector

Note

Users of Windows® 2000 Professional must be logged on as Administrator in order to install the software.

Installing the Palm Desktop for Sony software

Notes

- Before installing the Palm Desktop for Sony software, do not connect the cradle to a USB connector on the computer. The installation of the software might not be performed correctly.
- If the Palm Desktop software is already installed on your computer, please uninstall the Palm Desktop software and install the Palm Desktop for Sony software.

1 Exit all applications running on Windows®.

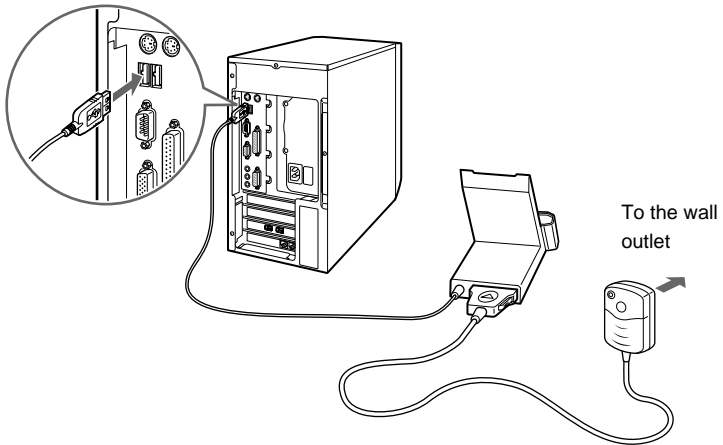
You should quit all applications that automatically run at startup, such as fax communication software, anti-virus tool, screen saver, and the Microsoft® Office shortcut bar.



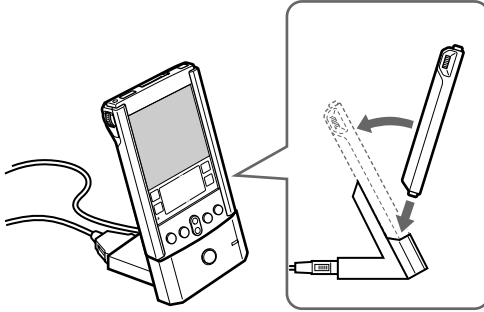
- 2** Insert the Installation CD-ROM into the CD-ROM drive of the computer.
The installer menu appears.
- 3** Click “Install Palm Desktop for Sony.”
The Palm Desktop for Sony software installation begins.
Follow the instructions shown on the screen.
- 4** Fill in the customer registration following the instructions shown on the screen.
You need Internet access for the online customer registration.

Connecting the CLIE handheld to the computer

- 1** Connect the USB connector on the cradle to a USB connector on the computer.

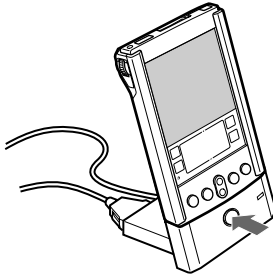


- 2 Place the CLIE handheld on the cradle, so that your computer recognizes the CLIE handheld.



- 3 Press the HotSync button on the cradle.

The “USB Driver Installation Wizard” appears and the driver is installed. Follow the instructions on the screen.



The driver installation screen appears. Follow the instructions on the screen to install the driver.

When the installation is finished, you can synchronize your data between the CLIE handheld and your computer (HotSync).

Note

Do not simply copy the Palm Desktop for Sony software files to your computer’s hard disk. You must use the installer to place the files in their proper locations and to decompress them.

Customer registration

If you do not fill out the customer registration soon after installing the Palm Desktop for Sony software, follow the instructions below to complete the registration.

- 1** Click the “CLIE handheld Registration” icon on the Windows desktop.

The “CLIE handheld Registration” screen appears.

- 2** Click “<http://www.sony-europe.com/clielaza/registration>.”

Your computer is connected to the Internet, and the Web page for user registration is displayed.

- 3** Follow the instructions on the screen.

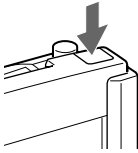
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Defining the initial settings

Turn on your CLIE handheld and perform the initial settings required for operation. You can familiarize yourself with your CLIE handheld by following this procedure.

- 1 Press the CLIE handheld power button.



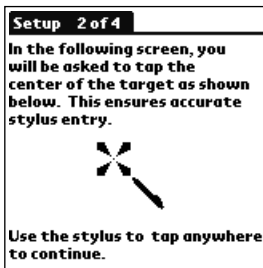
Your CLIE handheld is turned on, and the “Welcome” screen appears.



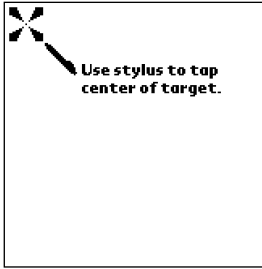
After a while, the “Setup” screen appears.

- 2 Take out the Stylus, and tap anywhere on the screen.

A “Setup” screen appears, which corrects the displacement between the tapped location and the display on the screen.



- 3 Tap anywhere on the screen.



- 4 Tap the center of the displayed marks.

Note

If the digitizer is not configured correctly, problems may occur. For example, the scroll bar may not operate properly, or “tapping” may not produce the result you want.

If tapping is not recognized correctly, please re-configure the digitizer from the beginning.

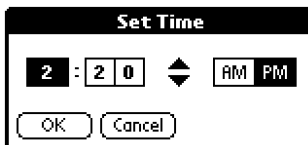
See “Changing the digitizer preferences” on page 232 for more information on setting the Digitizer.

When the adjustment has been complete, a screen for setting time and date appears.



- 5 Tap the area surrounded by the “Set Time” box.

The “Set Time” screen appears.



- 6 Tap ▲ or ▼ to set the time display to the current time.

7 Tap the box which displays minutes, then set the minute display to the current time.

8 Tap “OK.”

The current time is set correctly, and the display returns to the time/date setup screen.

9 Tap the area surrounded by the “Set Date” box.

The “Set Date” screen appears.



10 Tap ◀ or ▶ next to the year at the top of the screen to change the year.

11 Tap the current month, then tap the current date.

The date is set correctly, and the display returns to the time/date setup screen.

12 Tap “Next.”

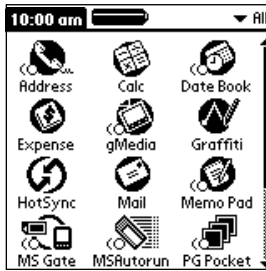
The “Enter Data” screen appears.



13 Tap “Done.”

The initial settings are complete, and the Applications Launcher appears.

Your CLIE handheld is now ready for use.



Using Graffiti writing to enter data

You can use Graffiti writing commands to create letters, numbers, punctuation, and symbols. The Graffiti writing strokes include all letters, numbers, and symbols found on a standard keyboard.

Writing Graffiti characters

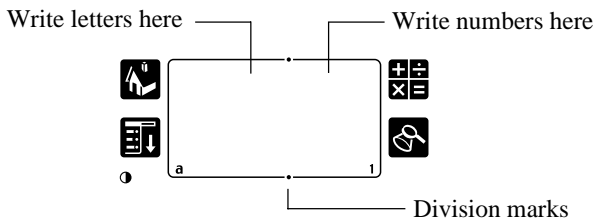
Graffiti writing includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble the uppercase letters of the regular alphabet, which makes Graffiti writing easy to learn.

There are four basic keys to successful with Graffiti writing:

- If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you achieve 100% accuracy.



- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points. Always begin the stroke at the heavy dot (you should not create the heavy dot; it is only there to show you where to begin the stroke).
- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your CLIE handheld recognizes and displays the text character immediately. To accomplish single strokes, some Graffiti strokes are portions of the regular alphabet equivalents.
- The Graffiti writing area is divided into two parts: one for writing letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.



To write Graffiti letters

- 1 Tap the screen where you want your text to go.

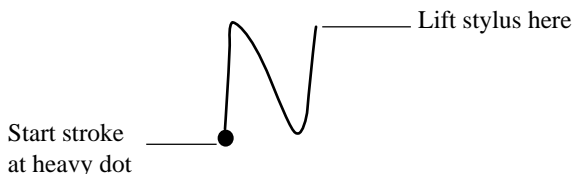
Note

You need to tap above the Graffiti writing area, and you must see a flashing cursor before you write the text.

- 2 Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter “n.”

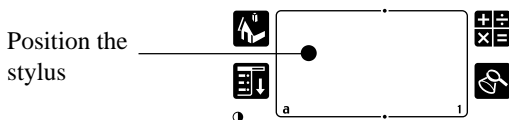
Note

There are two different stroke shapes available for some letters. For these letters, choose the one that is the most convenient for you.



As you will see later, you use the same shape to create both the uppercase and lowercase version of a letter.

- 3 Position the stylus in the left-hand side of the Graffiti writing area.



- 4 Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.
- 5 Lift the stylus from the screen at the end of the stroke shape.

When you lift the stylus from the screen, your CLIE handheld recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Note

You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your CLIE handheld does not recognize them as text characters.




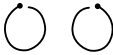






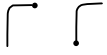



















When using Graffiti writing, keep these tips in mind:


- Accuracy improves when you write large characters, you should draw strokes that nearly fill the Graffiti writing area.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- Press firmly with the stylus.

The Graffiti alphabet

Draw Graffiti letters according to the following alphabet.

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	

Space	
Carriage Return	

Backspace	
Period	<i>Tap twice.</i>

Writing capital letters

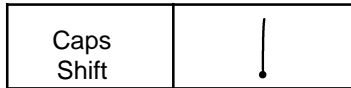
You can make capital letters with the same stroke shapes as the basic alphabet characters. To make capital letters, you must first “shift” to caps — just as you press the Shift key on a keyboard — and then write the character strokes.

Note

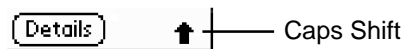
Graffiti writing includes a feature that automatically capitalizes the first letter when you create a new sentence or a new record (by tapping “New” or a blank line).

To draw the first letter of a word as a capital letter:

- Use the Caps Shift stroke:



When Caps Shift is active, an “up arrow” symbol appears in the lower-right corner of the screen. If you accidentally activate Caps Shift, backspace will cancel it.

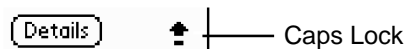


To enter only capital letters (Caps Lock):

- Use the Caps Lock stroke:

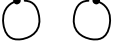











When Caps Lock is active, an underlined “up arrow” symbol appears in the lower-right corner of the screen. To return to lowercase, make the Caps Shift stroke again.



Writing numbers

Writing numbers with Graffiti writing is similar to writing letters of the alphabet, except that you make the character strokes on the right-hand side (numbers side) of the Graffiti writing area.

Number	Strokes
0	
1	
2	
3	
4	

Number	Strokes
5	
6	
7	
8	
9	

Writing punctuation marks

Graffiti writing can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. When you make this tap, you activate the Punctuation Shift and a dot appears to show it is active. The next stroke you make with the stylus creates a punctuation mark.



Note

When Punctuation Shift is active, you can make a symbol stroke anywhere in the Graffiti writing area (the letters or numbers side).

Symbol	Stroke
Period .	•
Comma ,	↙
Apostrophe '	↑
Question ?	?
Exclamation !	↓

Symbol	Stroke
Dash —	—
Left Parenthesis (↻
Right Parenthesis)	↺
Slash /	↘
Dollar \$	\$

Additional Graffiti punctuation

@	#	%	^	&	*	<	>	-	+	=	
○	∩	∞	∧	8	∞	<	>	-	+	=	!
\	{	}	[]	~	`	;	:	"	tab	
↘	ε	3	ε	3	N	↘	↗	↓	N	↘	

Writing symbols and extended characters

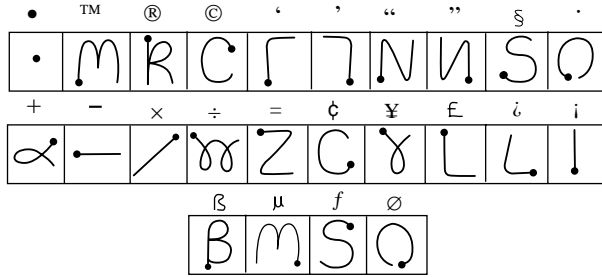
All symbols and extended characters begin with the stroke in the Graffiti writing area of your CLIE handheld:

Symbol Shift	↘
--------------	---

When the Symbol Shift is active, a slanted shift symbol appears in the lower-right corner of the screen. The next stroke that you make, creates the symbol or extended character.

Details | — Symbol Shift

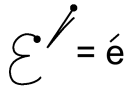
continued



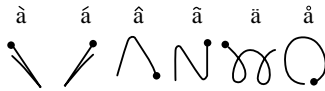
Writing accented characters

To create accented characters, draw the stroke which is normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following diagram shows the strokes required to draw an accented “e.”



Accent strokes

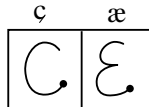


Using these accent strokes, you can write the following accented letters:

à á â ã ä å è é ì í î ï ò ó ô õ ö ù ú û ü ý ñ

Additional non-English characters

You can write the following characters without any special punctuation or shifting modes:








Note

You must write these non-English characters on the left side of the Graffiti writing area.

Using navigation strokes

In addition to character symbols, Graffiti writing includes special strokes that you can use to navigate within the text or fields in your applications.

Command	Stroke
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

Using Graffiti ShortCuts

Graffiti ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters.

For example, you might create a ShortCut for your name, or for the header of a memo.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	
----------	---

Your CLIE handheld includes the following predefined Graffiti ShortCuts:

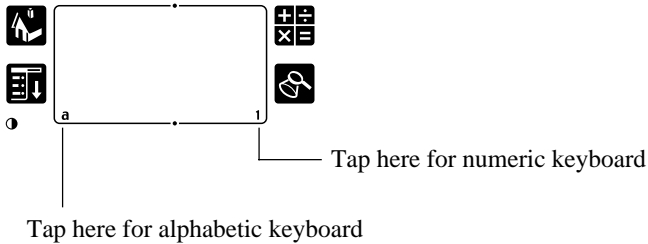
Entry	ShortCut
Date stamp	ds
Time stamp	ts
Date / time stamp	dts
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

Using the on-screen keyboard

You can open the on-screen keyboard anytime you need to enter text or numbers on your CLIE handheld. Note that you cannot enter Graffiti characters while using the on-screen keyboard.

To use the on-screen keyboard:

- 1 Open any application (such as Memo Pad).
- 2 Tap any record, or tap “New.”
- 3 Tap “a” to open the alphabetic keyboard, or tap “1” to open the numeric keyboard.



- 4 Tap the characters to enter text and numbers.

Note

The on-screen keyboard also includes a dialog box for international characters. You can switch among the three dialog boxes at any time to enter the exact text you need.

- 5 After you have finished, tap “Done” to close the on-screen keyboard and place the text in the record.

Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm™ Desktop for Sony software or any supported PIM to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your CLIE handheld. All the main applications on your CLIE handheld are also available on the Palm Desktop for Sony software and in most PIMs, so you do not need to learn different applications.

Refer to the Palm Desktop for Sony online Help for more information on entering data on your computer.

Importing data

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

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

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

Archive formats can only be used with the Palm Desktop for Sony software. Use the archive file formats to share information with other people who use a Palm OS platform handheld or to create a copy of the important information held in the Palm Desktop for Sony information.

To import data

- 1** Open the Palm Desktop for Sony software.
- 2** Click the application into which you want to import data.
- 3** If you are importing records that contain a field with category names, do the following:
 - Select “All” in the “Category” box.
 - Make sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the “Unfiled” category.
- 4** From the “File” menu, choose “Import.”
- 5** Select the file you want to import.
- 6** Click “Open.”
- 7** To import data into the correct Palm Desktop for Sony fields, drag the fields in the left-hand column so that they are opposite the corresponding imported fields on the right.
- 8** If you do not want to import a field, deselect the check box for that field.
- 9** Click “OK.”
 - The imported data is highlighted in the application.
- 10** To add the imported data to your CLIE handheld, perform a HotSync operation.

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

Managing applications

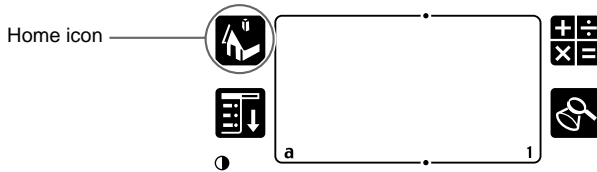
This chapter explains how to switch between applications on the CLIE handheld, how to personalize application settings, and how to categorize applications into related groups.

Using the Applications Launcher

The Applications Launcher displays all the available applications on the CLIE handheld by default. You can also display selected applications by arranging them into categories.

To open the Applications Launcher

Tap the Home icon.









Selecting applications

The CLIE handheld is equipped with a variety of applications. All the applications installed on the CLIE handheld appear in the Applications Launcher.

As well as offering you a way to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application, choose from the following options

- Tap the Home icon , then tap the icon of the application you want to open. If you have many applications installed on the CLIE handheld, tap the scroll bar to see all the available applications.

- Tap the Home icon , then rotate the Jog Dial to select the application. Push the Jog Dial to launch the selected application.
- Press an application button , ,  or  on the front panel to display the selected application immediately.



To switch between applications

Tap the Applications icon or press an application button on the front panel of the CLIE handheld. The CLIE handheld automatically saves your work in the current application and displays it when you return to that application.

Categorizing applications

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

To categorize an application



- 1 Tap the Home icon , on the front of the CLIE handheld.
- 2 Tap the Menu icon .
- 3 From the “App” menu, tap “Category.”
- 4 Tap the drop-down list next to each application.



To create a new category for an application, tap “Edit Categories” from the application’s drop-down list. Tap “New,” enter the category name, then tap “OK” to add the category. Tap “OK.”

- 5 Tap “Done.”



To display applications by category

- 1 Tap the Home icon  on the front of the CLIE handheld.
- 2 Do one of the following:
 - Tap the Home icon  repeatedly to scan through all the categories.
 - Tap the drop-down list in the upper-right corner of the screen; then tap the category you want to display.
 - Push the Jog Dial repeatedly.

Changing the Applications Launcher display



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

To change the view of applications

- 1 Tap the Home icon  on the front of the CLIE handheld.
- 2 Tap the Menu icon  .
- 3 Tap “Options,” then tap “Preferences.”
- 4 Tap the “View By” drop-down list and select “List.”
- 5 Tap “OK.”



To display the last-selected category of applications

- 1 Tap the Home icon  .
- 2 Tap the Menu icon  .
- 3 Tap “Options,” then tap “Preferences.”
- 4 In the “Preferences” dialog box, tap the “Remember Last Category” check box.
- 5 Tap “OK.”

Each time you return to the Applications Launcher, the last category of applications you selected, is displayed.

If you do not select the “Remember Last Category” check box, all applications are displayed when you select the Applications Launcher.

Using Basic Applications

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What you can do with the Date Book

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

Use the Date Book to:

- Schedule events: timed events which have both times and dates; untimed events, for example, birthdays or anniversaries; repeated events, such as a weekly meeting held on the same day at the same time; continuous events, such as a vacation or three-day conference; and all day events, which reflect the default hours of a day as set by the user.
- Display your schedule in different ways: by Day, Week, Month, or Agenda view.
- Set an alarm to hear a reminder sound at a set time ahead of the scheduled appointments.
- Attach notes to events to describe or clarify the Date Book entries.
- Rearrange or delete events from your schedule.

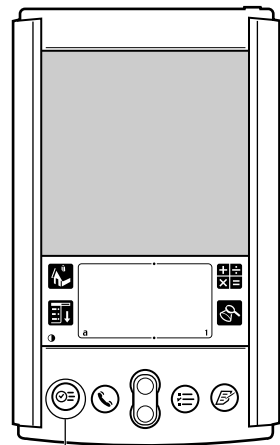
To open the Date Book

Press the Date Book button on the front panel.

“Today’s schedule” appears. The date is displayed in the upper-left corner of the screen.



Press the Date Book button repeatedly to scan through the Day, Week, Month, and Agenda views. The Date Book views are displayed in the lower-left corner of the screen.



Date Book button

Scheduling events

You can use the Date Book to keep a day's range of events. When you start the Date Book, it initially displays a screen showing the working time slot for the day. When you make a plan, its details are displayed to the right of the time and the time slot is automatically set to 1 hour.

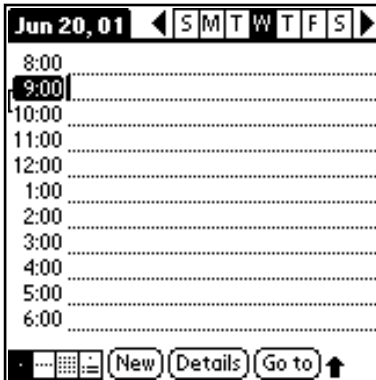
You can also make plans, such as birthdays, holidays, and anniversaries, in which only the date is fixed but neither start nor end times are set. The untimed events appear at the top of the Date Book screen marked with a ♦ symbol.

To schedule a timed event for the current date

- 1 Press the Date Book button  on the front panel.

The "Date Book" starts up.

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



3 Enter a description of the event.

You can enter up to 255 characters in length.

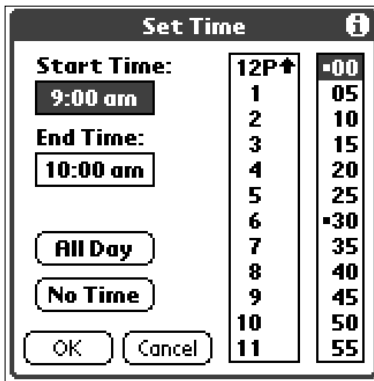


4 If the event is one hour long, go to Step 7.

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

5 Set the duration of the event as follows:

- Tap the time columns in the “Set Time” dialog box to set the “Start Time:”. Tap “End Time:” then tap the time columns to set the “End Time.”
- Tap “All Day” if the event lasts all day. (The default hours of a standard business day are set by the user, and may be changed using the “Preferences” command in the Date Book application.)



6 Tap “OK.”

- 7** Tap a blank area on an edge of the screen to deselect the event.


Note

If an event has the same start and time, the time is only displayed once.



You can open the “Set Time” dialog box (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

To schedule a timed event for another date

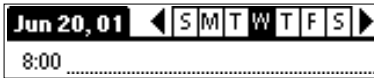
- 1** Press the Date Book button  on the front panel.

The “Date Book” starts up.

- 2** Select the date in one of the following ways:

(A) Tap the day of the week on top of the “Date Book” screen.

To move to another week, tap a scroll arrow shown on both sides of the day of the week area.



(B) Tap “Go To.”

The “Go to Date” dialog box appears. Specify the year, month and day.



- 3 Perform the step of “To schedule a timed event for the current date” on page 52.



In the “Go to Date” dialog box, you can also use the scroll button on the front panel to scroll forward or backward one month at a time.

To schedule an untimed event

- 1 Select the date for the event as described in “To schedule a timed event for another date” on page 54.
- 2 Tap “New.”
- 3 Tap “No Time,” so that no start or end times are defined for the new event.

- 4 Enter a description of the event.



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



You can create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area. When you start writing, the untimed event appears at the top of the screen.

Changing a timed event to an untimed event


- 1 Tap the time of the event in the Date Book screen.
The “Set Time” screen appears.
- 2 Tap “No Time.”

Scheduling repeated or continuous events

The “Repeat” function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

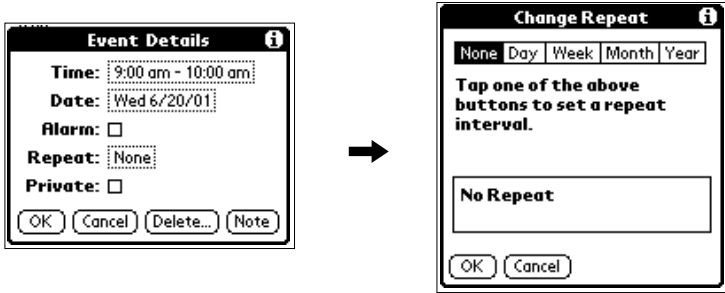
Example of repeated or continuous events

Repeated events include a birthday or a weekly guitar lesson that falls on the same day of the week and the same time of day. Continuous events can include a business trip or a vacation.

- 1 Press the Date Book button  on the front panel.
The “Date Book” starts up.
- 2 Tap in the description of the event.
- 3 Tap “Details.”
The “Event Details” dialog box appears.

4 Tap “Repeat.”

The “Change Repeat” dialog box appears.



5 Tap either “Day,” “Week,” “Month,” or “Year” to set how often the event repeats.

For a continuous event, tap “Day.”

6 Enter a number that corresponds to how often you want the event to repeat on every line.


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

7 If you tapped “Day” in Step 5, tap “End on,” and from the drop-down list, tap “Choose Date.”

The “Ending On” screen appears. Select the ending day in the screen.

8 Tap “OK.”

The Date Book screen appears.


Make sure that  is displayed to the right of the Date Book item.

About scheduling repeated or continuous events

- If you change the start date of a repeated event, your CLIE handheld calculates the number of days you moved the event by. Your CLIE handheld then automatically changes the end date to maintain the duration of the repeated event.
- If you change the repeat interval (e.g., daily to weekly) of a repeated event, past occurrences (prior to the day on which you change the setting) are not changed, and your CLIE handheld creates a new repeated event.
- If you change the date of an occurrence of a repeated event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeated event. Your CLIE handheld adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (e.g., time, alarm, private) of a repeated event and apply the change to all occurrences, your CLIE handheld creates a new event. The start date of this new event is the day on which the setting has been changed. Past occurrences (prior to the day of the changed) are not changed.
- If you apply a change to a single occurrence of repeated event (e.g., time), that occurrence no longer shows the “Repeat” icon.

Changing the Date Book view

The events you create in the Date Book can be easily displayed and checked.

- 1 Press the Date Book button  on the front panel.
The “Date Book” starts and displays the events of the day.
- 2 Rotate the Jog Dial to view the events for the previous or following day.
You can advance or retrace the schedule display one day at a time.

Displaying the Date Book views


In addition to displaying the time for a specific day, you can also display a whole week, a month, or an agenda. You can also display the current time.

Press the Jog Dial while no event is selected.

Each press of the Jog Dial takes you through the daily calendar, weekly calendar, monthly calendar, schedule for the day, and daily calendar.



You can also select the Date Book view by tapping an icon in the “Date Book” screen. Click one of the following icons to display the corresponding calendar view:

-  : Day view
-  : Week view
-  : Month view
-  : Agenda view



Working in Week view

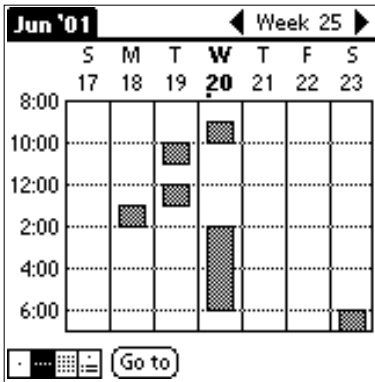
Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

- 1 Press the Date Book button  on the front panel.

The “Date Book” starts up.

- 2 Press the Jog Dial.

The Week view appears. This screen shows the untimed events or available time slots.




- 3 Rotate the Jog Dial to select the day you want to review.

- 4 Press the Jog Dial.

The contents of the selected event appear.

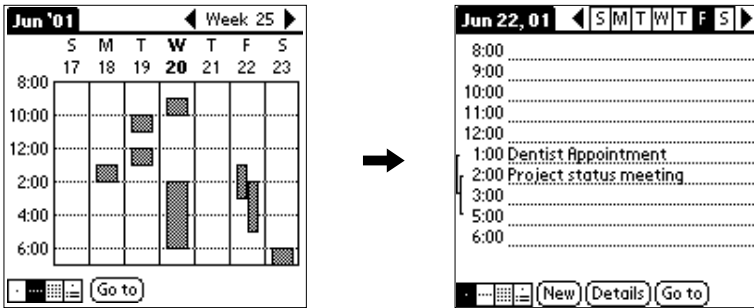
Tips for using Week view

- To reschedule an event while you are in Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.

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


Spotting event conflicts

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

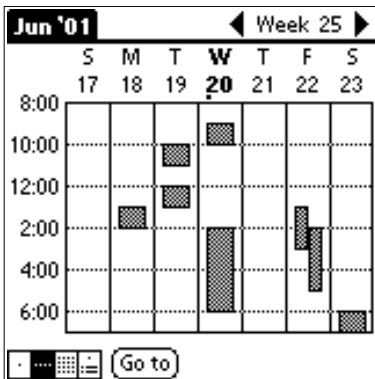


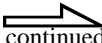
Working in Month view

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

- 1 Press the Date Book button  on the front panel.
The "Date Book" starts up.

- 2 Press the Jog Dial twice.
The Month view appears.



 continued

3 Rotate the Jog Dial to select the day you want to review.

Rotating the Jog Dial allows you to select the next day.

4 Press the Jog Dial.

The contents of the selected day appear.

Tips for using the Month view

- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows ◀ ▶ in the upper-right corner to move forward or backward a month.
- Tap “Go To” to open the “Go to Date” dialog box to select a different month.
- Use the scroll buttons on the front panel of your CLIE handheld to move between months. Press the upper half of the scroll button to display the previous month, and the lower half of the scroll button to display the next month.

Working in Agenda view

The Agenda view lets you view appointments, untimed events, and To Do List items in one screen. Although it is primarily a viewing option, you can also use the Agenda view to mark the completed To Do List items.

1 Press the Date Book on the front panel.

2 Press the Jog Dial three times.

The Agenda view appears.



Tips for using the Agenda view

- Tap any appointment while in Agenda view to display the Day view of the appointment.
- Mark the completed To Do List items, in the Agenda view, or tap a description of an item to go directly into the To Do List application.

Changing Date and Time view

The Date Book lets you see the current time.

Tap and hold the date in the title bar of the Date Book.


The current time appears.

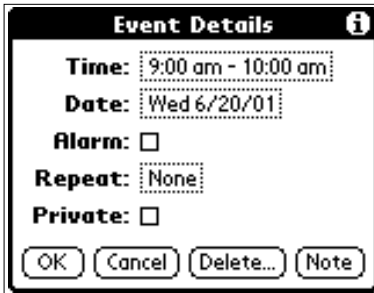
When you release the stylus, the menu bar appears. If you want to avoid displaying the menu when releasing the stylus, drag the stylus away from the date indication when the time appears.

Editing the events created in the Date Book

You can easily edit existing events you created in the Date Book.

Changing a time for an event

- 1 Press the Date Book button  on the front panel.
The “Date Book” starts up.
- 2 Tap the event you want to edit.
- 3 Tap “Details.”
The “Event Details” dialog box appears.



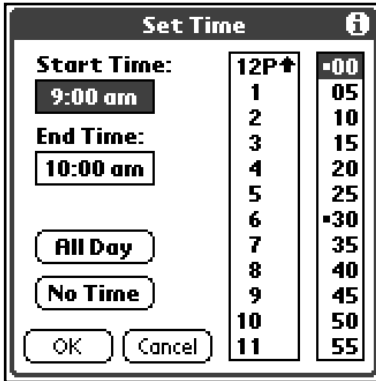
The image shows a dialog box titled "Event Details" with a help icon in the top right corner. It contains the following fields and options:

- Time:** 9:00 am - 10:00 am
- Date:** Wed 6/20/01
- Alarm:**
- Repeat:** None
- Private:**

At the bottom, there are four buttons: OK, Cancel, Delete..., and Note.

4 Tap “Time.”

The “Set Time” dialog box appears.



5 Tap the time columns in the “Set Time” dialog box to set the “Start Time.”

6 Tap the time columns to set the “End Time.”

7 Tap “OK.”

8 Tap “OK” in the “Event Details” dialog box.

Changing a date for an event

1 Press the Date Book button on the front panel. The “Date Book” starts up.

2 Tap the date of the event you want to change.

3 Tap “Details.”

The “Event Details” dialog box appears.

4 Tap “Date.”


The “Set Date” dialog box appears.

**5** Specify the due date using one of the following ways:

Specify the year, month, and day in the calendar.

6 Exit this area by either selecting “Today,” or by tapping a day of a month.**7** Tap “OK” in the “Event Details” dialog box.

Setting an alarm

You can express the alarm settings in minutes, hours or days. When you set an alarm, an  icon appears to the right of the event.

1 Press the Date Book button  on the front panel.

The “Date Book” starts up.

2 Tap the event to which you want to assign an alarm.**3** Tap “Details.”

The “Event Details” dialog box appears.

- 4 Tap the “Alarm” check box to select it.

The alarm is set.

The screenshot shows a dialog box titled "Event Details" with an information icon in the top right corner. It contains the following fields and controls:

- Time:** A text field containing "9:00 am - 10:00 am".
- Date:** A text field containing "Wed 6/20/01".
- Alarm:** A checked checkbox followed by a text field containing "5" and a dropdown menu currently set to "Minutes".
- Repeat:** A text field containing "None".
- Private:** An unchecked checkbox.
- Buttons:** Four buttons at the bottom: "OK", "Cancel", "Delete...", and "Note".

- 5 Tap ▼ to change the time unit; select “Minutes,” “Hours,” or “Days.”
- 6 Tap at “5” next to the “Alarm” check box and enter any number from 0 to 99 (inclusive) as the number of time units.
- 7 Tap “OK.”

Setting an alarm for an untimed event

You can set a silent alarm for an untimed event that displays a reminder message on-screen before the day of the event. The alarm triggers at the specified period of minutes, hours, or days before midnight of the day on which the untimed event begins.

Example: If you set a 5-minute alarm for an untimed event that occurs on February 4, the reminder message will appear at 11:55 p.m. on the night of February 3. The reminder remains on-screen until you turn off your CLIE handheld or tap “OK” to turn off the reminder.

Setting events as private

You can set events as private. If the password is set in the event for data protection, you need to enter the password to display the private data of the Date Book.

- 1 Press the Date Book button  on the front panel.

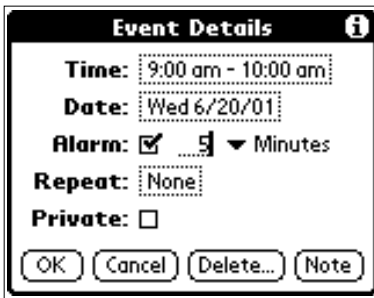
The “Date Book” starts up.

- 2 Tap the event you want to define as private.

- 3 Tap “Details.”

The “Event Details” dialog box appears.

- 4 Tap and select the “Private” check box.



The screenshot shows a dialog box titled "Event Details" with an information icon in the top right corner. The dialog contains the following fields and controls:

- Time:** 9:00 am - 10:00 am
- Date:** Wed 6/20/01
- Alarm:** 5 Minutes
- Repeat:** None
- Private:**

At the bottom of the dialog are four buttons: OK, Cancel, Delete..., and Note.

- 5 Tap “OK.”

Deleting events

You can delete the existing events in the Date Book.

Note

If you delete the times of repeated events, all the related events that are defined in conjunction with the repeated event will be deleted. When you delete the event with the “Delete Event” command, you can specify whether you want to delete a single only, or if you want to delete all of the related events as well.

- 1 Press the Date Book button  on the front panel.

The “Date Book” starts up.

- 2 Tap the event that you want to delete.

- 3 Tap “Details.”

The “Event Details” dialog box appears.

- 4 Tap “Delete.”

The “Delete Event” dialog box appears.



- 5 Tap “OK.”

Tap “Cancel” to cancel.

If you check “Save archive copy on PC,” the deleted data from your CLIE handheld is saved to the Palm Desktop for Sony software during the next HotSync operation.

Date Book menu commands

The Date Book has menu commands to arrange or edit the event data. This section describes the menu commands that are unique to the Date Book. See “Edit menu” in “Handy Functions” on page 207 for the description of the menu commands common to all CLIE handheld applications.

Date Book Record menu

New Event

Creates a new event.

The “Set Time” dialog box appears in which you can select the starting and ending times.

Delete Event

Deletes the currently selected event.

The “Delete Event” dialog box appears. Tap “OK” to delete the event and “Cancel” to cancel the delete function.

Note

By default, all events you delete from the Date Book are restored when a HotSync operation with a computer is executed. To delete events completely, tap and deselect the check box “Save archive copy on PC” in the “Delete Event” dialog box.

Attach Note

Attaches notes to the current event. This menu opens up a dialog box for entering comments.

Delete Note

Deletes notes from the current event. This menu opens up the “Delete Note” dialog box. Tap “Yes” to delete comments and “No” to cancel the delete function.

Purge

You can specify a certain period based on the CLIE handheld calendar and discard any schedules that were formed before your specified date. This saves the memory space of your CLIE handheld. This command opens the “Purge” dialog box. Tap “OK” to carry out the discard function and “Cancel” to cancel the discard function.

Notes

- When you execute the discard function, any repeated events that expire before the specified date will be deleted.
- By default, all events you discard are restored when a HotSync operation with a computer is executed. To delete the events completely, tap and deselect the “Save archive copy on PC” check box in the “Delete Event” dialog box.

Beam Event


Sends the current event to another CLIE handheld via the infrared communications port.

Options menu

Font

You can select the fonts of the Date Book. The “Select Font” dialog box appears when you choose this menu item.

Preferences

- **Start/End Time:** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows  to scroll up and down.
- **Alarm Preset:** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
- **Alarm Sound:** Sets the tone of the alarm.
- **Remind Me:** Defines how many times the alarm sounds. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- **Play Every:** Defines how often the alarm gets off. The choices are 1 minute, 5 minutes, 10 minutes, 10 minutes or 30 minutes.

Display Options

Allows you to change the Date Book appearance and which event to display.

- **Show Time Bars:** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
- **Compress Day View:** Controls how the time appears in the Day View. When “Compress Day View” is off, all time slots are displayed. When it is on, start and end times are displayed for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings:** These check boxes apply to the Month View of the Date book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month View only.

About the Date Book

Shows information about the version of the Date Book.

Managing Addresses and Phone Numbers (Address Book)

What you can do with the Address Book

In the Address Book, you can organize all the names, addresses, phone numbers, and other information about your personal or business contacts. The Address Book allows you to:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax,...) or e-mail addresses for each contact.
- Define which phone number appears in the Address list for each Address Book record.
- Attach a note to each Address Book record, in which you can enter additional information about the contact.
- Assign Address Book records to categories so that you can organize and view them in logical groups.
- Paste images to address information using the PictureGear Pocket application.

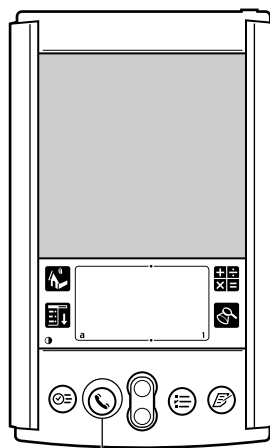
To open the Address Book

Press the Address Book button on the front panel.

The Address Book opens and displays a list of all your records.

Note


Press the Address Book button repeatedly to go through the categories in which you have records.



Address Book button

Creating a new Address Book record

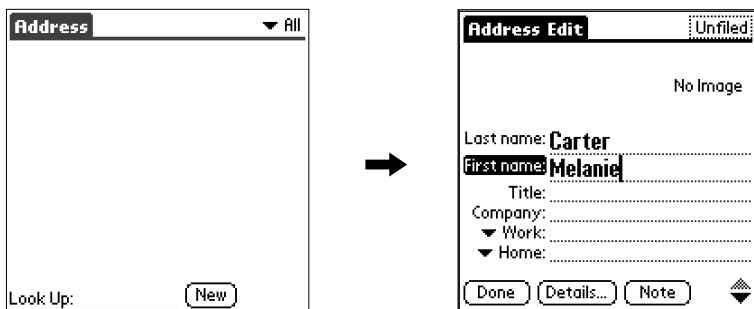
You can prepare the address record by entering it directly into your CLIE handheld or by importing records from your computer using the Palm Desktop for Sony software. See “Exchanging and Updating Data Using HotSync Operations” on page 163 for instructions on uploading information from a computer to your CLIE handheld.

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears.

- 2 Tap “New.”

The “Address Edit” screen appears.




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

The first character of each field is automatically converted to an uppercase character, except when entering an e-mail address or numbers. You do not need to hold down the CapsLock key while entering the first character of a name.

- 4 Tap “First name.”

The cursor shifts to the “First name” field name field.

You can also use the Graffiti software to move the cursor to the next field by entering .

- 5 Enter the first name in the “First name” field.

- 6 Now enter all the other required information in the same way.
- 7 Tap ▼ to go to the next page where you can fill in the rest of the information.
- 8 After entering all necessary information, tap “Done.”
The “Address” screen is restored.



The screenshot shows a mobile application interface titled "Address Edit" with a status of "Unfiled". It features a form with the following fields and values:


- Last name: **Carter**
- First name: **Melanie**
- Title: _____
- Company: _____
- ▼ Work: _____
- ▼ Home: _____

At the bottom of the form are three buttons: "Done", "Details...", and "Note", followed by a small diamond-shaped icon. A photo of a white dog is displayed in the top right corner of the form area.

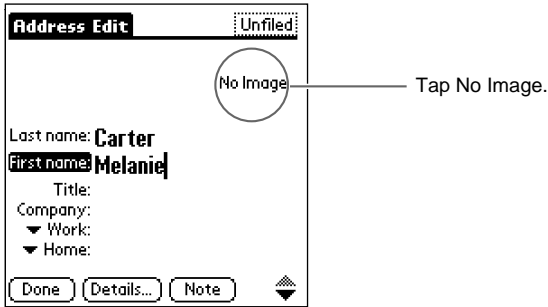
Pasting images to address information

You can paste images to your address information, such as a photograph of a person or a restaurant.

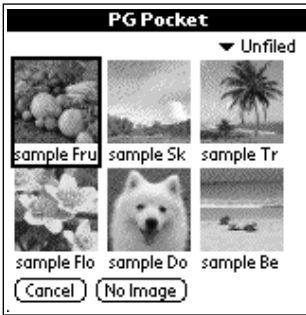
You need to install PictureGear Pocket application from the Memory Stick media supplied with your CLIE handheld before pasting images. See “Installing applications from Memory Stick media” on page 179 for more information about installation.

- 1** Press the Address Book button  on the front panel.
The “Address” screen appears and you can view the list of all your contacts.
- 2** Tap the address you would like to add an image to.
The “Address View” screen appears.
- 3** Tap “Edit.”
The “Address Edit” screen appears.

- 4 Tap “No Image” in the upper-right corner.



The “PG Pocket” screen appears.




- 5 Tap the image you want to paste.

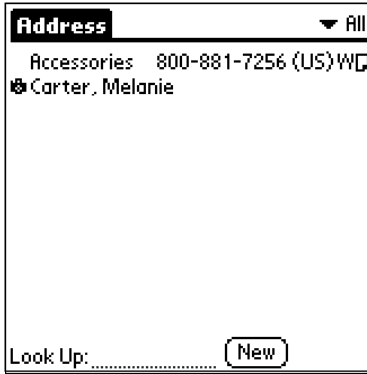
The image you selected is pasted to the address information.



6 Tap “Done.”

Returns to the “Address” screen.


A  mark is displayed to the left of the address information you pasted an image to.



Note

Always use your CLIE handheld to change records with an attached image. If you use the Palm Desktop for Sony software to change the category of a record with an attached image, the image will not be linked to the record when performing a HotSync operation.

Viewing address records

- 1** Press the Address Book button  on the front panel.
The “Address” screen appears and shows a list of addresses that are currently stored.
- 2** Rotate the Jog Dial to select the address record you want to view.
If the address record you want to view is not shown, continue rotating the Jog Dial so you can scan through the whole list.
- 3** Press the Jog Dial.
The selected address record appears.
- 4** To return to the list of addresses, press the Jog Dial.
Return to the “Address” screen.



You can use the Scroll buttons to display the address list and scroll up and down the screen.

You can also use the stylus and scroll bar to scroll up and down a screen.

If you want to view images pasted to the Address information, tap an image on the “Address” screen. The image fills the screen. To return to the “Address” screen, tap the image again.

To view the next page of addresses

Rotate the Jog Dial in the “Address” screen.

You can scan through the address records.



You can also select the category to display from the list. Tap ▼ in the upper-right corner of the screen.

Viewing addresses by category

Press the Jog Dial when the list of addresses is shown but none of the addresses are selected.

Each press of the Jog Dial takes you through the address categories.




You can also select the category of information to be displayed from the category list. Tap ▼ in the upper-right corner of the screen and select the category you want.



Sorting the address list

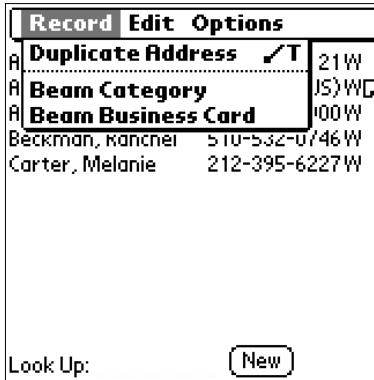
There are two ways of displaying the address records : you can choose to display “last and first name” or “company and last name.” This only changes the display of the Address Book.

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears and shows a list of addresses that have currently been stored.

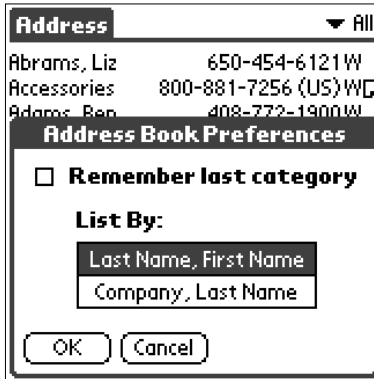
- 2 Tap the Menu icon  .

The menus of the Address Book appear.



3 Tap "Options," and then tap "Preferences."

The "Address Book Preferences" dialog box appears.



4 Tap the display format you want in the "List By" field.

Depending on your choice, the Address Book starts up, showing "Last Name, First Name" or "Company, Last Name."

5 Tap "OK."


The items of the address records appear in the order that is determined by the Address Book.

Notes

- Tap "Last Name, First Name" to sort alphabetically by an individual's last name and then first name.
- Tap "Company, Last Name" to sort alphabetically by company name, and then an individual's last name.

Searching address records

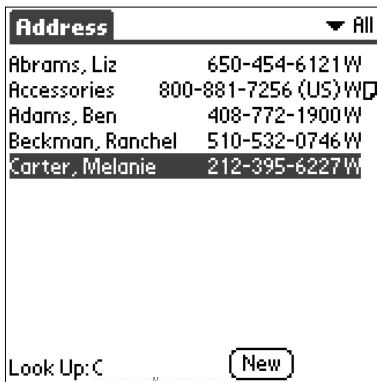
You can search through your Address Book quickly.

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears and shows a list of addresses that have currently been stored.

- 2 Enter the first character of the record you want to search for.

The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an “s” scrolls to “Sands,” and writing “sm” scrolls further to “Smith.” If you sort the list by company name, the “Look Up” feature scrolls to the first letter of the company name.




- 3 Tap the record you want to view.

The record you selected is shown.

Editing address records

You can modify records or add the ones you created.

Modifying address records

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears and shows a list of addresses that have currently been stored.

- 2 Tap the record you want to modify.

The “Address View” screen appears.

- 3 Tap “Edit.”

The “Address Edit” screen appears.



Address Edit Unfiled

No Image

Last name: **Carter**

First name: **Melanie**

Title: _____

Company: _____

▼ Work: _____


▼ Home: _____

Done Details... Note 

- 4** Tap the field that you want to edit.
You can now edit the information you tapped in.
- 5** When modification is complete, tap “Done.”
Return to the “Address” screen.

Duplicating an address record

You can copy existing address records you created. This feature is useful when you want to enter the records of two or more persons working for the same company.

- 1** Press the Address Book button  on the front panel.
The “Address” screen appears and shows a list of addresses that have currently been stored.
- 2** Tap the record you want to copy.
The “Address View” screen appears.

- 3 Tap the “Address View” tab at the top of the screen, and tap the “Duplicate Address” from the “Record” menu.

The record you selected is copied.


The string “Copy” is appended to the end of the First name field of the copied information.



- 4 When you have finished copying, tap “Done.”
Return to the “Address” screen.

Deleting address records

You can delete records you entered.

- 1 Press the Address Book button  on the front panel.

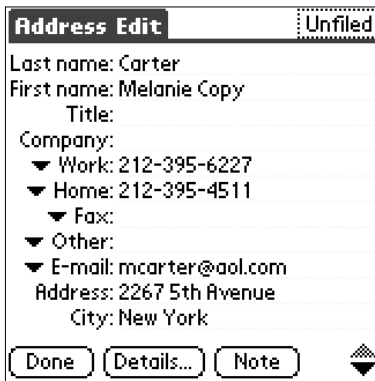
The “Address” screen appears and shows a list of addresses that have currently been stored.

- 2 Tap the record you want to delete.

The “Address View” appears.

- 3 Tap “Edit.”

The “Address Edit” screen appears.



The screenshot shows the 'Address Edit' screen with the following fields and values:

- Address Edit** (Title bar)
- Unfiled** (Status)
- Last name: Carter
- First name: Melanie Copy
- Title:
- Company:
- ▼ Work: 212-395-6227
- ▼ Home: 212-395-4511
- ▼ Fax:
- ▼ Other:
- ▼ E-mail: mcarter@aol.com
- Address: 2267 5th Avenue
- City: New York
- Buttons: Done, Details..., Note, and a small icon.

4 Tap “Details.”

The “Address Entry Details” dialog box appears.



5 Tap “Delete.”

The “Delete Address” dialog box appears.




6 Tap “OK.”

The record you selected is deleted.

If you check “Save archive copy on PC,” the deleted data from your CLIE handheld is saved to the Palm Desktop for Sony software during the next HotSync operation.

Specifying the category of an address record

You can categorize the records you entered. This feature is useful for viewing records by category.

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears and shows a list of addresses that have currently been stored.

- 2 Tap the records you want to categorize.

The “Address View” appears.

- 3 Tap “Edit.”

The “Address Edit” screen appears.



Address Edit Unfiled

Last name: Carter
First name: Melanie
Title:
Company:
▼ Work: 212-395-6227
▼ Home: 212-395-4511
▼ Fax:
▼ Other:
▼ E-mail: mcarter@aol.com
Address: 2267 5th Avenue
City: New York

Done Details... Note 

- 4 Tap “Unfiled” in the upper-right corner of the screen.

A list of categories appears.


The screenshot shows the 'Address Edit' screen with a dropdown menu open. The menu options are: Business, Personal, QuickList, Unfiled (highlighted), and Edit Categories... The form fields contain the following information: Last name: Carter, First name: Melanie, Title: (empty), Company: (empty), Work: 212-395-6227, Home: 212-395-4511, Fax: (empty), Other: (empty), E-mail: mcarter@aol.com, Address: 2267 5th Avenue, City: New York. At the bottom are buttons for 'Done', 'Details...', and 'Note', along with a signal strength icon.

- 5 Tap a category you want.

The category is selected.

Changing the Address Book Preferences

In the Address Book Preferences, you can define which records should be shown and which ones should stay hidden when viewing the Address Book.

- 1 Press the Address Book button  on the front panel.

The “Address” screen appears and shows a list of addresses that have currently been stored.

- 2 Tap the records for which you want to change the settings.

The “Address View” appears.

- 3 Tap “Edit.”

The “Address Edit” screen appears.

4 Tap “Details.”

The “Address Entry Details” dialog box appears.

Address Edit Unfiled

Last name: Carter
 First name: Melanie
 Title:
 Company:
 ▼ Work: 212-395-6227

Address Entry Details ⓘ

Show in List: ▼ Work
Category: ▼ Unfiled
Private:

OK Cancel Delete... Note

5 You can now change the settings. You have 3 options:

Show in List: This option selects the type of records to be shown. Tap ▼ and select “Work,” “Home,” “Fax,” “Other” or “E-mail.”

Category: This option specifies the category of the record. Tap ▼ and select “Business,” “Personal,” “QuickList” or “Unfiled.” You can always add categories by choosing Edit Category.

Private: This option protects records by making them invisible. To enable protection, tap and select the option “Private.” See “Protecting data” in “Handy Functions” on page 197 for more information on protecting data.

Address Edit Unfiled

Last name: Carter
 First name: Melanie
 Title:
 Company:
 ▼ Work: 212-395-6227

Address Entry Details ⓘ

Show in List: ▼ Work
Category: ▼ Unfiled
Private:

OK Cancel Delete... Note

6 Tap “OK.”

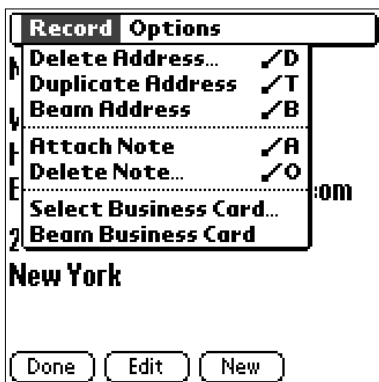
The settings for the address record you selected are saved.

Address Book menu commands

The Address Book has menu commands for arranging and editing ordinary data. Here is a description of the menu commands that are unique to the Address Book. See “Edit menu” in “Handy Functions” on page 207 for a description of the menu commands common to all CLIE handheld applications.

Address Book Record menu

The items shown in the Address menu vary depending on the screen in which it is shown.



Address

- **Duplicate Address:** Makes a copy of the current record and displays the copy in “Address Edit” so you can make changes to the copied record. The copy has the same category and the same attached notes as the original record.
- **Beam Category:** Sends all the address records in the currently selected category to another CLIE handheld via the infrared communications port.
- **Beam Business Card:** Sends the current business card to another CLIE handheld via the infrared communications port. You can also send a business card via the infrared communications port by pressing and holding down the Address Book button longer than 2 seconds. This menu item is highly useful because you can easily exchange visiting cards with other CLIE handhelds.

Address View

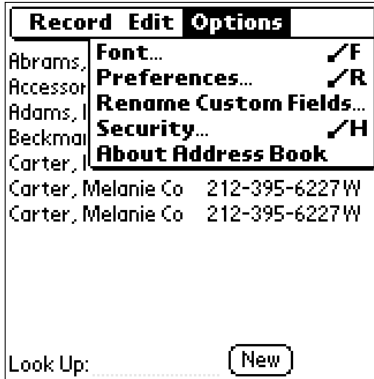
- **Delete Address:** Deletes the current address record. The “Delete Address” dialog box appears when you choose this menu. Tap “OK” to delete the address record and “Cancel” to cancel the delete function.

Note

By default, all records you deleted from the Address are restored when a HotSync operation with a computer is executed. To wipe out all records completely, tap and clear the option “Save backup copy on PC” in the “Delete Address” dialog box.

- **Duplicate Address:** Makes a copy of the current record and displays the copy in “Address Edit” so you can make changes to the copied record. The copy has the same category and the same attached notes as the original record.
- **Beam Address:** Sends the current address record to another CLIE handheld via the infrared communications port.
- **Attach Note:** Adds comments to the current address record. Choosing this menu a screen for entering comments opens.
- **Delete Note:** Deletes comments from the current address record. Choosing this menu opens up the “Delete Note” dialog box. Tap “Yes” to delete comments and “No” to cancel the delete function.
- **Select Business Card:** Defines the current address record on a business card.
- **Beam Business Card:** Sends the current business card to another CLIE handheld via the infrared communications port. You can also send a business card via the infrared communications port by pressing and holding down the Address Book button for longer than 2 seconds. This menu item is highly useful because you can easily exchange visiting cards with other CLIE handhelds.

Options menu



Font

You can select the font of the Address Book. The “Select Font” dialog box appears when you choose this menu item. Select the desired font.

Preferences

The “Remember last category” option determines how the Address Book appears when you return to it from another application. If you select this option, the Address Book shows the last category you selected. If you clear it, the Address Book displays the “All” category.

Rename Custom Fields

These custom fields appear at the end of the “Address Edit” screen. Rename them to identify the kind of information you want to enter. The names you give the custom fields appear in all entries.

Security

When choosing this option, you can show or hide the currently selected address.

About Address Book


Shows the version information of the Address Book.

What you can do with the To Do List

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

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categorize so that you can organize and view them in logical groups.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

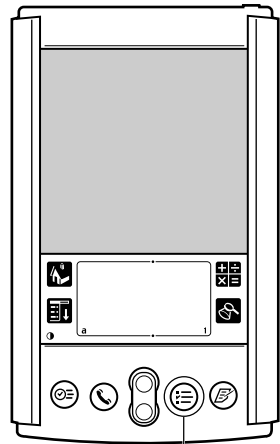
Opening the To Do List

Press the To Do List button  on the front panel.

The To Do List opens and displays the category of items you last viewed.

Note


Press the To Do List application button repeatedly to go through the categories in which you have items.



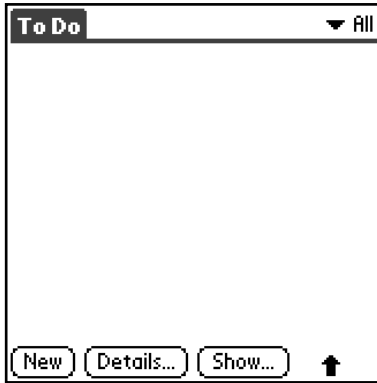
To Do List button

Creating To Do List items

A To Do List item is a reminder of some tasks you have to complete.

- 1** Press the To Do List button  on the front panel.
The “To Do” screen appears.

- 2** Tap “New.”
A new “To Do” item is added to the To Do List.




- 3** Enter the text of the To Do item.
The text can be longer than one line.
- 4** Tap anywhere on-screen to deselect the To Do List item.
The item is deselected and the new item is recorded to the To Do List.



If no To Do List item is currently selected, writing in the Graffiti writing area automatically creates a new item.

Viewing To Do List items


The items you recorded in the To Do List can be displayed so you can check them easily.

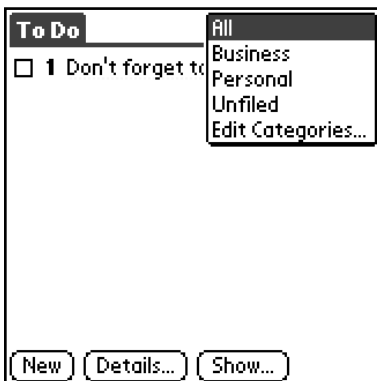
- 1 Press the To Do List button  on the front panel.
The “To Do” screen appears.
- 2 Rotate the Jog Dial to select the screen you want to view.
- 3 Press the Jog Dial.
The content of the item you selected appears. If the item does not fit in the screen, rotate the Jog Dial to scroll up and down the screen.
- 4 To return to the “To Do” screen, press the Jog Dial.
The “To Do” list box reappears.

Changing the To Do List display by category

Press the Jog Dial when the To Do list is displayed but no To Do entry is selected. Each press of the Jog Dial takes you through the categories of the To Do items.



You can also select the category of the To Do items to be displayed from the Category list. Tap  in the upper-right corner of the screen and select the category you want.



Setting To Do List priorities

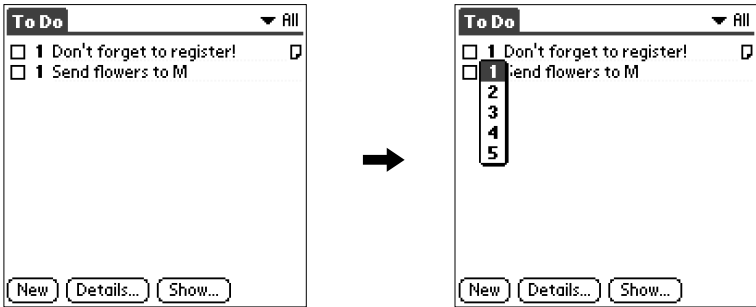
You can set priorities for tasks in your To Do List according to their importance or urgency. By default, items appear by priority and due date at the top of the To Do List, with 1 representing the highest priority. Changing an item's priority may move its position in the list. New To Do List items automatically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

- 1 Press the To Do List button  on the front panel.

The “To Do” screen appears.

- 2 Tap the “Priority number” on the left side of the To Do List item.

You can select the Priority number, with 1 being the most important and 5 the least important.




You can also change the priority in the “To Do Item Details” dialog box.



Marking a To Do List item as complete

You can mark a To Do List item as complete to indicate that you have completed it.

- 1 Press the To Do List button  on the front panel.
The “To Do” screen appears.
- 2 Tap the check box on the left side of the item and select the check box.




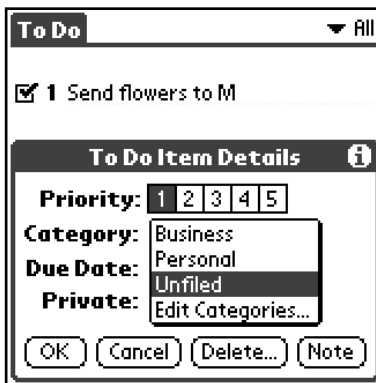
Changing priorities and due dates

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

Assigning a category


You can assign a category to the task in the To Do List.

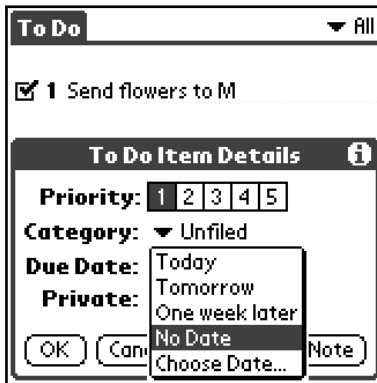
- 1 Press the To Do List button  on the front panel.
The “To Do” screen appears.
- 2 Tap the content of the To Do item for which you want to define a category.
- 3 Tap “Details.”
The “To Do Item Details” dialog box appears.
- 4 Tap ▼ in “Category” and tap a desired category.
The To Do item you selected is classified into the selected category.



Changing the due date of a To Do item

You can assign a date to the task in the To Do List.

- 1 Press the To Do List button  on the front panel.
The “To Do” screen appears.
- 2 Tap the content of the To Do item for which you want to change the due date.
- 3 Tap “Details.”
The “To Do Item Details” dialog box appears.
- 4 Tap ▼ of “Due Date” and tap the date you want.



You can select one of the following options:

- **Today:** Sets the date of the To Do item to today.
- **Tomorrow:** Sets the date of the To Do item to tomorrow.
- **One week later:** Sets the date of the To Do item to one week later.
- **No date:** Sets no date.

- **Choose Date:** Allows you to select a desired date. The “Due Date” screen appears. You can select a desired date from the calendar.



5 Tap “OK.”



If you have selected “Show” in the “To Do Preferences,” you can set the date directly from the To Do list by tapping the date in the To Do List.

Deleting items from the To Do List

You can delete items from the To Do List.

- 1** Press the To Do List button (☰) on the front panel.
The “To Do” screen appears.
- 2** Tap the item you want to delete.
- 3** Tap “Details.”
The “To Do Item Details” dialog box appears.
- 4** Tap “Delete.”
The “Delete To Do” dialog box appears.




- 5** Tap “OK” to delete the To Do item.

The To Do item you selected is deleted. To cancel the delete function, tap “Cancel” instead of “OK.”

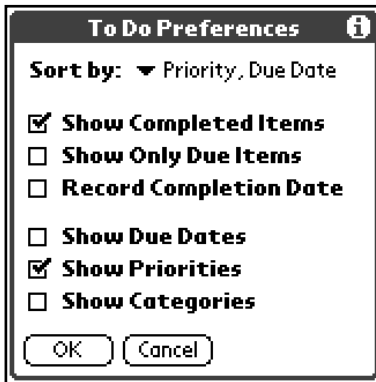
If you select the check box “Save archive copy on PC,” the deleted data from your CLIE handheld is saved to the Palm Desktop for Sony software during the next HotSync operation.

Viewing completed and due items in the To Do List

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

- 1 Press the To Do List button  on the front panel.
The “To Do” screen appears.

- 2 Tap “Show.”
The “To Do Preferences” dialog box appears.



- 3 You can now change the view.

You can choose from the following settings:

Show Completed Item

Displays your completed items in the To Do List. If you select this check box, your To Do items disappear from the list when you mark your task as complete.

Items that no longer appear on the list because you selected this option, have not been deleted.

They are still in the memory of your CLIE handheld. Delete completed items with the Purge function to remove them from the memory.

Show Only Due Items

Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.

Record Completion Date

Replaces the due date with the actual date when you complete the item. If you do not assign a due date to an item, the completion date is still recorded when you complete the item.

Show Due Dates

Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date has passed.

Show Priorities

Shows the priority setting for each item.

Show Categories

Shows the category for each item.

4 Tap “OK.”

The To Do List menu commands

The To Do List has menu commands for specifying data types and editing ordinary data. Here is a description of the menu commands that are unique to the To Do List. See “Edit menu” in “Handy Functions” on page 207 for a description of the menu commands common to all CLIE handheld applications.

To Do List Record menu

Delete Item

Deletes the current To Do item.

The “Delete To Do” dialog box appears when you choose this menu item. Tap “OK” to delete the entry and “Cancel” to cancel the delete function.

Note

By default, all To Do items you deleted from the To Do List are restored when a HotSync operation with a computer is executed. To wipe out all the To Do items completely, tap and clear the check box “Save archive copy on PC” in the “Delete To Do” dialog box.

Attach Note

Adds comments to the current To Do item. Choosing this menu item opens up a screen for entering comments.

Delete Note

Deletes comments from the current To Do item. Choosing this menu item opens up the “Delete Note” dialog box. Tap “Yes” to delete comments or “No” to cancel the delete function.

Purge

This menu item allows you to delete any completed To Do items from the To Do List. To Do items are recorded in the To Do list as they are completed. Run this command to save memory if you find too many recorded To Do items in your CLIE handheld. When you run this command, the “Purge” dialog box appears. Tap “OK” to carry out the discard function or “Cancel” to cancel the discard function.

Note

By default, all To Do items you discard are restored when a HotSync operation with a computer is executed. To delete the To Do items completely, tap and clear the check box “Save archive copy on PC” in the “Purge” dialog box.

Beam Item

Sends the current To Do item to another CLIE handheld via the infrared communications port.

Beam Category

Sends all the To Do items in the currently selected category to another CLIE handheld via the infrared communications port.

Options menu

Font

You can select the font of the To Do List. The “Select Font” dialog box appears when you choose this menu item.

Phone Lookup

The “Phone Number Lookup” screen appears.

Security

When you choose this option, you can show or hide the current item.

About To Do List

Shows the version information of the To Do List.

What you can do with the Memo Pad

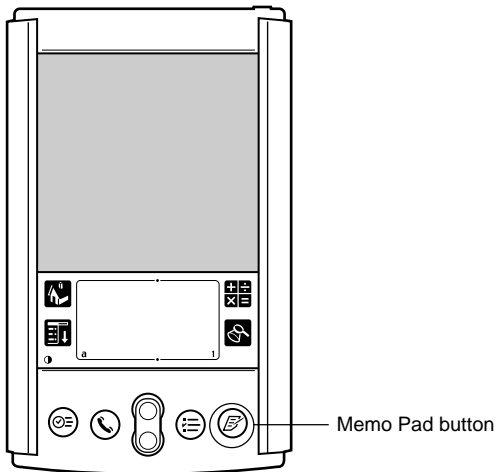
You can use the Memo Pad to make brief memos and show TXT or CSV (Comma Separated Value) document files, which are created on a computer or on your CLIE handheld. The Memo Pad allows you to:

- Write memos and jot down various types of information.
- Copy memos you wrote with other applications.
- Read TXT or CSV document files from a computer through HotSync for display on your CLIE handheld.
- Categorize the memos into business, private, and other categories.

Opening the Memo Pad

Press the Memo Pad button  on the front panel.

The Memo Pad displays the last “Memo” screen that you viewed.




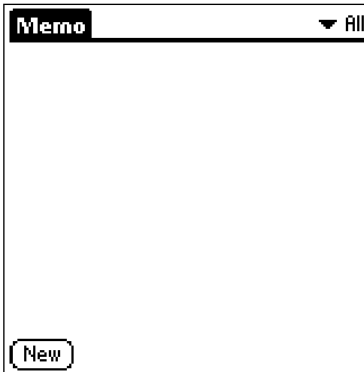
Note

Press the Memo Pad button repeatedly to scan through the categories in which you have memos.

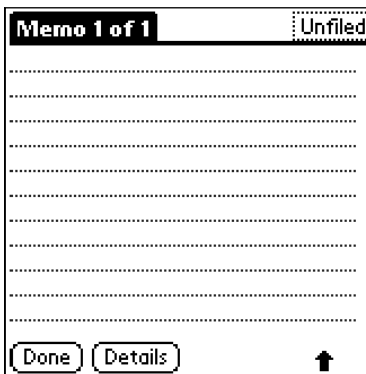
Creating memos

A memo can contain up to 4,000 characters. The number of memos you can store is limited.

- 1 Press the Memo Pad button  on the front panel.
The “Memo” pad starts up.



- 2 Tap “New.”
A new memo is created.



3 Enter the memo text.

Use the Enter key to start a new line (if you are using a onscreen keyboard).


4 Tap “Done” when you have finished.



You can also create a new memo by beginning your memo in the Graffiti writing area in the “Memo” screen. The first letter is automatically capitalized.

Reviewing memos

The Memo List displays the first line of a memo. This makes it easy to locate and review your memos.

- 1 Press the Memo Pad button  on the front panel.

The “Memo” pad starts and shows a list of memos.

- 2 Rotate the Jog Dial to select the memo you want to view.

If the desired memo is not found on the screen, rotate the Jog Dial to take you through the memos.

- 3 Press the Jog Dial.

The text of the memo you selected appears. If the memo text does not fit in the screen, rotate the Jog Dial to scroll up and down the screen.

- 4 To rerotate to the memo list, press the Jog Dial.

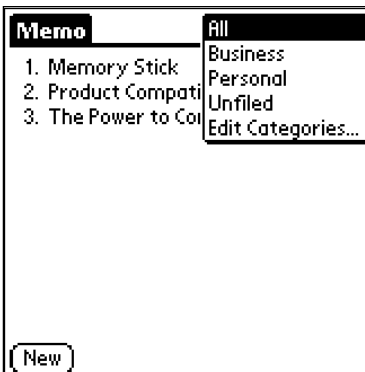
The Memo list box reappears.

Viewing memos by categories

Press the Jog Dial when the memo list is displayed but no memo is selected. Each press of the Jog Dial takes you through the categories of memos.



You can also select the category of memos to be displayed from the Category list. Tap ▼ in the upper-right corner of the screen and select the category you want.



Sorting memos

You can change the order in which the memos are displayed.

- 1 Press the Memo Pad button  on the front panel.

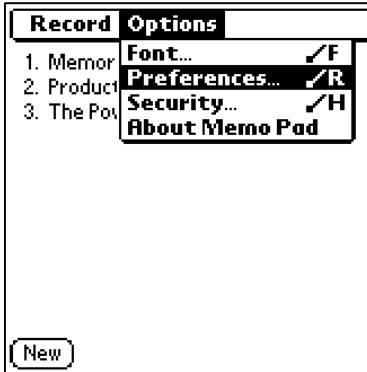
The “Memo” pad starts and shows a list of memos.

- 2 Tap the Menu icon .

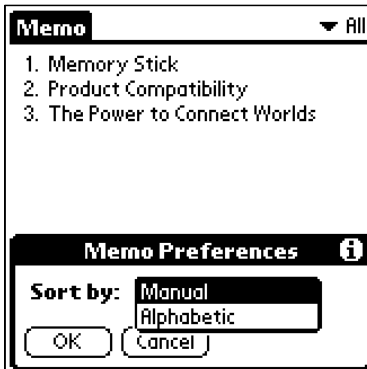
A menu of commands appears.

- 3 Tap “Preferences” from the “Options” menu.

The “Memo Preferences” dialog box appears.



- 4 Choose one of the following options:



- Tap “Manual” to sort new memos in the sequence in which you create them.
- Tap “Alphabetic” to sort the existing memos in numerical and alphabetical sequence.

5 Tap “OK.”

Setting the display order

You can change the order of memos using manual mode, then move memos according to your preferred order in the Memo Pad screen.

Moving memos

Tap a memo in the “Memo” screen and drag it to another location. The memo is moved to the location where you release the stylus. When a memo is relocated, its memo number is changed accordingly.

Note

The Memo Pad’s display order setting is not reflected in the Palm Desktop for Sony software. Consequently, there may be discrepancies between the order in which memos are displayed between your CLIE handheld and the Palm Desktop for Sony software.

Editing memos


Assigning a category

You can assign a category to each memo so that memos can be arranged by category. Use the Category of the screen to specify and edit a category.



Defining a memo as private

You can designate memos as private. If a password is set in a memo for data protection, you need to enter the password when viewing the private data.

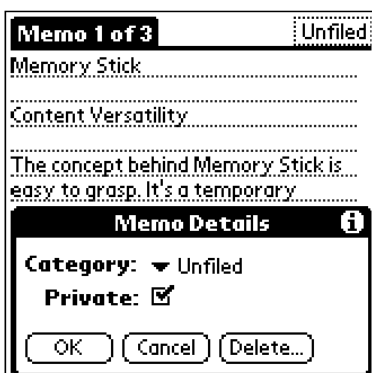
- 1** Press the Memo Pad button  on the front panel.
The "Memo" pad starts and shows a list of memos.
- 2** Tap the memo you want to define as private.
The content of the memo you tapped appears.

3 Tap “Details.”

The “Memo Details” dialog box appears.




4 Tap and select the “Private” check box.



5 Tap “OK.”

Deleting existing memos

You can delete memos that are no longer necessary.

- 1 Press the Memo Pad button  on the front panel.

The “Memo” pad starts and shows a list of memos.

- 2 Tap the memo you want to delete.

The content of the memo you tapped appears.

- 3 Tap “Details.”

The “Memo Details” dialog box appears.

- 4 Tap “Delete.”

The “Delete Memo” dialog box appears.



- 5 Tap “OK.”

The memo you selected is deleted. To cancel the delete function, tap “Cancel.”

Memo Pad menu commands

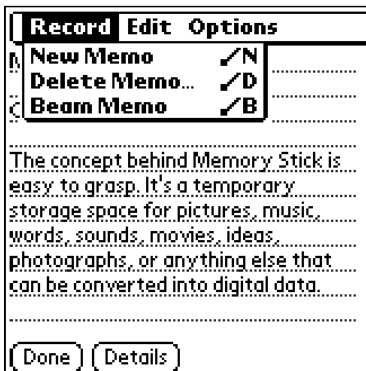
The Memo Pad has menu commands for specifying data types and editing ordinary data. Here is a description of the menu commands that are unique to the Memo Pad. See “Edit menu” in “Handy Functions” on page 207 for a description of the menu commands common to all CLIE handheld applications.

Memo Pad Record menu

Memo

Beam Category

Sends all the memos in the currently selected category to another CLIE handheld via the infrared communications port.



Memo Screen

New Memo

Creates a new memo.

Delete Memo

Deletes the current memo.

The “Delete Memo” dialog box appears when you choose this menu item. Tap “OK” to delete the memo or “Cancel” to cancel the delete function.

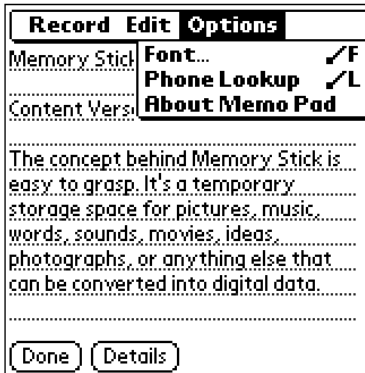
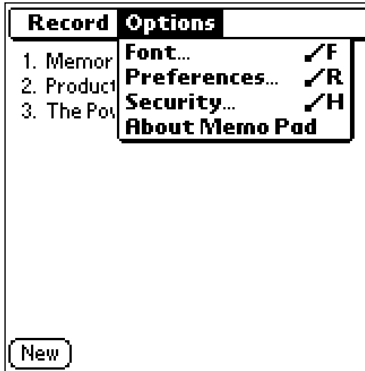
Note

By default, all memos you deleted from the Memo Pad are restored when a HotSync operation with a computer is executed. To wipe out all memos completely, tap and clear the check box “Save archive copy on PC” in the “Delete Memo” dialog box.

Beam Memo

Sends the current memo to another CLIE handheld via the infrared communications port.

Options menu



Font

You can select the font of the Memo Pad. The “Select Font” dialog box appears when you choose this menu item.

Phone Lookup

The “Phone Number Lookup” screen appears.

Preferences

Used to specify the way in which memos are to be displayed. The “Memo Preferences” screen appears when you choose this menu item.

Security

When you choose this option, you can show or hide the currently selected memo.

About Memo Pad

Shows the version information of the Memo Pad.

What you can do with the Expense

You can use the Expense for many disbursement purposes such as recording expenditures for business trips and personal expenses as a cash book. The Expense allows you to:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.

Recording expenses

The Expense allows you to record the date, expense type, and amount you spent. You can sort Expense items into categories or add other information to an item.

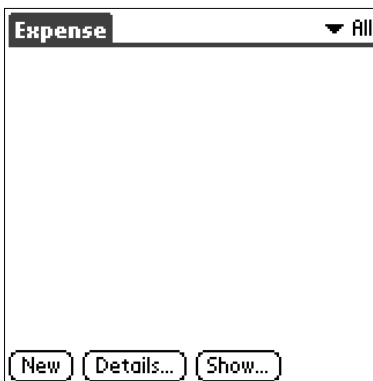
- 1 Tap the Home icon .

The “Applications Launcher” appears.



- 2 Rotate the Jog Dial to select “Expense,” then press the Jog Dial.

The “Expense” screen appears.



- 3 Tap “New.”
- 4 Enter the amount you have paid.

The screenshot shows the 'Expense' application interface. At the top, there is a title bar with 'Expense' on the left and a dropdown arrow next to 'All'. Below the title bar, there is a single entry: '6/20 -Expense type- \$ 20.00'. At the bottom of the screen, there are three buttons: 'New', 'Details...', and 'Show...'.

- 5 Tap “Expense type” and select an expense type from the drop-down list.

The screenshot shows the 'Expense' application interface with the dropdown menu open. The title bar is the same as in the previous screenshot. The entry '6/20' is visible on the left. The dropdown menu is open, showing a list of expense types: Airfare, Breakfast, Bus, Business Meals, Car Rental, Dinner, Entertainment, Fax, Gas, Gifts, Hotel, and Incidentals. At the bottom of the screen, there are three buttons: 'New', 'Details...', and 'Show...'.

Note


The item you entered is saved when you selected the “Expense type.” No item is recorded unless the “Expense type” is specified.



You can also create a new Expense item in the “Expense” screen by writing on the number side of the Graffiti writing area. The first number you write begins your new Expense item.

Sorting Expense items

You can change the view of the Expense.

- 1 Tap the Home icon .

The “Applications Launcher” appears.

- 2 Rotate the Jog Dial to select “Expense,” then press the Jog Dial.

The “Expense” screen appears.

- 3 Tap “Show.”

The “Show Options” dialog box appears.




- 4 Select the display mode option you want.

- **Sort by:** Enables you to sort expense items by date or type.
- **Distance:** Enables you to display Mileage entries in miles or kilometers.
- **Show currency:** Shows or hides the currency symbol in the Expense list.

- 5 Tap “OK.”

Changing the date of an Expense item

The Expense automatically shows in each expense item the date on which the record is entered. If you recall and want to record a past payment date in an expense item, you can change the payment date of the record to the correct date.

- 1 Tap the Home icon .

The “Applications Launcher” appears.

- 2 Rotate the Jog Dial to select “Expense,” then press the Jog Dial.

The “Expense” screen appears.

- 3 Tap the expense item date you want to change.

The date is displayed in reverse.



- 4** Tap the date area of the selected expense item.


The “Date” screen appears.



- 5** Tap the date you want.

Adding detailed information to an Expense item

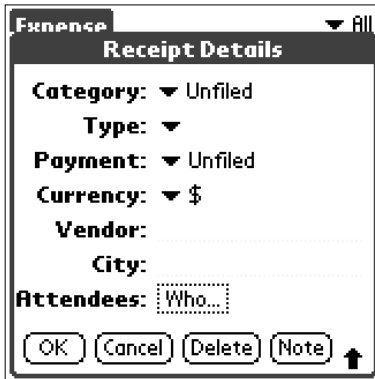
You can add various detailed information to an expense item. The information you add is shown in the “Receipt Details” screen.

- 1 Tap the Home icon .

The “Applications Launcher” appears.
- 2 Rotate the Jog Dial to select “Expense,” then press the Jog Dial.

The “Expense” screen appears.
- 3 Tap the expense item to which you want to add detailed information.
- 4 Tap “Details.”

The “Receipt Details” dialog box appears.



Expense ▼ All

Receipt Details

Category: ▼ Unfiled

Type: ▼

Payment: ▼ Unfiled

Currency: ▼ \$

Vendor: _____

City: _____

Attendees: Who... [text box]

OK Cancel Delete Note ↑

5 Specify detailed information.

- **Category:** Specify the category of the expense item. The Expense has two sample categories named “New York” and “Paris” which may be used to sort expense items by the destination of business trip. To rename an existing category or add a new category, choose “Edit Categories” from the drop-down list.
- **Type:** Select the type of expense from the drop-down list.
- **Payment:** Select the payment method from the drop-down list.
- **Currency:** Select the currency in which you made the payment. The Expense can show a maximum of four currencies. You can also change the currencies to be displayed.
- **Vendor:** Enter the name of the vendor associated with the expense.
- **City:** Enter the name of the payee (normally company name) and the name of the city where the company is located. For example, you may specify “Rose Cafe” as the payee of business lunch charge and “Tokyo” as the location.
- **Attendees:** The Expense opens the “Attendees” screen which looks like a memo screen of the Memo Pad. In this screen, you can enter the name of attendees and purposes of expenditure. Tapping “Address Lookup” makes the Expense screen display the address information that is stored in the Address Book.

6 Tap “OK.”

Printing an Expense report

By performing a HotSync operation to transfer your latest Expense data to your computer, the Palm Desktop for Sony software makes it easy to print it out. You can use the Expense data as an expense report by changing the print preferences.

- 1** Perform a HotSync operation to transfer the Expense data from your CLIE handheld to the computer.
- 2** Select “Print” from the “File” menu on the Expense list screen of the Palm Desktop for Sony software.
The “Print” dialog box appears.
- 3** Change the “Print Range” options as needed.
 - **Categories displayed:** Prints all the Expense data in categories displayed. To display data in all categories, choose “All” from the category selection list on the upper-right of the Expense list area (left screen).
 - **Selected categories:** Prints only selected parts of the Expense data.
- 4** Change the “Print Options” as needed.
 - **Prints only an Expense overview:** Prints only daily amounts of disbursement for each expense type in a tabular format. Select this option to use a disbursement record as an expense report.
 - **Prints only the Expense data:** Prints all disbursement records for each expense type.
 - **Prints both:** Prints both an overview and all disbursement records.
 - **Prints currency:** Validates when printing an Expense overview. When you click this option, you can indicate total amounts of a single currency in a table. This is useful when your data is represented in several currencies.
 - **Output comments:** When you click this option, you can also print comments attached to expense data.

5 Click “OK.”

This starts printing the data.


Notes

- The unit of “Travelling Distance” is either km (kilometers) or mi. (miles).
- When you select “Prints currency,” “Travelling Distance” values are converted to amounts of allowances per distance paid when travelling expenses are calculated.

Changing the currency and symbols display

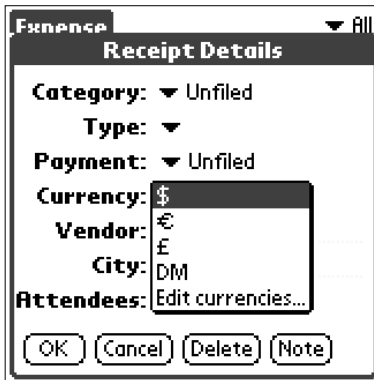
You can change the types and symbols of currencies to be used in the Expense.

Changing the currency

- 1** Tap the Home icon .
The “Applications Launcher” appears.
- 2** Rotate the Jog Dial to select “Expense,” then press the Jog Dial.
The “Expense” screen appears.
- 3** Tap the expense item currency type you want to change.
- 4** Tap “Details.”
The “Receipt Details” dialog box appears.

- 5 Tap the “Currency” drop-down list and tap “Edit currencies.”

The “Select Currencies” dialog box appears.




- 6 Tap the drop-down list and select the name of the country of your choice.



- 7 Tap “OK.”

Creating a new currency symbol

You can create your own custom currency symbol and add it to the drop-down list.

- 1 Tap the Home icon .

The “Applications Launcher” appears.

- 2 Rotate the Jog Dial to select “Expense,” then press the Jog Dial.

The “Expense” screen appears.

- 3 Tap the Menu icon .

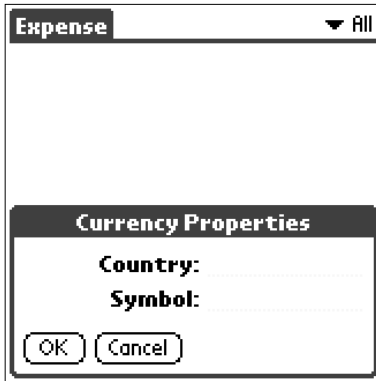
- 4 Tap “Options” - “Custom Currencies.”

The “Custom Currencies” dialog box appears.



5 Tap one of four country name text boxes.

The “Currency Properties” dialog box appears.



6 Enter the name of the country and a currency symbol, then tap “OK.”



To use a newly defined currency symbol as a standard currency symbol, it is necessary to select the target currency symbol in advance in the “Preferences.”

To use a currency symbol only for a specific expense item, select the currency symbol in the “Receipt Details” dialog box of that expense item.

Expense menu commands

The Expense has menu commands for specifying data types and editing ordinary data. Here is a description of the menu commands that are unique to the Expense.

Expense Record menu

Delete Item

Deletes the current expense item.

The “Delete Expense” dialog box appears when you choose this menu item. Tap “OK” to delete the record and “Cancel” to cancel the delete function.

Note

By default, all expense items you deleted from the Expense are restored when a HotSync operation is executed with a computer. To wipe out all records completely, tap and clear the check box “Save backup copy on PC” in the “Delete Expense” dialog box.

Purge

This menu item allows you to delete any category that is no longer used from the category set for the expense items. Saving unnecessary categories of expense items saves memory. When you select this command, a screen for confirming the deletion of all data in the selected category is displayed.

Options menu

Preferences

Used to specify the standard currency symbols. The “Preferences” dialog box appears when you choose this menu item. Select the currencies to be designated as default currencies.

Custom Currencies


You can create and add a new currency if you cannot find the currency you want to use in the Expense.

About Expense

Shows the version information of the Expense.

Calculating with the Calculator

The Calculator lets you perform general mathematical functions, such as addition, subtraction, multiplication, and division.

- 1 Tap the Calculator icon .

The “Calculator” screen appears.



- 2 Perform calculations.

To use the Calculator, tap the numbers and symbol icons on the screen with the stylus.

Using the Calculator buttons

The Calculator has several buttons to help you perform calculations.

CE

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

C

Clears the entire calculation and enables you to begin a fresh calculation.

+/-

Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the +/- button.

M+

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

MR

Recalls the stored value from the memory and inserts it into the current calculation.

MC

Clears any value that is stored in the Calculator memory.

Calculator menu commands

Calculator Edit menu

Copy and Paste

These commands may be used to copy a number from the Calculator and paste it into another application. Similarly, you can also paste numeric values you copied from another application such as the Expense into the Calculator.

Options menu

Recent Calculations

You can review the last calculation you have made.

About Calculator

Shows the version information of the Calculator.

Using Memory Stick media Applications

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Using Memory Stick media

This new compact, portable, and versatile IC recording medium has a data capacity exceeding that of a floppy disk. The media is specially designed for exchanging and sharing digital data with compatible products. Because it is removable, the media can be used for external data storage.

You will find it easy to exchange data between several CLIE handhelds, or by using a Memory Stick™ media, between your computer and a CLIE handheld. The supplied software, Memory Stick Gate (MS Gate), is used to exchange Memory Stick media data for your CLIE handheld.

Notes on a MagicGate Memory Stick media

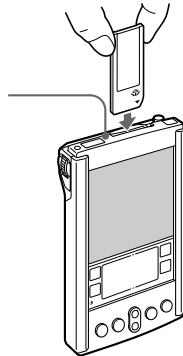
The CLIE handheld does not support MagicGate Memory Stick media (MagicGate Memory Stick is for copyright-protected files, e.g., audio files). If you attempt to insert a MagicGate Memory Stick media into the Memory Stick slot and operate by using MS Gate or Windows® Explorer, the copyright protected files or directories may be permanently damaged or corrupted.

Use a device that supports the MagicGate Memory Stick media such as a Memory Stick Walkman®, or a Sony VAIO® notebook with software such as OpenMG™ Jukebox.

To insert/remove a Memory Stick media

Insert the Memory Stick media into the Memory Stick slot with the arrow facing up and toward the slot.

The Memory Stick indicator lights orange when you have inserted the Memory Stick media



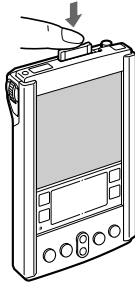
Note

Insert the Memory Stick media in the right direction. If the Memory Stick media is forced in the wrong way, it may be damaged.

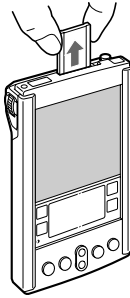
To remove a Memory Stick media

First, make sure that data is not being written on or read from the Memory Stick media. Then gently push the Memory Stick media in (like a button).

The Memory Stick media pops out a little from the CLIE handheld, then just pull the Memory Stick media out.



Push the Memory Stick media



Pull the Memory Stick media out

Notes on using the Memory Stick media

When you use a Memory Stick media, keep these precautions in mind:

- Do not touch the terminal parts with your fingers or with any metal object.
- Do not allow any mechanical shock, stress, or blow.
- Do not attempt any modification.
- Keep it dry.
- Avoid using or keeping in places subject to:
 - high temperatures, or direct sunlight, such as in a parked car
 - high humidity or corrosive air
 - static electricity.
- Carry and store in the original case.
- Make backups of important data.
- Do not remove the Memory Stick media while data is being accessed.
- Data may be lost or damaged if:
 - the Memory Stick media is removed while data is being accessed.
 - the Memory Stick media is used in a place subject to static electricity.
- If the CLIE handheld battery is not sufficient, you cannot exchange data with the Memory Stick media.



Do not format the Memory Stick media for the CLIE handheld with any application other than MS Gate. Otherwise, the Memory Stick media might not work correctly.

When you insert a Memory Stick media that was initialized by another device, a dialog box appears asking if you want to format the Memory Stick media. If you format it, you can use the Memory Stick media in your CLIE handheld. Note however, that all the data already stored on that Memory Stick media will be deleted.

With some HACK software (e.g., DA software, etc.), your CLIE handheld might not recognize that a Memory Stick media is removed or inserted. Close these applications when you use a Memory Stick media.

To enable write-protection

The Memory Stick media includes a write-protect tab so that important data will not be deleted by mistake.

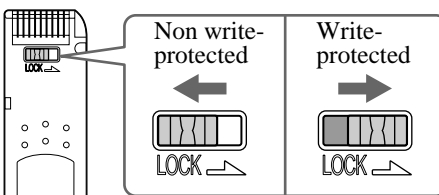
Slide the tab to the right for write-protect mode, or to the left for non write-protected mode.

■ Non write-protected mode

If you slide the tab to the left, you are in non write-protect mode. This means that you can write data.

■ Write-protected mode

If you slide the tab to the right, you are in write-protect mode. This means that you can only read, and not write, data. Use the write-protect mode when you do not want to write or delete data on the inserted Memory Stick media.



Back side of the Memory Stick media

To format a Memory Stick media

Formatting defines the recording format for the Memory Stick media so that you can access data with your CLIE handheld.

Commercially available Memory stick media are already formatted so you can immediately use them. But if you need to format your Memory Stick media, proceed as follows:

- 1 Tap the Home icon  .

The “Application Launcher” appears.

- 2 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.

“MS Gate” starts up.

- 3 Tap the Menu icon  .

The “Menu” screen appears.

- 4 Tap “Option”-“Format.”

The confirmation message appears.



- 5 Tap “OK.”

Notes


- When you format Memory Stick media on which data is already stored, that data will be deleted. Make sure that you do not accidentally delete important data.
- Make sure to use your CLIE handheld to format Memory Stick media if you intend to use it with your CLIE handheld. If you use the computer to format Memory Stick media for use with the CLIE handheld, some data may not be accessed correctly.
- If you failed to format the Memory Stick media as a result of pulling it out during formatting, the Memory Stick media is not recognized by your computer. In this case, remove the Memory Stick media and reinstall it, then format it again.

Starting Memory Stick Gate (MS Gate)

You can copy, move or delete data on your CLIE handheld and also in the directory on a Memory Stick media (stored under \PALM\PROGRAMS\MSFILES), using MS Gate application.

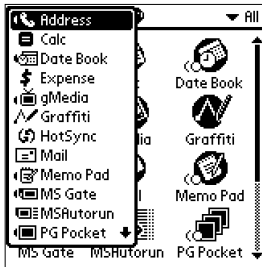
Note

Some applications access the data contained in directories other than the above.

- 1 Tap the Home icon  .

The “Application Launcher” appears.

- 2 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.



MS Gate starts up and data lists appear on the CLIE handheld screen.

Tap this icon to view the CLIE handheld or Memory Stick media content information.

With each tap of the icon, the content information switches between the CLIE handheld and Memory Stick media.

type : Kind of file
size : Size of file
creator : Creator ID of file
version : Version of file

Tap this icon to view the CLIE handheld or Memory Stick media content information.

Displays the files which belong to the same creator (ID) as one grouped item.

Note

If the “Handheld full” dialog box appears during startup of MS Gate, no data is shown. In order to increase the space, delete unnecessary data or applications from your CLIE handheld.


Copying data from the CLIE handheld to a Memory Stick media

Not only can you save data on your computer using HotSync, but you can also save data from your CLIE handheld on a Memory Stick using “MS Gate.”

Note

A Memory Stick media cannot be used while the remaining battery power is low, because duplicating data consumes battery power. In that case, connect the AC adapter.

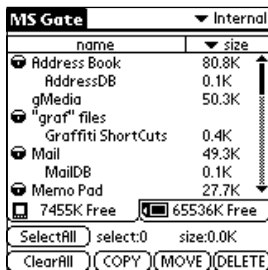
1 Insert a Memory Stick media into the CLIE handheld.

2 Tap the Home icon .

The “Application Launcher” appears.

3 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.

“MS Gate” starts, and a list of data stored on your CLIE handheld is displayed.



MS Gate		Internal
name	size	
Address Book	80.8K	
AddressDB	0.1K	
gMedia	50.3K	
"graf" files		
Graffiti ShortCuts	0.4K	
Mail	49.3K	
MailDB	0.1K	
Memo Pad	27.7K	
7455K Free		65536K Free
SelectAll	select:0	size:0.0K
ClearAll	COPY	MOVE DELETE


- **SelectAll:** to copy all data at once
- **ClearAll:** to cancel the selection of selected data

4 Select the data you want to copy to the Memory Stick media by tapping.



You can tap and select multiple files.

Note

You cannot copy data marked with  (no-copy mark).

5 Tap “COPY.”

The data selected is copied to the Memory Stick media.



Moving data from your CLIE handheld to a Memory Stick media

If there is not much free memory space on your CLIE handheld, it is convenient to move the data, instead of copying it, to the Memory Stick media.

In step 5 above, tap “MOVE.”

The data on the CLIE handheld is deleted after saving on the Memory Stick media.

Copying data from a Memory Stick media to the CLIE handheld

You can also copy data saved on a Memory Stick media to the CLIE handheld by using “MS Gate.”

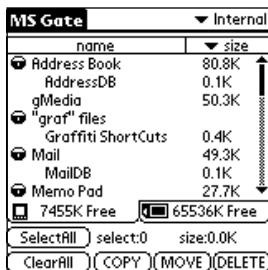
1 Insert the Memory Stick media into the CLIE handheld.

2 Tap the Home icon  .

The “Application Launcher” appears.

3 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.

“MS Gate” starts and a list of data stored on your CLIE handheld is displayed.

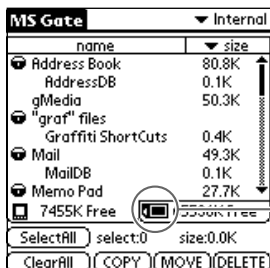


MS Gate		Internal
name	size	
Address Book	80.8K	
AddressDB	0.1K	
gMedia	50.3K	
"graf" files		
Graffiti ShortCuts	0.4K	
Mail	49.3K	
MailDB	0.1K	
Memo Pad	27.7K	
7455K Free	65536K Free	
SelectAll	select:0	size:0.0K
ClearAll	COPY	MOVE DELETE


- **SelectAll:** to copy all data at once
- **ClearAll:** to cancel the selection of selected data

4 Press the Jog Dial.

You can also select “MS” from the drop-down list in the upper-right corner.



MS Gate		Internal
name	size	
Address Book	80.8K	
AddressDB	0.1K	
gMedia	50.3K	
"graf" files		
Graffiti ShortCuts	0.4K	
Mail	49.3K	
MailDB	0.1K	
Memo Pad	27.7K	
7455K Free	65536K Free	
SelectAll	select:0	size:0.0K
ClearAll	COPY	MOVE DELETE

You can also select MS by tapping the tab which has  displayed.

A list of data on the Memory Stick media is displayed.

- 5 Select the data you want to copy to the CLIE handheld by tapping.



Make sure your CLIE handheld has enough space before copying.

- 6 Tap “COPY.”


The data selected in the Memory Stick media is copied to the CLIE handheld.

Note

If you want to move data from the Memory Stick media to your CLIE handheld, tap “Move.” After the data on your CLIE handheld is saved, the data on the Memory Stick media is deleted.

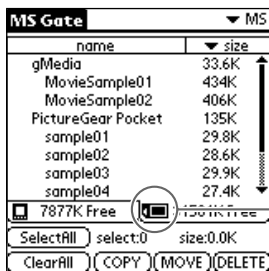
Deleting data on the Memory Stick media

You can delete unnecessary data saved on the Memory Stick media by using “MS Gate.”

- 1 Insert the Memory Stick media into the CLIE handheld.
- 2 Tap the Home icon  .
- 3 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.
“MS Gate” starts and a list of data stored on your CLIE handheld is displayed.

- 4 Press the Jog Dial.

A list of data on the Memory Stick media is displayed.



Tap the tab with  displayed to select the Memory Stick media.

- **SelectAll:** to copy all data at once
 - **ClearAll:** to cancel the selection of selected data
- 5 Tap the data you want to delete.
 - 6 Tap “DELETE.”

The selected data on the Memory Stick media is deleted.


Setting up directories to read/write from/on the Memory Stick media

Just like computers, the file management system of the Memory Stick media is composed of a directory structure. When accessing to read/write data on the Memory Stick media, you can specify the target directory in advance.

You can read/write the following directories with your CLIE handheld:

The list of directories on the Memory Stick media

Programs	read-only
MSFiles	read/write
PictureGear	read/write
Palmscape	read/write
gMedia	read/write
MultiMail	read/write

- 1 Insert the Memory Stick media into the CLIE handheld.
- 2 Tap the Home icon  .
- 3 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.
“MS Gate” starts and a list of data stored on the CLIE handheld is displayed.
- 4 Press the Jog Dial.

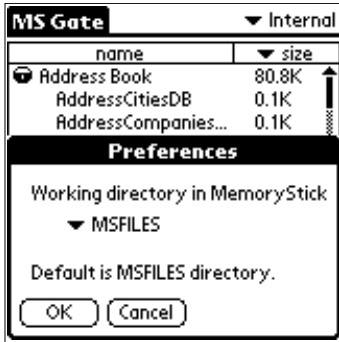
A list of data stored on the Memory Stick media is displayed.

MS Gate		Internal
name	size	
Address Book	80.8K	
AddressDB	0.1K	
gMedia	50.3K	
"graf" files		
Graffiti ShortCuts	0.4K	
Mail	49.3K	
MailDB	0.1K	
Memo Pad	27.7K	
7455K Free	65536K Free	
SelectAll	select:0	size:0.0K
ClearAll	(COPY)	(MOVE)(DELETE)

- 5 Tap the Menu icon  on the front panel to display the menu.

- 6 Tap “Options,” then tap “Preferences.”

The “Preferences” dialog box appears.



- 7 Tap ▼ in the upper-right corner of the screen.

The directories that can be set up on the Memory Stick media appear.



- 8 Tap the directory you want to read/write.





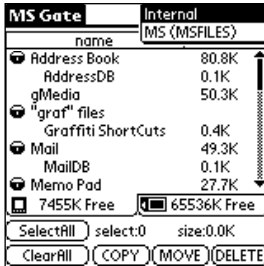
The default directory is “MSFiles.” After you finish reading/writing, restore the directory to “MSFiles.”

- 9 Tap “OK.”

This directory can now be accessed to display, copy, or move data until the setting is changed. Tap “Cancel” to restore the default settings.

Confirming the current settings

- 1 Insert the Memory Stick media into the CLIE handheld.
- 2 Tap the Home icon  .
- 3 Rotate the Jog Dial to select “MS Gate,” then press the Jog Dial.
“MS Gate” starts and a list of data stored on the CLIE handheld is displayed.
- 4 Press the Jog Dial.
A list of data stored on the Memory Stick media is displayed.
- 5 Tap  in the upper-right corner of the screen.
The directory set up is displayed, enclosed within parentheses.



- 6 Select the directory enclosed within parentheses.
The data in the specified directory on the Memory Stick media appears. On this screen, you can copy/move the data to your CLIE handheld.

Notes

- No data will be displayed if the specified directory does not exist in the Memory Stick media, or if the directory does not contain any data.
- You cannot copy/move data between directories on the Memory Stick media. File transferring is only available between the specified directory on the Memory Stick media and your CLIE handheld.

MS Gate menu commands

“MS Gate” uses unique menu commands for exchanging data between your CLIE handheld and the Memory Stick media.

Tools menu

The content of the “Tools” menu depends on the displayed screen.

Select All

Selects all data displayed in the tab you select.

Clear All

Cancel the selected data.

Move

Moves selected data to the CLIE handheld or Memory Stick media. The “Move files” screen appears. Tap “OK.”

Copy

Copies selected data to the CLIE handheld or Memory Stick media. The “Copy files” screen appears. Tap “OK.”

Delete

Deletes selected data from the CLIE handheld or Memory Stick media. The “Delete files” screen appears. Tap “OK.”

Options menu

Format

Formats the Memory Stick media you inserted into the CLIE handheld. For more information, see “To format a Memory Stick media” on page 141.

About MS Gate

Shows the version information of “MS Gate.”

Launching an Application Automatically from the Memory Stick (Memory Stick Autorun)

Setting autorun for an application

To start an application automatically from the Memory Stick media proceed as follows:

1 Insert the Memory Stick media into the Memory Stick slot.

2 Start MS Autorun.

The list of applications in the Memory Stick media appears.

3 Tap the Internal icon  .

The list of applications in the CLIE handheld appears.

4 From the displayed list, tap the item of the application.



5 Tap “Set.”

The setting is stored on the Memory Stick media, and the dialog box for confirmation appears.

6 Tap “OK.”

The autorun setting is completed.

Return now to “Applications Launcher” display, and remove the Memory Stick media.

To use data on a Memory Stick media

You can automatically start an application from a Memory Stick media by tapping on a data file located on the Memory Stick media. The following steps describe this process using the application and an associated database file located on the Memory Stick media.

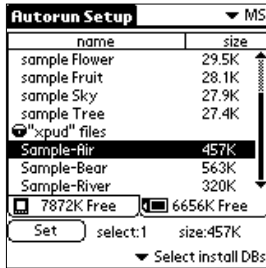
Note

Data on the Memory Stick media is not automatically updated when you remove the Memory Stick media. Please take note of applications of which the database files are updated.

- 1** Install an application (.prc) and the related database files (.pdb) on the CLIE handheld.
- 2** Insert the Memory Stick media into the Memory Stick slot.
- 3** Start “MS Gate” from the “Applications Launcher” display.
- 4** From the displayed list, tap an application and the related database files.
- 5** Tap “MOVE.”
The application and specified database files are copied to the Memory Stick media and are deleted from the CLIE handheld.
- 6** Return to the “Applications Launcher” display, and start “MS Autorun.”
The list of applications stored on the Memory Stick media appears.
- 7** From the displayed list, tap the item of an application.
- 8** Tap in the “Select launch app” drop-down list, and then tap “Select install DBs.”
The list of applications and data files appears.

9 From the displayed list, tap a database file.

You can select more than one file by tapping on each file you want.



10 Tap "Set."

The setting is stored on the Memory Stick media, and the dialog box for confirmation appears.

11 Tap "OK."

The autorun setting is completed.

Return to the "Applications Launcher" display, and remove the Memory Stick media.

Performing an autorun

- 1 Insert the Memory Stick media set for autorun into the Memory Stick slot.

The “Now Loading” dialog box appears, and the specified application and database files will be copied to the CLIE handheld. After the copying is complete, the application will automatically start.

Note

Do not remove the Memory Stick media when the “Now Loading” dialog appears.

- 2 Use the launched application.
- 3 When you finish the application, remove the Memory Stick media.

The application closes, and it will return to the “Applications Launcher” display. The application and database files will automatically be deleted from the memory of the CLIE handheld.

Notes

- The autorun function does not work when MS Gate or MS Autorun is running.
- Data on the Memory Stick media is not updated when the Memory Stick media is removed.
- If the Memory Stick media is removed from your CLIE handheld while PictureGear Pocket is running, you may not be able to delete the data that was installed by the MS Autorun application. In this case, go to the “Tools” menu in MS Autorun and tap “Recover.” Sony recommends that you move to the “Application Launcher” display before removing the Memory Stick media.

Changing the autorun settings

If you need to add new database files to the existing autorun settings, you can change the autorun setting later.

The following is an example of adding the autorun setting for database files that are set to autorun with the application on the Memory Stick media.

Similarly, you can change the setting to delete specific data, or to start the application on the Memory Stick media via the CLIE handheld.

1 Start “MS Autorun” from the Applications Launcher display.

2 Insert the Memory Stick media into the Memory Stick slot.

3 Press the Jog Dial navigator.

The list of applications stored on the Memory Stick media appears.

4 Tap in the “Select launch app” drop-down list, then tap “Select Install DBs.”

The list of applications and data files appears.

5 To cancel a specified database file, tap the highlighted file. To add a database file, tap on the file that is not highlighted.

6 Tap “Set.”


The setting is stored on the Memory Stick media, and the dialog box for confirmation appears.


7 Tap “OK.”

Changing the autorun setting is completed.

Canceling the autorun function temporarily

When you need to rearrange data stored on several Memory Stick media, you may not want applications to automatically start. You can temporarily cancel the autorun feature using this procedure.


- 1** Start the “MS Autorun” from the “Applications Launcher” display.
- 2** Tap the Menu icon  .
- 3** Tap “Preferences.”
The “Preferences” dialog box appears.
- 4** Select the “Disable” check box in “Autorun.”
- 5** Tap “OK.”
The autorun function is temporarily canceled.

 **To enable the autorun function**

Perform steps 1-3, listed above. Clear the “Disable” check box.

Deleting the autorun settings

When you delete the autorun setting, you cancel the autorun function on the Memory Stick media.


- 1** Start “MS Autorun” from the Applications Launcher display.
- 2** Insert the Memory Stick media into the Memory Stick slot.
- 3** Tap the Menu icon  .
- 4** Tap “Tools.”
The “Tools” dialog box appears.
- 5** Tap “Delete autorun setting.”
The “Confirm” dialog box appears.
- 6** Tap “OK.”
The autorun setting is deleted.
- 7** Tap “close.”

Where to store the autorun setting?

The autorun setting of MS Autorun is stored in the file named “\PALM\DEFAULT.ARN” on the Memory Stick media. You can delete autorun settings by deleting this file with your computer.

Checking the MS Autorun history log

When the autorun function is performed by inserting or removing a Memory Stick media, a history log is created on the CLIE handheld (MSAutorun_log). If autorun fails, it is useful to check the history log for information.


- 1 Start “MS Autorun” from the “Applications Launcher” display.
- 2 Tap the Menu icon  .
- 3 Tap “Display log.”
The history log is displayed in the “Autorun Log” dialog box.
- 4 When you have finished checking the history log, tap “close.”

Note

The stored logfiles are cleared each time the Memory Stick media is inserted.

MS Autorun menu commands

Options menu

The “Options” menu is displayed by tapping the Menu icon  when the MS Autorun is running.



Display log

When Memory Stick media is inserted into or removed from your CLIE handheld, a history log is created. From the “Options” menu, you can view this information by tapping “Display log.”

Tools

The following buttons appear in the “Tools” dialog box:

Recover:

This button is displayed when the autorun function is performed and MS Autorun is started without removing the Memory Stick media. You can delete the application and database files copied into your CLIE handheld.

Delete autorun setting:

This button is displayed when the autorun setting file is stored in the inserted Memory Stick media. You can delete the autorun setting in the Memory Stick media.

Preferences

Displays the “Preferences” dialog box.

The following items appear:

Autorun: Disable

You can temporarily cancel the autorun function.

MS List:

You can change the format of the list of data in the Memory Stick media.

about MS Autorun

The version information of the MS Autorun application is displayed.

Advanced Operations

Exchanging and Updating Data Using HotSync Operations

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Exchanging and Updating Data Using HotSync Operations

HotSync allows you to synchronize data between the applications on your CLIE handheld and the Palm Desktop for Sony software on the computer.

You can synchronize your data by connecting your CLIE handheld directly to your computer with the cradle.

- Synchronize the Date Book, the Address Book, the To Do List, the Memo Pad, and the Expense data on your CLIE handheld with that on the computer.
- Manage several units of the CLIE handheld simultaneously through the computer.
- HotSync allows backup copies to be created automatically, safely saving the CLIE handheld data.
- Install on your CLIE handheld add-on applications downloaded from the Internet or from other sources.

Note

You cannot perform an infrared HotSync operation with a computer that has the Windows 2000 Professional operating system installed.

Performing a HotSync operation

“HotSync” is a technology that allows you to automatically synchronize CLIE handheld application data with the Palm Desktop for Sony software data on the computer.


You can also reduce the time required for completing a HotSync operation by only selecting the necessary data you want to synchronize.


Performing a HotSync operation for the first time

When performing a HotSync operation for the first time, you need to enter your user information in the CLIE handheld and in the Palm Desktop for Sony software.

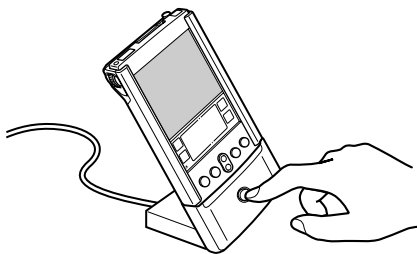
When you first enter your information and then perform a HotSync operation, the CLIE handheld user name is recognized automatically.

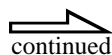
When you need to manage several units of the CLIE handheld through a single computer, you must predefine a user profile for each unit of the CLIE handheld. For more information, see “Creating a user profile” (page 174).

- 1 Click the HotSync icon  on the taskbar at the lower right corner and select “Local” from the shortcut menu.

If there is no  icon in your taskbar, from the Windows “Start” menu, point to “Programs,” click “CLIE handheld” – “HotSync Manager,” to start HotSync Manager.

- 2 Turn on your CLIE handheld and place it on the cradle.
Place the back of the CLIE handheld carefully into the cradle.
- 3 Press the HotSync button on the cradle.
The “Users” dialog box appears.



 continued

4 Enter the user name and click “OK.”

The HotSync operation starts.

A completion message appears when the operation is finished.

Notes

- Even if a HotSync operation is via a USB connector on a cradle, “Serial” is indicated.
- Do not remove or move your CLIE handheld from the cradle during the HotSync operation.
- Do not push the HotSync button during the HotSync operation. It might cause errors.
- Do not enter a power saving mode during a HotSync operation. If your computer enters a power saving mode during a HotSync operation, HotSync Manager forces to quit your computer.

Performing a HotSync operation with the cradle

Once you run HotSync in this way, you can perform it more quickly in subsequent sessions.

1 Place your CLIE handheld on the cradle.

2 Press the HotSync button  on the front panel of the cradle.




The HotSync operation starts.

A completion message appears when the operation is finished.

Note

Do not remove the CLIE handheld from the cradle till the HotSync operation is finished. The Palm Desktop for Sony software may not quit normally.

If the HotSync operation does not start

- Make sure that the HotSync icon  is shown on the taskbar.
If the  icon is not shown on the taskbar, click “Start” and select “Programs” - “Palm Desktop for Sony software” and press the  button again.
- Make sure that the user name of the Palm Desktop for Sony software is correct.

Performing an infrared HotSync operation

You can use the infrared communication port to perform an infrared HotSync operation; you do not need your cradle. This is especially useful if you travel with an infrared-enabled notebook. You simply enable infrared communication on your notebook and the CLIE handheld.

Preparing your computer for infrared communication

Before you perform an infrared HotSync operation using the infrared communication port, the computer with which you want to synchronize must fulfill these requirements:

- Your computer must support the IrCOMM implementation of the IrDA standards.
- Your computer must have an enabled infrared communication port that is built into the computer, or an enabled infrared device attached to the computer.

Desktop computers are likely to require an infrared device attached to a physical COM port. Notebooks are likely to have a built-in infrared communication port, so no external device is necessary. Your computer must also have an installed infrared driver.

To check and enable the port used for infrared communication (for Windows 98, Windows 98 Second Edition)

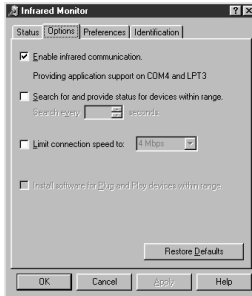
- 1** From the Windows “Start” menu, point to “Settings,” and then click “Control Panel.”
- 2** Double-click “Infrared.”
- 3** Click the “Options” tab.

4 Select “Enable infrared communication.”

The COM port displayed in the “Enabled infrared communication” option is the port where your infrared device is attached. It should be different from any port used by the HotSync Manager.

5 Make a note of which port is listed as “providing application support.”

You need this information to configure the HotSync Manager for infrared communication.



Note

This port (COM4 in this example) is the simulated port, the channel through which the actual infrared communication takes place between your computer and your CLIE handheld.

6 Deselect any other check boxes in the “Options” tab.


7 Click “Apply” and “OK.”

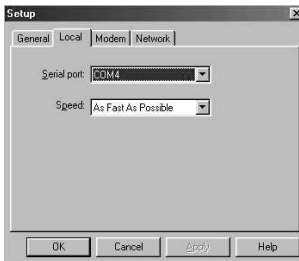
Notes

- With the Windows Me operating system on which a cradle HotSync operation can be done, you can perform an infrared HotSync operation without making any settings.
- You cannot perform an infrared HotSync operation with a computer that has the Windows 2000 Professional operating system installed.

Configuring HotSync Manager for the infrared communication

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

- 1 Click the “HotSync Manager” icon  on the Windows taskbar.
- 2 Make sure that “Local” is checked on the menu.
- 3 Choose “Setup.”
- 4 Click the “Local” tab.
- 5 In the “Serial port” drop-down list, select the COM port that was given as the simulated port in the “Options tab” of the Infrared Monitor (in this example, COM4).



- 6 Click “OK.”


The HotSync Manager is now communicating with the simulated port defined for infrared communication. This means that you cannot use your cradle again until you reconfigure the HotSync Manager to communicate with the port defined for cradle synchronization.

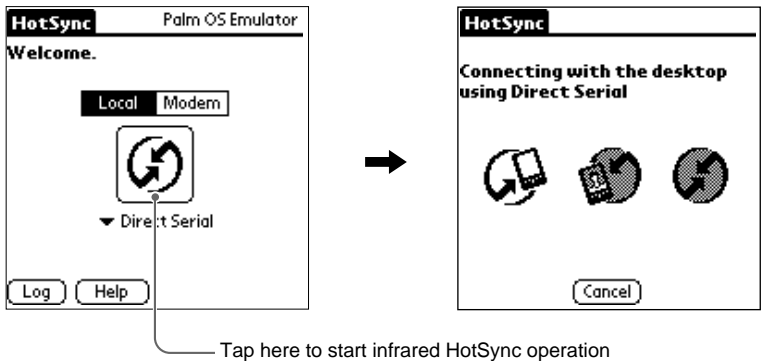
Note

With the Windows Me operating system on which a cradle HotSync operation can be done, you can perform an infrared HotSync operation without making any settings. However, in case of difficulties, some communication problems may be fixed by changing the COM port number (COMx) of the “Serial port” drop-down list on the “Local” tab in the “Setup” screen, and then execute the infrared HotSync operation again.

Performing an infrared HotSync operation


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

- 1 In the “Applications Launcher” display, tap the HotSync icon .
- 2 Tap “Local.”
- 3 Tap the pick list below the “HotSync” icon and select “IR to a PC/Handheld.”
- 4 Position the infrared communication port of your CLIE handheld within about 10 to 20 centimeters of the infrared communication port of your computer.
- 5 Tap the “HotSync” icon to start the infrared HotSync operation.



Returning to cradle HotSync operations

It is easy to return to using the cradle for HotSync operations.

- 1** Click the “HotSync Manager” icon  on the Windows taskbar.
- 2** Chose “Setup,” and then click “Local.”
- 3** Select the COM port where your cradle is connected.
- 4** Click “OK.”

Now, the next time you want to perform a HotSync operation, just press the HotSync button on the cradle, as you always did in the past.

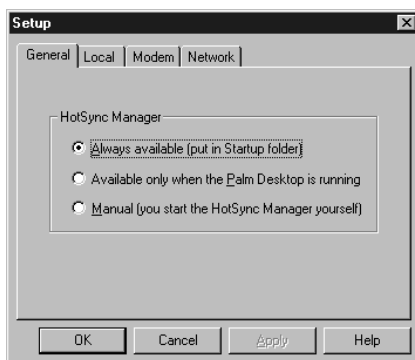
You can leave the HotSync application on your CLIE handheld set to perform infrared HotSync operations and still use the cradle. This is useful if you perform HotSync operations with both your desktop computer and a notebook that you travel with. When you travel, you do not have to carry a cradle or cable because your CLIE handheld is set to perform infrared HotSync operations. When you are in the office, just place your CLIE handheld in the cradle and press the HotSync button.

Changing the HotSync settings

You can define how to start the HotSync Manager or the local HotSync settings.

- 1 Click the HotSync icon  on the Windows® taskbar and select “Setup” from the shortcut menu.

The “Setup” dialog box appears.



- 2 Click the “General” tab to change the settings as needed. If you do not know the appropriate settings, select “Always available.”

- **Always available:** Places the HotSync Manager in the “Startup” folder, and allows HotSync to start monitoring the USB connector immediately upon Windows® startup. This allows you to perform HotSync even when the Palm Desktop for Sony software is not running.
- **Available only when the Palm Desktop is running:** Starts the HotSync Manager when the Palm Desktop for Sony software starts up.
- **Manual:** Starts the HotSync Manager only when you select “HotSync Manager” from the “Start” menu on Windows®.

- 3 Click the “Local” tab to change the settings for the connection between the computer and cradle as needed.

- **Serial Port:** You can specify a computer port to use when you perform a HotSync operation using a serial port. Note that you cannot share this port with an internal modem or other devices.
- **Speed:** Specifies the data transfer rate between the CLIE handheld and the computer. First, use “As Fast As Possible”; if there is a problem, change the value to a lower rate.


- 4 Click “OK” when you have completed the settings.

Customizing HotSync application settings

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

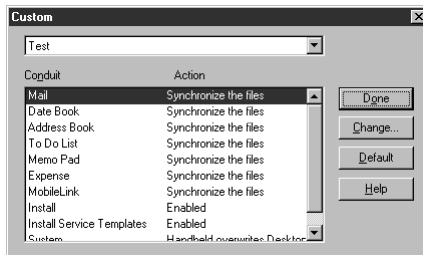
In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings, is to overwrite data on either your CLIE handheld or the Palm Desktop for Sony software, or to avoid synchronizing a particular type of file because you do not use it.

In addition to the conduits for the Date Book, the Address Book, the To Do List, the Memo Pad, and the Expense List, the Palm Desktop for Sony software includes System and Install conduits. The System conduit backs up the system information stored on your CLIE handheld. The Install conduit installs add-on applications on your CLIE handheld.

- 1 Click the HotSync icon  on the Windows taskbar and select “Custom” from the “HotSync Manager” menu.

Or, select “Custom” from the “HotSync” menu of the Palm Desktop for Sony software.

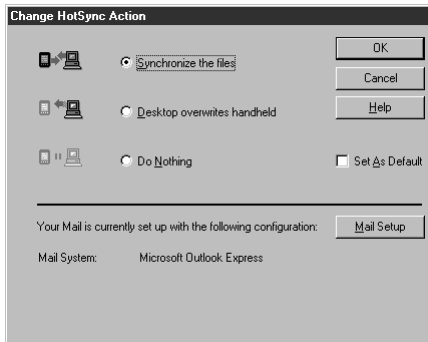
The “Custom” dialog box appears.



- 2 From the list at the top, select the user name you are using on your CLIE handheld.
- 3 Select an application in the “Conduit” list.

4 Click “Change.”

The “Change HotSync Action” dialog box appears.



5 Select the direction for writing data, or click “Do Nothing.”

6 Repeat steps 2 to 5 to modify conduit settings for other applications (or users).

7 Click “OK.”

8 Click “Done.”

The conduit settings you have changed, are implemented.

Notes

- To have the setting affect only the next HotSync operation, deselect “Set At Default.” Thereafter, the HotSync Actions revert to their default settings.
- To use a new setting as the default, select the “Set As Default” option. Thereafter, whatever you selected as the default setting is used when you click the “Default” in the “Custom” dialog box.

Creating a user profile

If your company introduces several CLIE handheld devices, a predefined profile containing, for example, a company phone list can be transferred to these units before deploying them to users.

Notes

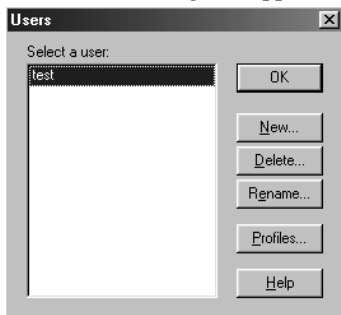
- This feature is designed only for HotSync operations used for the first time, before you assign a User ID to a particular CLIE handheld.
- For the procedure to send a profile after setting user names, see “Synchronizing with external data created on the computer (File Link)” on page 176.

Creating a profile

1 Start the Palm Desktop for Sony software.

2 Select “Users” from the “Tools” menu.

The “Users” dialog box appears.



3 Click “Profiles.”

The “Profiles” dialog box appears.


4 Click “New.”

The “New Profile” dialog box appears.



- 5** Enter a profile name and click “OK.”
- 6** Repeat steps 4 and 5 for each profile to be created.
- 7** Click “OK.”
- 8** Select the profiles you want to edit from the “User” list, and create data such as a company phone list.

Transferring a created profile

- 1** Place on the cradle a CLIE handheld for which a User ID is not yet specified.
- 2** Press the HotSync button  on the cradle.
The “Users” dialog box appears.
- 3** Click “Profiles.”
The “Profiles” dialog box appears.
- 4** Select the profile you want to transfer to the CLIE handheld, and click “OK.”
- 5** Click “Yes.”
The selected profile will be sent to the CLIE handheld.
Next time you perform a HotSync operation, the Palm Desktop for Sony software shows a dialog box where you can specify a user name for this CLIE handheld.

Synchronizing with external data created on the computer (File Link)

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

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

- Comma-delimited (*.csv)
- Palm Desktop for Sony software’s Memo Pad archive (*.mpa)
- Palm Desktop for Sony software’s Address Book archive (*.aba)
- Text (*.txt)

For information on how to set up the “File Link” feature, see the Palm Desktop for Sony software Online Help.

Supplied software

Applications to be installed from a CD-ROM

Install the following on your CLIE handheld:

Sample data for PictureGear Pocket

Sample data for gMedia

Install the following on your computer:

PictureGear 4.2 Lite

This software is used for managing/editing various still images and movie files all together.

You can convert these files to be played back with the PictureGear Pocket application or gMedia application on your CLIE handheld.

AvantGo

This software is used for downloading content from Internet Web site to your computer as well as optimizing the content for browsing on your CLIE handheld. The contents can be transferred to your CLIE handheld by performing a HotSync operation.

TrueSync

This software provides multi-point synchronization of calendar, address book, notes, and To-Do items between a CLIE handheld, the Palm Desktop for Sony software, Microsoft® Outlook® and Lotus® Organizer.

Support information:

1-970-522-4610

No charge assistance for software installation and initial configuration
6 a.m. – 5 p.m. Pacific Standard Time, Monday – Friday

Online Support

Knowledgebase and Help Request System

<http://techsupp.starfish.com/sony>

Acrobat Reader

This software is used for viewing the Online Manuals on your computer.

QuickTime

This software is used for playing back movie files in QuickTime format on your computer.

Installing applications from a Memory Stick media

The supplied Memory Stick media contains the following add-on applications and data.

- PictureGear Pocket (with samples for still pictures)
- gMedia (with samples of moving pictures)

MS Gate lets you install these applications and data on your CLIE handheld.

- 1** Insert the supplied Memory Stick media into the Memory Stick slot of your CLIE handheld.
- 2** Start “MS Gate” on your CLIE handheld.
- 3** Press the Jog Dial.
The contents of the Memory Stick media appear.
- 4** Tap the application you want to install.
- 5** Tap “Copy.”
The selected application is installed on your CLIE handheld.



The supplied Installation CD-ROM also contains applications and data contained on your Memory Stick media.

You can install them from the Palm Desktop for Sony software by performing a HotSync operation. For more information about installation, refer to “Installing applications from a computer” on page 180.

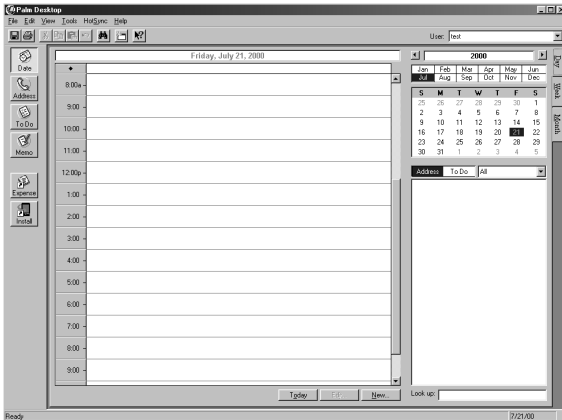
Installing applications from a computer

- 1 Copy or download the application program you want to install to the Add-on folder in the CLIE Handheld folder on your computer (example : C :\Program Files\CLIE Handheld\Add-on).

If you want to copy to a different folder, you need to specify the folder in step 5.

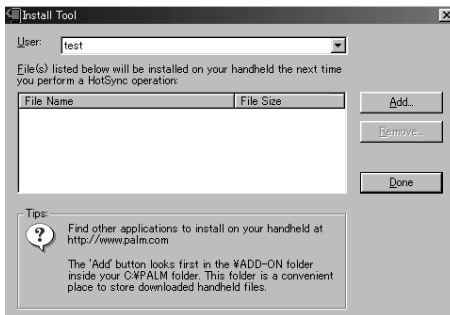
- 2 Double-click the Palm Desktop for Sony icon on the Windows® desktop.

The Palm Desktop for Sony software starts.



- 3 Click "Install."

The "Install Tool" dialog box appears.



4 From a list of “User,” select a user name to use.

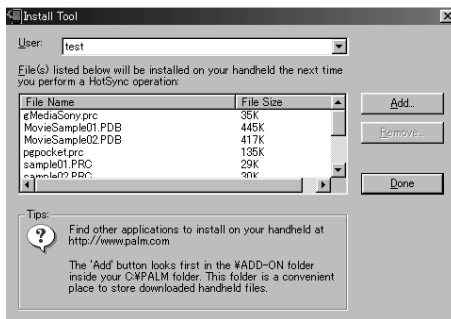
5 Click “Add.”

The “Open File” dialog box appears.

6 Specify the application you want to install on the CLIE handheld, and click “Open.”

In the “Install Tool” dialog box, a list of specified applications is displayed.

If unnecessary applications are displayed in the list of applications to install, you can select unnecessary applications and click “Delete” to delete them.



7 Click “Exit.”

8 Run the local HotSync.

The application you selected in step 6 will be installed on the CLIE handheld. See “Performing a HotSync operation” on page 164 for more details about the local HotSync.

🔍 From the Windows® “Start” menu, you can directly display the “Install Tool” dialog box.


If you click “Start,” and select “Programs” - “CLIE Handheld” - “Install Tool,” the “Install Tool” dialog box appears.

Also, if you double-click a .prc format file, the “Install Tool” dialog box is displayed.


Deleting an add-on application

You can delete add-on applications if your CLIE handheld runs short of memory or if the applications are no longer needed.

You can only delete add-on applications which you have installed yourself, patch files, or extended functions. You cannot delete the standard applications provided with your CLIE handheld, such as the Address Book or the Memo Pad.

- 1 Tap the Home icon .

The “Applications Launcher” appears.

- 2 Tap the Menu icon .

The menu appears on the application start-up screen.

- 3 Tap “App” - “Delete.”

The “Delete” screen appears.

- 4 Tap the application you want to delete, and tap “Delete.”

A confirmation message appears, asking if you are sure you want to delete the application.



- 5 Tap “Yes.”

The application selected in Step 4 is deleted.

To cancel the deletion, tap “No” instead of “Yes.”

- 6 Tap “Done.”

The application start-up screen appears.

Installing software on a computer

You can install software on your computer, contained in the supplied installation CD-ROM.

Installing PictureGear™ Lite

PictureGear Lite allows you to transfer animations or still pictures to and from the CLIE handheld and your computer. You can view transferred animations or still pictures on the CLIE handheld by using an application such as PictureGear Pocket or gMedia.

- 1** Insert the Installation CD-ROM into the CD-ROM drive.

The installer window appears.

- 2** Click “Install PictureGear Lite.”

- 3** Click “Install PictureGear Lite 4.2.”

A dialog box is displayed to confirm the installation.

- 4** Click “Yes.”

The PictureGear Lite software installation starts.

After this, follow the instructions on the screen to finish the installation.

To start PictureGear Lite

From the “Start” menu, click “Programs” - “PictureGear 4.2Lite” - “PictureGear 4.2Lite.”

For information on how to use PictureGear Lite, see the on-line Help “Help for PictureGear.”

Installing TrueSync®

- 1** Insert the Installation CD-ROM into the CD-ROM drive.
The installer window appears.
- 2** Click “Install TrueSync.”
- 3** Read the Software License Agreement shown on the screen, then click “Next.”
Follow the instructions on the screen to finish the installation.

Installing AvantGo®

- 1** Insert the Installation CD-ROM into the CD-ROM drive.
The installer window appears.
- 2** Click “Install AvantGo.”
“AvantGo” installation starts. Follow the instructions on the screen to finish the installation.

Setting Up Your CLIE Handheld

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Finding records

Your CLIE handheld lets you find information in several ways:

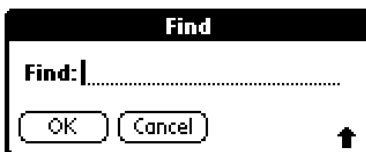
- In all applications, starting with the current application, you can locate selected text.
- In the Date Book, the To Do List, the Memo Pad, you can find a phone number from the Phone Lookup to display the “Address List” screen and let you add the information that appears in this list to a record.
- In the Address Book, you can use the “Find” option to enter the first letters of a name to scroll immediately to that name.
- In the Expense application, you can use the lookup feature to display the names in your Address Book that have data in the “Company” field. You can add these names to a list of attendees associated with an Expense record.

Using the Find option

The “Find” option lets you locate text in any or all applications. For example, if the text appears in the Address Book and the Date Book, the “Find” option displays both occurrences in the “Find” dialog box.

- 1 Tap the Find icon  .

The “Find” dialog box appears.



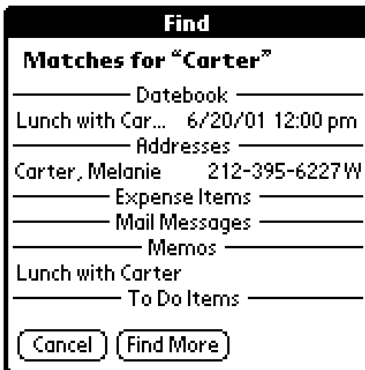
2 Enter the text you want to find.

You can find alphanumeric characters and symbols.



3 Tap "OK."

The Find functionality starts and the find result list displays all words which include the text you entered. The notes attached to each record can also be found.



4 Tap the data from the find result list.

The application including found data, automatically starts up to display data. Tap "Stop" to stop the search at any time.

Tap "Find More" to restart "Find."

Note

The "Find" option is not case sensitive; searching for "sony" also finds "Sony."




Select text in an application before tapping the "Find" icon to automatically place the text in the "Find" dialog box.

Using the Phone Lookup option

The “Phone Lookup” option lets you find a phone number from the Address list to an entry in another application. For example, you can add a phone number from the Address list to an entry in the Memo Pad using the “Phone Lookup” functionality.

- 1 Display the record in which you want to insert a phone number.

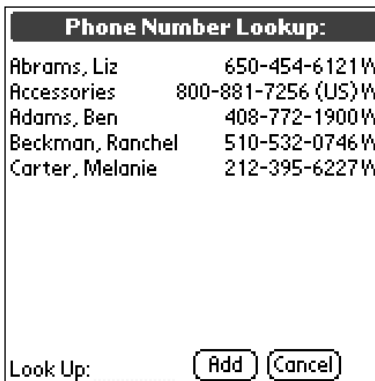
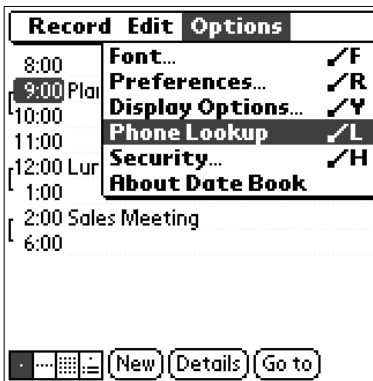
The record can be in the Date Book, the To Do List, or the Memo Pad.

- 2 Tap the Menu icon .

The menu of the application appears.

- 3 Tap “Options” - “Phone Lookup.”

The “Phone Number Lookup” screen appears.



4 Tap a phone number you want to add.


To quickly find a phone number

Enter the first few letters of the name you want to find in the Look Up field in the lower screen.

5 Tap “Add.”

The “Phone Number Lookup” screen closes and the name and phone number are added to the record displayed in step 1.

To use the Phone Lookup with Graffiti

You can use the Phone Lookup feature to write , the ShortCut for the Phone Lookup command in the text Graffiti area.

You will find it easy to use the Phone Lookup without displaying the “Phone Number Lookup” screen.

Entering a new name with the Phone Lookup

For example, you write John with Graffiti to enter the name and phone number of John Smith.

The name and phone number of John Smith are added, when John Smith is the only one in the records. If records include many Johns, the “Phone Number Lookup” screen appears.

Phone Lookup by text

You drag and highlight text before you write  with Graffiti.


The Phone Lookup starts up to exchange the selected text for the found name and phone number.

If many records for the selected text are included, the “Phone Number Lookup” screen appears.

Entering the owner information

You can enter a name, company name, or phone number of the CLIE handheld owner.

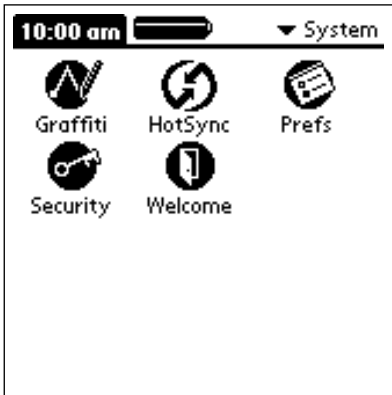
If you use the “Security” application to turn off and lock your CLIE handheld with a password, information that you enter in the “Preferences” screen appears the next time you turn on your CLIE handheld.


- 1 Tap the Home icon  .

The “Application Launcher” starts up.

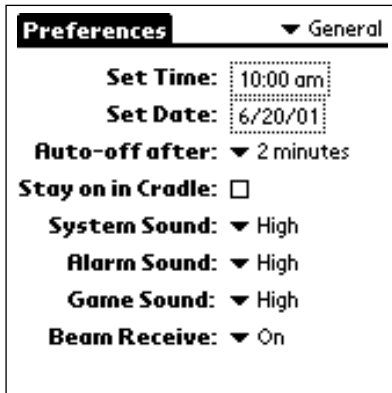
- 2 From the drop-down list in the upper-right corner, select “System.”

The “System” screen appears.

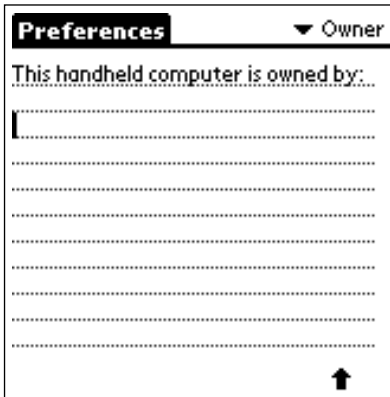


- 3 Tap the Preferences icon  .

The “Preferences” screen appears.



From the drop-down list in the upper-right corner, select “Owner.”



4 Enter the owner information.

If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.

In case you assigned the password using the security application

If you use the security application to assign a password, to enter/edit the owner information, you have to unlock the “Owner Preferences” screen to change the information.


1 Tap the Home icon .

The “Application Launcher” starts up.

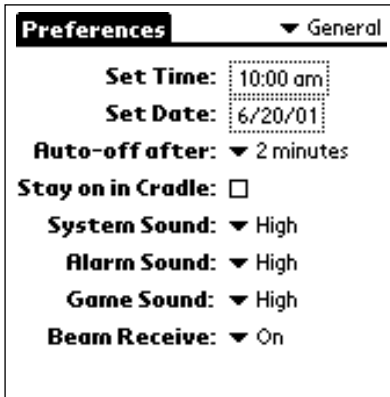
2 Select “System” from the drop-down list in the upper-right corner.

The “System” screen appears.



- 3 Tap the Preferences icon .

The “Preferences” screen appears.



- 4 From the drop-down list in the upper-right corner, select “Owner.”



- 5 Tap “Unlock.”

The “Unlock Message” dialog box appears.



- 6 Enter your current password (the one you entered in the “Security” application); then tap “OK.”



Locking your CLIE handheld with passwords

You can lock your CLIE handheld with a password to protect information. You must then enter the password when you turn on your CLIE handheld to gain access to the information on it.

Notes

- When your CLIE handheld had been locked, you must enter the correct password to restart.
- If you forgot the password, you must perform a hard reset to resume. Performing a hard reset deletes all records on your CLIE handheld. (You can restore all data that was backed up on the computer using HotSync.)

1 Back up the data on your CLIE handheld using HotSync.


See “Exchanging and Updating Data Using HotSync Operations” for more information on page 163.

2 Assign a password, as described in “Assigning a password” on page 197.

3 Tap the Home icon and select “System” from the dropdown list in the upper-right corner.

The “System” screen appears.



- 4 Tap the Security icon  .

The “Security” dialog box appears.



- 5 Tap “Lock & Turn Off.”

The “System Lockout” dialog box appears.



6 Tap “Off & Lock.”

Your CLIE handheld is turned off and locked.

You must then enter the password when you turn on your CLIE handheld to gain access to the information on it.




Protecting data


Your CLIE handheld includes a “Security” application that lets you set options to protect data from unauthorized users. The “Security” application lets you hide records that you have defined as private, with or without a password.

Assigning a password

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

- 1 Tap the Home icon  and select “System” from the drop-down list in the upper-right corner.

The “System” screen appears.

- 2 Tap the Security icon .

The “Security” dialog box appears.



- 3 Tap “Unassigned.”

The “Password” dialog box appears.



- 4 Enter your password and tap “OK.”

The dialog box for verifying the password appears.




- 5 Enter the same password entered in Step 4 again to verify it and tap “OK.”

Your password is assigned.




Changing and deleting passwords

You can change or delete the password you assigned.

- 1 Tap the Home icon  and select “System” from the drop-down list in the upper-right corner.

The “System” screen appears.

- 2 Tap the “Security” icon .

The “Security” dialog box appears.

- 3 Tap “Assigned.”

The “Password” dialog box appears.



- 4 Enter your current password and tap “OK.”

The dialog box to enter a new password appears.

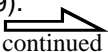
- 5 When you want to change a password, enter a new password and tap “OK.”

When you want to delete, tap “Delete.”

If you forget your password

If you forget your password, you can delete it. Note, however, that deleting a forgotten password also deletes all entries and records marked as Private. (You can restore the synchronized data on your computer using the HotSync operation.)

- 1 Tap “Lost Password” in the “Password” dialog box (see step 3 of “Changing and deleting passwords” on page 199).

 continued

The “Delete Password” dialog box appears.




- 2 Tap “Yes.”

Passwords and all private data are deleted.


Masking and hiding records

You can mask or hide your private data. Assigning a password requires you to enter a password before private entries can be viewed. Private records are usually set as invisible but the records are saved.

Follow this procedure to mask/hide records.

- 1 Tap the Home icon  and select “System” from the drop-down list in the upper-right corner.

The “System” screen appears.

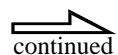
- 2 Tap the Security icon .

The “Security” dialog box appears.

- 3 Tap “Current Privacy.”

The “Show/Mask/Hide Records” drop-down list appears.




 continued

4 Tap “Mask” or “Hide Records.”


This option lets you mask/hide records entered as private in the Address List, the Memo Pad, the Date Book or the To Do List.

Viewing private records

Follow this procedure to view private records protected by the Security application.

- 1 Tap the Home icon  and select “System” from the drop-down list in the upper-right corner.

The “System” screen appears.

- 2 Tap the Security icon  .

The “Security” dialog box appears.

- 3 Tap “Current Privacy.”



If there is no password, the private records are displayed again in applications.

If there is a password, the “Show Records” screen appears.

- 4 When the “Show Private Records” dialog box appears, enter a password and tap “OK.”



Beaming information


Beaming information to other Palm OS handheld

Your CLIE handheld is equipped with an IrDA (infrared) port that you can use to beam information to another Palm OS® handheld device that is close by and also has an IrDA port. The IrDA port is located at the top of your CLIE handheld, behind the small dark shield.


You can beam the following information to another Palm OS handheld:

- The record currently displayed in the Address Book, the Date Book, the To Do List, or the Memo Pad.
- All records of the category currently displayed in the Address Book, the Date Book, the To Do List, or the Memo Pad applications.
- A special Address Book record you designate as your business card.
- An application installed in random access memory (RAM).

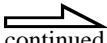
Note

Some applications are copy-protected and cannot be beamed, as indicated by a lock icon  in the side of applications.

To select a business card

- 1 Create an Address Book record that contains the information you want on your business card.
- 2 Tap the Menu icon  .
- 3 Tap “Record,” and then tap “Select Business Card.”





continued

4 Tap “Yes.”

To beam a record, business card, category of records

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

2 Tap the Menu icon  .

3 Tap “Record,” and then tap one of the following:

- The Beam command for an individual record
- In the Address Book only: Beam Business Card
- Beam Category

4 When the “Beam Status” dialog box appears, point the IrDA port directly at the IrDA port of the receiving organizer.



For best results, your CLIE handheld should be 10 to 20 centimeters (approximately 4 to 8 inches) away from the other handheld and the path between the two organizers must be clear of obstacles. Beaming distance to other Palm OS handheld devices may be different.



5 Wait for the “Beam Status” dialog box to indicate that the transfer is complete before you continue working on your CLIE handheld.

To beam an application

1 Tap the Home icon  .


2 Tap the Menu icon  .

- 3 Tap “App,” and then tap “Beam.”



- 4 Tap the application you want to transfer.

Note

Some applications are copy-protected and cannot be beamed. These are listed with a lock icon  next to them.



- 5 Tap “Beam.”
- 6 When the “Beam Status” dialog box appears, point the IrDA port directly at the IrDA port of the receiving organizer.
- 7 Wait for the “Beam Status” dialog box to indicate that the transfer is complete before you continue working on your CLIE handheld.

To receive beamed information

- 1 Turn on your CLIE handheld.
- 2 Point the IrDA port directly at the IrDA port of the transmitting CLIE handheld to open the “Beam” dialog box.

- 3 Select a category for the incoming information, create a new category, or leave the information unfiled.
- 4 Tap “Yes.”


Tips on beaming information

- You can press the Address Book button  for about two seconds to beam your business card.
- You can use the Graffiti Command stroke/B () to beam the current entry.

Edit menu

The “Edit” menu is available with any screen where you enter or edit text. In general, commands available in the “Edit” menu apply to text that you select in an application.

To use the Edit menu

- 1 Tap the Menu icon .

The menu appears.

- 2 Select “Edit.”

The “Edit” menu appears.

Note

You can also double-tap to select a word, or triple-tap to select a line of text.

You can also drag across the text to select additional words, or drag down to select a group of lines.

The following commands may appear in the “Edit” menu:

- | | |
|-------------------|--|
| Undo | Reverses the action of the last edit command. For example, if you used “Cut” to remove text, “Undo” restores the text you removed. “Undo” also reverses deletions done by using backspace. |
| Cut | Removes the selected text and stores it temporarily in the memory of your organizer. You can paste the text you cut into another area of the current application or into a different application. |
| Copy | Copies the selected text and stores it temporarily in the memory of your organizer. You can paste the text that you copy into another area of the current application or into a different application. |
| Paste | Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, “Paste” does nothing. |
| Select all | Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere. |



continued

- Keyboard** Opens the on-screen keyboard. When you finish with the on-screen keyboard, tap “Done.”
- Graffiti Help** Opens screens that show all the Graffiti character strokes. Use this command if you do not know how to draw Graffiti characters.

Choosing fonts

In all basic applications except Expense, you can change the font style to make text easier to read. You can choose a different font style for each application.

To change the font style

- 1 Open an application.
- 2 Tap the Menu icon .
- 3 Tap "Options," then tap "Font."
- 4 Tap the font style you want to use.




- 5 Tap "OK."

What you can do with Preferences

You can customize your CLIE handheld's operation and default settings by changing Preferences.

Buttons	Assign different applications to the buttons on the front panel of your CLIE handheld and the HotSync® button on the cradle, and reassign the full-screen pen stroke command.
Connection	Configure serial, modem, and infrared communication settings.
Digitizer	Calibrate the screen on your organizer.
Formats	Set the country default and the formats for dates, time, calendar, and numbers.
General	Set the date and time, the auto shut-off interval, the Stay on in cradle feature, the Beam Receive feature, and the system, alarm, and game sounds.
Network	Configure or edit the settings of your ISP (Internet Service Provider) or dial-in server by using a preset service template or creating your own service template.
Owner	Assign your name, phone number, and other owner information to your CLIE handheld.
ShortCuts	Define a list of Graffiti® abbreviations.

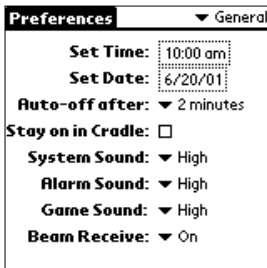
Viewing Preferences

- 1 Tap the Home icon  .

The “Application Launcher” starts up.

- 2 Rotate the Jog Dial to select “Prefs” and press the Jog Dial.

The “Preferences” screen appears.



- 3 From the drop-down list, select the preferences you want to change.

Setting modem preferences

You can change preferences of the modem connected to your CLIE handheld.

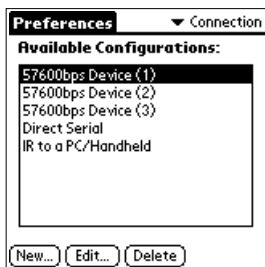
Before being able to use a modem which is connected to your CLIE handheld, you must define the settings as follows:

- 1 Tap the Home icon  .

The “Application Launcher” starts up.

- 2 Rotate the Jog Dial to select “Prefs” and press the Jog Dial. Tap “Connection” from the drop-down list in the upper-right corner.

The “Modem Preferences” screen appears.



- 3 Tap “New.”

Follow the modem’s operating instructions to set the modem preferences.



Setting network preferences

Network preferences let you set a password, telephone number, Domain Name System (DNS) number, IP address. You can use a preset service template for your Internet Service Provider (ISP) or dial-in server, and edit, save, and reuse settings.

Selecting a service template

Use the “Service” setting to select the service template for your Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save, and reuse.

- 1 Tap the Home icon .

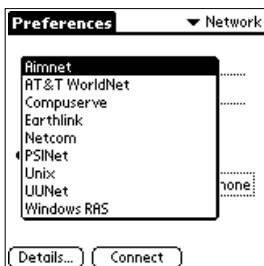
The “Application Launcher” appears.

- 2 Tap “Pref,” and then tap “Network” from the drop-down list in the upper-right corner.

The “Preferences” dialog box for the network appears.



- 3 Tap the “Service” drop-down list.

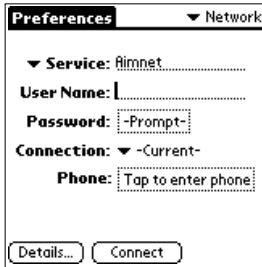


- 4 Tap the predefined service template you want to use.

Entering a user name

The “User Name” setting identifies the name you use when you log into your Internet Service Provider or your dial-in server. Although this field can contain multiple lines of text, only two lines appear on-screen.

- 1 Tap the “User Name” field.
- 2 Enter your user name.



The screenshot shows a 'Preferences' dialog box with a 'Network' dropdown menu. The 'Service' is set to 'Aimnet'. The 'User Name' field is empty. The 'Password' field is set to '-Prompt-'. The 'Connection' is set to '-Current-'. The 'Phone' field is empty with the text 'Tap to enter phone'. At the bottom, there are 'Details...' and 'Connect' buttons.

Note

Most dial-in servers do not accept spaces in the user name.

Entering a password

The “Password” box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your CLIE handheld prompts you to enter a password each time you log into your network:

- If you do not enter a password, your CLIE handheld displays the word “Prompt” in this field and asks you to enter a password during the login procedure.
- If you enter a password, your CLIE handheld displays the word “Assigned” in this field and does not prompt you to enter a password during the login procedure.

Note

If you are concerned about security, select the “Prompt” option and do not enter a password.

- 1 Tap the “Password” field.
- 2 Enter the password you use to log into your server.



- 3 Tap “OK.”

Note

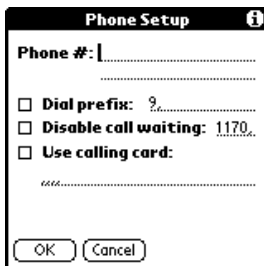
The “Password” field updates to display the word “Assigned.”

Adding telephone settings

When you select the “Phone” field, your CLIE handheld opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can define a prefix, disable Call Waiting, and give special instructions for using a calling card.

Entering your server phone number

- 1 Tap the “Phone” field.
The “Phone Setup” dialog box appears.
- 2 Enter the phone number for your ISP or dial-in server.



- 3 If you need to enter a prefix or disable Call Waiting, skip to those procedures. Otherwise, tap “OK.”

Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial “0” to dial a number outside the building.

- 1 Tap the “Dial prefix” check box to select it.



- 2 Enter the prefix.
- 3 Tap “OK.”

Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

- 1 Tap the “Disable call waiting” check box to select it.
- 2 Enter the code to disable Call Waiting on the “Disable call waiting” line.

Note

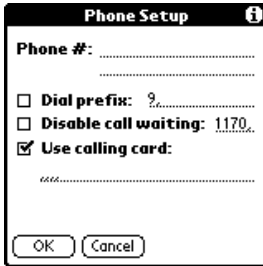
Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

- 3 Tap “OK.”

Using a calling card

The “Use calling card” field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

- 1 Tap the “Use calling card” check box to select it.



- 2 Enter your calling card number in the “Use calling card” line.

Note

It is a good idea to add at least three commas before your calling card number to compensate for the cue delay.

- 3 Tap “OK.”

Adding detailed information to a service template

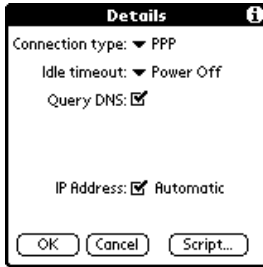
If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. You use the “Details” dialog box to add additional information to a selected service template.

Selecting a connection type

- 1 Tap the service field and select the service template from the drop-down list.

2 Tap “Details.”

The “Details” dialog box appears.



3 Tap the “Connection type” pick list and select one of the following connection types:

PPP Point-to-Point protocol

SLIP Serial Line Internet Protocol

CSLIP Compressed Serial Line Internet Protocol

Note

If you are not sure, try PPP; if that does not work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Selecting the idle timeout

The “Idle timeout” setting defines how long your CLIE handheld waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

1 Tap the “Idle timeout” drop-down list and select one of the following options:

Immediate Drops the connection to your ISP immediately when you switch to another application.

1 Minute Waits one minute for you to open another application before it drops the connection.

2 Minutes Waits two minutes.

3 Minutes Waits three minutes.

Power Off Keeps your PPP or SLIP connection until you turn off your CLIE handheld (or until it times out). This option works best with your CLIE handheld.

2 Tap “OK.”

Entering a primary and secondary DNS

The Domain Name System (DNS) is a mechanism on the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

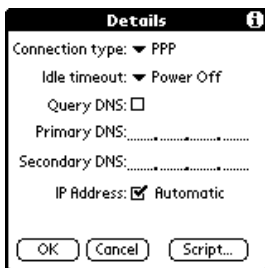
Each IP address has four sections, separated by periods. In the “Details” dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only permitted characters in this field.

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.



Many systems do not require that you enter a DNS. If you are not sure, leave the DNS field blank.

1 Tap the “Query DNS” check box to deselect it.



2 Tap the space to the left of the first period in the “Primary DNS” field, and then enter the first section of the IP address.

Note

Each section must be a number from 0 to 255.

3 Repeat step 2 for the second, third, and last sections of the “Primary DNS” field.

4 Repeat steps 2 and 3 for the “Secondary DNS” number.

5 Tap “OK.”

Identifying an IP address

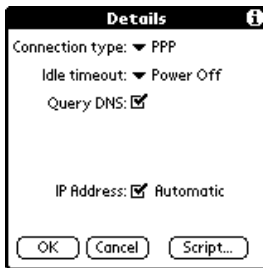
Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The “IP Address” field lets you identify whether your network provides automatic (dynamic) temporary IP address.

Note

If your IP address is permanently assigned, you need to get that information from your System Administrator. If you are not sure, select “Automatic.”

Identifying dynamic IP address

Tap the “IP Address” check box to select it.



Tap to select automatic IP address

Entering a permanent IP address

- 1 Tap the “IP Address” check box to deselect it and display a permanent IP address field below the check box.
- 2 Tap the space to the left of the first period then enter the first section of the IP address.

Note

Each section must be a number from 0 to 255.

- 3 Tap and enter the remaining sections of the IP address.
- 4 Tap “OK.”

Creating a login script

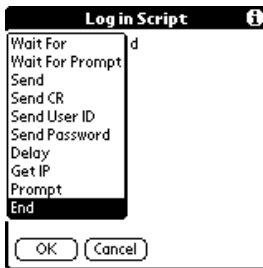
A login script is a series of commands that automates logging in to a network server, for example, your corporate network or your Internet Service Provider (ISP).

You can create login scripts by selecting commands from the “Command” pick list in the “Login Script” dialog box. Some commands, such as “Send,” require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

1 Tap “Script” in the “Details” dialog box.

The “Login Script” screen appears.

2 Tap the “End” drop-down list.



3 Tap the command you want from the command list.

If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

Wait For Tells your handheld to wait for specific characters from the TCP/IP server before executing the next command.

Wait For Prompt Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.

Send Transmits specific characters to the TCP/IP server to which you are connecting.

Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the User ID information entered in the “User Name” field of the “Network Preferences” screen.
Send Password	Transmits the password entered in the “Password” field of the “Network Preferences” screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a “Send CR” command.
Delay	Tells your handheld to wait a specific number of seconds before executing the next command in the login script.
Get IP	Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
End	Identifies the last line in the login script.

4 Repeat steps 2 and 3 until the login script is complete.

5 Tap “OK.”

Using non-ASCII characters in login scripts

You can use non-ASCII characters in your login script.

The following descriptions are for the advanced users who understand how to write custom scripts with non-ASCII characters.

To use the caret (^char) character

You can transmit ASCII command characters using the caret (^) symbol.

If you send ^char, and the ASCII value of char is between @ and _, the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return.

If char is a value between A and Z, the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, the character sequence is not subject to any special processing.

Carriage return and line feed

You can include carriage return and line feed commands, when entered in the following format:

- `<cr>`: Sends or receives a carriage return.
- `<lf>`: Sends or receives a line feed.

For example, the string “wait for Joe`<cr><lf>`” waits to receive Joe, followed by a carriage return and line feed from the remote computer, before executing the next command in the script.

Literal characters

You can use the backslash (`\`) character to specify that the next character should be transmitted as a literal character.

For example:

- `\^`: Includes a caret as part of the string.
- `\<`: Includes a `<` as part of the string.
- `\\`: Includes a backslash as part of the string.

Connecting to your service

After you set your “Connection” and “Network” Preferences, establishing a connection to your Internet Service Provider (ISP) or your company’s network (dial-in server) is easy.

Note

If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site <http://www.palm.com>.

- To establish a connection, tap “Connect” to dial the current service and display the “Service Connection Progress” messages.



To see expanded “Service Connection Progress” messages, press the lower half of the Scroll button.

- To close a connection, tap “Disconnect” to terminate the connection between your CLIE handheld and your service.

Customizing service templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings. You can delete a service template you do not need.


Adding a new service template

- 1 Tap the Menu icon .


- 2 Tap “Service,” and then tap “New.”

An “Untitled” service template is added to the “Service” drop-down list.

Duplicating an existing service template

- 1** Tap the “Service” drop-down list.
- 2** Tap the predefined service template you want to duplicate.
- 3** Tap the Menu icon  .
- 4** Tap “Service,” and then tap “Duplicate.”
A copy of the service template is added to the “Service” drop-down list.

Deleting a service template

- 1** Tap the “Service” drop-down list.
- 2** Tap the service template you want to delete.
- 3** Tap the Menu icon  .
- 4** Tap “Service,” and then tap “Delete.”
The “Delete Service” dialog box appears.
- 5** Tap “OK.”
The service template you selected is deleted. Tap “Cancel” to cancel the deletion.

Network preferences menu commands

The “Network Preferences” screen includes menu commands to make it fast and easy to create and edit service templates. TCP/IP application menus are shown here for your reference.

Service menu

New

You can create a new template and add to the “Service” drop-down list.

Delete

You can delete the service template you are selecting from the “Service” drop-down list.

Duplicate

You can duplicate a selected service template and add to the “Service” drop-down list.

Options menu

View Log

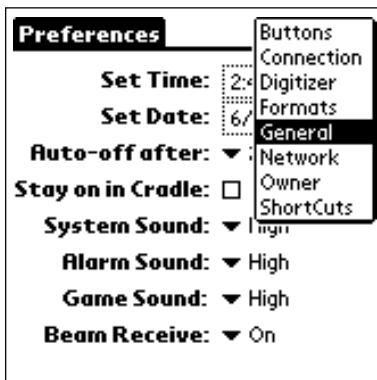
You can display the “Network Log” screen.

Assigning applications to buttons

“Buttons” preferences let you assign different applications to the buttons on the front of your CLIE handheld.

For example, you can assign the To Do List button to start the “Expense” application.

- 1 On the “Preferences” screen, select “Buttons” from the drop-down list in the upper-right corner.



- 2 Tap the application you want to assign to the button.



To launch the original applications

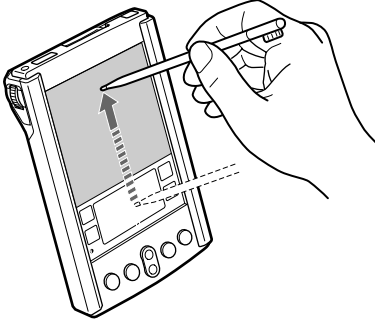
When you have assigned another application to the button, you can launch the original application with the application launcher.

To reset to the default settings

When you want to initialize the allocation for the application button, tap “Default” in step 2. All application buttons are reset to the factory (default) settings.

Changing the full-screen pen stroke activities

You can change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti Help.



- 1 On the “Preferences” screen, select “Buttons” from the drop-down list in the upper-right corner.



2 Tap “Pen.”

The “Pen” dialog box appears.



3 From the drop-down list, tap the function you want to start when you set the full-screen pen stroke.



- The Backlight option turns on the backlight of your CLIE handheld. It is convenient for you to switch ON/OFF of the backlight without using the power button.
- The Keyboard option opens the on-screen keyboard for entering text characters.
- The Graffiti Help option opens a series of screens that show the complete Graffiti character set.
- The Turn Off and Lock option turns off and locks your CLIE handheld. You must assign your password to lock the CLIE handheld. When locked, you need to enter the password to use your CLIE handheld.
- The Beam Data option beams the current record to another Palm OS handheld device.

4 Tap “OK.”

The “Button Preferences” dialog box appears.

Assigning applications to HotSync buttons

“Buttons” preferences let you assign different applications to the HotSync buttons on the cradle and the modem.

- 1 On the “Preferences” screen, select “Buttons” from the drop-down list in the upper-right corner.
- 2 Tap “Hotsync.”

The “Hotsync Buttons” dialog box appears.



- 3 From the drop-down list select the application you want to change.

The allocation for the application button is changed.



- 4 Tap “OK.”

The “Button Preferences” dialog box appears.

Changing the digitizer preferences

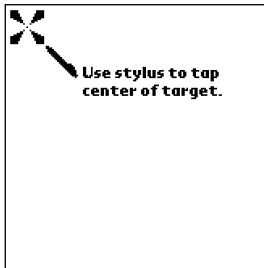
The “Digitizer Preferences” screen opens the digitizer calibration screen.

This is the same screen that appears when you start your CLIE handheld for the first time.

You can recalibrate your screen after a hard reset, or if your digitizer drifts.

On the “Preferences” screen, select “Digitizer” from the drop-down list in the upper-right corner.

The “Digitizer display alignment” screen appears.



This screen is also displayed when you start up your CLIE handheld for the first time.

From the second time you use your CLIE handheld, you can change the digitizer preferences following the instructions which appear on the screen.

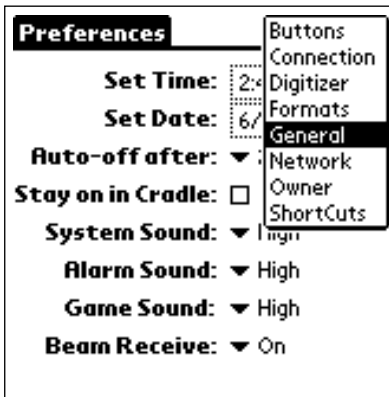
Formatting time, date, and numbers

To choose a country default

When you select a country, the time, date, the week's starting day, and number formats are adjusted. For example, in England, time often is expressed using a 24-hour clock; in the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

A country default appears in all applications on your CLIE handheld. However, you can customize your own settings such as the format for the time of day.

- 1 On the "Preferences" screen, select "Formats" from the drop-down list in the upper-right corner.



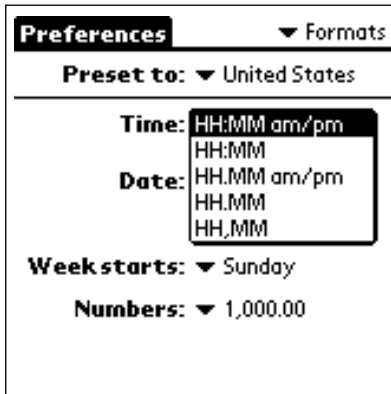
- 2 Tap your default country from the “Preset to” drop-down list.



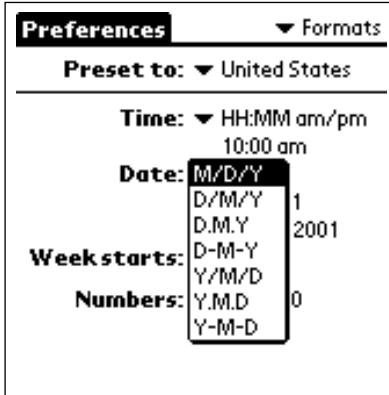
To choose the time, date, and numbers formats

You can select the preferred formats of the time, date, week's starting day, and numbers. These formats appear in all applications.

- 1 Tap the “Time” drop-down list in the “Preferences” screen and select a format.

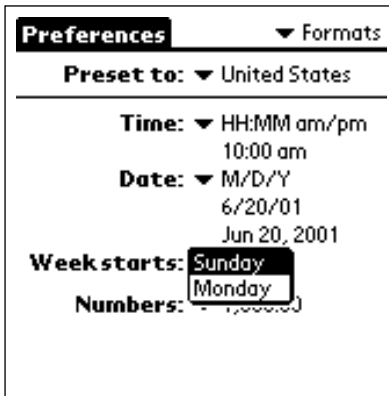


- 2 Tap the “Date” drop-down list in the “Preferences” screen, and select a format.



- 3 Tap the “Week starts” drop-down list in the “Preferences” screen, and select Sunday or Monday.

This setting controls the Day, Week, Month, and Agenda views in the Date Book and all calendar-related aspects of your CLIE handheld.



- 4 Select a format from the “Numbers” drop-down list.

Preferences ▼ Formats

Preset to: ▼ United States

Time: ▼ HH:MM am/pm
10:00 am

Date: ▼ M/D/Y
6/20/01
Jun 20, 2001

Week starts: 1,000.00

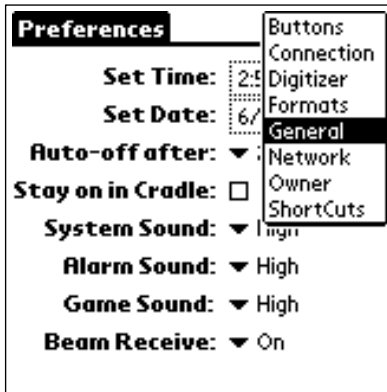
Numbers:

- 1.000,00
- 1 000,00
- 1'000.00
- 1'000,00

Setting general preferences

To set the time

- 1 On the “Preferences” screen, select “General” from the drop-down list in the upper-right corner.



- 2 Tap “Set Time.”
The “Set Time” screen appears.
- 3 Tap the ▲ or ▼ arrow to set the hour.
- 4 Tap the “Minute” box and tap the ▲ or ▼ arrow to set to the minutes.
- 5 Tap “AM” or “PM” to specify the morning or afternoon.
You can display time based on a 24-hour clock. See “Formatting time, date, and numbers” on page 233.

To set the date

- 1 On the “Preferences” screen, select “General” from the drop-down list in the upper-right corner.

- 2 Tap the current date.

The “Set Date” screen appears.



- 3 Tap the ◀ or ▶ arrows to set the year.
- 4 Tap the current month.
- 5 Tap the current date.

Setting the auto shutoff

Your CLIE handheld automatically turns off the power and backlight after a period of inactivity, to conserve battery power.

You can define when your CLIE handheld automatically turns off.

- 1 On the “Preferences” screen, select “General” from the drop-down list in the upper-right corner.
- 2 Tap the “Auto-off after” drop-down list and tap an option.
You can select 30 seconds, 1 minute, 2 minutes, or 3 minutes.
- 3 If you do not want your CLIE handheld to turn off automatically while it is connected to the cradle, tap the “Stay on Cradle” check box to set to on.

Setting sounds

You can select the sounds for system alerts, alarms, games, and sound on/off during operations.

- 1** On the “Preferences” screen, select “General” from the drop-down list in the upper-right corner.
- 2** Tap the “System Sound” drop-down list and select the sound level or “Off.”

Turning off the system sound also turns off the chime tones used during HotSync operations.
- 3** Tap the “Alarm Sound” drop-down list and select the sound level or “Off.”
- 4** Tap the “Game Sound” drop-down list and select the sound level or “Off.”

The “Game Sound” setting works only with games that are programmed to respond to it.

Turn On/Off the Beam Receive

You can turn the Beam Receive on or off.

If you turn off the Beam Receive, you cannot receive data using the beam function, but you can conserve battery life of your CLIE handheld.

- 1** On the “Preferences” screen, select “General” from the drop-down list in the upper-right corner.
- 2** Tap the “Beam Receive” drop-down list, and select “On” or “Off.”
 - On: Turns “On” the Beam Receive functionality.
 - Off: Turns “Off” the Beam Receive functionality.

Additional Information

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Troubleshooting

This section describes how to solve common problems you may encounter when using your CLIE handheld.

Note

Thousands of third-party add-on applications have been written for the Palm OS platform. Sony does not support third-party applications. If you are having a problem with a third-party application, please contact the developer or publisher of that software.

Operating problems

I do not see anything on my CLIE handheld screen.

Try the following solutions:

- Tap the contrast adjustment icon and adjust the contrast.
- Recharge the unit. If your CLIE handheld still does not operate, try a soft reset. See “Resetting your CLIE handheld” on page 251.

I get a warning message telling me my CLIE handheld memory is full.

- Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your CLIE handheld.
- Delete unused memos and records. If necessary, you can save these records. See explanations for each application.
- If you have installed additional applications on your CLIE handheld, remove them to recover memory. See “Deleting an add-on application” on page 182.

My CLIE handheld switches off all the time.

- Your CLIE handheld is designed to turn off after a period of inactivity. This period can be set at one, two, or three minutes. See “Setting the auto shutoff” on page 238.

My CLIE handheld is not producing any sounds.

- Check the “System Sound setting.” See “Setting sounds” on page 239.

My CLIE handheld freezes

- Perform a soft reset. See “Resetting your CLIE handheld” in “Additional Information” on page 251.

Tapping and writing problems

When I tap the buttons or screen icons, my CLIE handheld activates the wrong feature.

- Calibrate the screen. See “Changing the digitizer preferences” on page 232.

When I tap the Menu icon, nothing happens.

- Not all applications or screens have menus. Try moving to a different application.

My CLIE handheld does not recognize my handwriting.

- For your CLIE handheld to recognize handwriting input with the stylus, you must write Graffiti characters. See “Using Graffiti writing to enter data” on page 34.
- Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen.
- Write Graffiti strokes for letters on the left-hand side, and the strokes for numbers on the right-hand side of the Graffiti writing area.
- Make sure that Graffiti is not shifted into extended or punctuation modes. See “Using Graffiti writing to enter data” on page 34.

Application problems

I tapped the Today button, but it does not show the correct date.

- Your CLIE handheld is not set to the current date. Make sure the “Set Date” box in the General Preferences screen displays the current date. See “Setting general preferences” on page 237.

I know I entered some records, but they do not appear in the application.

- Check the categories drop-down list (upper-right corner). Choose All to display all of the records for the application.
- Check Security and confirm that Private Records is set to Show private records.
- In the To Do List, tap Show and see if Show Only Due Items is selected.

I am having problems listing memos the way I want to see them.

- If you cannot manually arrange the order of the memos in the list screen, check the Memo Preference setting. Make sure that Sort by is set to Manual.
- If you choose to view your memos alphabetically on Palm Desktop for Sony software and then perform a HotSync operation, the memos on your CLIE handheld still appear in the order defined in the Memo Preferences setting. In other words, the sort settings you use with Palm Desktop for Sony software are not transferred to your CLIE handheld.

I created an event in Date Book, but it does not appear in the Week View.

- In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View to see the overlapping events.

HotSync problems

I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?

- Check the Windows taskbar to make sure the HotSync Manager is running. If it is not, open HotSync Manager from Start menu.
- Make sure the cradle is connected securely.

I did a HotSync operation, but one of my applications did not synchronize.

- Click the HotSync Manager and choose Custom. Check that the correct conduit is active.

I am using Outlook® as my PIM, but I cannot do a HotSync operation.

- Click the HotSync Manager and choose Custom. Check that the correct conduit is active.
- Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure the correct conduit is selected.

I cannot launch the HotSync Manager.

- Make sure you are not running another program, such as network and facsimile software, that uses the serial port you selected in the Setup dialog box.
- Back up the Palm Desktop for Sony software, uninstall it, then reinstall it.

My CLIE handheld appears to freeze when I place it near my computer.

- Move your CLIE handheld away from the computer's infrared port.

I tried to do a local HotSync operation, but it did not complete successfully.


Try each of these in turn:

- Make sure HotSync Manager is running. If HotSync Manager is running, exit, and restart it.
- Make sure you selected Local from the HotSync Manager menu or the Palm Desktop for Sony software menu.
- Check the cable connection between the cradle and the USB connector on your computer.
- Try a lower baud rate setting on the Local tab in the Setup dialog.
- Read the HotSync Log for the user account for which you are performing a HotSync operation.
- Make sure your CLIE handheld is seated in the cradle correctly.
- Make sure the gold-plated connectors on the cradle and your CLIE handheld are clean. Use a pencil eraser to clean them.

I cannot perform an IrDA HotSync operation.

- Be sure the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication.
- On your CLIE handheld, make sure the HotSync application is set to Local, with the option IrDA to a PC/Handheld.
- Make sure the IrDA port of your CLIE handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
- IrDA HotSync operations do not work after you receive a low battery warning. Check the battery power of your CLIE handheld. Recharge the internal battery.

When I tap the HotSync button on the cradle, nothing happens on the Palm Desktop for Sony software and my CLIE handheld times out.

- Check Palm Desktop for Sony software HotSync Setup options to confirm that you have the correct settings for local HotSync operations.
- If you are experiencing intermittent success, try a lower speed setting on the Local tab in the Setup dialog box in the HotSync Manager.
- Close and restart HotSync Manager on your computer.
- Make a copy of your Palm folder. Uninstall, then reinstall Palm Desktop for Sony software.
- Turn on your CLIE handheld and tap the Home icon . Tap the HotSync icon, then tap Local.

When I perform a HotSync operation, my information does not transfer to Palm Desktop for Sony software.

- If you have performed a HotSync operation successfully, but you cannot find the data from your CLIE handheld on Palm Desktop for Sony software, check to see you have the correct user name selected for viewing data.
- Click the HotSync Manager and choose Custom. Check that all conduits are set to synchronize files.

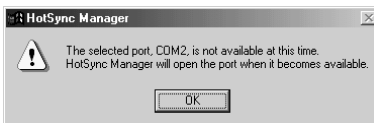
My CLIE handheld displays the message “Waiting for sender” when it is near my computer’s infrared port.


- Your computer’s infrared port may be set to search automatically for the presence of other infrared devices. Do the following to turn off this option:
 1. In the Windows® taskbar, click “Start.”
 2. Choose “Settings,” and then choose “Control Panel.”
 3. Double-click “Infrared.”
 4. Click the “Options” tab.
 5. Deselect the option “Search for and provide status for devices in range.”
 6. Click “Apply” and “OK.”
- Move your CLIE handheld away from the computer’s infrared port.

I want to synchronize my computer with more than one CLIE handheld.

- If the computer is running Palm Desktop for Sony software and synchronizes with more than one CLIE handheld, each CLIE handheld must have a unique name. Assign a user name to your CLIE handheld the first time you perform a HotSync operation.
- Please be aware that synchronizing more than one CLIE handheld with the same user name causes unpredictable results and, potentially, loss of your personal information.

If the following message appears after the computer starts up, follow the procedure below. (The message shows COM2, however, the actual port might be COM1, 3, 4, etc.)



1. Click the HotSync icon  on the taskbar at the lower-right corner and select “Setup” from the shortcut menu.
2. Click the “Local” tab.
3. In the “Serial port” drop-down list, select the COM port.
4. Click “OK.”

Beaming problems

I cannot beam data to another Palm OS PDA.

- Make sure the infrared communication of your CLIE handheld is enabled.
- Confirm that your CLIE handheld and the other Palm OS PDA are between ten centimeters (approximately 4”) and twenty centimeters (approximately 8”) apart, and that the path between the two handhelds is clear of obstacles. Beaming distance to other Palm OS PDAs may be different.
- Move your CLIE handheld closer to the receiving handheld.

When someone beams data to my CLIE handheld, I get a message telling me it is out of memory.

- Your CLIE handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30 KB application, you must have at least 60 KB free.
- Perform a soft reset. See “To reset (soft reset)” in the Online Manual on page 251 for more information.

Recharging problems

When I place my CLIE handheld in the cradle, it does not recharge.

- Make sure that your CLIE handheld is well seated in the cradle.
- Make sure that your recharger is plugged into an AC outlet that receives power.
- Make sure that you are using the cradle and AC adapter that came with the device.
- Make sure that your CLIE handheld is turned off or it will not fully charge.

Password problems

I forgot the password, and my CLIE handheld is not locked.

- You can use Security to delete the password, but your CLIE handheld deletes all entries marked as private. However, if you perform a HotSync operation before you delete the password, the HotSync process backs up all entries, whether or not they are marked private. Then, you can follow these steps to restore your private entries:
 1. Use the Palm Desktop for Sony software and the cradle or infrared communication to synchronize your data.
 2. Tap Forgotten Password in Security to remove the password and delete all private records.
 3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your CLIE handheld.

I forgot the password and my CLIE handheld is locked.

- If you assign a password and lock your CLIE handheld, you must perform a hard reset to continue using your CLIE handheld. See “To perform a hard reset” in the Online Manual on page 252 for more information.

Memory Stick media problems

I cannot copy/move Data on a Memory Stick media to the CLIE handheld

- Your CLIE handheld requires at least twice the amount of memory available as the data you are copying/moving. For example, if you are copying/moving a 30 KB application, you must have at least 60 KB free.

Even though I inserted the Memory Stick media, the message “Please insert Memory Stick media” appears.

- Your Memory Stick media is not recognized by your CLIE handheld. Remove and insert it again.

Precautions

This chapter provides information on how to correctly use and charge your CLIE handheld.

Notes on use

The CLIE handheld is well designed to provide years of reliable use. However, be sure to follow these precautions.

- Do not scratch or damage your CLIE handheld screen or the Graffiti writing area. Always use the point of the supplied stylus or a plastic-tipped pointer, etc., for tapping on the screen. Do not use a pen, pencil, or any other sharp object on the screen.
- Your CLIE handheld is not waterproof. Do not expose your CLIE handheld to rain or moisture.

Be careful that water does not get inside through the crevice around the front button.

Treat your CLIE handheld like any other portable electronic equipment.

- The CLIE handheld screen is made of glass. Do not drop or subject it to shock. Do not carry your CLIE handheld in your back pocket. If you sit down with your CLIE handheld in the back pocket, the glass of the screen might break.
- Avoid subjecting your CLIE handheld to high or low temperatures. Do not put your CLIE handheld on the dashboard of your car when exposed to the sun.
- Keep the CLIE handheld away from heaters.
- Do not use and keep your CLIE handheld in areas with a high concentration of dust or moisture.
- Clean the cabinet with a soft, dry cloth or a soft cloth lightly moistened with a mild detergent solution. Do not use any type of abrasive pad, scouring powder, or benzine, as these may damage the finish of your CLIE handheld.
- To avoid electrical shock when removing the AC adapter plug, make sure the AC adapter is disconnected from the mains voltage before removing the plug.
- Use your CLIE handheld only with the supplied AC adapter. To disconnect your CLIE handheld completely from the mains voltage, unplug the AC adapter. Please make sure that the socket outlet is easily accessible.

Notes on charging

Follow these precautions when you charge your CLIE handheld.

- It takes about three hours to charge your CLIE handheld for the first time. You can normally use your CLIE handheld for about fifteen days when fully charged. Charge the CLIE handheld everyday. It only takes a few minutes to charge it if you do it daily. You can save battery power by not using the back light function and by shortening the auto shutoff time. (Your CLIE handheld automatically turns off when you do not use your computer for a certain period of time.) See “Setting the auto shutoff” on page 238.
- When the battery runs down through normal usage, a caution message appears. If this caution is displayed, back up all data with HotSync before you charge your CLIE handheld to prevent unwanted loss of data.
- You can view data entered in your CLIE handheld while charging. See the Operating Instructions for more information.
- Even if the battery gradually runs out and your CLIE handheld cannot be turned on, the system safely keeps data for one week. In this case, the system maintains sufficient battery power to keep data. Start charging as soon as possible if you cannot turn it on despite pushing the battery button.
- If the battery status remains at 0 for too long, data may be lost. Make sure to charge the battery as soon as possible.
- When the battery status is 0, you do not have to change the battery. You should charge the battery with the cradle as soon as possible. Do not disassemble your CLIE handheld and remove the battery.

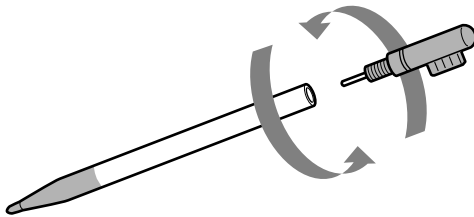
Resetting your CLIE handheld

Under normal circumstances, you do not have to reset your CLIE handheld. However, if the system behaves abnormally or does not respond to the button or stylus on the screen, or if your handheld is running on insufficient memory, you must reset your CLIE handheld.

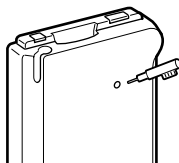
To reset (soft reset)

If you perform a soft reset, the system keeps data recorded on your CLIE handheld.

- 1** Take out the stylus pin by twisting the upper part of the stylus.



- 2** Slowly press the reset button at the back of your CLIE handheld using the stylus.



The system shuts down and then restarts.

After restarting, the system displays “Palm Computing Platform.”

The “Preferences” screen for setting the date and time appears.

To perform a hard reset

When you cannot start your CLIE handheld by performing a soft reset, you must perform a hard reset to restart it.

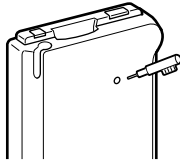
Note

All stored records, are deleted by a hard reset.

Do not perform a hard reset unless you cannot start your CLIE handheld with a soft reset.

However, you can restore records only stored on your computer with HotSync and you can see it the next time you perform a HotSync operation.

- 1 Push and hold the power button.
- 2 Slowly press the reset button at the back while pushing the power button.



The “Palm Computing Platform” screen appears.

- 3 Remove your finger from the power button.

The message on the screen indicates that all records stored on your CLIE handheld are deleted.

- 4 Push the upper part of the scroll button on the front panel.

Your CLIE handheld is reset.

After a hard reset, the current date and time are not modified. The other settings, such as the format preferences, are set back to the factory (default) settings.

Note

If the scroll button was used just prior to hard-resetting, the hard reset may not be performed.

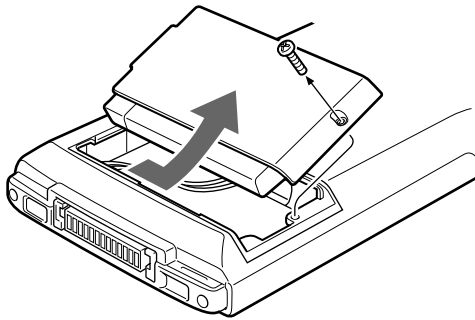
Removing the battery

Note

Do not open the battery cover, except when you dispose of the battery.

When you dispose of the internal lithium ion battery which can no longer hold a charge at the end of its life, remove the battery as follows.

- 1 Remove the screw using a screwdriver.
- 2 Grip the edge of the black battery cover to slide it open.
- 3 Take out the battery cover.
- 4 Remove the battery.



Notes

- Dispose of the battery properly at end-of-life.
- In some areas the disposal of lithium ion batteries in household or business waste may be prohibited. Please use the public collection system.
- If the battery is not correctly replaced, it might explode.
- Contact CLIE Technical Support Web site about replacing the battery with a new one.
<http://www.sony-europe.com/clielplaza/support>

Glossary

Please refer to the following terms when you use your CLIE handheld.

Conduit

The software application used on your computer to synchronize your CLIE handheld with the specified software on the computer, such as the mailing software, when you perform HotSync operation with your computer.

Cradle

The accessory for charging the CLIE handheld or connecting to a computer.

Graffiti

The method for entering letters or symbols quickly and correctly. You can write with the stylus in the Graffiti writing area. The Graffiti stroke orders are assigned to each letter, number, and symbol.

Hard reset

Perform a hard reset to initialize your CLIE handheld if necessary. All applications and data which were installed after purchase, will be deleted.

HotSync

HotSync technology lets you synchronize data with your computer when you connect your CLIE handheld to your computer. Your data can be backed up on your computer constantly so that you can restore the data after you perform a hard reset.

Jog Dial

The Jog Dial navigator allows you to run or operate applications with one hand. The operations you can perform with the Jog Dial depend on the application.

Memory Stick

This new compact, portable, and versatile IC recording medium has a data capacity exceeding a floppy disk. The media is specially designed for exchanging and sharing digital data with compatible products. As it is removable, the media can be used for external data storage.

Palm OS

The Operating System of the CLIE handheld. All the applications run on Palm OS.

PDB extension

Files with the extension .PDB are all data files, not program files executed on the CLIE handheld.

PIM

PIM is an abbreviation for Personal Information Manager. This is the generic term for the applications on the CLIE handheld when you use it as a personal digital organizer. It includes the Date Book for scheduling, the Address Book for managing personal information, the To Do List for categorizing and prioritizing the things you have to do, and the Memo Pad for taking notes.

PRC extension

Files with the extension .PRC are programs to be executed on the CLIE handheld, e.g., applications or PIM.

Soft reset

Performing a soft reset interrupts any running applications to restart your CLIE handheld. The applications installed on your CLIE handheld and all your data will be kept.

Stylus

The accessory for writing letters, and running or operating applications on your CLIE handheld.

Tap

The action of pressing icons or buttons on the screen once with the stylus and releasing it. This is the basic operation on the CLIE handheld for starting up the applications or switching modes.

Getting Help

This section describes how to get help and support from Sony.

About Sony's support options

Sony provides several support options for your CLIE handheld. If you have questions about your CLIE handheld and its related software, check these options for answers:

- This guide and the Operating Instructions manual** explain how to use your CLIE handheld.
- The CliePlaza Web site**
(<http://www.sony-europe.com/clieplaza/clie>) provides the latest information on your CLIE handheld.

(<http://www.sony-europe.com/clieplaza/support>) gives the required support information and FAQ's for support.
- Technical Helpdesk** offers information about your CLIE handheld and other Sony products that work with your computer. Visit the CliePlaza Web site for the telephone number of the Technical Helpdesk.

Specifications

Power requirements

AC power adapter (supplied) DC5.7V (dedicated connector)

Battery Lithium ion battery (built-in)

Battery life

15 days* (based on an average of 30 minutes use per day)

Memory

8MB (DRAM)

LCD display mode

160 × 160 dot (monochrome)

External input/output

Interface connector

IrDA (1.2)

Memory Stick slot

Dimensions

Approx. 70.9 x 114.7 x 15.2 mm (w/h/d)

Mass

Approx. 121g (supplied stylus included)

Operating temperature

5°C - 35°C

* The battery life span varies depending on the temperature and conditions of use.

Design and specifications are subject to change without notice.

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