WRIST ᴾᴰᴬ™
with Palm OS®

USER GUIDE

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About This Guide

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

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

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

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

1

Introduction to the Wrist PDA Watch

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

- Identify and use the watch's components
- Display the time
- Switch to PDA mode when the time is displayed
- Recharge your Wrist PDA when its power starts getting low

Wrist PDA components

Main components

Stylus (built into wristband)

Infrared (IR) port
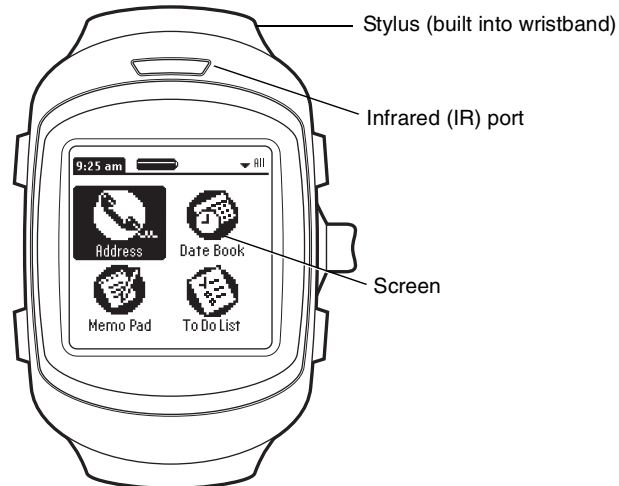
Screen

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

  – Write letters and numbers on the screen using the built-in Jot® handwriting software (see page 22).

  – Activate the backlight by pressing and holding **Back** (see page 11).

- **Stylus.** Remove the stylus from the wristband and use it as a selection tool (like a mouse) or to write text and numbers on the screen (see page 12).

- **IR port**. Use infrared technology to exchange data with other Wrist PDA watches and Palm devices (see page 91).

Control buttons

Page Up

Rocker Up

Rocker Enter

Rocker Down

Reset

Back

Page Down

- **Rocker Up and Rocker Down**. Pivot the Rocker to scroll to the next or previous item or line on the screen.

- **Rocker Enter.** Press the Rocker inward (toward the watch) to open the currently highlighted application or menu item.

  When the Wrist PDA displays the time, press **Rocker Enter** to return to PDA mode.

- **Page Up and Page Down**. Press to view text and graphics that extend beyond the area of the watch screen. Lets you scroll up or down by moving one screen at a time.

- **Back**. Press to return to the previous screen or to exit the current application and return to the Launcher. (Press **Back** repeatedly to display the **Launcher** categories **All**, **Main**, and **System**.) Press and hold **Back** to turn on the backlight.

- **Reset**. Press to reset the watch (see page 111). Under normal circumstances, you should not have to reset the watch.

Stylus

The stylus is stored in the buckle as shown below:
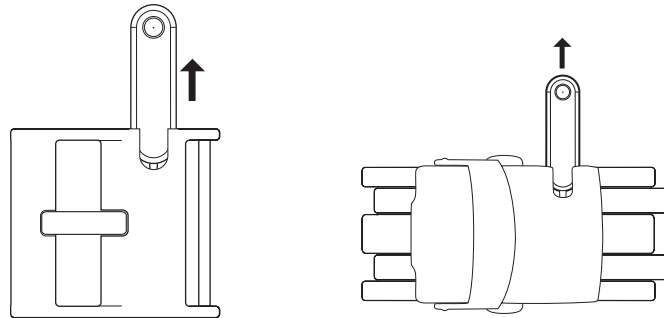
Your stylus is designed to unfold in 45 degree increments. Try all the positions to find the one that is most comfortable for you.

- **Straight position.** Hold the stylus like a pen or pencil.

- **Angled positions.** Hold the metal part of the stylus with your thumb and index fingers for a comfortable, stable, writing position.
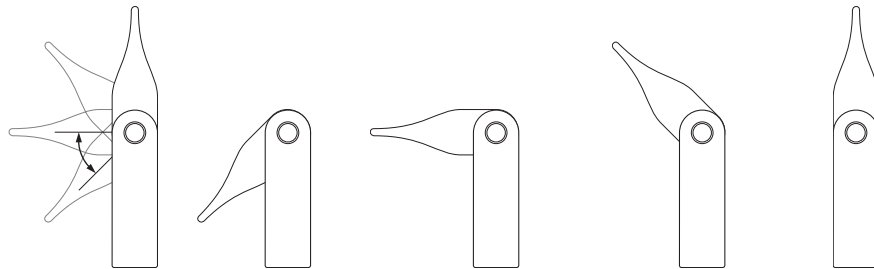
- **Tapping.** Tap with the stylus to select items on the screen, or to position the cursor in text.

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

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

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

If you have difficulty accurately selecting items on the screen, you may need to calibrate the screen (see page 112).

USB cable

The USB cable lets you recharge the watch and synchronize information between your Wrist PDA and the Palm Desktop software using HotSync technology. Connect the USB cable to the USB port on the side of the watch when recharging (see page 13) or to perform a HotSync operation (see page 95).

Recharging the watch

A battery level indicator appears on the Launcher screen:

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

Battery level indicator
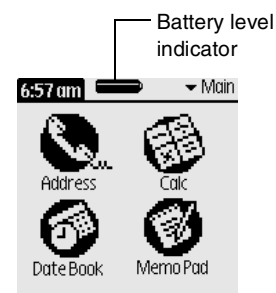
NOTE: If the watch ever fully discharges and you lose data, you can get back any previously synchronized data by synchronizing the watch and Palm Desktop software (see page 95). To reduce the risk of data loss, synchronize your watch and your computer often.

To recharge the watch:

1. Plug the USB cable into a ⟵⟶ USB port on your computer.

2. Plug the power supply into an electrical outlet.
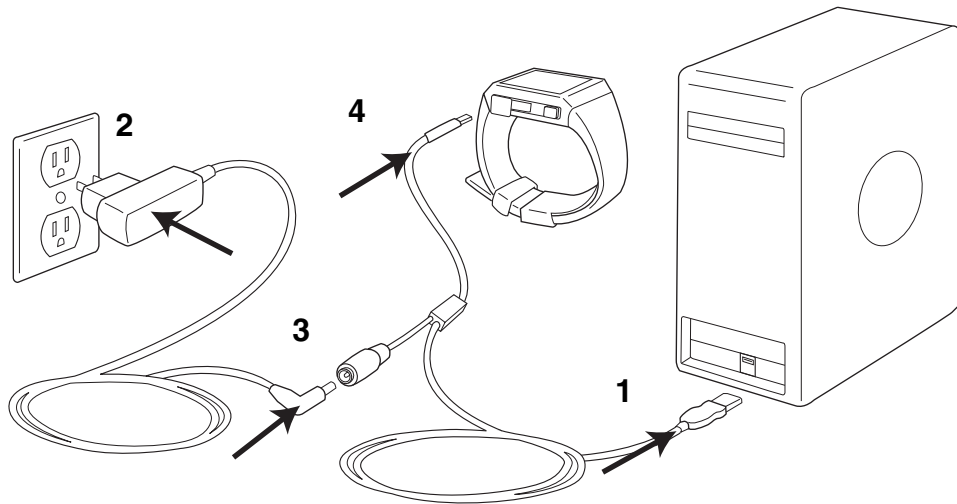
3. Plug the power cable into the connector on the USB cable.

4. Open the USB port cover on the side of the watch and plug the USB cable into the USB port on the side of the watch.
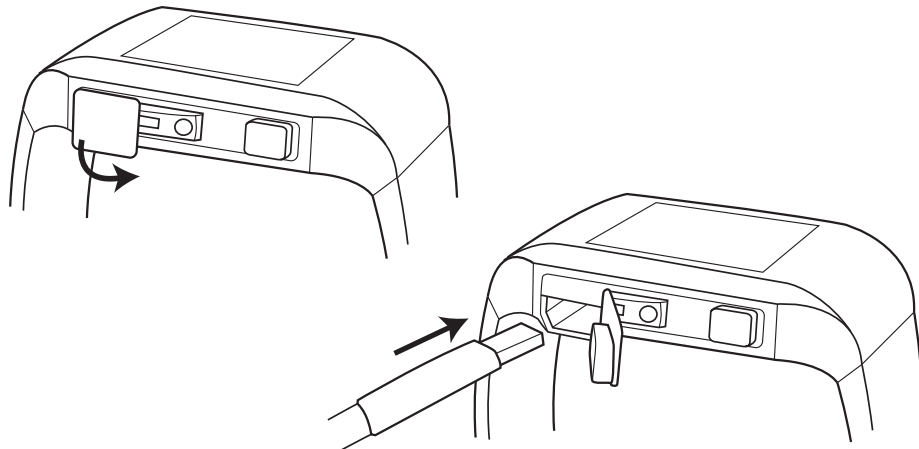
5. Let the watch charge for several hours or overnight to recharge the battery fully.

Displaying the time

Your Wrist PDA watch automatically displays the time after a brief period of inactivity (when you have not used the stylus or pressed any of the buttons). You can select the specific period of time after which the watch face appears, ranging from 30 seconds to two minutes (see page 81).

NOTE: For ease of viewing in dark conditions, turn on the backlight. Press and hold **Back** until the light activates.

See these sections for details:

- To set the date and time, see page 84
- To select a different watch face style, see page 81

You can also install third-party applications for displaying the time, but they will not automatically run like the built-in watch feature. See page 35 for details on installing add-on applications.

Switching to PDA mode

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

Press to activate PDA mode

NOTE: You can set how long you have to hold **Rocker Enter** to switch to PDA mode (see page 88).

Understanding application interface elements

Wrist PDA applications include these interface elements:

Tap here to open category list

- **Lists** that display your choices. Tap the triangle next to the list to display your choices, and then tap an item in the list to select it.

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

- **Scroll bars** to move through multi-page screens.

  – To scroll through pages, tap and hold down the scroll bar slider.

  – To move one line at a time, tap the scroll bar arrow at the top or bottom.

  – To scroll to the previous or next page, tap the scroll bar just above or below the slider. Or press **Page Up** and **Page Down**.

Text area

- **Menu bars** that contain commands specific to an application. Tap the application's tab in the top-left corner of the screen to open the menu bar (not all applications have a menu bar).

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

Tap here to open menu bar

Check box

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

Command button
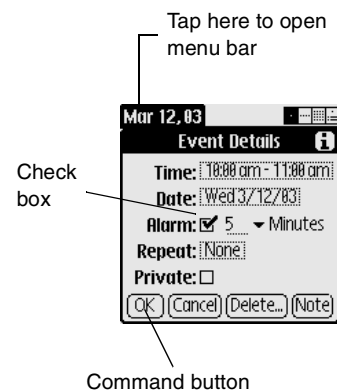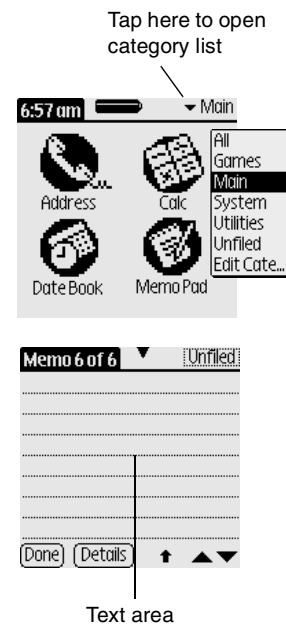
Using menus

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

NOTE: Calculator does not have menus.

To select a menu command:

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

Tap this tab   Menu bar
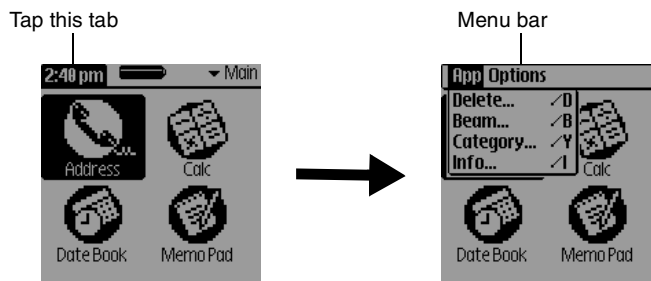
2. Do one of the following:

   - Tap the menus on the menu bar to move between menus, and then tap the desired command.

   - Press **Page Up** or **Down** to move between menus on the menu bar and **Rocker Up** or **Down** to move between items within a specific menu. Press **Rocker Enter** to run the selected command.

Using the Edit menu

The Edit menu is available from any screen where you enter or edit text. The commands that appear vary based on the application you are using. As a general rule, the Edit menu commands affect selected text.

To use the Edit menu:

1.   Tap the tab in the top-left to open the menu bar.

2.   Tap the **Edit** menu and choose from these commands:

- **Undo** reverses the last action.

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

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

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

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

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

- **Graffiti2 Help** opens the Jot character stroke screen.

Using the Command toolbar and letters

The Command stroke lets you access the Command toolbar and enter Command letters for most menu commands.

The Command toolbar is similar to the toolbars available in many computer programs. It offers alternative access to selected menu commands and other functions.

The Command letters are similar to keyboard shortcuts used to execute commands on computers. Command letters are listed beside the menu commands. Some menu commands do not have a Command letter.

NOTE: To use the Command stroke, menus must be closed.

To use the Command toolbar and letters:

1. Draw a diagonal line from the lower-left to top-right (called the Command stroke) to display the Command toolbar. The Command toolbar appears for about 4 seconds.

Command toolbar
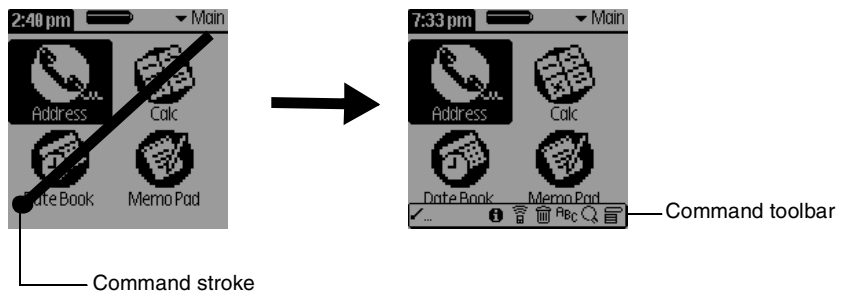
Command stroke

2. Do one of the following:

   • Tap the desired command's icon.

   • Write the command's letter. Command letters are listed beside the menu commands. For example, to choose **Select All** in the **Edit** menu, write the letter **S**.

NOTE: If you wait more than 3 seconds to draw the Command letter, you need to redraw the Command stroke to redisplay the Command toolbar.

The icons on the Command toolbar vary based on the application and the area of the application in which you are working. However, these icons are always available:

ᴬᵦc **Keyboard.** Tap this icon to access the onscreen keyboard (see page 21 for details on using the keyboard).

🔍 **Find.** Tap this icon to access the Find dialog box (see page 73 for details on Find).

📑 **Menus.** Tap this icon to open the menu bar (see page 17 for details on menus).

Displaying tips

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

To display a tip:

1. Tap ⓘ **Tips**.

2. Tap **Done** after reading the tip.

2
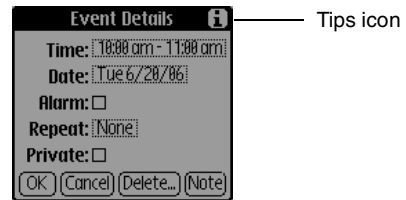
Writing on the Screen

You can enter data into your Wrist PDA using the onscreen keyboard or by writing with the stylus in the text input area. You can also enter or import data on your computer and then synchronize your watch and your computer to transfer the information to your watch (see page 95).

Using the onscreen keyboard

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

To use the onscreen keyboard:

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

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

3. Tap the area where you want to enter text. Make sure the blinking cursor is visible.

4. Tap the tab in the top-left to open the menu bar.

5. Tap **Edit**; then tap **Keyboard**.

TIP: You can also open the keyboard by drawing the Command stroke and tapping *ABC* on the Command toolbar (see page 17).

6. Tap the desired letters.To use the number keyboard, tap **123** at the bottom of the keyboard display. To use international characters, tap **Int'l**.

Alpha

Tab ——— [keyboard diagram] ——— Backspace

Caps Lock ——— Carriage return

Caps Shift ———

Tap here to display
alphabetic keyboard

Numeric

[numeric keyboard diagram]

Tap here to display
numeric keyboard.

International

[international keyboard diagram]

Tap here to display
international keyboard.
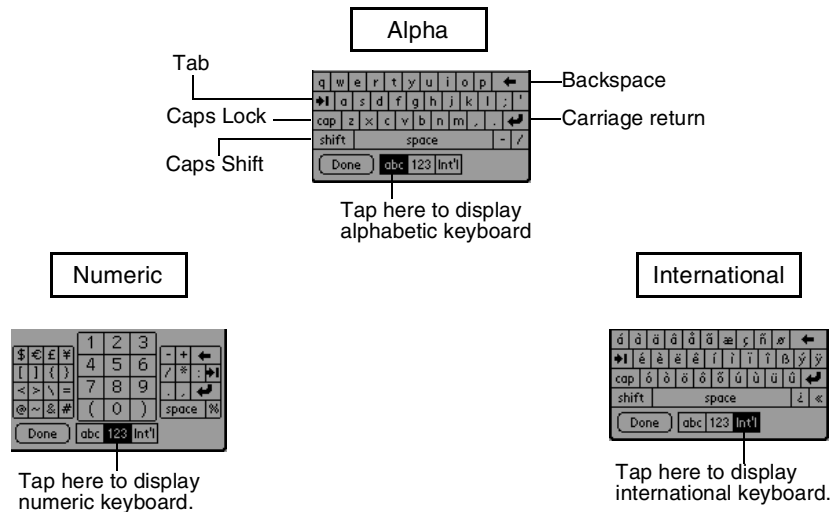
7. Tap **Done** to insert the text or numbers in the entry.

Using the handwriting software

You can use the stylus and Jot® handwriting software to write on the screen. This lets you enter all letters, numbers, punctuation, and symbols found on a standard keyboard.

The strokes are different from those used on other Palm Powered handhelds. Jot lets you write more naturally, using standard upper- and lowercase printed letters in most cases. Jot recognizes various strokes as well as most Graffiti® characters. The Jot application, tutorial, and option settings are available in the English language only.

[handwriting examples of letter A]   Various ways of writing the letter A.
Use the method most natural for you.

NOTE: Uppercase letters are formed by drawing a character across the middle of the screen, not by drawing a character that looks like an uppercase letter (see page 24).

Learning to write characters

With only a few minutes of practice, you will find it easy to enter accurate text and numbers using Jot. The Jot tutorial shows you how to use the handwriting software.

To practice using Jot:

1. Press **Back** until you see the Launcher's **All** category.

2. Select and open **Jot**.

3. Tap **Tutorial**.

4. Tap a letter to see how it is written, then try writing it yourself.

General Guidelines for Jot Writing

Follow these guidelines to successfully learn and use Jot writing:

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

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

Begin stroke here

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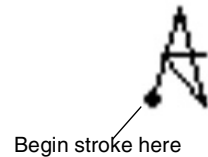
  For multi-stroke characters, a temporary character appears after the first stroke, to show that the stroke was recognized. For example, after the first vertical stroke of "t", a temporary "l" appears. There is a short time period, during which you must draw the second stroke. Otherwise the temporary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

- The screen is divided into two parts, one for lowercase letters and one for numbers. You must begin letter strokes on the left side, and number strokes on the right.

NOTE: To turn on the screen-dividing mark (shown below), select and open ⬛ **Jot** and make sure **Show mode mark** is checked.

Dividing mark

Write lowercase letters on this side

Write numbers on this side
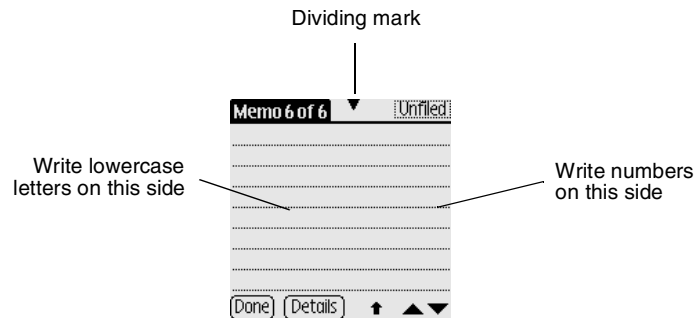
- Jot writing automatically capitalizes the first letter of a new record or sentence. To write additional capital letters, draw a lowercase letter, but start the stroke on the left side of the screen and write across the dividing mark in the middle.

To write Jot letters:

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

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

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

Lift stylus here.

Start stroke at heavy dot.
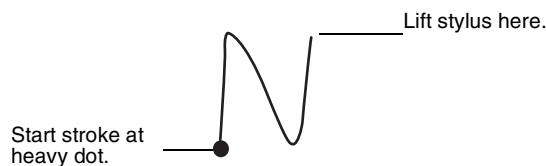
3. Position the stylus in the left side of the screen.

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.

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

Jot tips

When using Jot writing, keep these tips in mind:

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

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

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

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

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

- Press firmly.

Writing letters

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

a		l		w		double quote	
b		m		x		tab	
c		n		y		space	
d		o		z		backspace	
e		p		period	or	new line	
f		q		comma		cut	
g		r		aspostrophe		copy	
h		s		question		paste	
i		t		exclamation		undo	
j		u		ampersand		command	
k		v		at			

Writing numbers

Draw these numbers and symbols on the right side of the screen.

0		6		dash		(	
1		7		tilde		)	
2		8		+		=	
3		9		*		backspace	
4		period	or *	/			
5		comma		\			

Writing accent marks

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

à		å		ä	·· or \\ *
á		ã		å	

Using the Jot Tuner

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

NOTE: The Jot application, tutorial, and option settings are available in the English language only.

To use the Tuner:

1. Press **Back** until you see the Launcher's **All** category.

2. Select and open 🖊 **Jot**.

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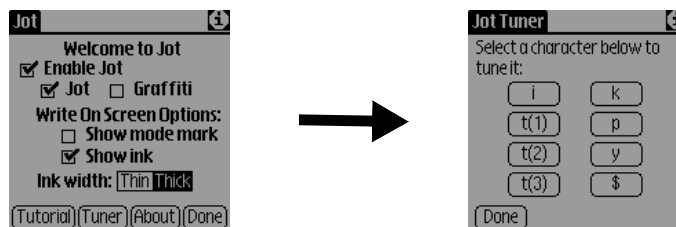
4. Tap one of the letters available for you to tune.

5. Insert a check mark to select the alternate stroke; then tap **Done**.

6. Repeat steps 5 and 6 for other letters.

7. Tap **Done**.

Selecting and editing text

After you enter text, you can change, delete, or add to it at any time. When the screen is in edit mode, a blinking cursor appears within the text, and the text appears on a dotted gray line called an edit line.
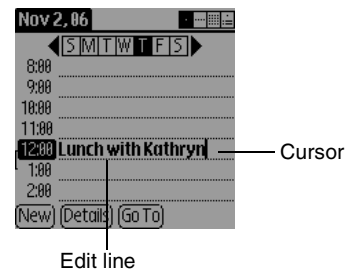
To select the text you want to edit, do one of the following:

- Double-tap a word to select the word.

- Triple-tap any word to select the entire line.

- To select several characters, words, or lines, tap and hold with the stylus until you hear a beep. Then drag the stylus left or right across the text you want to highlight, or drag up or down to select multiple lines.

Using ShortCuts

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

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

Your watch includes these predefined ShortCuts:

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

To use a ShortCut:

Draw the ShortCut stroke, followed by the ShortCut character(s). When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point.
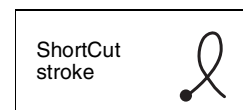
To create a ShortCut:

1.   Press **Back** until you see the Launcher's **All** category.

2.   Select and open **Prefs**.

3.   Tap the category list; then tap **ShortCuts**.

4.   Tap **New**.

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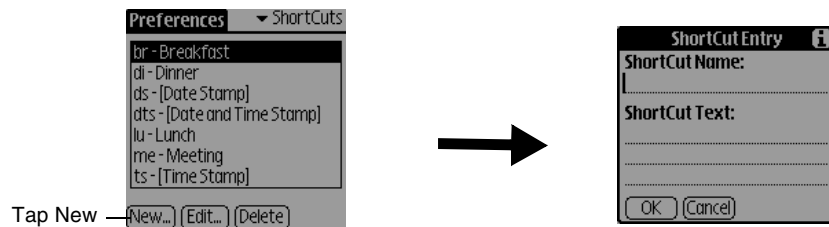
6.   Tap the **ShortCut Text** area, then enter the text you want to appear when you write the ShortCut characters.

TIP: Add a space after the last word in your ShortCut text, so that a space automatically follows the ShortCut text.

---

7.   Tap **OK**.

To edit a ShortCut:

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

2.   Tap **Edit**.

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

To delete a ShortCut:

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

2.   Tap **Delete**; then tap **Yes**.

3

Managing Applications

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

Using the Launcher

The Launcher displays all the available applications on your watch.

In addition to providing a way for you to open applications, the Launcher displays the current time, battery level, and application category. See page 13 for details on reading battery levels and recharging your watch.

Application category
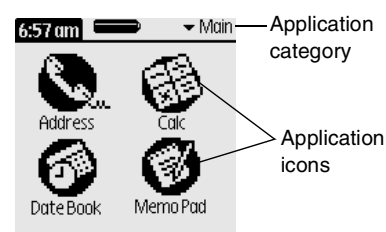
Application icons

To select and open an application:

1. Open the Launcher by doing one of the following:

    *   In watch mode, press **Rocker Enter** to display the Launcher.

    *   In PDA mode, press **Back** until you see the Launcher.

2. Select the category containing the application you want to open by doing one of the following:

- Tap the category list in the top-right; then tap a category.

- Press **Back** repeatedly until you see the category you want. (Only categories with applications in them will display).

Tap here to choose application category
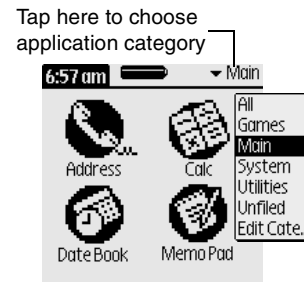
TIP: If you are unsure which category an application is in, select **All** to display all the applications on your watch. See page 32 to find out which category an application is in and how to change it.

3. If there are more applications than fit on the screen, do one of the following:

- Press **Page Up** or **Page Down** until you see the desired application.

- Press **Rocker Up** or **Rocker Down** to move the highlight to the desired application.

- Use the stylus to write the first letter of the application name; this highlights the first application that starts with that letter.

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

NOTE: To install additional applications, see page 35.

Grouping applications by category

Categories help you manage the icons in the Launcher and make it easier for you to find a specific icon. The watch comes with these categories: Main, System, Games, and Utilities. You can also create your own categories (see page 33). You can place your applications into categories and then display a specific category or all your applications.

To place an application in a category:

1. If necessary, press **Back** to display the Launcher.

2. Tap the tab in the top-left to open the menu bar.

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

4. Tap the list next to each application; then tap a category.
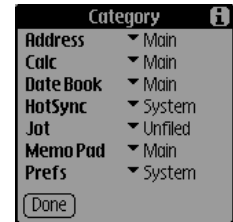
TIP: To create a new category, tap an application's list; then tap **Edit Categories**. Tap **New**, enter the category name, and then tap **OK** twice to add the category.

---

5. Tap **Done**.

To display applications by category:

- Tap the category list in the top-right; then tap the category you want to view.

- Press **Back** repeatedly until you see the category you want. (Only categories with applications in them will display).

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

Customizing the Launcher

By default, the Launcher displays applications as large icons. You can choose an alternate display format and whether the last application and/or category of applications appears each time you open the Launcher.

To customize the Launcher:

1. From the Launcher, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Preferences**.

3. Set any of these options:

- **Remember Last Application.** If checked, the last application you used is selected each time you open the Launcher. If unchecked, the first application is selected.

- **Remember Last Category.** If checked, the last application category you used appears each time you open the Launcher. If unchecked, the **All** category appears each time you open the Launcher.

- **View By.** Tap this list and select one of these Launcher display formats: **Small List**, **Small Icon**, **Large List**, or **Large Icon**.
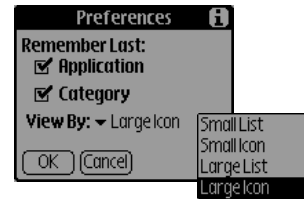
4. Tap **OK**.

Getting information about an application

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

To display the About box:

1. Select and open the application for which you want to get information.

2. Tap the tab in the top-left to open the menu bar.

3. Tap **Options**; then tap **About**.

> **NOTE:** The About command differs based on the application you are using. For example, if you are in Date Book, the command is About Date Book; if you are in Address Book, the command is About Address Book.

Installing add-on applications

In addition to the applications that are built into your watch, you can install other applications (called add-on or third-party applications). A variety of add-on applications are available, such as games and other productivity software.

Add-on applications reside in RAM memory and can be removed at any time (see page 37).

To install add-on applications on your watch:

NOTE: Some applications use an installer program to automate the installation process. In these cases, follow the instructions that come with the application instead of the steps shown here.

---

1. Copy or download to your computer the application you want to install. If the application is compressed (for example, in a .zip file), extract it from the compressed file. (This usually requires decompression software such as WinZip.)

2. Double-click the **Palm Desktop** icon on your computer desktop to open the application.
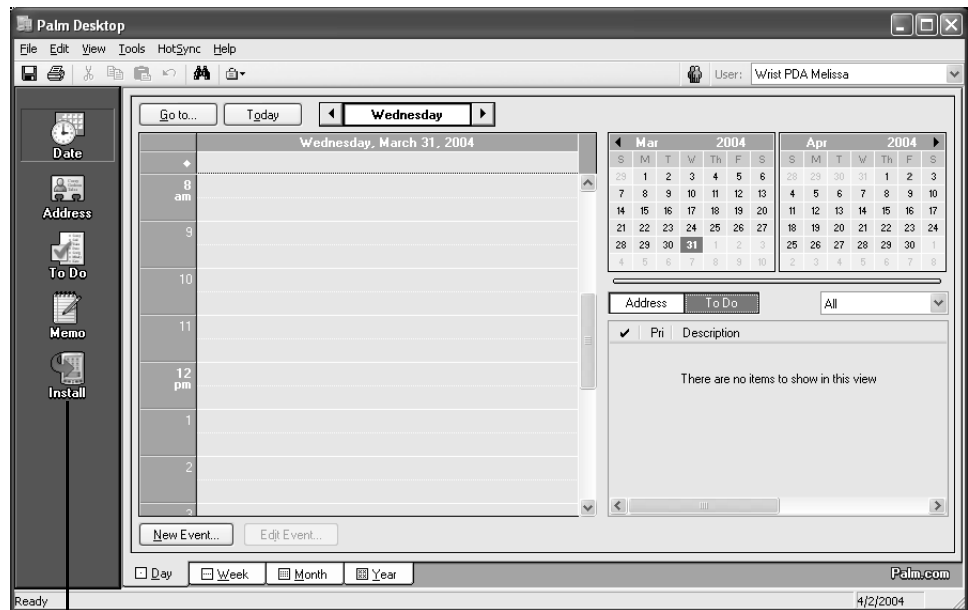
Install

3. Click **Install** to open the Install Tool dialog box.

> **TIP:** You can also open the Install Tool dialog box by double-clicking any file with a PRC file extension.

4. Click the **User** drop-down list and select the name you gave your Wrist PDA; then click **Add**.
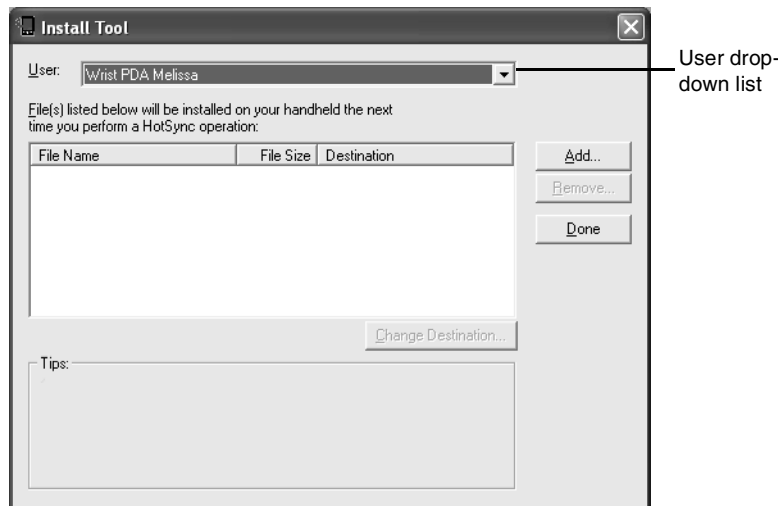
5. Browse to the folder on your computer where you saved or extracted the application. Select the application, then click **Open**. The file appears in the Install Tool dialog box.

> **NOTE:** If you decide not to install an application, select it in the Install Tool dialog box and click **Remove**. The application is removed from the dialog box, but not from your computer.

6. Repeat step 5 to select other applications to install.

7. Click **Done**. A message appears to indicate that the application(s) will be installed the next time you perform a HotSync operation.

8. Perform a HotSync operation to install the application(s). See page 95 for details.

Removing applications

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

You cannot remove the built-in applications on watch, including Date Book, Address Book, To Do List, Memo Pad, and Calculator.

To remove an add-on application:

1. Tap the tab in the top-left to open the menu bar.

2. On the **App** menu, tap **Delete**.

3. Tap the application you want to remove.

4. Tap **Delete**.

5. Tap **Yes**.

6. Tap **Done**.

4

Working with Applications

Your Wrist PDA includes these basic applications:

- **Date Book** for scheduling
- **To Do List** for reminding you of tasks you need to complete
- **Address Book** for entering names and addresses
- **Memo Pad** for jotting notes
- **Calculator** for performing mathematical calculations

Using Date Book

Date Book lets you quickly and easily schedule appointments or any activity associated with a date or time. When you open Date Book, you see the current date and time slots for a standard business day.

Use Date Book to:

- **Schedule several types of events:** timed events, untimed events, repeating events, continuous events, and all day events.

- **Display several schedule formats:** by Day, Week, Month, or Agenda View.

- **Set alarms:** receive alerts minutes, hours, or days before an appointment.

- **Attach notes:** add descriptions or other text to events.

- **Manage your schedule:** spot conflicts, and rearrange or delete events.

To open Date Book:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open **Date Book**.

Scheduling events

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

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

- **Untimed events**, such as birthdays, holidays, and anniversaries. These events occur on a particular date but have no specific start or end times; they appear at the top of the schedule for that date and are marked with a diamond. You can schedule more than one untimed event on the same date.

- **Repeating events**, such as a weekly meeting that is held on the same day at the same time each week.
- **Continuous events**, such as a vacation or three-day conference.
- **All day events**, which reflect your default day length settings.

Scheduling timed events

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

To schedule a timed event for the current date:

1. Open Date Book to today's schedule.

2. Tap the line next to the time the event starts.

3. Press **Page Up** and **Page Down** to view times that do not fit on the screen.

Tap a line next to desired time; then enter text.

Time bar shows default duration.

4. Enter a description of the event, up to 255 characters in length.

5. Set the event's duration:

- If the event is 1-hour long, skip to the end of this procedure.
- If the event is longer or shorter than an hour, tap the time to open the Set Time dialog box.

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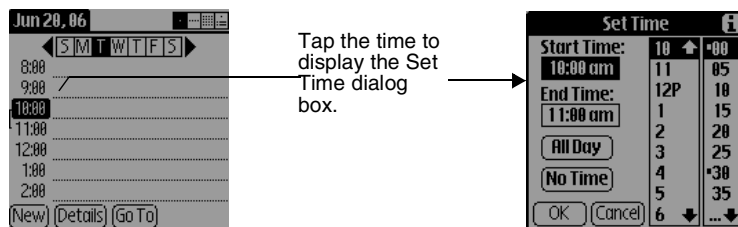
TIP: You can also open the Set Time dialog box by making sure no event is selected, and then writing a number (to select a start time) on the number side of the screen.

6. Set the duration of the event by doing any of the following:

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

Tap to scroll to earlier hours.

Start Time highlighted

Tap to change hours.

Tap to change minutes.

Tap to scroll to later hours.
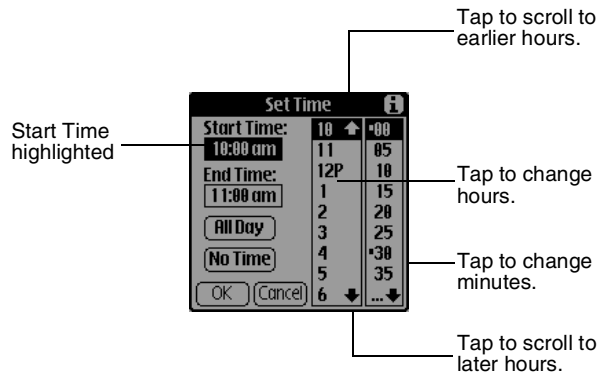
- Press **Rocker Up** and **Down** to change the hours and **Page Up** and **Down** to change the minutes. To make the time change faster, press and hold the buttons. Press **Rocker Enter** to accept your time selection.

- Tap **All Day** if the event lasts all day. The default hours of a standard business day are set in Date Book Preferences (see page 55).

- Tap **No Time** if the event does not have a specific start and end time, such as a holiday (see page 43).

7. Tap **OK**.

To schedule a timed event for another date:

1. Select the date by doing one of the following:

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

- Press the **Rocker** to change the day of the week. To change weeks, scroll to before Sunday or after Saturday.

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

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

Scheduling untimed events

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

To schedule an untimed event:

1. Select the date of the event, (see previous procedure).

2. Tap **New**.

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

4. Enter a description of the event.

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

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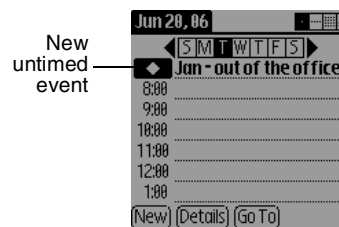
NOTE: If you create a timed event and later want to make it an untimed event, tap the event time in Date Book; then tap **No Time**.

Scheduling repeating or continuous events

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

To schedule a repeating or continuous event:

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

    Typically, a continuous event is an untimed event.

2. Tap **Details**.

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

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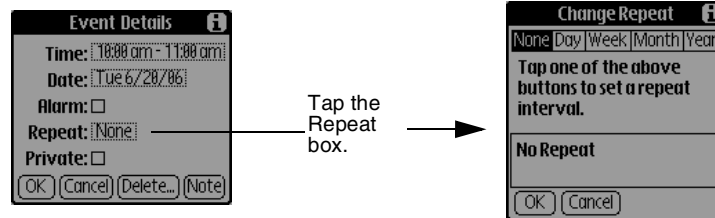
4. Tap **Day**, **Week**, **Month**, or **Year** to set how often the event repeats (or use the **Rocker** to select the desired option). For a continuous event, choose **Day**.

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

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

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

7. Tap **OK**. The ☐ **Repeat** icon appears to the right of the event line.
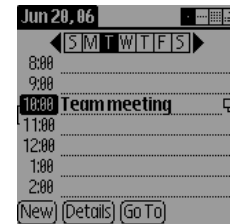
Making changes to repeating or continuous events

When you change a repeating or continuous event you can apply the change to just the current event, the current event and all future occurrences of this event, or all occurrences of this event — past, present, and future.

To change or delete repeating events:

1. Select the event you want to change or delete.

2. Tap **Details**.

3. In the Event Details dialog box, make your changes.

4. Tap **OK** or tap **Delete**.
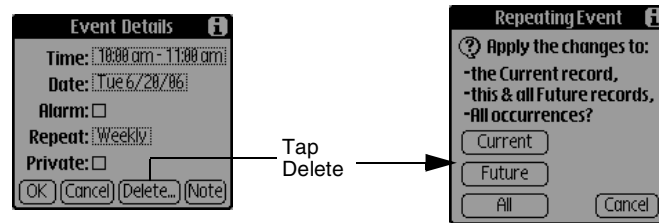
5. In the Repeating Event dialog box, select one of these options:

- **Current** deletes a single occurrence of this event.

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

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

The event is updated or removed and you are returned to the Day View where you started.

About scheduling repeating or continuous events

Keep these points in mind when scheduling repeating or continuous events:

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

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

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

- If you change other repeat settings (for example, time, alarm, private) and apply the change to all occurrences, your watch creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.

- If you apply a change to a single occurrence (e.g., time), that occurrence no longer shows the Repeat icon.

Rescheduling or deleting events

The Details dialog box in Date Book lets you reschedule events, convert untimed events into timed events, and delete events.

To reschedule an event:

1. Select the event you want to reschedule.

2. Tap **Details**.

3. In the Event Details dialog box, do any of the following:

    *   **Change the time.** Tap the **Time** box, select a new time; then tap **OK**.

    *   **Change the date.** Tap the **Date** box, select a new date; then tap **OK**.

    *   **Add a note.** Tap **Note**; enter the note text; then tap **Done**.

    *   **Delete the event.** Tap **Delete**; then tap **OK** if prompted to confirm deletion.

4. Tap **OK**.

Adding Address Book information to an event

You can add a name and telephone number to an event using Phone Lookup. For example, you can add your dentist's telephone number to your dental appointment.

1. Tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Phone Lookup**.

3. Select the contact you want to include and tap **Add**.

TIP: You can also search based on selected text. Drag to highlight the text, then follow the steps above. When the search is complete, the name and phone number of the candidate replaces the selected text.

Using the alarm

The Alarm setting lets you set an audible alarm and display a reminder message for Date Book events. If you do not set an alarm, no visual or audible indicator will occur.

Setting an alarm for an event

You can set an alarm for minutes, hours, or days before an event. When you set an alarm, an ⏲ Alarm icon appears to the right of the event.

For timed events, the alarm sounds at the specified period of minutes, hours, or days before the event begins. For untimed events, a silent, blinking indicator appears before midnight of the day on which the untimed event occurs. For example, if you set a 5-minute alarm for an untimed event that occurs on January 17, the blinking indicator appears at 11:55 p.m. on the night of January 16. See page 50 for more about silent alarms.

To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.

2. Tap **Details**.

3. Make sure **Alarm** is checked.

4. The default setting, 5 Minutes, appears (the alarm will sound 5 minutes before the event). To change this setting:
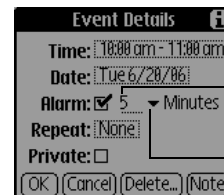
   Enter number of time units here.

   Tap here to select unit of time.

   - Select the **5** and enter any number from 0 to 99.

   - Tap the unit list and select **Minutes**, **Hours**, or **Days** as the time unit.

5. Tap **OK**.

Using alarm options

You can use Preferences settings to automatically set an alarm for each new event. You can also select an alarm tone and the number of times the alarm sounds.

To set alarm options:

1. Tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Preferences**.

3. Set any of these options:

    - **Alarm Preset**. If checked, each new event includes an alarm. If unchecked, new events do not include an alarm.

    - **Alarm Sound**. Tap the list; then tap an alarm tone: **Alarm**, **Alert**, **Bird**, **Concert**, **Phone**, **Sci-fi**, and **Wake Up**.

    - **Remind Me.** Tap the list; then tap how many times the alarm sounds: **Once**, **Twice**, **3 Times**, **5 Times**, or **10 Times**.

    - **Play Every**. Tap the list; then tap how often the alarm sounds, every: **Minute**, **5 mins.**, **10 mins.**, or **30 mins.**

4. Tap **OK**.
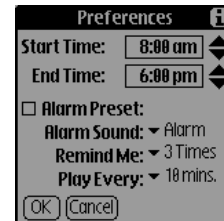
Using the alarm in watch mode

When your Wrist PDA is in watch mode, an alarm icon appears in the top-left of the watch face to let you know that the alarm is active. When the alarm sounds, the watch beeps (if the Alarm sound is turned on).

To answer the alarm while in watch mode, press **Rocker Enter** to switch to PDA mode and dismiss the alarm or use the Reminders list, as described below.
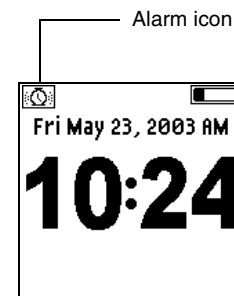
Dismissing the alarm

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

For a silent alarm, the blinking indicator remains onscreen until you tap it to view the Reminders list (see page 49).

When an audible alarm sounds, you see the Reminder screen where you can respond to an alarm.

To use the Reminder screen, tap one of the following:

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

- **Snooze**: Switches to the application that was running when the alarm went off, and returns to the Reminder screen after five minutes. You cannot change this time interval, but you can go back to the Reminder screen right away by tapping the blinking indicator in the top-left corner of the screen (see page 50).

- **Go To**: Jumps to the event in Date Book. This cancels the alarm, and there is no further notification.
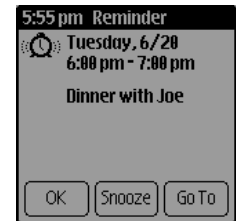
Using the Reminders list

The Reminder screen changes to a Reminders list if an alarm sounds for a second event before you dismiss or snooze a previous alarm. If there is a blinking indicator in the top-left corner of the screen, tapping it also displays the Reminders list (see page 50).

Each reminder contains the date, time and description of the event.

To use the Reminder list, tap one of the following:

- **Text or icon.** Go to that item in Date Book and delete the item from the Reminders list.

- **Check box.** Check off that item and delete the item from the Reminders list.

- **Snooze**. Put the Reminders list to sleep for five minutes and then display the Reminders list again. To go directly to the Reminders list without waiting, tap the blinking alarm indicator (see page 50).

- **Done**. Close the Reminders list. The Reminders list does not appear again, unless you tap the blinking alarm indicator.
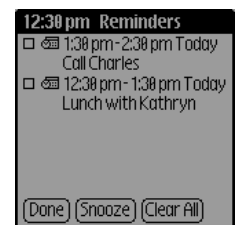
> **NOTE:** If you tapped **Snooze** and then tapped the blinking alarm indicator to make the Reminders list reappear, tapping **Done** makes the Reminders list continue to snooze, and it reappears after five minutes.

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

Understanding the blinking alarm indicator

A blinking alarm indicator appears in the top-left of the screen if:

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

The indicator appears in two different states:

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

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

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

Changing the Date Book view

Date Book includes four views for displaying your appointments: Day View, Week View, Month View, and Agenda View.

To display Date Book views, do one of the following:

- Tap a view icon in the top-right of the Date Book screen.

  Date Book view icons

- Press **Rocker Enter** repeatedly to cycle through the different views.

To display the current time:

1.   Tap and hold the date in the top-left.

2.   Without lifting the stylus, make a small stroke in any direction away from the date display.

     The current time displays instead of the date until you release the stylus from the screen.

Working in Week View

Week View displays your calendar for an entire week. This view lets you quickly review your appointments and available time slots. And the graphical display helps you spot overlaps and conflicts in your schedule.

Dot indicates untimed event.

Bar indicates earlier event.

Bar indicates later event.

Scroll to view earlier or later events

Previous week

Next week

Event details

Tap to show event details.
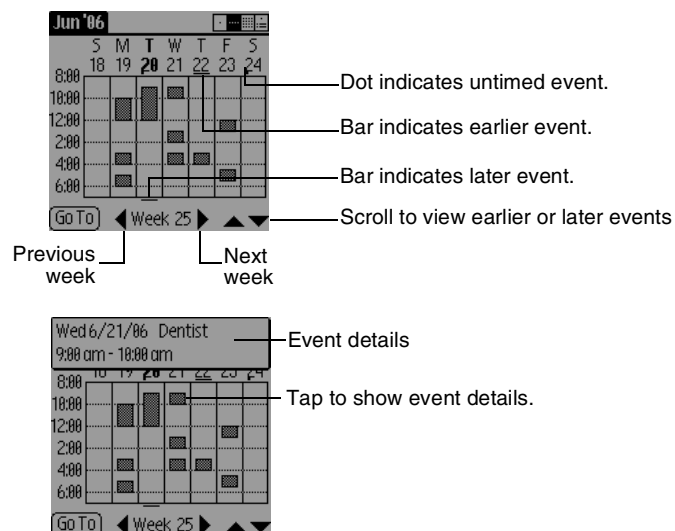
Tips for using Week View

• Tap the **Previous week** and **Next week** arrows to move forward or backward a week at a time. You can also press **Rocker Up** and **Down** to change weeks, and **Page Up** and **Down** to scroll through the hours.

• Tap an event to see the event description.

• To reschedule an event while in Week View, tap and drag the event to a different time or day.

- Tap a blank time on any day to move to that day and have the time selected for a new event.

- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.

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

Working in Month View

Month View shows which days have events scheduled. The dots and lines indicate events, repeating events, and untimed events.

Dots below date indicate untimed events

Dots on right side indicate events

Dashed line indicates continuous event
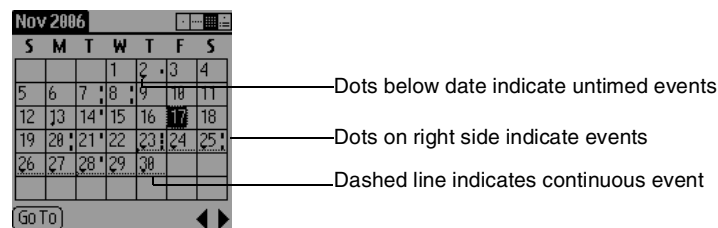
Tips for using Month View

- Tap a day in Month View to display that day in Day View.

- Tap the scroll arrows in the lower-right corner to move forward or backward a month. Or tap Go To to open the date selector and select a different month.

- You can also press **Page Up** and **Down** to scroll to another month, and **Rocker Up** and **Down** to highlight a different day. Pressing **Rocker Enter** changes to the Day View for the selected day.

- You can control the dots and lines that appear in Month View (see page 54).

Working in Agenda View

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

Scroll each list
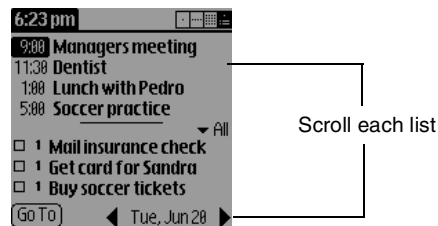
Tips for using Agenda View

- Tap the **Previous** and **Next** arrows to move forward or backward a day at a time or to display more To Do List tasks.

- Press **Rocker Down** to scroll through the list of appointments for the day. When you reach the last appointment, your selection moves to the first task for the day. You can highlight a task and then press and hold **Rocker Enter** to check or uncheck it.

- Press **Rocker Up** to scroll to the top of the To Do list and then to the Appointments list.

- Tap any appointment to display the appointment in Day View.

- Check off completed tasks in the Agenda View, or click a task description to go directly to To Do List. Pressing **Back** returns you to Agenda View.

- View a different category of To Do List tasks. Tap the category list in the upper-right of the To Do List area; then tap a category. See page 56 for details on To Do List.

Spotting event conflicts

It is possible to schedule multiple events during the same time slot. These event conflicts appears in the Week View as overlapping time bars and in the Day View as overlapping brackets to the left of the conflicting times.
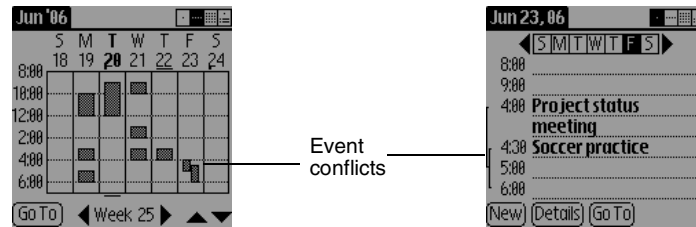
Event conflicts

Changing the Date Book display

In Day View or Month View, you can change which events appear onscreen. In Day View, you can also display time bars that highlight event conflicts.

To change the Date Book display:

1. In Day View or Month View, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Display Options**.

3. Set any of these Day View options:

   • **Show Time Bars.** If checked, Day View shows time bars for the event duration and any event conflicts. If unchecked, time bars do not appear.

   • **Compress Day View.** If checked, Day View displays start and end times for each event, and eliminate blank time slots at the bottom of the screen, to minimize scrolling. If unchecked, all time slots appear.

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

5. Tap **OK**.

Changing the displayed Start and End Times

You can change the preferences used for new entries. Preferences include display starting time, display ending time, and alarm characteristics (see page 47).

The Start and End Time are used by the various Date Book screens. When you schedule an All Day event, the event starts and ends at these times. And Week View displays the time span defined by the Start Time and End Time.

To change the start and end time in Date Book:

1. Tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Preferences**.

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

4. Tap **OK**.
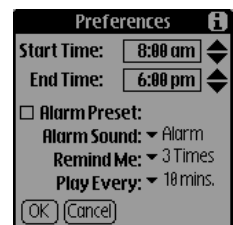
Using To Do List

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

Use 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 tasks.
- Group tasks into categories so that you can organize and view them (see page 71).
- Sort your tasks by due date, priority level, or category.
- Attach notes to individual tasks to add a description or clarification of the task (see page 74).

To open To Do List:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open **To Do List**.

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

Creating tasks

An item on your To Do List is a reminder of something you have to complete. A record in To Do List is called a *task*.

To create a task:

1. From the To Do List, tap **New.**

    TIP: If no task is currently selected, writing in the text input area automatically creates a new task.

    ```
    To Do              ▼ All          To Do              ▼ All
    □ 1 Mail insurance check          □ 1 Mail insurance check
    □ 1 Get card for Sandra           □ 1 Get card for Sandra
    □ 1 Buy soccer tickets            □ 1 Buy soccer tickets
                                      ■ 1
                        New task ────────

                        Tap New ─────

    [New] [Details...]  ▲▼          [New] [Details...]  ▲▼
    ```
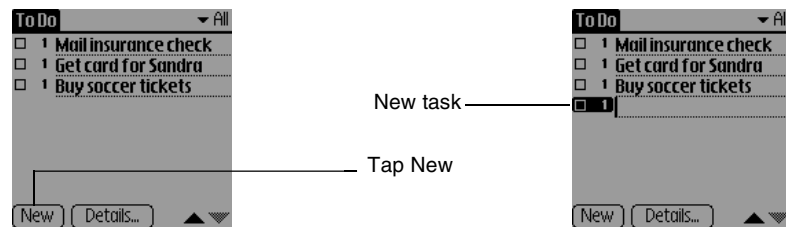
2. Enter the task description. The text can be longer than one line.

    TIP: You can add a name, address, and phone number from Address Book to a task. Tap the tab in the top-left to open the menu bar. Tap **Options**; then tap **Phone Lookup**. Select a record or write the first few letters of the name you want to add. Tap **Add** to add the information to the task.

    ---

3. Tap anywhere onscreen to deselect the task.

Setting To Do List priorities

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

New tasks automatically have a priority of 1. If you select another task first, before creating a new task, the task you create appears beneath the selected task with the same priority as the selected task.

To set the priority of a task:

1. From the To Do List, tap the **Priority** number to the left of the task.

Tap here
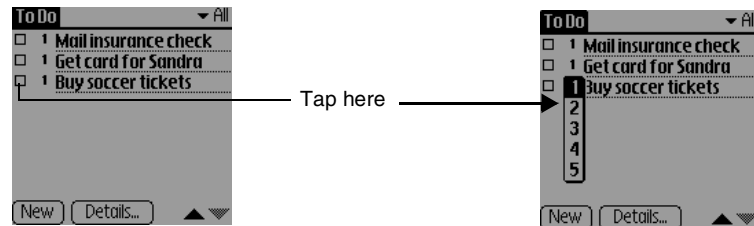
2. Tap the Priority number for the task; 1 is most important and 5 is least important.

Checking off tasks

You can check off a task to indicate that you have completed it.

To check off tasks, do one of the following:

- Tap the box next to the task.
- Press **Rocker Up** and **Down** to highlight a task, then press **Rocker Enter**.
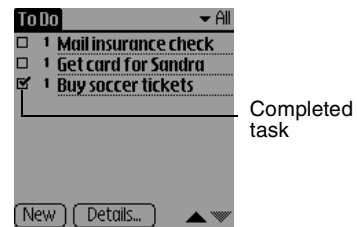
You can leave completed tasks onscreen, or clear them from view.

Completed task

To clear complete tasks:

1. In To Do List, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Show**.

3. Uncheck **Show Completed Items**.
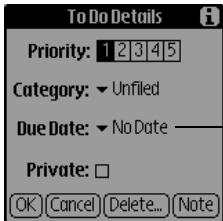
NOTE: Tasks that no longer appear onscreen because **Show Completed Items** is turned off are still in your watch's memory. You must purge completed tasks to remove them from memory.

Changing priorities and due dates

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

To change the priority and due date of a task:

1.   In To Do List, scroll to and select the task you want to change.

2.   Tap **Details**.

3.   In the Details dialog box, tap the **Due Date** list; then tap the date you want to assign to the task: **Today**, **Tomorrow**, **One Week from the current date**, **No Date** to remove the due date from the task, or **Choose Date** to display the date selector and select a date.

4.   Tap **Private** to hide this task when Security is turned on (see page 74).

5.   Tap **OK**.

Changing To Do List display settings

You can sort tasks by priority, due date, or category, and you can have To Do List display completed tasks and their completion dates, as well as due tasks and their due dates.

To change To Do List display settings:

1.   In To Do List, tap the tab in the top-left to open the menu bar.

2.   Tap **Options**; then tap **Show**.

3.   Tap **Sort By**; then select one of these option from the list:

   • **Priority, Due Date**. Tap to sort tasks by priority first, and then by due date.

   • **Due Date, Priority.** Tap to sort tasks by due date first and then by priority.

   • **Category, Priority.** Tap to sort tasks by category first, and then by priority.

   • **Category, Due Date.** Tap to sort tasks by category first, and then by due date.
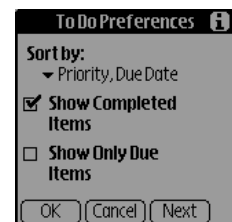
4. Set these options:

    *   **Show Completed Items.** If checked, completed tasks appear in To Do List. If unchecked, completed tasks disappear from the list, but are kept in the memory until you purge them.

    *   **Show Only Due Items.** If checked, only the tasks that are currently due, past due, or have no due date specified appear in the list. Tasks that are not yet due do not appear in the list until their due date. If unchecked, all unfinished tasks appear in the list.

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

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

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

6. Tap **OK**.

Using Address Book

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

Use Address Book to:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, and so on) or e-mail addresses for each name.
- Choose which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry, such as children's names or driving directions.
- Group Address Book entries to categories so that you can organize and view them.

To open Address Book:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open 🌐 **Address**.

Address Book opens and displays the list of your records.

Adding and using Address Book entries

Address Book stores names and addresses for people or businesses.

Creating an Address Book entry

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

Palm Desktop software also has data import capabilities that let you load files from other programs into Address Book on your watch. See page 107 and Palm Desktop online Help for details.

To create a new Address Book entry:

1. From the Address List, tap **New**.

Cursor at Last name

Tap New.
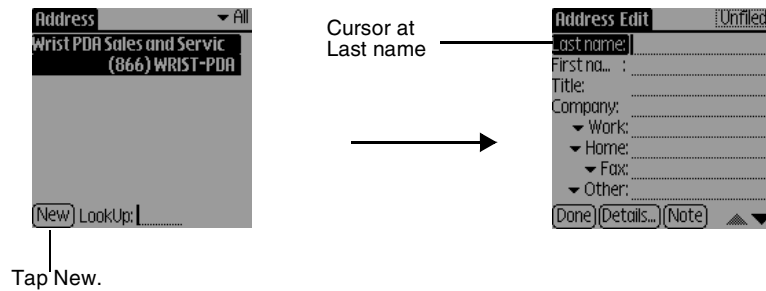
2. Enter the last name of the person you want to add.

3. Tap a field to move to it and enter any information you want to include in the entry.

TIP: You can change the phone number labels by tapping the list and choosing another label. Any changes you make apply only to the current entry.

NOTE: If you want to sort your Address Book by company name, enter information in the **Company** field.

---

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

5. To attach a note to an entry, tap **Note**. Enter the note text, and then tap **Done**.

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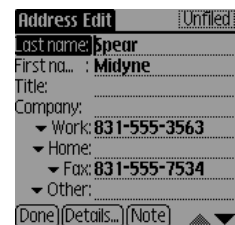
TIP: To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call.* This entry can contain contact information in case you lose your watch.

To view an address entry:

1. From the Address list, scroll to and select the address entry.

TIP: You can also enter the first few letters of the name you want to locate on the **Look Up** line.

The entry appears in Address view.

2. Tap **Done** after you finish viewing the entry.

Duplicating an entry

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

To duplicate an entry:

1. From the Address list, scroll to and select the name you want to duplicate.
2. Tap the tab at the top-left to open the menu bar.
3. On the **Record** menu, tap **Duplicate Address**.
4. Edit the record as necessary.
5. Tap **Done**.

Selecting specific address details

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

To select address details:

1. From the Address list, scroll to and select the entry you want to change.
2. Tap **Edit**.
3. Tap **Details**.

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

   - **Show in List.** Tap to choose which type of phone or other information you want to appear in the Address List: **Work**, **Home**, **Fax**, **Pager**, **Mobile**, **Other**, and **E-mail**.

   - **Category**. Tap to assign the entry to a category.

   - **Private.** If checked, the entry disappears when Security is on. If unchecked, the entry appears when Security is on.

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

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

7. Tap **OK**.

Changing the Address Book display

You can change how the Address list is sorted and You can also have Address Book display the last category you selected each time you open the application.

To change how lists are sorted:

1. From the Address List, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Preferences**.

3. Set any of these options:

   - **Remember last category.** If checked, the last category you selected redisplays on returning to the application. If unchecked, the All category appears on returning to the application.
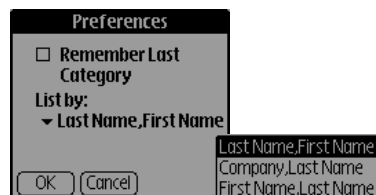
   - **List By.** Tap to choose whether the Address list is sorted alphabetically by an individual's last name and then first name, or by the company name, and then an individual's last name.

4. Tap **OK**.

Adding custom fields

You can add custom fields to the end of the Address Edit screen for entering additional information.

To add custom fields:

1. From Address Book, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Rename Custom Fields**.

3. In the Rename Custom Fields dialog box, enter names for the fields to identify the information you will enter in them. The field names appear in all entries, at the end of the Address Edit screen.

4. Tap **OK**.

5. Tap **Done**.
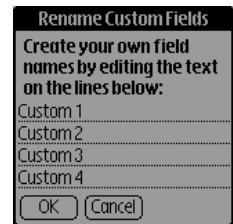
Using Memo Pad

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

- Group memos in categories so that you can organize and view them (see page 71).
- Write down phone numbers and other types of information. Later, you can copy and paste this information into other applications.

To open Memo Pad:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open 🌑 **Memo Pad**.

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

Creating memos

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

When you create a new memo, you can add information to it from Address Book, such as a phone number or address, using Phone Lookup.

To create a new memo:

1. From the Memo List, tap **New**.

Tap New.

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

2. Enter the text you want to appear in the memo. Enter the carriage return stroke (new line stroke) to move to a new line in the memo.

> **TIP:** To form the carriage return stroke, draw a diagonal line toward the lower-left corner of the screen.
>
> To add a name, address, and phone number from Address Book, tap the tab in the top-left to open the menu bar. Tap **Options**; then tap **Phone Lookup**. Select a record or write the first few letters of the name you want to add. Tap **Add** to add the information to the memo.

3. Tap **Done**.

Reviewing memos

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

To review a memo:

1. From the Memo List, scroll to and select the memo you want to view.
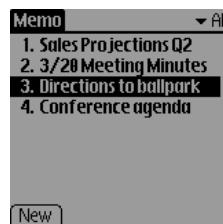
Memo ▼ All	Tap a memo to review its contents	Memo 3 of 4 [Unfiled]
1. Sales Projections Q2		Directions to ballpark
2. 3/28 Meeting Minutes		
3. Directions to ballpark		Take 280-N toward Civic Center/Bay Bridge
4. Conference agenda		
		Take exit on left and merge onto King Street
[New]		[Done] [Details] ▲▼

2. Review or edit the memo.

3. Tap **Done**.

TIP: When you are looking at the text of a memo, you can easily jump to other memos. Press **Rocker Up** and **Down** to scroll to other memos.

To sort the Memo List:

1. From the Memo list, tap the tab in the top-left to open the menu bar.
2. Tap **Options**; then tap **Preferences.**
3. Choose one of these options:
   - **Manual.** Tap to sort new memos in the sequence in which you create them.
   - **Alphabetical.** Tap to sort new and existing memos in numerical and then alphabetical sequence.
4. Tap **OK**.

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

Using Calculator

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

To open Calculator:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open ⊞ **Calc**.

    Calculator appears on the screen.

Using Calculator buttons

Tap the onscreen number buttons to enter numbers. Calculator includes several other buttons to help you perform calculations:

CE Clears the last number you entered and lets you re-enter a number without restarting the calculation. Tap this button if you make a mistake while entering a number in the middle of a calculation.

C   Clears the entire calculation so you can begin a new calculation.

+/- Toggles the current number between a negative and positive value. To enter a negative number, enter the number first and then tap the +/- button.

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

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

MC Clears any value that is stored in Calculator memory.

5

Performing Common Tasks

There are many tasks that are common to the organizer applications. These common tasks are described in this chapter. This chapter uses the generic term *records* to refer to an individual entry in Date Book, Address Book, To Do List, or Memo Pad.

Grouping records into categories

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

In addition to the All and Unfiled categories, each application includes these default categories:

- **Address Book.** Business, Personal, and QuickList
- **Memo Pad and To Do List.** Business and Personal

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

To move a record into a category:

1. Scroll to and select the record you want to categorize.
2. Tap **Details**. (From the Address View screen, tap **Edit** first.)
3. In the Details dialog box, tap the **Category** list; then tap the desired category.
4. Tap **OK**.

To display a category of records:

1. Select and open 🖊 **Address**, 📖 **To Do List**, or 📝 **Memo Pad**.

2. Tap the category list in the top-right; then tap the category you want to display.
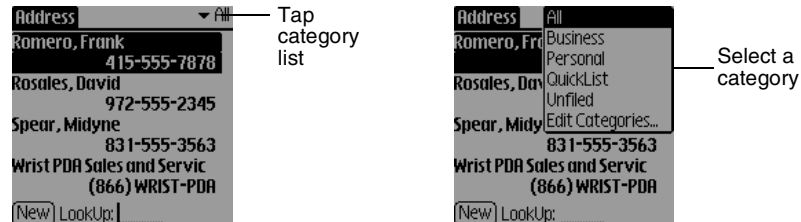
To add or edit categories:

1. Select and open 🖊 **Address**, 📖 **To Do List**, or 📝 **Memo Pad**.

2. Tap the category list in the top-right; then tap **Edit Categories**.
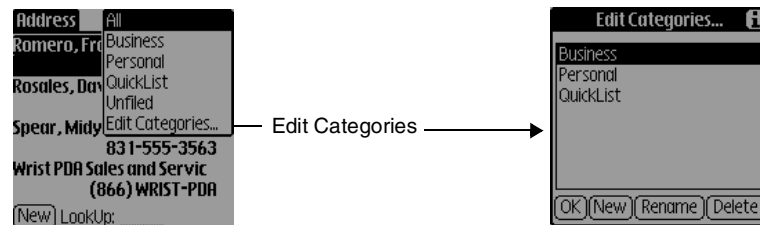
3. Select any of these options:

   - **New**. Tap this button to create a new category. Enter a new name in the text input area; then tap **OK**.

   - **Rename**. Tap this button to rename a category. Select the category you want to rename, tap **Rename**, enter a new name, and tap **OK**.

TIP: You can move records from multiple categories into a single category by renaming all the categories you want to consolidate with the same name.

   - **Delete**. Tap this button to delete a category. Select the category you want to delete; then tap **Delete**.

4. Tap **OK**.

Finding text

Your watch includes a system wide find command to help you quickly locate information.

To find text:

1. Drag a diagonal line from the lower-left to upper-right to display the Command toolbar.

Find icon

2. Tap ⚲ **Find**.

3. In the Find dialog box, enter the text you want to find.

Find searches for the text in all records and notes within all applications and displays the results.
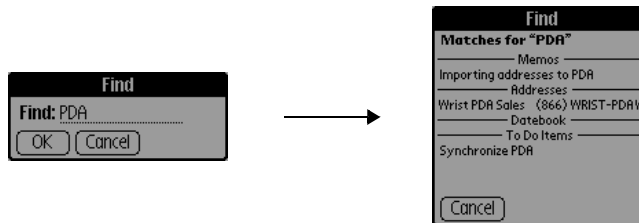
Tips for using Find

When using Find, keep these points in mind:

- Find is not case sensitive; searching for "davidson" also finds "Davidson."

- You can tap **Stop** to stop the search at any time. To continue the search after tapping Stop, tap **Find More**.

- Find locates all words that begin with the supplied text. It does not find words where the supplied text appears in the middle or at the end of a word.

- You can also select text in an application before tapping Find to search for that text.

Attaching notes

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

To attach a note to a record:

1. Scroll to and select the entry to which you want to add a note.

2. (**Address Book only.**) Tap **Edit**.

3. Tap **Details**.

4. Tap **Note.**

5. Enter the desired text.

6. Tap **Done**.

A note icon appears to the right of any item containing a note.

To review or edit a note:

Tap the note icon.

To delete a note:

1. Tap the note icon.

2. Tap **Delete**; then tap **Yes** to delete the note.
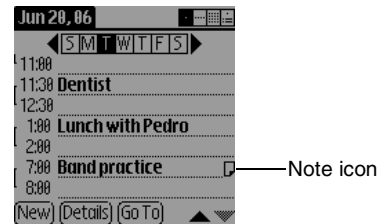
Deleting records

You can delete records in any of the organizer applications.

To delete a record in any of the organizer applications:

1. Scroll to and select the record you want to delete.

2. Do one of the following:

   • Tap the tab in the top-left to open the menu bar, on the **Record** menu, tap the **Delete** command.

   The Delete command differs based on the application. For example, **Delete Event** appears in Date Book, and **Delete Item** appears in To Do List.

- Tap **Details**. In the record's Details dialog box, tap **Delete**.
- Delete the text of the record.

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

- Draw a diagonal line from the lower-left to upper-right to display the Command toolbar; then tap 🗑 **Delete** or write the Command letter **D** in the text area.

Delete icon

A confirmation dialog box appears.

3. To archive a copy of the deleted file on your PC, make sure **Save archive copy** is checked. If you check the archive option, the record is transferred to the archive file on your computer the next time you synchronize.

4. Tap **OK** to delete the record.

Purging records

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

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

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

To purge records:

1.   Select and open ⚬ **Date Book** or ⚬ **To Do List**.

2.   Tap the tab in the top-left to open the menu bar.

3.   On the **Record** menu, tap **Purge**.

4.   (**Date Book only.**) Tap the **Delete Events Older Than** list; then tap an option: **1 week**, **2 weeks**, **3 weeks**, or **1 month**.

5.   To save a copy of purged records in an archive file on your computer, make sure **Save Archive Copy on PC** is checked. If checked, purged records are placed in an archive file the next time you synchronize.

6.   Tap **OK**.

6

Using Security

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

The Security application lets you:

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

- Assign a password to viewing options to enhance security. Without a password, private records are hidden until you set the Security application to display them; with a password, you must enter the password to view the private entries.

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

Marking records as private

In all the organizer applications, you can mark individual records as private. Private records remain visible and accessible until you select a security setting to mask or hide them.

If you assign a password to your device, you must enter it to view records that you mark as private (see page 79).

To mark a record as private:

1. Select and open**, ✎ Address**, 📅 **Date Book,** 📝 **Memo Pad**, or 🗒️ **To Do List**.

2. Scroll to and select the record you want to make private.

3. (**Address Book only.**) Tap **Edit**.

4. Tap **Details**.

5. Make sure **Private** is checked.

6. Tap **OK**.

7. In the Private Records alert box, tap **OK**.

Masking and hiding private records

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

You can mask or hide private records in a specific application, or you can mask or hide all private records on your watch.

To mask or hide private records in a specific application:

1. Mark the records you want to mask or hide as private (see page 77).

2. From within the application, tap the tab in the top-left to open the menu bar.

3. Tap **Options**; then tap **Security**.

4. In the Change Security dialog box, tap the **Current Privacy** list; then tap **Mask Records** or **Hide Records**.

5. Tap **OK**.

To mask or hide all private records on your watch:

1. Mark the records you want to mask or hide as private (see page 77).

2. From the Launcher, select and open [icon] **Security**.

3. Tap the **Current Privacy** list; then tap **Mask Records** or **Hide Records**.

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

Displaying private records

You can display private records in a specific application or you can display all private records on your watch.

To display private records in a specific application:

1. From within the application, tap the tab in the top-left to open the menu bar.

2. Tap **Options**; then tap **Security**.

3. In the Change Security dialog box, tap the **Current Privacy** list; then tap **Show Records**.

4. Tap **OK**.

5. If you assigned a password, enter your password; then tap **OK**.

To display all private records on your watch:

1. From the Launcher, select and open Security.

2. Tap the **Current Privacy** list; then tap **Show Records**.

3. If you assigned a password, enter your password; then tap **OK**.

Assigning and editing passwords

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

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

To assign, change, or delete a password:

1. From the Launcher, select and open Security.

2. Tap the **Password** box.

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

4. Do one of the following:

    • **Assign a password.** Enter the password again to verify it; then tap **OK**.

    • **Change your password.** Enter a new password; then tap **OK**.

    • **Delete your password.** Enter your current password; then tap **OK**. Tap **Delete**.

Locking your watch

You can lock your watch with a password to protect your information. When it is locked, a System Lockout screen displays the name of the owner (see page 80). You must then enter your password to continue using the watch and gain access to the information on it.

If you forget the password, you must perform a hard reset to resume using your watch. Performing a hard reset deletes all the records in your watch; however, you can restore all previously synchronized data at the next HotSync operation (see page 111).

To lock your watch with a password:

1. Assign a password (see page 79).

2. In Security, tap **Lock & Turn Off**.

3. In the System Lockout dialog box, tap **Off & Lock**.

    Your device turns off and locks.

To unlock your watch:

1. Press **Rocker Enter** to wake up your watch.

2. In the System Lockout dialog box, enter your password.

3. Tap **OK**.

7

Customizing Your Watch

Choosing a watch face

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

1. Press **Back** to until you see the Launcher's **All** category.

2. Select and open ⌚ **Watch**.

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

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

   You can also change the watch face while the time is displayed in sleep mode (but the Lock Face option must be unchecked; see page 88). Use **Rocker Up** or **Down** to view the available watch faces. When you see the one you want, simply release the Rocker. This is the watch face that displays when the watch goes into sleep mode.

Choosing fonts

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

Small font	Bold font	Large font
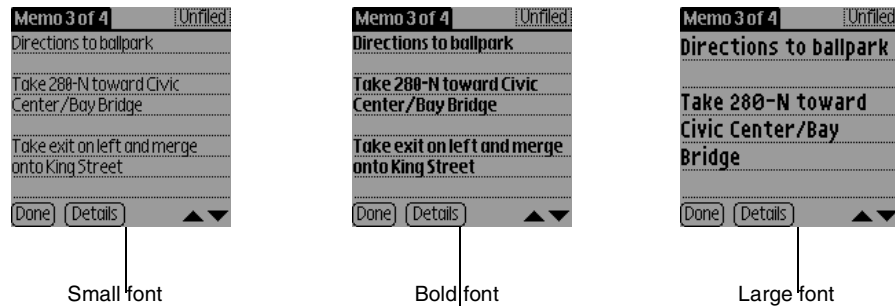
To change the font style:

1. Open an application.

2. Tap the tab at the top-left to open the menu bar.

3. Tap **Options**; then tap **Font**.

4. Press **Rocker Up** and **Down** to highlight the desired font and then press **Rocker Enter** to select it. Or tap the font; then tap **OK**.

Select font

Setting Preferences

You can use Preferences settings to customize your watch in a variety of ways. Your watch includes these Preferences panels:

*   Connection
*   Date&Time
*   Digitizer
*   Formats
*   General
*   Owner
*   ShortCuts
*   WristPDA

To open Preferences:

1.   Switch to PDA mode (see page 15).

2.   Press **Back** until you see the Launcher's **All** category.

3.   Select and open 🌐 **Prefs**.

4.   Tap the category list in the top-right; then tap the name of the panel you want to open.

TIP: To switch to another Preferences panel, tap the category list in the top-right; then tap the panel's name.

Connection Preferences

Connection Preferences let you adjust and create configurations that enable your watch to communicate with a computer using infrared technology or a direct cable connection. The Connection Preferences panel displays a list of available configurations which is based on the software installed on your watch. If necessary you can use the buttons at the bottom of the screen to add, modify, or delete configurations.
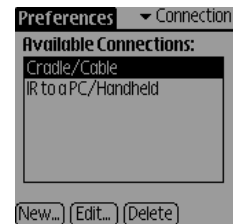
When you create or modify Connection Preferences, you are presented with the following choices:

• **Name.** Enter or modify the configuration name. This is the label that appears in the list in the Connection Preferences panel.

• **Connect to.** Tap the list to select **PC** as the type of device to which you want to connect your watch.

• **Via.** Tap the list to select the method you are using to connect your watch and to a computer: **Cradle/Cable** or **Infrared**.
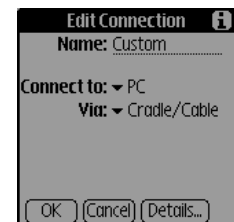
- **Details.** Tap to open the Details dialog box where you can adjust these additional settings:

  - **Speed.** Tap the list to set the maximum speed at which your watch communicate with your computer.

  - **Flow Ctl (Flow Control)**. Select a connection option. Options are **Automatic**, **On** (Xon), or **Off** (Xoff).
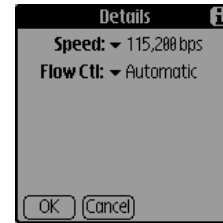
Date & Time Preferences

Date & Time Preferences let you set the date, time, time zone, and Daylight Savings settings for your watch. These settings are used by all the applications on your watch.

Date & Time Preferences includes these settings:

- **Set Date.** Set the system calendar by selecting the current date.

  - **Year.** Tap the arrows at the top of the Set Date dialog box to select the current year.

  - **Month.** Press **Page Up** and **Down** to select the month.

  - **Date.** Press **Rocker Up** and **Down** to select the day.

  - **Today.** Tap this button to accept your date selection, or press **Rocker Enter**.

- **Set Time.** Set the system clock by selecting the current time.

  - **Hour.** Press **Rocker Up** and **Down** to adjust the hour.

  - **Minutes.** Press **Page Up** and **Down** to adjust the minutes.

  - **AM/PM.** When the hour passes 12:00, AM and PM switch automatically. You can also tap the boxes to choose the AM or PM suffix.

NOTE: To display time based on a 24-hour clock, change the time format (see page 85).

• **Set Time Zone.** Select the time zone for the system clock. Press **Rocker Up** and **Down** to scroll to the time zone where you are; then press **Rocker Enter** to select it. When you travel, use this dialog box to change time zones. If you're not sure what time zone you are in, find out what time it is, and select the time zone which shows the correct new time. Do not use the time zone dialog box to switch between daylight savings time and standard time. Use the Daylight Savings list.

• **Daylight Saving.** Tap the list and indicate whether Daylight Saving currently applies in your area.

Digitizer Preferences

Digitizer Preferences let you calibrate your watch so that it accurately interprets taps on the screen. If you tap an option and it activates a different option, you need to calibrate. Simply follow the instructions on the Digitizer Preferences panel and tap the targets as shown.

Formats Preferences

Formats Preferences let you choose a default country for your watch and set default formats for times, dates, and numbers. These formats apply to all the dates, times, and numbers in all the applications on your watch. The Formats Preferences screen includes these settings:

• **Preset To.** Tap the list and select a country name, which adjusts the other settings as well. For example, in Germany, time is expressed using a 24-hour clock and the starting day of the week is Monday; in the United States, time is expressed using a 12-hour clock with an AM or PM suffix and the starting day of the week is Sunday. You can still customize the individual settings regardless of which country you select.

• **Time.** Tap the list and select a format. *H* is hour and *M* is minute.
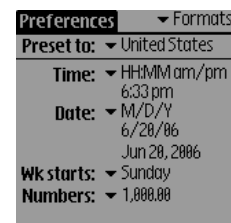
- **Date.** Tap the list and select a format. *D* is day, *M* is month, and *Y* is year.

- **Week starts.** Tap the list and select **Sunday** or **Monday** as the first day of the week.

- **Numbers.** Tap the list and select the decimal point and thousands separator.

General Preferences

General Preferences let you adjust various settings to save battery power when your watch is not connected to a power outlet. The General Preferences panel includes these settings:

- **Auto-Off After.** Your Wrist PDA watch goes into sleep mode (auto-off) after a brief period of inactivity (when you do not use the stylus or press any buttons). If you select Watch as the auto-off display mode (see page 88), the time automatically displays when the watch is in sleep mode. If your watch often goes into sleep mode before you finish viewing information on the screen, increase the time delay. Tap the list; then select the delay option: **30 seconds**, **1 minute**, **90 seconds**, or **2 minutes**.

- **System Sound.** Tap the list to turn system sounds, such as the synchronization tones, **On** or **Off**.

- **Alarm Sound.** Tap the list to turn Date Book alarms tones **On** or **Off**.

- **Game Sound.** Tap the list to turn game tones **On** or **Off**.
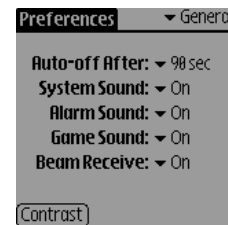
NOTE: The Game Sound setting typically works only with newer games that are programmed to respond to it.

- **Beam Receive.** Tap the list and choose **On** or **Off** to indicate whether you want to be able to receive beamed information from other devices. See page 91 for more on beaming.

- **Contrast.** Tap this button to adjust the screen contrast setting. Tap and drag the slider to the desired position; then tap **Done**.

Owner Preferences

Owner Preferences let you record a name, company name, phone number, or any other information you want to associate with your watch. If you use Security Preferences to lock your watch with a password, your Owner Preferences information appears when you turn on the watch, and you must unlock the Owner Preferences panel to change the information on it.
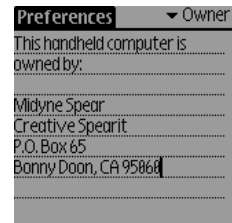
NOTE: If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.

To unlock the Owner Preferences screen:

1.   On the Owner Preferences panel, tap **Unlock**.

2.   In the Unlock Message dialog box, enter your password (the one you entered in the Security application); then tap **OK**.

3.   Edit the Owner Preferences text as desired.

ShortCut Preferences

ShortCut Preferences let you create ShortCuts for up to 45 characters. For example, you could create a ShortCut for your name or for the header of a memo. All ShortCuts you create appear on the list in ShortCut Preferences, are available in any of your watch applications, and are backed up on your computer when you perform a HotSync operation.
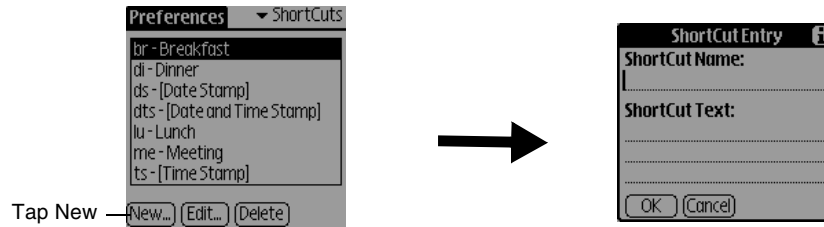
ShortCuts Preferences includes these options:

•   **New.** Tap this button to define a new shortcut.

   –   **ShortCut Name.** Enter the letters you want to use to activate the ShortCut.

   –   **ShortCut Text.** Enter the text you want to appear when you write the ShortCut characters.

Tap New —

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

- **Edit.** Use this button to modify an existing ShortCut. From the ShortCut Preferences panel, tap the ShortCut you want to edit, tap **Edit**, and then enter your changes.

- **Delete.** Use this button to remove a ShortCut. From the ShortCut Preferences panel, tap the ShortCut you want to delete and then tap **Delete**.

Wrist PDA Preferences

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

WristPDA Preferences includes these options:

- **Mode.** Tap the list to select how the watch behaves when it goes into sleep mode (auto-off): **Current** leaves the current PDA application on the screen; **Watch** displays the time using the selected watch application; and **Off** displays a blank screen.

- **Watch App.** Tap the list to select which watch application you want to use to display the time. This option is available only if Mode is set to *Watch*.
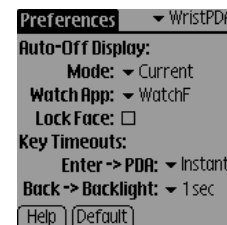
- **Lock Face.** Prevent the watch face from being accidentally changed by pressing Rocker Up or Down. If checked, the watch face cannot be changed in sleep mode. If unchecked, the watch face can be changed in sleep mode.

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

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

- **Default.** Tap this button to restore the factory settings.

8

Beaming Information

Your Wrist PDA watch is equipped with an IR (infrared) port that you can use to beam information to another Palm OS device that is close by and also has an IR port. The IR port is located on the side of the watch, near the wristband.

You can beam the following information between Palm OS devices:

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

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

Beaming a business card

Creating a business card for beaming

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

> **To create a business card:**

4. From the Address List, create a new entry or select an entry that contains the information you want on your business card (see page 61).

5. In Address view, tap the tab in the top-left to open the menu bar.

6. On the **Record** menu, tap **Select Business card**.

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

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

Beaming a record or category

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

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

2. Tap the tab in the top-left to open the menu bar.

3. On the **Record** menu, tap the appropriate **Beam** command.

   > **TIP:** You can also use the Command stroke /B to beam the current entry.

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

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

Beaming an application

To beam an application:

1. From the Launcher, tap the tab in the top-left to open the menu bar.

2. On the **App** menu, tap **Beam**.

3. Tap the application you want to transfer; then tap **Beam**.

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

---

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

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

Receiving beamed information

To receive beamed information you must first make sure that the Beam Receive option in General Preferences is on (see page 86).

To receive beamed information:

1. Switch to PDA mode (see page 15).
2. Point the IR port directly at the IR port of the transmitting device to open the Beam Status dialog box.
3. Tap **Yes**.
4. Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap **OK** to display the new entry.
5. Incoming records are placed in the Unfiled category.

> **TIP:** To conserve battery power, turn the Beam Receive option off when you're not using it (see page 86).

9

Synchronizing With Your Computer

HotSync technology lets you synchronize—exchange and update—data between your Wrist PDA and your computer. The information on your computer is stored in Palm Desktop software or another personal information manager (PIM) such as Microsoft® Outlook®. Changes you make on your watch or in your desktop PIM application appear in both places after you synchronize. To synchronize data, you must connect your watch to your computer with the USB cable, or use infrared communication with your computer's IR port (if it has one).

Using Palm Desktop software

Palm Desktop software includes the same main applications as your Wrist PDA watch: Address Book, Date Book, To Do List, and Memo Pad. You can use the HotSync feature of this software to back up and exchange data between your watch and your computer. It is a good idea to back up your data in case something happens to the data on your Wrist PDA watch.

With Palm Desktop software, you can do the following:

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

- Back up and synchronize the data stored on your watch with HotSync technology.

- Import and export data, so you can easily transfer data from other desktop applications into any of your main applications (see page 107).

- Install add-on applications onto your watch (see page 35).

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

NOTE: For information about synchronizing with Microsoft Outlook and software upgrades, visit www.chapura.com.

Transferring data from another Palm OS device

IMPORTANT: Follow the steps below if you are already using a Palm OS® device with your computer and need to transfer your existing data to your watch. If the Wrist PDA is the first Palm OS device you are using with your computer, follow the steps in the *Getting Started* booklet included with the watch. For more information on upgrading to the Wrist PDA from other Palm OS devices, please visit the website for your brand of Wrist PDA:
www.fossil.com/tech/
www.abacuswatches.com

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

2. Open the Palm folder on your hard drive (usually C:\ProgramFiles\Palm).

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

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

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

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

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

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

9. Perform a HotSync operation using your Wrist PDA (see page 100) to copy the Address Book, To Do List, Memo, and Date Book records from your previous handheld to your Wrist PDA.

Installing the Wrist PDA software

You can install Palm Desktop software on a Windows or Macintosh computer. You may need Administrator rights to install software on your computer. See your operating system documentation for details.

Follow these steps to install the following required Wrist PDA software:

• Palm Desktop software

• HotSync Manager

IMPORTANT: If you already own an existing Palm OS device, see page 96 to transfer your existing Palm OS data to your Wrist PDA.
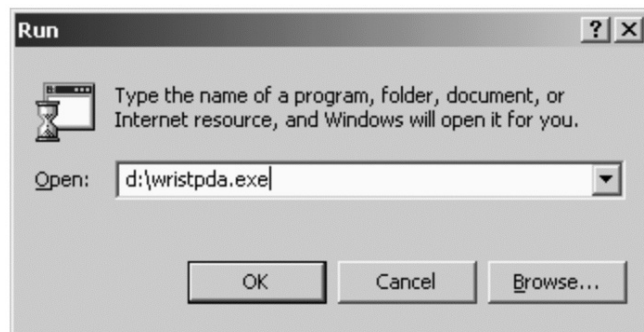
To install the Wrist PDA software on a Windows computer:

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

2. Make sure your computer meets the minimum system requirements specified in the *Getting Started* booklet.

3. Insert your Wrist PDA CD into your CD ROM drive.

4. When the menu screen opens, click **Wrist PDA Software** and follow the steps on the screen.

   .

   NOTE: If this menu does not open automatically, start the installation menu manually. Open the **Run** dialog box from the **Start** menu. Type **d:\wristpda.exe**, replacing the drive letter "d" with the drive letter for your CD ROM drive.

   ---

5. From the menu, select **Wrist PDA Software** to start the installation and follow the steps on the screen.

6. If Microsoft Outlook is installed on your computer, choose whether you want to use **Palm Desktop software** or **Outlook** to synchronize your Wrist PDA with your computer.
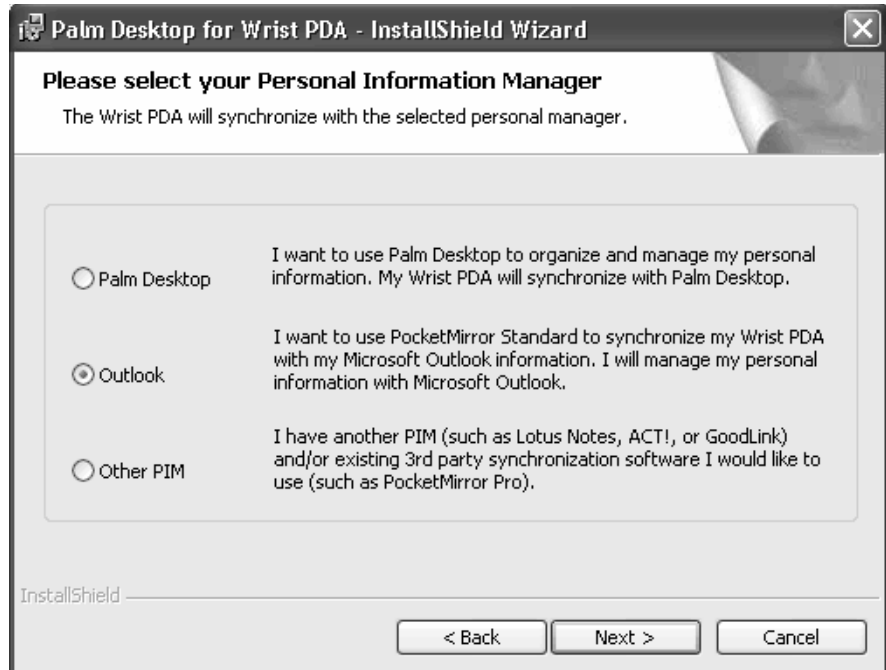

   NOTE: If you choose Outlook, a separate installation program starts after the Palm Desktop installation finishes.

To install the Wrist PDA software on a Macintosh computer:

1. Exit all running programs.

2. Make sure your computer meets the minimum system requirements specified in the *Getting Started* booklet.

3. Insert the installation CD in your computer.

4. Double-click the Palm Desktop Installer icon on your desktop.

5. When the Installer screen appears, choose the **Easy Install** option, and click **Install**.

6. Follow the steps on the screen to complete the installation.

Performing cable HotSync operations

The first time you synchronize your data, you must enter user information on both the watch and Palm Desktop software. After you enter this information and synchronize, HotSync Manager recognizes your watch and does not ask for this information again.
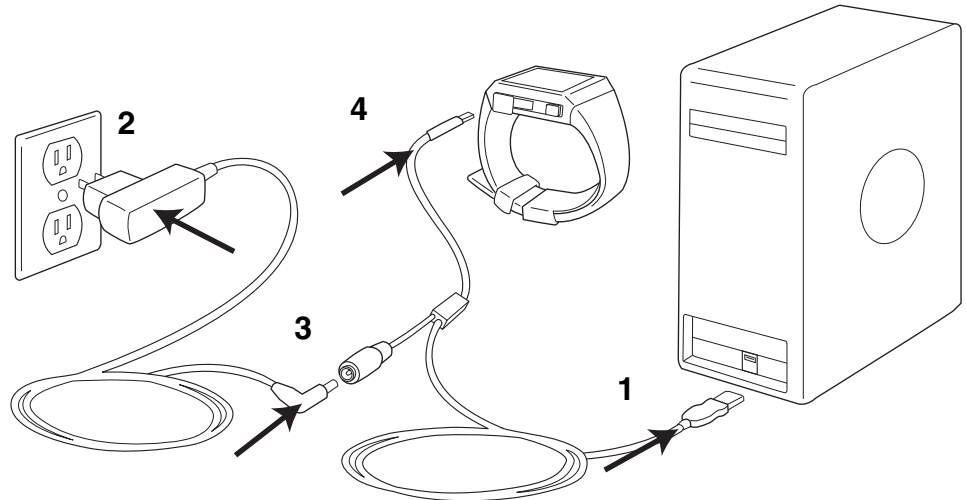
The following steps assume that you have already installed the Palm Desktop software, as described in the *Getting Started* booklet or earlier in this chapter.

To perform a cable HotSync operation:

1. Connect the USB cable to the USB port on the side of the watch.

2. If the HotSync Manager is not running, start it: On the Windows taskbar, click **Start**, choose **Programs**. Navigate to the **Palm Desktop software** program group and choose **HotSync Manager**. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3. Press **Back** until you see the Launcher's **System** category.

4. Select and open ✪ **HotSync**.

5. In the HotSync application, tap the ✪ **HotSync** icon as shown to start the HotSync operation.

6. If you are performing the HotSync operation for the first time, you must enter a **User Name** in the New User dialog box and click **OK**. The HotSync Progress dialog box appears and synchronization begins.
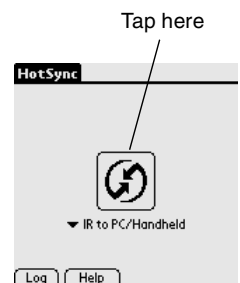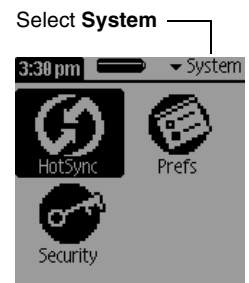
   Every device should have a unique name. To prevent data loss, never try to synchronize more than one device to the same user name.

Select **System**

Tap here

7.   Wait for a message on your watch indicating that the process is complete.

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

Selecting HotSync setup options

You can choose when you want HotSync Manager to run.

To set the HotSync options:

1.   Click the ⊘ **HotSync Manager** icon in the bottom-right corner of the taskbar.

2.   Choose **Setup**.

3.   Click the **General** tab, and select one of these options:
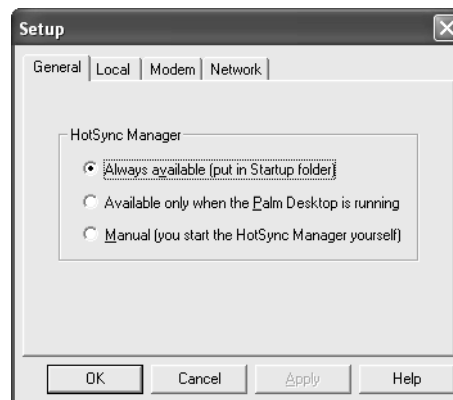
- **Always Available.** Add HotSync Manager to the Startup folder and constantly monitor the communication port for synchronization requests from your watch. With this option,

HotSync Manager synchronizes data even when Palm Desktop software is not running.

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

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

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

4. Click **OK**.

Customizing HotSync application settings

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

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

In addition to the conduits for Date Book, Address Book, To Do List, and Memo Pad, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your watch, including ShortCuts. The Install conduit installs applications on your watch.

To customize HotSync application settings:

1. Click the **HotSync Manager** icon in the bottom-right corner of the taskbar.

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

2. From the HotSync Manager menu, choose **Custom**.

3. Select the appropriate **User Name** from the list.

4. Select an application in the **Conduit** list. Click **Change**.

5. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

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

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

   • To use your new setting as the default, select the **Set As Default** option. Thereafter, the HotSync Actions use your new setting until you change it.

7. Click **OK**.

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

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

IR HotSync operations

Your Wrist PDA is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any other device that supports the IrCOMM implementation of the IrDA standards. Most importantly, you can use the IR port to perform HotSync operations without the USB cable. This is very useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and watch and follow the steps on page 107.

Preparing your computer for infrared communication

To perform a HotSync operation using the IR port, the computer you want to synchronize with must meet these requirements:

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

Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port.

Check if your computer supports infrared communication

Infrared communication is built into the operating systems for many systems. Check your computer's documentation to determine if the computer supports infrared communication.

To check the ports used for infrared communication:

1. On the Windows taskbar, click **Start**, choose **Settings**, and then choose **Control Panel**.
2. Double-click **Infrared**.
3. Click the **Options** tab.

4. Select **Enable infrared communication**.

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

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

6. Make sure all other check boxes in the Options tab are unchecked.

7. Click **Apply** and **OK**.

Configuring HotSync Manager for infrared communication

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

To configure HotSync Manager for infrared communication:

1. Click the 🔄 **HotSync Manager** icon in the bottom-right corner of the taskbar.

2. Make sure **Local** is checked.

3. Choose **Setup**.

4. Click the **Local** tab.

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

6. Click **OK**.

   HotSync Manager is now prepared to communicate with the simulated port defined for infrared communication.

Performing an IR HotSync operation

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

To perform an IR HotSync operation:

1. Press **Back** until you see the Launcher's **System** category

2. Select and open **HotSync**.

3. Tap **Local**.

4. Tap the list below the HotSync icon; then tap **IR to a PC/Handheld**.

5. Position your watch's IR port within a couple of inches of the IR port on your computer.

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

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

Importing data

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

Palm Desktop software can import data in these file formats:

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

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

To import data:

1. Open Palm Desktop software.

2. Click the application into which you want to import data.

3. If you are importing records that contain a field with category names, do the following:

   • Select **All** in the **Category** box.

   • Make sure the same categories that appear in the imported file also exist in the application. If the categories do not exist, the records will be imported into the Unfiled category.

4. Choose **File** and then **Import.**

5. Select the file you want to import; then click **Open**.

6. To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported field on the right. To exclude a field from being imported, deselect the field's check box.

7. Click **OK**. The imported data is highlighted in the application.

8. To add the imported data to your watch, perform a HotSync operation.

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

Using File Link

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

With File Link, you can link to data stored in any of these formats:

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

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

10

Maintaining Your Wrist PDA

Resetting your watch

If your watch no longer responds to the stylus or the watch buttons, you need to perform a reset. This allows your watch to get a fresh start, similar to rebooting a PC.

Performing a soft reset

A soft reset can resolve most problems and does not affect any data stored on the watch. To perform a soft reset, gently press the **Reset** button on the side of the watch.

Performing a hard reset

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

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

To perform a hard reset:

1. While pressing and holding **Rocker Enter,** press the **Reset** button on the side of the watch.

2. When the Palm Powered™ logo appears, release **Rocker Enter**.

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

Calibrating the screen

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

To calibrate your screen:

1. Switch to PDA mode (see page 15).

2. Press **Back** until you see the Launcher's **All** category.

3. Select and open **Prefs**.

4. Tap the category list in the top-right; then tap **Digitizer**.

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

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer. If you remove Palm Desktop software you will not be able to synchronize your watch with your computer, even if you use Microsoft Outlook as your desktop application.

To remove Palm Desktop software:

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

2. Double-click the **Add/Remove Programs** icon.

3. Click the **Install/Uninstall** tab.

4. Select **Palm Desktop software**; then click **Add/Remove**.

11

Frequently Asked Questions

General Questions

Where can I find my Wrist PDA's warranty?

Your warranty booklet is located in the Wrist PDA package. To view the most warranty, please visit:

United States and Canada: www.fossil.com/tech/

International: www.fossil.com/pda-intl/

Is my Wrist PDA waterproof or water-resistant?

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

Where do I write Jot text on my Wrist PDA?

You enter Jot strokes right onto the Wrist PDA screen. The screen is divided into two sections, just like the writing area of other Palm OS devices (see page 22).

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

Yes, the Wrist PDA has an infrared port. It supports beaming data (see page 91) and infrared HotSync operations (see page 105), at distances no greater than one foot.

Battery Questions

How long does the battery last on my Wrist PDA?

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

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

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

How can I maximize the battery life?

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

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

Operating Problems

I do not see anything on the Wrist PDA screen.

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

- Press and hold **Rocker Enter** for several seconds. If the display resumes, your **Watch Mode App** is set to **None**. You can change this setting in Wrist PDA Preferences (see page 88).

- Recharge your Wrist PDA. If your batteries are too low, the screen will turn off to conserve power (see page 13).

- If the display does not come back on after charging is complete, try performing a soft reset (see page 111).

My watch is not responding.

If your watch stops responding to the stylus or control buttons, you need to perform a soft reset (see page 111).

How do I open the software keyboard?

The keyboard is accessible as an icon on the Command toolbar. Open the Command toolbar by making a command stroke (a diagonal stroke from the lower-left to the top-right) while the blinking text entry cursor appears.

The Command toolbar remains open for 3 seconds. While the Command toolbar is open, tap the ᴬᴮC **keyboard** icon.

You can also open the keyboard by tapping the tab in the top-left to open the menu bar, tapping **Edit**, and then tapping **Keyboard**.

The software keyboard beeps, but does not display.

The software keyboard opens if there is a blinking text entry cursor in an area where text can be entered. Tap in the area where you wish to enter text. When you see a blinking cursor, try to open the keyboard again.

I cannot get beaming to work with another Palm OS device.

- Make sure that the devices are 6 to 12 inches apart.

- Carefully align the infrared windows of the devices, making sure there are no obstructions between them.

- Try moving the devices closer to each other.

- Try different lighting conditions.

- Be sure that the receiving device has **Beam Receive** set to **On** in **General Preferences**.

I tried to perform a HotSync operation, but nothing happens.

- You must have the Palm Desktop software, and HotSync Manager installed on your computer, as described on page 97 and in the *Getting Started* booklet.

- You must be using Windows 98 SE, Windows Me, Windows 2000, Windows XP, or Mac OS v10.1.2 or higher.

- Make sure that HotSync Manager is running (see page 100).

- If you are using a USB hub, connect the Wrist PDA directly to your computer's USB port (not into the hub).

- Make sure that **Local USB** is selected on the HotSync Manager menu.

- On the HotSync screen on your watch, make sure **Cradle/Cable** is selected if you are performing a cable HotSync operation, or if you are performing an IR HotSync operation, make sure **IR to a PC/Handheld** is selected.