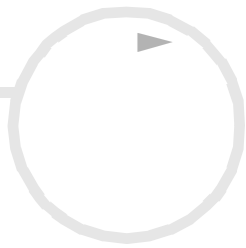
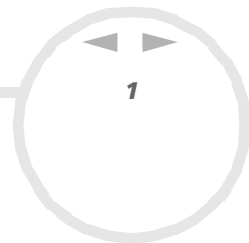


# ***CLIÉ Handheld Operating Instructions***



**CLIÉ**



## *Read this first*

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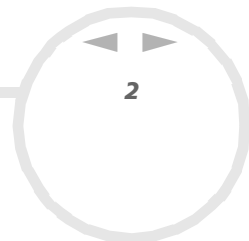
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Explanations in this manual assume that you are familiar with the basic operations of Windows<sup>®</sup>. For information on the use of your computer and operating system, please refer to their respective manuals.

Before using your CLIE handheld, make sure you read the accompanying End-User Licence Agreement.

## Safety information

- ❑ Opening the unit, for whatever reason, could lead to damages that are not covered by the guarantee.
- ❑ To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.
- ❑ Picture distortion may occur if this equipment is positioned in close proximity to any equipment emitting electromagnetic radiation.
- ❑ To prevent fire or shock hazard, do not expose your CLIÉ handheld to rain or moisture.
- ❑ Use your CLIÉ handheld only with the supplied AC adapter. To disconnect your CLIÉ handheld completely from mains voltage, unplug the AC adapter.
- ❑ Please make sure that the socket outlet is easily accessible.

## Owner's record

The product number and serial number are located on the back of the CLIÉ handheld. Record the serial and product number in the space provided below. Refer to these numbers whenever you call your Sony dealer regarding this product.

Product number:

Serial number: \_\_\_\_\_



## Warnings

### General

- To prevent fire or shock hazard, do not expose the unit to rain or moisture.
- To avoid electrical shocks, do not open the cabinet.
- Refer servicing to qualified personnel only.
- The socket-outlet should be installed near the equipment and should be easily accessible.

### Road safety

Do not use earphones while driving, cycling, or operating any motorized vehicle. It may create a traffic hazard and is illegal in some areas. It can also be potentially dangerous to play loud music while walking, especially at pedestrian crossings.

### Preventing hearing damage

Avoid using earphones at high volume. Hearing experts advise against continuous, loud and extended play. If you experience a ringing in your ears, reduce the volume or discontinue use.

## Regulatory information

This product conforms to the following European Directives:

73/23/EEC (Low Voltage Directive)

89/336/EEC, 92/31/EEC (EMC Directives)

93/68/EEC (CE Marking Directive)

This product complies with EN 55022 Class B and EN 55024. For use in the following environments: residential, commercial and light-industrial.

This product has been tested and found compliant with the limits set out in the EMC Directive for using connection cables not longer than 3 metres (9.8 feet).

## Disposal of lithium-ion batteries

- ❑ This product contains a rechargeable lithium-ion battery that should not have to be replaced during the lifetime of the product. For changing or removing this battery, please contact <http://www.clie-link.com>.
- ❑ Do not handle damaged or leaking lithium-ion batteries. Dispose of promptly and properly.
- ❑ The battery pack used in this device may present a fire or chemical burn hazard if mistreated. Do not disassemble, heat above 60°C (140°F) or incinerate. Dispose of used batteries promptly.
- ❑ Keep away from children.
- ❑ Dispose of properly at end-of-life.
- ❑ In some areas the disposal of lithium-ion batteries in households or business waste may be prohibited. Please use the public collection system.

## Welcome

Congratulations on your latest Sony purchase! The Personal Entertainment Organiser (hereafter referred to as 'CLiÉ handheld') functions as a personal digital organiser where you can record addresses, events, memos and much more. As well as these functions, the CLiÉ handheld also works as an information terminal with an excellent extended ability to connect to other devices such as personal computers.

Enjoy the following major features of the CLiÉ handheld:

- ❑ The Personal Digital Assistant applications: Date Book, Address Book, To Do List, Memo Pad and Calculator.
- ❑ Data exchange capabilities or data synchronization with your computer (HotSync®).
- ❑ Playback of pictures working with PictureGear™ Lite software on your computer.
- ❑ Data exchange with a computer or other CLiÉ handhelds using the "Memory Stick™" and Jog Dial™.
- ❑ Extended features with the installation of applications for the Palm™ Operating System (see the **Software Guide** for more).

## Getting Started

This section is designed to complement the printed **Read This First** document. Consult the printed booklet for details.

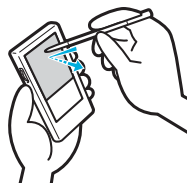
### Using the stylus

With your CLIÉ handheld, you can use the supplied stylus to enter characters or to specify an application you want to run.

The stylus is stored in the holder at the back of your CLIÉ handheld. Simply pull it out when needed. To avoid losing the stylus, always put it back in its holder after use.

### Tapping

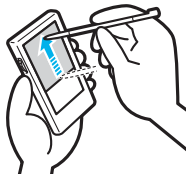
To open an application or select an item, take the stylus and press the tip lightly on the icon or item on the screen as shown.



This action is called **tapping**.

## Dragging

Just as you can drag the mouse to move objects or text on your computer, you can use the stylus to drag an item on the screen of your CLIE handheld.




To drag, press the stylus lightly on the item and move it along the screen surface to its new position.



You can use the dragging action in the following scenarios:

- ❑ To display data above or below the current viewing area on the screen, use the stylus to drag the slider of any scroll bar.
- ❑ To select multiple characters or items together, drag the stylus along all the required characters or items.
- ❑ To display the onscreen Graffiti<sup>®</sup> Help, drag the stylus from the bottom of the writing area to the top of the screen.
- ❑ You can assign the full-screen drag to another activity.

## Using the Jog Dial™

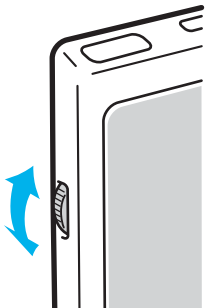
Your CLIE handheld is equipped with a Jog Dial™, which allows you to perform all major operations without the stylus. You can operate your CLIE handheld using the Jog Dial™ with just one hand.

The icon of any application that supports Jog Dial™ operations is marked with the Jog Dial™ symbol . For other applications, you can also use the JogAssist function to enable Jog Dial™ operations. For details, see **Changing the Jog Dial™ preferences (page 115)**.

 The icons for World Alarm Clock, PhotoStand and CLIE Paint do not have the  mark, but these applications do support the Jog Dial™ operations.

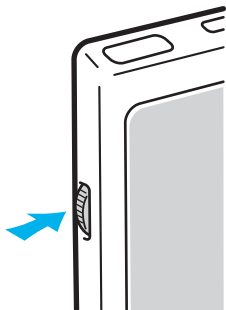
## Rotating the Jog Dial™

Rotate the Jog Dial™ to select various items in succession or to select an application to start. The operations you can perform by rotating the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.



## *Pressing the Jog Dial™*

Press the Jog Dial™ to highlight the item or to run the application you selected by rotating the Jog Dial™. The operations you can carry out by pressing the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.




## *Pressing while rotating the Jog Dial™*


Some applications support operations executed by rotating and pressing the Jog Dial™. For details, refer to the instructions for each application.

## Adjusting the backlight

You can turn the backlight on the screen on or off, or adjust the brightness according to the lighting conditions or temperature of the environment in which you are using your CLIÉ handheld. To turn the backlight on and off, hold down the power switch for more than two seconds. Even with the backlight on, you may need to further adjust the brightness on the screen.

To adjust the brightness level, proceed as follows:

- 1 Tap the **brightness** icon  in the bottom left-hand corner of the screen. The adjustment control screen is displayed.
- 2 To change the brightness level slightly, tap to the left or right.
- 3 To change the level considerably, drag the slider to the left or right. You can also press the scroll button to move the slider gradually. You can also press the scroll button or rotate the Jog Dial™ to move the slider incrementally.
- 4 Tap **Done**. The brightness level is adjusted.

 If the digitizer is not configured correctly, you may not be able to make the adjustments properly. For details, see **Turning on your CLIÉ Handheld for the first time** in the **Read This First** manual.

## Resetting your CLIÉ handheld

Under normal circumstances, you will not have to reset your CLIÉ handheld.

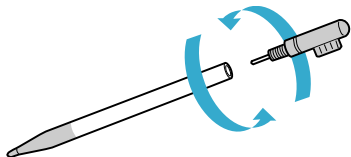
On rare occasions however, your CLIÉ handheld's buttons or screen may no longer respond due to insufficient memory or other reasons. In this case, you need to perform a reset to get your CLIÉ handheld running again.

### Performing a soft reset

A soft reset tells your CLIÉ handheld to stop what it is doing and start over again. All records and entries stored on your CLIÉ handheld are retained with a soft reset.

To perform a soft reset, proceed as follows:


- 1 Take out the reset tip by unscrewing the metal barrel from the stylus quill, as shown below.

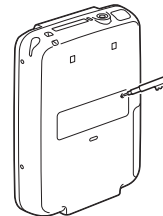


- 2 Use the reset tip to gently press the reset button inside the hole on the back panel of your CLIÉ handheld (this illustration may vary from your model).

The system shuts down and then restarts.

After restarting, the system displays **Palm Powered, CLIÉ**, and **Sony**, followed by the **Preferences** screen for setting the time and date.

 Do not press the reset button again until the **Preferences** screen is displayed.



## Performing a hard reset

Please be fully aware that following the procedure below will make you lose **all** the data you have saved on your CLIÉ handheld since purchase!

If there is a problem that a soft reset cannot resolve, you need to perform a hard reset to restart your CLIÉ handheld.

- ❑ With a hard reset, all records and entries stored on your CLIÉ handheld are erased; only the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.
- ❑ Only perform a hard reset if a soft reset does not resolve your problem.
- ❑ If you save a backup of your CLIÉ handheld data on your computer, you can restore any data previously synchronised with your computer during the next HotSync® operation.
- ❑ Once you have set your initial preferences after turning on your CLIÉ handheld the first time, a hard reset is the only way in which you can change the language used.

To perform a hard reset, proceed as follows:

- 1 Take the reset tip from the stylus (see **Performing a soft reset (page 12)**).
- 2 Hold down the power switch, then use the reset tip to gently press and release the reset button. The **Palm Powered** window is displayed.
- 3 Wait three seconds and release the power switch.  
You will see a message warning you that you are about to erase all the data stored on your CLIÉ handheld.
- 4 Press the scroll button on the front panel of your CLIÉ handheld upwards to confirm the hard reset. Your CLIÉ handheld undergoes a hard reset and everything is erased apart from the current date and time.



Do not press the reset button again until the **Welcome** screen is displayed.

If the scroll button was used just prior to hard resetting, the hard reset may not work.

## Changing the language

Once you have set your initial preferences, performing a hard reset is the only way in which you can change the language on your CLIÉ handheld.

**IMPORTANT:** The language you choose to use on your CLIÉ handheld must be the same as the system language on your computer. Otherwise, you will encounter serious problems with data synchronisation.

To change your language, proceed as follows:

- 1 Make sure you back up all your important data, and then perform a hard reset on your CLIÉ handheld.
- 2 Calibrate the screen as instructed.  
The **Select Language** screen appears.
- 3 Tap **English, Deutsch** or **Français**.
- 4 Tap **OK**.  
A warning message appears.
- 5 Tap **Yes**.
- 6 Change the necessary settings.
- 7 Tap **Next**.  
Setup is complete.
- 8 Tap **Next** to learn about entering text.  
Tap **Done** to exit.

## Entering data

There are three ways to enter data on your CLIÉ handheld:

- Using Graffiti® writing
- Using the onscreen keyboard
- Using your computer keyboard.

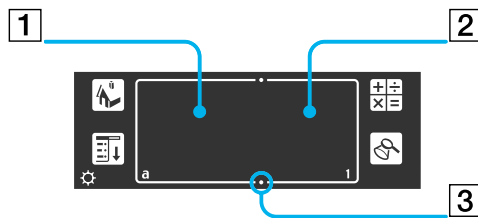
### Graffiti® writing

Your CLIÉ handheld includes Graffiti® writing software as the primary system for entering text and numbers. With Graffiti® writing, you write simple strokes with the stylus and they are instantly recognised as letters or numbers.

Most people find they can enter text quickly and accurately with only a few minutes of practice. Graffiti® writing includes any character you can type on a standard keyboard. The Graffiti® strokes closely resemble the upper case letters of the regular alphabet, which makes Graffiti® writing easy to learn.

This section explains the procedures for creating letters, numbers, punctuation, and symbols, as well as teaching you some Graffiti® tips and tricks.

### Writing Graffiti® letters



The Graffiti® writing area is divided into two parts: one for writing the letters of the alphabet (1) and one for writing numbers (2). The small marks (3) at the top and bottom of the Graffiti® writing area indicate the two areas.

1.	Write letters here
2.	Write numbers here
3.	Division marks

There are five basic concepts for success with Graffiti® writing:

- ❑ If you draw the character shape exactly as shown below, you can achieve 100% accuracy.



- ❑ The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points.
- ❑ Always begin the stroke at the heavy dot (you should not create the heavy dot; it is only there to show you where to begin the stroke).
- ❑ Most characters require only a single stroke. When you lift the stylus from the Graffiti® writing area, your CLIE handheld recognises and displays the text character immediately.
- ❑ To allow you to write an entire character with a single stroke, some Graffiti® strokes are portions of the regular alphabet equivalents.

### Writing Graffiti® letters

To write Graffiti® letters, proceed as follows:


- 1 Tap where you want your text to go.  
You need to tap above the Graffiti® writing area, and you must see a flashing cursor before you write the text.
- 2 Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter "n".  
There are two different stroke shapes available for some letters. For these letters, choose the one that is easiest for you.  
As you will see later, you use the same shape to create both the upper case and lower case version of a letter.
- 3 Position the stylus in the left-hand side of the Graffiti® writing area.

- 4 Start your stroke at the heavy dot (1) 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 (2).  
That is all there is to it. When you lift the stylus from the screen, your CLIÉ handheld recognises your stroke immediately and prints the letter at the insertion point on the screen.  
As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.



To display the Graffiti<sup>®</sup> onscreen help, proceed as follows:

Drag the stylus from the bottom of the writing area to the top of the screen. Graffiti<sup>®</sup> Help opens a series of screens that show the complete Graffiti<sup>®</sup> character set.

-  You must begin the character strokes in the Graffiti<sup>®</sup> writing area. If you do not make Graffiti<sup>®</sup> strokes in the Graffiti<sup>®</sup> writing area, your CLIÉ handheld does not recognise them as text characters.
- ★ Accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti<sup>®</sup> writing area.
- ★ To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti<sup>®</sup> writing area.
- ★ Write at natural speed. Writing too slowly can generate recognition errors.
- ★ Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti<sup>®</sup> writing area.
- ★ Press firmly with the stylus.

### Writing the Graffiti® alphabet

Write Graffiti® letters corresponding to the letters of the alphabet, as shown below, in the left-hand side of the Graffiti® writing area.


A	Λ	L	ℒ	W	ℰ
B	ℬ ℓ	M	ℳ ℹ	X	ℵ ∞
C	℄	N	ℕ	Y	ℶ ℷ
D	℅ ℆	O	℔	Z	ℹ
E	ℇ	P	ℙ	Space	—
F	ℑ ℒ	Q	ℚ	BackSpace	—
G	ℒ ℔	R	ℓ ℒ		
H	ℎ	S	ℑ		
I	ℑ	T	ℒ		
J	ℐ	U	ℰ		
K	ℒ	V	ℵ ℶ		

## Writing capital letters

To write capital letters, proceed as follows :

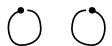









Shift to caps and then you can make capital letters with the same stroke shapes as the basic alphabet characters.

- To draw the first letter of a word as a capital letter, use the **Caps Shift** stroke ↓ .  
To return to lower case, use the **Backspace** stroke —.
- To write capital letters only (Caps Lock), use the **Caps Shift** stroke twice ↓↓ .  
To return to lower case, use the **Caps Shift** stroke ↓ .

 When you create a new sentence or a new record (by tapping **New** or a blank line), the first letter is automatically capitalised in most applications.

## Writing numbers

Write the following Graffiti® numbers on the right-hand side (numbers side) of the Graffiti® writing area.

0		5	
1		6	
2		7	
3		8	
4		9	




### Writing punctuation marks

























Make a single tap on the Graffiti® writing area to activate Punctuation Shift. The next stroke you make anywhere in the Graffiti® area (the letters or numbers side) creates a punctuation mark.

(.) Full stop	•	(<) Left angle bracket		(}) Right rounded bracket	
(,) Comma	,	(>) Right angle bracket		([) Left square bracket	
(') Apostrophe	'	(_) Underscore		(]) Right square bracket	
(?) Question	?	(") Ditto		(-) Swung dash	
(!) Exclamation	!	(-) Dash		(') Grave accent	
(@) At	@	(( ) Left bracket		(;) Semicolon	
(#) Number	#	() ) Right bracket		(:) Colon	
(%) Percent	%	(/) Slash		Tab	
(^) Circumflex	^	(\$) Dollar			
(&) Ampersand	&	(\ ) Back slash			
(*) Asterisk	*	(( ) Left rounded bracket			



### Writing symbols and extended characters

Make a **Symbol Shift** stroke  on the Graffiti® writing area to activate Symbol Shift. The next stroke you make creates a symbol or extended character.

(.) Bullet •	(") Right double quotation 	= 	β 
(™) Trademark 	(\$) Section 	(¢) Cent 	μ 
(®) Registered 	(°) Degree sign 	(¥) Yen 	f 
(©) Copyrighted 	+ 	(£) Pound 	ø 
(') Left single quotation 	± 	Euro 	
(') Right single quotation 	x 	ι 	
(") Left double quotation 	÷ 	i 	

## Writing accented characters and non-English characters

To create accented characters, proceed as follows:

Draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti® writing then adds the accent to the letter.

àèìòù		äëïöüÿ	
âêîôû		ãõñ	
áéíóúý		å	

To write non-English characters, proceed as follows:






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

ç		æ	
---	--	---	--

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

## Using navigation strokes


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





Move cursor right 	Go to the next field (Address Book only) 
Move cursor left 	Open Address Record (Address Book only) 
Go to the previous field (Address Book only) 	

## Using Graffiti® ShortCuts

Graffiti® ShortCuts, similar to the glossary or autotext features of some word processors, allow you to enter commonly used words or phrases quickly and easily. In addition to the following predefined ShortCuts, you can create your own ShortCuts for your name or the header of a memo.

Each ShortCut can represent up to 45 characters.

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

When you enter  and dts ( , , and  ), you can enter date and time stamps.

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

## Keyboards

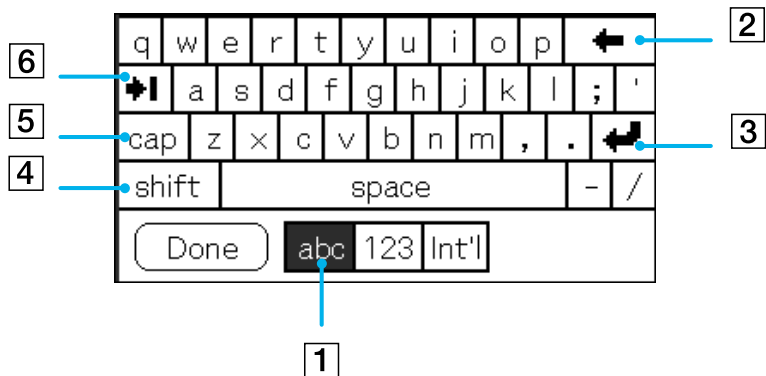
### Using the onscreen keyboard

You can open the onscreen keyboard any time you need to enter text or numbers into your CLIÉ handheld. Note that you cannot enter Graffiti® characters while using the onscreen keyboard.

To use the onscreen keyboard, proceed as follows:

- 1 Open any application in which you want to enter text (such as Memo Pad).
- 2 Tap any record, or tap **New**.
- 3 Tap **<a>** to open the alphabetic keyboard, or tap **<1>** to open the numeric keyboard. The selected keyboard is displayed. You can toggle between the international, alphabetic and numeric keyboards, as shown in the next sections.
- 4 On the keyboard, simply tap the characters to enter text and numbers. You can use the online keyboard in the same way as the keyboard of your computer. For example, to enter a capital letter, tap **<cap>** and then tap the character button. To delete a character, tap **<< >**.
- 5 When you have finished, tap **Done** to close the onscreen keyboard and place the text in the record.

## Alphabetic keyboard



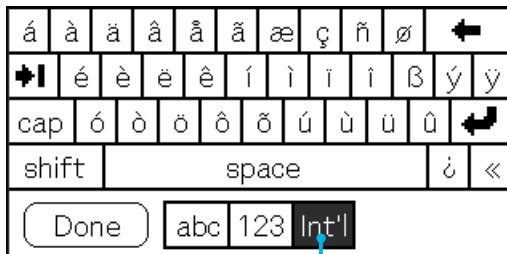
On any keyboard screen, tap **abc** to go to the alphabetic keyboard (1).

The main buttons are as follows:

- Backspace (2)
- Carriage return (3)
- Caps shift (4)
- Caps lock (5)
- Tab (6)

## International keyboard

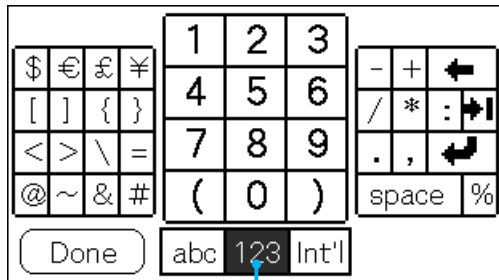
On any keyboard screen, tap **Int'l** (1) to go to the international keyboard.



1

## Numeric keyboard

From any keyboard screen, tap **123** (1) to go to the numeric keyboard, as shown below.



1

## *Using your computer keyboard*

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use the Palm™ Desktop for CLIÉ software or any other supported personal information manager (PIM), such as Microsoft® Outlook®, to enter information. You can then perform a HotSync® operation to synchronise the information on your computer with the information on your CLIÉ handheld.

All the main applications on your CLIÉ handheld are also available in the Palm™ Desktop for CLIÉ software and in most PIMs, so you do not need to learn different applications.

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

If you have data stored in computer applications such as spreadsheets, and databases, or if you want to import data from another handheld, you can transfer the data to your CLIÉ handheld and use it without entering data manually. Save the data in a compatible file format (.csv,.txt,.tab,.tsv,.dba,.aba,.tda,.mpa), import it into your Palm™ Desktop for CLIÉ software, and then perform a HotSync® operation to transfer the data to your CLIÉ handheld. See **Using HotSync® operations (page 83)** for details.

## Managing applications

This section describes how to perform tasks that you can do in most or all of the basic applications.

### The Application Launcher

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

To start the Application Launcher, tap the **Home** icon .



As well as being your gateway to all the applications, the Application Launcher displays the current time, battery level, and application category.


## Starting an application

To open an application, proceed as follows:

Tap the icon of the application you want to open.





If you have many applications installed on the CLIÉ handheld, tap the scrollbar to see all the available applications.

Alternatively,

- 1 Tap the **Home** icon .
- 2 Rotate the Jog Dial™ to select the application.
- 3 Push the Jog Dial™ to launch the selected application.



Alternatively,

Press an application button on the front panel to display the selected application immediately.

	Date Book
	Address Book
	To Do list
	Memo Pad

## Opening applications on the "Memory Stick™"

To open an application stored on the PALM/LAUNCHER directory of the "Memory Stick™", proceed as follows:

- 1 In the Application Launcher, tap the arrow ▼ in the top right-hand corner and select **Card** (or a category with the **Card** icon ).
- 2 Tap the icon of the application you want to open. The **Card** icon  is displayed only when a "Memory Stick™" is inserted into the CLIE handheld.



 There are some restrictions when opening an application which was copied onto the CLIE handheld from the "Memory Stick™" and not installed using Memory Stick Gate.

## Changing the display of the Application Launcher

By default, the Application Launcher displays applications as icons. Alternatively, you can display applications in a list format, or in a smaller icon/list.

You can also choose to view the same category of applications each time you open the Application Launcher screen.



To change the view of applications, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 Tap the **Options** menu.
- 4 Tap **Preferences**.
- 5 Tap the arrow ▼ next to **View By**, and select from **List**, **Icon**, **List (Small)**, or **Icon (Small)**.
- 6 Tap **OK**.  
The applications are now displayed in the selected format.



## Categorising applications

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

To categorise an application, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 From the **App** menu, select **Category**.  
The **Category** screen appears.
- 4 Tap the down arrow next to the application you want to categorise.
- 5 Select the category you want.
- 6 Tap **Done**.




To create a new category for an application, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 From the **App** menu, select **Category**.  
The **Category** screen appears.
- 4 Tap ▼ next to the application you want to categorise.
- 5 Tap **Edit Categories**.
- 6 Tap **New**.
- 7 Enter the category name by writing the name in the Graffiti® text area.
- 8 Tap **OK** to add the category.
- 9 Tap **OK** again.
- 10 Tap **Done**.

## Displaying applications by category

You can display the applications according to their category, like games or CLIÉ applications.

To display applications by category, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Do one of the following:
  - Tap the **Home** icon  repeatedly to go through all the categories.
  - Tap  in the top right-hand corner of the screen and then tap the category you want from the drop-down categories list.
  - Push the Jog Dial™ repeatedly while no applications are selected.

## Searching for records

Your CLIÉ handheld lets you find information by entering text in the **Find option** dialog box or searching for a phone number using the **Phone Lookup** option. These two options are available for all the basic CLIÉ applications. Each application offers several ways to find information:

- In the Date Book, the To Do List and the Memo Pad, you can find a telephone number with the Phone Lookup option. Then, the **List** screen is displayed and you can add the information that appears in this list to a record.
- In the Address Book, you can use the **Find** option to enter the first letters of a name and scroll immediately to that name.

## Using the Find option

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

To use Find, proceed as follows:


- 1 Tap the **Find** icon .  
The **Find** dialog box appears.



- 2 Enter the text you want to find.  
You can find alphanumeric characters and symbols.
  - 3 Tap **OK**.  
The search procedure starts and the find result list displays all words, which include the text you entered. The notes attached to each record can also be found.
  - 4 Tap the data you want from the find result list.  
The application in which the information had been found, is launched. Tap **Stop** to stop the search procedure at any time.
- ★ Tap **Find More** to restart **Find**.
  - ★ The **Find** option is not case sensitive; searching for 'sony' also finds 'Sony'.
  - ★ Select text in an application before tapping the **Find** icon to automatically place the text in the **Find** dialog box.

### Using the Phone Lookup option

The **Phone Lookup** option lets you find a telephone number from the Address list and add it to an entry in another application. For example, you can add a telephone number from the Address list to an entry in the Memo Pad using the **Phone Lookup** option.

To use Phone Lookup, proceed as follows:



- 1 Display the record in which you want to insert a phone number.  
The record can be in the Date Book, the To Do List, or the Memo Pad.
  - 2 Tap the **Menu** icon .
  - 3 Tap **Options**, then **Phone Lookup**.  
The **Lookup** screen appears.
  - 4 Tap in a phone number you want to add.
  - 5 Tap **Add**.  
The **Lookup** screen closes and the name and phone number are added to the record.
- ★ To find a phone number quickly, enter the first letters of the name you want to find in the **Look Up** field in the lower screen.

- ★ You can use **Phone Lookup** by writing the shortcut for the **Phone Lookup** command  in the text Graffiti® area.
- ★ You will find it easy to use Phone Lookup without displaying the **Phone Lookup** screen by performing the following:  
**Entering a new name with Phone Lookup:** For example, you write John with Graffiti® to enter the name and phone number of John Smith. If John Smith is the only John in the records, the name and phone number of John Smith are added. If the records include many Johns, the **Lookup** screen appears.  
**Phone Lookup by text:** Drag and highlight text and then write the Graffiti® command stroke . The selected text is replaced with the found name and phone number. If multiple records are found, the **Lookup** screen appears.

## Opening the Application Launcher at the category you last opened

You can set your CLIÉ handheld to display the last category of applications you selected, each time you return to the Application Launcher.

To display the last-selected category of applications, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 Tap the **Options** menu, then **Preferences**.  
The **Preferences** screen is displayed.
- 4 Select the **Remember Last Category** check box.
- 5 Tap **OK**.  
The setting is made.

 Only applications started from the Application Launcher will be remembered as the last-used application.

## Displaying the Pop-up application menu with the Jog Dial™

To display the Pop-up application menu with the Jog Dial™, proceed as follows:

In step 4 of the section **Opening the Application Launcher at the category you last opened (page 34)**, tap the arrow ▼ next to **Jog Select** and then tap **PopUp**.

## Categorising records

You can categorise records in Address Book, To Do List, and Memo Pad applications for easy retrieval (the 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.

### System-defined and user-defined categories

By default, your CLIÉ handheld includes system-defined categories, such as **All** and **Unfiled**, and user-defined categories, such as **Business** and **Personal**.

You cannot modify the system-defined categories, but you can rename or delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

- ★ Address Book contains the **QuickList** user-defined category, in which you can store the names, addresses, and phone numbers that you might need in emergencies (doctors, fire department, lawyers, etc.).

### Moving a record into a category

To move a record into a category, proceed as follows:

- 1 Tap the record that you want to categorise.
- 2 Address Book only: tap **Edit**.  
The **Address Edit** screen appears.
- 3 Tap **Details**.
- 4 Tap the arrow ▼ next to **Category** to display the list of available categories.
- 5 Tap the appropriate category for the item.
- 6 Tap **OK**.  
Address Book only: tap **Done**.  
The record is moved to the appropriate category.

### *Displaying the category of records*

To display the category of records, proceed as follows:

- 1 Tap the arrow ▼ in the top right-hand corner of the screen.  
A list of available categories appears.
- 2 Tap the category you want to view.  
The list screen now displays only the records assigned to that category.

### *Defining a new category*

To define a new category, proceed as follows:

- 1 Tap the arrow ▼ in the top right-hand corner of the screen.  
A list of available categories appears.
- 2 Tap **Edit Categories**.  
The **Edit Categories** screen is displayed.
- 3 Tap **New**.  
The **Edit Categories** dialog box is displayed.
- 4 Enter a new category name and then tap **OK**.  
You can assign any of your entries to the new category.

### *Attaching notes*

In all basic applications except Memo Pad, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in the Date Book, you can attach a note with directions to a location.

To attach notes, proceed as follows:


- 1 Tap the record to which you want to add a note.

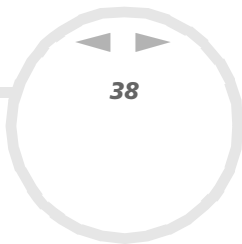
- 2 For the Address Book, tap **Edit**.  
The **Address Edit** screen appears.  
For the other applications, tap **Details**.
- 3 Tap **Note**.
- 4 Enter your note.
- 5 Tap **Done**.  
Address Book only: tap **Done** again.  
A small note icon appears at the right side of any item that has a note.  
★ To display the note, tap the note icon. You can review or edit the note. To delete the note, tap **Delete** and then tap **Yes**.

## Purging records

If outdated records of your Date Book or To Do List take up too much memory on your CLIÉ handheld, remove them by using the **Purge** option. If you think Date Book or To Do List records might still be useful later, you can save them in an archive file on your computer. Purging is not available in Address Book or Memo Pad, so delete outdated records from these applications.

To purge records, proceed as follows:

- 1 Open the application.
- 2 Tap the **Menu** icon .
- 3 Tap **Purge** from the **Record** menu.  
The **Purge** screen appears.
- 4 Tap the arrow ▼ and select how old a record must be to be purged.
- 5 To save a copy of the purged records on your computer, select the **Save archive copy on PC** check box.  
To delete the records completely, deselect the check box.
- 6 Tap **OK**.  
If you chose to save a copy of the purged records, your CLIÉ handheld transfers them to an archive file on your computer the next time you perform a HotSync® operation.  
📁 Purging does not happen automatically. You must tap the command to make it happen.



## *Switching between applications*

To switch between applications, you can either:

- ❑ Tap the icon of the application you want.

Or

- ❑ Press the appropriate application button on the front panel of the CLIÉ handheld. The CLIÉ handheld automatically saves your work in the current application and displays it when you return to that application.

## Using the Edit menu


The **Edit** menu is available with any screen where you enter or edit text. In general, commands available in the **Edit** menu apply to text that you select in an application.

To select text, proceed as follows:

- 1 Tap the beginning of the text that you want to select.
- 2 Drag the stylus over the text to highlight it.

The following commands may appear in the **Edit** menu:

- ❑ **Undo:** Reverses the action of the last edit command. For example, if you used **Cut** to remove text, **Undo** restores the text you removed. **Undo** also reverses deletions done by using backspace.
- ❑ **Cut:** Removes the selected text and stores it temporarily in the memory of your organiser. You can paste the text you cut into another area of the current application or into a different application.
- ❑ **Copy:** Copies the selected text and stores it temporarily in the memory of your organiser. You can paste the text that you copy into another area of the current application or into a different application.
- ❑ **Paste:** Inserts the text that you cut or copied at the selected point in a record. The text you paste, replaces any selected text. If you did not previously cut or copy text, Paste does nothing.
- ❑ **Select all:** Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.
- ❑ **Keyboard:** Opens the onscreen keyboard. When you have finished with the onscreen keyboard, tap **Done**.
- ❑ **Graffiti Help:** Opens screens that show all the Graffiti® character strokes. Use this command anytime you forget a stroke for a character.


 You can also double-tap to select a word, or triple-tap to select a line of text.

You can also drag across the text to select additional words, or drag down to select a group of lines.

## Choosing fonts

In all basic applications as well as in most Sony applications where you can enter text, you can change the font style to make the text easier to read. You can choose a different font style for each application.

To choose the fonts, proceed as follows:

- 1 Open an application.
- 2 Tap the **Menu** icon .  
The menu is displayed.
- 3 Tap **Options**, and then tap **Font**.
- 4 Tap the font style you want to use.  
You can select **small**, **bold**, or **large font**.
- 5 Tap **OK**.  
The text in the application is displayed in the selected font style.

## Installing applications

Use the Application CD-ROM to install the Palm™ Desktop for CLIE software onto your computer. You can then perform a HotSync® operation to transfer the applications onto your CLIE handheld and make use of them there.

After installing the Palm™ Desktop for CLIE software onto your computer, and performing a HotSync® operation, you can enjoy the following applications:

- Memory Stick Camera

See the **Software Guide** to find out what you can do with these applications. The **Software Guide** will also provide explanations on the following preinstalled Sony applications:

- Audio Player (NOT AVAILABLE ON ALL MODELS)
- CLIE Demo
- CLIE Paint
- Kinoma Player
- Mail
- Memory Stick Autorun
- Memory Stick Backup
- Memory Stick Gate
- Memory Stick Import
- PhotoStand
- PictureGear Pocket
- Sound Utility (NOT AVAILABLE ON ALL MODELS)
- World Alarm Clock

## Using your CLIÉ handheld

### Using the basic Palm OS® applications


Your CLIÉ handheld is preinstalled with the following Palm OS® basic applications: Date Book, Address Book, To Do List, Memo Pad and Calculator. This section explains how to use them.

For the basic Sony applications and other software available for use on the CLIÉ handheld, please see the **Software Guide**.

#### *Date Book*

Date Book lets you quickly and easily schedule appointments or any activity associated with a date or a date and time. A record in Date Book is called an event.

To open Date Book, proceed as follows:


- 1 Press the **Date Book** button  on the front panel.  
Date Book starts up. Today's schedule is displayed with a list of times for a standard business day.
- 2 Press the **Date Book** button repeatedly to go through the **Day**, **Week**, **Month**, and **Agenda** views.  
The Date Book views are displayed in the bottom left-hand corner of the screen.

#### *Scheduling events*

##### *Scheduling an event for the current date*

To schedule an event for the current date, proceed as follows:

- 1 Tap the appropriate time line for the beginning of the event.
- 2 Enter a description of the event.  
You can enter a description or note up to 255 characters in length.
- 3 If the event is one hour long, go to Step 6. If the event is longer or shorter than one hour, tap the time of the event to open the **Set Time** dialog box.


- 4 To set the duration of the event, either:
    - Tap the time columns on the right side of the **Set Time** dialog box to set the start time. Tap the **End Time** box, then tap the time columns to set the End Time, or;
    - Tap **All Day** to automatically insert the start and end time of the event as defined in your Date Book preferences.
  - 5 Tap **OK**.
  - 6 Tap a blank area of the screen to deselect the event.
  - 7 A vertical line appears next to the time, indicating the duration of the event.
-  You can also open the **Set Time** dialog box by writing a number in the Graffiti<sup>®</sup> writing area and making sure no event is selected.

To schedule an untimed event, proceed as follows:

In step 4 of the section **Scheduling an event for the current date (page 42)**, tap **No Time**. A new untimed event is displayed in the first line in Date Book.

### *Scheduling an event for another date*

To schedule a timed event for another date, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
Date Book starts up.
  - 2 Do one of the following to select the date you want for the event:
    - Tap the day of the week on top of the **Date Book** screen.  
To move to another week, tap one of the scroll arrows of the day of the week area.
    - Tap **Go to** at the bottom of the screen.  
The **Go to Date** dialog box appears. Select a date by tapping a year, month, and day in the calendar.
  - 3 Follow the steps for **Scheduling an event for the current date (page 42)**.
-  You can also use the scroll button on the front panel to move forward or backward one day or one month at a time.

To schedule an untimed event, proceed as follows:

In step 2 of **Scheduling an event for another date** (page 43), tap **New** and then tap **No Time**. Then follow the steps for **Scheduling an event for the current date** (page 42).

- ★ You can create a new untimed event by making sure no event is selected and then write letters in the Graffiti<sup>®</sup> writing area. When you start writing, the untimed event appears at the top of the screen.

### *Scheduling repeated and continuous events*

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

Examples of repeated or continuous events:

- A birthday: an annual event
- A weekly guitar lesson: an event that falls on the same day of the week and at the same time of the day
- Business trip or vacation: a continuous event.

To schedule a repeated event, proceed as follows:

- 1 Tap the description of the event.
- 2 Tap **Details**.  
The **Event Details** dialog box appears.
- 3 Tap **Repeat**.  
The **Change Repeat** dialog box appears.
- 4 Tap **Day**, **Week**, **Month**, or **Year** to set how often the event takes place.  
For a continuous event, tap **Day**.
- 5 Enter a number that corresponds to how often you want the event to repeat on the **Every** line.
  - When you tap **Week**: After **Repeat**, tap a letter representing the appropriate day of the week.
  - When you tap **Month**: After **Repeat by**, either tap a day to repeat the event on a certain day of the same week each month, or tap **Date** to repeat the event on the specified date each month.

- 6 To specify an end date for the repeated or continuous event, tap the down arrow next to **End on to** to display the drop-down list and then tap **Choose Date**.  
The **Ending On** screen appears.
- 7 Tap the end date on the screen.  
The **Change Repeat** screen appears again.
- 8 Tap **OK**.  
The **Event Details** screen appears again.
- 9 Tap **OK**.  
The **Date Book** screen appears.

Make sure the **Repeat** icon is displayed to the right of the event.



If you change the start date of a repeated event, your CLIÉ handheld calculates the number of days the event was moved by. Your CLIÉ handheld then automatically changes the end date so that the duration remains the same.

If you change the repeat interval (for example, daily to weekly) of a repeated event, past occurrences (prior to the day on which you change the setting) are not changed, and your CLIÉ handheld creates a new repeated event.

If you change the date of a repeated event (for example, from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeated event. Your CLIÉ handheld adjusts the end date to maintain the duration of the event.

If you change other repeat settings (for example, time, alarm, private) of a repeated event and apply the change to all occurrences, your CLIÉ handheld 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 change) are not changed.

If you apply a change to a single occurrence of a repeated event (for example, time), that occurrence loses its repeat icon.

### Displaying event views





As well as displaying the time for a specific day, you can display the current time, a whole week, a month, or an agenda.

To display the Date Book views, proceed as follows:

- 1 Tap the blank area on your screen, so that no event is selected.

- 2 Press the Jog Dial™.  
Each time you press the Jog Dial™, you go through the different views: daily calendar, weekly calendar, monthly calendar and schedules for the day.
- 3 You can also select a Date Book view by tapping an icon in the **Date Book** screen.  
Tap one of the following icons to see the corresponding calendar view:

*Tap:*      *To display:*

	Day view
	Week view
	Month view
	Agenda view

### *Day view*

You can display and check the events for a specific day.


To go to Day view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
Date Book starts.  
Today's schedule is displayed.
- 2 Rotate the Jog Dial™ to display the events for yesterday or tomorrow.  
You can display the schedule for a specific day and time.

### Week view

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

To go to Week view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
Date Book starts up.
- 2 Press the Jog Dial™ or tap the **Week view** icon .  
The **Week** view appears. This screen shows the untimed events or available time slots.
- 3 Rotate the Jog Dial™ to select the day you want to review.
- 4 Press the Jog Dial™.  
The content of the selected event appears.
- 5 An event conflict (this means that two or more events overlap each other) appears in the **Week** view as overlapping time bars.
  - ★ To reschedule an event while you are in **Week** view, tap and drag the event to a different time or day.
  - ★ Tap a blank time on any day to move to that day and have the time selected for a new event.
  - ★ Tap any day or date that appears at the top of the **Week** view to move directly to that day without selecting an event.
  - ★ The **Week** view displays the time span defined by the **Start Time** and **End Time** in the **Date Book Preferences** settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the scroll arrows to scroll to the event.

### Viewing the detail of an event

To view the detail of an event, proceed as follows:

Tap each time bar to view the detail of that event.


### Spotting event conflicts

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

### Month view

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


To go to Month view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
The Date Book starts up.
- 2 Press the Jog Dial™ repeatedly or tap the **Month view** icon  .  
The **Month** view appears.
- 3 Rotate the Jog Dial™ to select the day you want to review.  
To select the next day, rotate the Jog Dial™.
- 4 Press the Jog Dial™.  
The content of the selected event appears.
  - Tap a day in the **Month** view to display that day in the **Day** view.
  - Tap the scroll arrows ◀▶ in the top right-hand corner to move forward or backward a month.
  - Tap **Go To** to open the **Go To Date** dialog box to select a different month.
  - Use the scroll buttons on the front panel of your CLIÉ handheld to move between months. Press the upper half of the scroll button to display the previous month, the lower half of the scroll button to display the next month.


### Agenda view

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

To go to Agenda view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
The Date Book starts up.
- 2 Press the Jog Dial™ repeatedly, or tap the **Agenda view** icon  .  
The **Agenda** view appears. Today's schedule and To Do List are displayed.

- 3 Rotate the Jog Dial™ to select the day that you want to review. To select the next day, rotate the Jog Dial™.

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

### *Changing between date and time views*

To change between the date and time views, proceed as follows:

- 1 Tap and hold the date in the title bar of Date Book. The current time appears.
- 2 When you release the stylus, the menu bar appears. If you want to avoid displaying the menu when releasing the stylus, drag the stylus away from the date display once the current time appears.

### *Editing events*

#### *Changing the date and time of an event*

To change the date or time of an event, proceed as follows:

- 1 In the **Date Book** screen, tap the event you want to edit.
- 2 Tap **Details**. The **Event Details** dialog box appears.
- 3 To change the time, tap the **Time** box and select a new time. The **Set Time** dialog box appears. Enter the set time and the end time.
- 4 To change the date, tap the **Date** box and select a new date. The **Set Date** dialog box appears. Specify the year, month, and day in the calendar.
- 5 Tap **OK**.

### Changing a timed event to untimed

To change a timed event to an untimed event, proceed as follows:


- 1 In the **Date Book** screen, tap the event you want to edit.
- 2 Tap **Details**.
- 3 Tap the **Time** box.  
The **Set Time** screen appears.
- 4 Tap **No Time** and then tap **OK**.  
The **Event Details** screen appears.
- 5 Tap **OK**.  
The untimed event is displayed on the first line with the symbol ◆.

### Deleting an event

You can delete events in the Date Book.

To delete an event, proceed as follows:

- 1 Press the **Date Book** button on the front panel.  
The Date Book starts up.
- 2 Tap the event you want to delete.
- 3 Tap **Details**.  
The **Event Details** dialog box appears.
- 4 Tap **Delete...**  
The **Delete Event** dialog box appears.
- 5 Tap **OK**.  
The selected event is deleted. To cancel deletion, tap **Cancel**.


 If you select **Save Archive Copy On PC**, the deleted data from your CLIÉ handheld is saved to the Palm™ Desktop for CLIÉ software during the next HotSync®.

If you delete the start and end times of recurring events, all the related events that are defined in conjunction with the recurring event will be deleted.

When you delete the event with the **Delete Event** command, you can specify whether a single event is to be deleted as an exception, or all of the related events are to be deleted.

## Setting the alarm

The **Alarm** setting enables you to set an audible alarm to remind you about events in your Date Book. You can set an alarm to ring minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event but you can change this to any number of minutes, hours, or days. You can also set your CLIÉ handheld to flash its LED for an event instead of, or in addition to, an audible alarm.

When you set an alarm, an alarm icon  appears to the far right of the event with the alarm.

To set the alarm for an untimed event, proceed as follows:

- 1 In the **Date Book** screen, tap the event for which you want to set the alarm.
- 2 Tap **Details**.  
The **Event Details** dialog box appears.
- 3 Select the **Alarm** check box.  
The alarm is set.
- 4 Tap the down arrow to choose from minutes, hours, or days.
- 5 Tap **5** next to the **Alarm** check box and enter any number from 0 to 99 as the number of time units.
- 6 Tap **OK**.  
The alarm icon appears next to the event.

You can set a silent alarm for an untimed event. In this case, the alarm is set for the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm rings for an untimed event. The reminder message appears onscreen instead.

**Example:** When you set an alarm for an untimed event that occurs on 4<sup>th</sup> February and if the alarm is set for 5 minutes, the reminder message appears at 11:55 PM (23:55) on the night of 3<sup>rd</sup> February. The reminder remains onscreen until you turn on your handheld and tap **OK** to erase it.

- ★ You can also set your CLIÉ handheld to flash its LED for an event instead of, or in addition to, an audible alarm. For details, see **Turning the LED alarm on or off** (page 111).

### *Making an event private*

You can hide records that you mark as private. If you define a password for your CLIÉ handheld, you must enter it to display private records.

To make an event private, proceed as follows:

- 1 On the **Date Book** screen, tap the event you want to mark as private.
- 2 Tap **Details**.  
The **Event Details** dialog box appears.
- 3 Tap the **Private** check box.
- 4 Tap **OK**.  
The event is marked as private. For hiding or masking private events, see **Private records** (page 77).

### *Date Book menus*

This section explains the menu commands specific to Date Book. The Record and Options menus differ depending on the screen displayed.

#### *Record menu*

- New Event:** Creates a new event.
- Delete Event:** Deletes the currently selected event.
- Attach Note:** Attaches notes to the current event.
- Delete Note:** Deletes notes from the current event.
- Purge:** You can specify a certain period based on the current date and discard any events that were formed before the specified date. Use this function to save memory space.
- Beam Event:** Sends the current event to another CLIÉ handheld via the infrared communications port.

 A repeated event will not be deleted.

By default, the events that you purge, are restored and saved in the Palm™ Desktop for CLIÉ software on your computer at the next HotSync® operation. To delete the events completely, deselect the check box for **Save archive copy on PC** in the **Purge** dialog box.

### Options menu

- Font:** You can select the font of the Date Book.

Under **Preferences**, you have the following options:

- Start/End Time:** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows to see more.
- Alarm Preset:** Automatically sets an alarm for each new event. The silent reminder for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
- Alarm Sound:** Sets the tone of the alarm. For details, see the **Software Guide**.
- Remind Me:** Defines how many times the alarm should go off.
- Play Every:** Defines how often the alarm sounds.
- Under **Display Options**, you can change the Date Book appearance:
  - Show Time Bars:** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
  - Compress Day View:** Controls how the time appears in the Day View. When **Compress Day View** is off, all time slots are displayed. When it is on, start and end times appear for each event, but blank time slots toward the bottom of the screen disappear to minimise scrolling.
  - Month View settings:** These check boxes apply to the Month View of the Date book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeated events in the Month View only.
- Phone Lookup:** The **Phone Number Lookup** screen appears. If there is an Address Book entry, you can look up the phone number of the selected item.
- Security:** Hides the current item unless the password is entered. You can select the view option among **Show Records**, **Mask Records**, or **Hide Records**.

- ❑ **About the Date Book:** Shows the version information for Date Book.

## Address Book


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

An item in Address Book is called an **entry**.

With the Address Book, you can:

- ❑ 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.
- ❑ Define which phone number appears in the **Address** list for each Address Book record.
- ❑ Attach a note to each Address Book record, in which you can enter additional information about the record.
- ❑ Assign Address Book records to categories so that you can organise and view them in logical groups.
- ❑ Paste images to address information using PictureGear Pocket.



To open the Address Book, proceed as follows:

- 1 Press the **Address Book** button  on the front panel. Address Book opens and displays the list of all your records.
- 2 Press the **Address Book** button repeatedly to go through the categories in which you have records.
- 3 Prepare an address record either by entering it directly into your CLIÉ handheld or by importing records from your computer using the Palm™ Desktop for CLIÉ software.

## Creating Address Book entries


To create an Address Book entry, proceed as follows:

- 1 Tap **New**.  
The **Address Edit** screen appears.

- 2 Enter the last name of the person you want to add.  
The first letter of each field (except numeric and e-mail fields) is automatically capitalised.
  - 3 Tap **First name**.  
The cursor shifts to the first name field.
  - 4 You can also use the Graffiti® stroke  to move the cursor to the next field.
  - 5 Fill in the **First name** field.
  - 6 Repeat the last steps to enter the other items of information that you want to include.  
You can tap the scroll down arrow ▼ next to each item to display the list of choices and then tap the appropriate item in the list.
  - 7 To move to the next page of information, tap the scroll down arrow ▼ in the bottom right-hand corner of the screen.
  - 8 When you have finished entering all the necessary information, tap **Done**.
  - 9 The **Address** screen is displayed again.
-  You can also use the Palm™ Desktop software to create entries on your computer and then download them to your CLIÉ handheld with your next HotSync® operation. See **Performing a local HotSync® with the USB cable (page 84)** for details.

### Displaying entries

To display a specific entry, proceed as follows:



- 1 Press the **Address Book** button  on the front panel.  
The **Address** screen is displayed, listing your current entries.
- 2 Rotate the Jog Dial™ to select the address record you want to view.  
If the address record you want is not displayed, rotate the Jog Dial™ again to scroll up or down the entire list.
- 3 Press the Jog Dial™.  
The **Address View** screen of the selected record is displayed.
- 4 To return to the list of address entries, press the Jog Dial™ again or press the BACK button.  
The **Address** screen is displayed again.


- ❑ To accelerate scrolling and display every third screen only, hold down the scroll button.
- ❑ You can also use the stylus to tap the onscreen scroll arrows to scroll to the entry.
- ❑ To view an image pasted to an address record, tap an image in the **Address View** screen. The image is displayed across the whole screen. To return to the **Address View** screen, tap the image again.
- ❑ To view the next page of the **Address View** screen, rotate the Jog Dial™ in the **Address View** screen. The next or previous page of data is displayed.
- ❑ To view addresses by category, press the Jog Dial™ when the address list is displayed but none of the listed entries are selected.  
Each time you press the Jog Dial™, the display toggles through all the available categories.
- ❑ To select a category from the categories list, tap the arrow ▼ at the top right-hand corner of the screen to display the category list. You can select the appropriate category from the list.

### *Sorting the address entries in the list*

You can set up the address list so that the items of the address records do not appear in the order of last and first name, but in the order of company and last name when Address Book is started. No contents are changed when you change the order of the address records.

To view addresses by company, proceed as follows:

- 1 Press the **Address Book** button  on the front panel.  
The **Address Book** screen appears and shows a list of addresses that have been recorded.
- 2 Tap the **Menu** icon .
- 3 Tap **Options**, then **Preferences**.  
The Address Book **Preferences** dialog box appears.
- 4 Tap the appropriate order of the address entries in the **List By** field.  
Select the appropriate order in which the address entries are to be listed when Address Book starts.
- 5 Tap **OK**.  
The address entries are sorted in the selected order.

-  When you tap **Last Name, First Name**, the address entries are sorted in alphabetical order of an individual's last name and then first name.  
When you tap **Company, Last Name**, the address entries are sorted in alphabetical order of the company name, and then an individual's last name.

### Searching for entries

You can quickly search through your Address Book.

To search for address records, proceed as follows:

- 1 Enter the first character of the record you want to search for.  
The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those two letters. For example, writing an **s** scrolls to **Sands**, and writing **sm** scrolls further to **Smith**. If you have sorted the list by company name, the **Look Up** feature scrolls to the first letter of the company name.
- 2 Tap the record you want to view.  
The record you selected is shown.

### Editing entries


To modify part of an address record, proceed as follows:

- 1 In the **Address Book list** screen, tap the entry you want to modify.  
The **Address View** screen of the selected record appears.
- 2 Tap **Edit**.  
The **Address Edit** screen appears.
- 3 Tap the field that you want to edit, and make the changes.
- 4 When you have finished, tap **Done**.  
You return to the **Address** screen, where you can see the modified entry.

### Adding an image

You can paste an image to the address information. Paste a photograph of a person or restaurant, for example, to remind you of an address record.

To paste an image from PictureGear Pocket, proceed as follows:

- 1 In the address list, tap the address record for which you want to paste an image. The **Address View** screen of the selected address record appears.
  - 2 Tap **Edit**.  
The **Address Edit** screen appears.
  - 3 Tap **No Image** in the top right-hand corner of the screen.  
The PictureGear Pocket screen appears.
  - 4 Select the image you want to paste.  
The image you selected, is pasted to the address information.
  - 5 Tap **Done**.  
The **Address** screen is displayed again.  
A camera icon is attached to the record that has the pasted image.
  - 6 To change the image, tap the pasted image in the **Address Edit** screen. The **Select image(s)** screen appears. Tap to select another image.
  - 7 To remove the image, tap the pasted image in the **Address Edit** screen. The **Select image(s)** screen appears. Tap **No Image**.
-  If you use the Palm™ Desktop for CLIÉ software to change the category of the address record that has a pasted image, the image will no longer be associated with the address record after the next HotSync® operation. To edit an address entry with a pasted image, use the Address Book application.

### *Modifying an address entry*

To modify an address entry, proceed as follows:

- 1 On the **Address Book list** screen, tap the entry you want to modify.  
The **Address View** screen of the selected entry appears.
- 2 Tap **Edit**.  
The **Address Edit** screen appears.
- 3 Tap the field that you want to edit.  
You can edit the tapped field.

- 4 Edit the entry.
- 5 When modification is complete, tap **Done**.  
The **Address** screen is displayed again.

### *Selecting types of phone numbers*


You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry. To select other types of phone numbers in an entry, tap the arrow ▼ and select the label from the drop-down list.

### *Duplicating entries*

If you want to use part of an existing record in a new one, you can copy address entries.

To copy an existing entry, proceed as follows:

- 1 In the Address Book list screen, tap the entry you want to copy.  
The **Address View** screen of the selected record appears.
- 2 Tap the **Address View** title bar.  
The **Record** menu is displayed.
- 3 Tap **Duplicate Address** from the **Record** menu.  
The entry you selected in step 1, is copied.  
The word **Copy** is added to the end of the name field of the copied information.
- 4 Tap **Done**.  
The **Address** screen is displayed again.

 Images are not duplicated.

### *Deleting entries*

You can delete records you entered.

To delete address records, proceed as follows:

- 1 Tap the record you want to delete.  
The **Address** view appears.

- 2 Tap **Edit**.  
The **Address Edit** screen appears.
- 3 Tap **Details**.  
The **Address Entry Details** dialog box appears.
- 4 Tap **Delete**.  
The **Delete Address** dialog box appears.
- 5 Tap **OK**.  
The record you selected, is deleted.

 If you select **Save archive copy on PC**, the deleted data from your CLIÉ handheld is saved to the Palm™ Desktop for CLIÉ software during the next HotSync®.

### *Changing the address entry details*

You can change the type of information that appears in the address list screen, categorise an entry, and hide an entry for security reasons. You can also delete entries.

To change the address entry details, proceed as follows:

- 1 On the **Address Book list** screen, tap the entry you want to change.  
The **Address View** appears.
- 2 Tap **Edit**.  
The **Address Edit** screen appears.
- 3 Tap **Details**.  
The **Address Entry Details** dialog box appears.
- 4 Change the settings:
  - Show in List:** Select which type of entries or other information appears in the **Address list** screen. Tap the arrow ▼ and select from **Work, Home, Fax, Other, or E-mail**.
  - Category:** Assign the entry to a category.
  - Private:** Select the **Private** check box to hide the current entry when Security is turned on. For details on Security, see **Using the security features (page 75)**.

- 5 Tap **OK**.  
The address entry details are saved.

### *Address Book menus*

This section explains the menu commands specific to Address Book. The **Record** and **Options** menus differ depending on the screen displayed.

#### *Record menu*

- ❑ **Duplicate Address:** Makes a copy of the current record and displays the copy in **Address Edit** so you can make changes to the copied record. The copy has the same category and attached notes as the original record.
- ❑ **Beam Address:** Sends only the selected address to another CLIÉ handheld via the infrared communications port.
- ❑ **Beam Category:** Sends all the Address Book entries in the currently selected category to another CLIÉ handheld via the infrared communications port.
- ❑ **Select Business Card:** Defines the current address record on a business card.
- ❑ **Beam Business Card:** Sends the current business card to another CLIÉ handheld via the infrared communications port. You can also send a business card via the infrared communications port by pressing and holding down the **Address Book** button for longer than 2 seconds. This menu item lets you easily exchange business cards with other CLIÉ handhelds.
- ❑ **Delete Address:** Deletes the current address record. By default, the entry that you delete will be saved to the Palm™ Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the entry completely, deselect the **Save archive copy on PC** check box in the **Delete Address** dialog box. If the current entry has an image pasted, the image will not be deleted.
- ❑ **Attach Note:** Adds comments to the current address record.
- ❑ **Delete Note:** Deletes comments from the current address entry. Choosing this menu opens up the **Delete Note** dialog box. Tap **Yes** to delete comments and **No** to cancel the delete function.

### Options menu

- Font:** You can select the font of the Address Book.
- Preferences:** Remembers the last category.
- Remember last category:** Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you deselect it, Address Book displays the **All** category.
- Rename Custom Fields:** These custom fields appear at the end of the **Address Edit** screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.
- Security:** You can choose to show, hide or mask the currently selected address.
- About Address Book:** Shows the version information of the Address Book.


### To Do List

The To Do List is a convenient place to create reminders and prioritise the things that you have to do. A To Do List item is a reminder of a task you have to complete.

Use the To Do List to:


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

To open the To Do List, proceed as follows:

- 1 Press the **To Do List** button  on the front panel.  
To Do List opens and displays the category of items you last viewed.
- 2 Press the **To Do List** application button repeatedly to go through the categories containing items.


## Creating To Do List items

To create a To Do List item, proceed as follows:

- 1 Press the **To Do List** button on the front panel.  
The **To Do** screen appears.
  - 2 Tap **New**.  
A new To Do item is added to the To Do List.
  - 3 Enter the text of the To Do item.  
The text can be longer than one line.
  - 4 Tap anywhere onscreen to deselect the To Do List item.  
The item is deselected and the new item is recorded in the To Do List.
-  If no To Do List item is currently selected, writing in the Graffiti<sup>®</sup> writing area automatically creates a new item.  
To display text that does not fit on the screen, tap the text line.

## Displaying items

To check the items you recorded in To Do List, proceed as follows:

- 1 Press the **To Do List** button  on the front panel.  
The **To Do** screen appears.
- 2 Rotate the Jog Dial™ to select the To Do List item you want to view.
- 3 Press the Jog Dial™.  
The notes of the selected item are displayed. If the item does not fit on the screen, rotate the Jog Dial™ to scroll up or down.
- 4 Press the Jog Dial™.  
The **To Do List** box reappears.

To view To Do List items by category, press the Jog Dial™ when To Do List is displayed but no To Do item is selected. Each time you press the Jog Dial™, the display toggles through all the available categories.

To select a category from the categories list, tap the down arrow in the top right-hand corner of the screen. You can select the category you want from the list.

### *Viewing due and completed items*

To view completed and due items in the To Do List, proceed as follows:



- 1 Tap **Show** in the **To Do List** screen.  
The **To Do Preferences** appears.
- 2 Change the view.  
You can choose from the following settings:
  - Show Completed Item:** Displays your completed items in the To Do List. If you turn this setting off, your To Do items disappear from the list when you complete (check) them. Items that no longer appear in the list because you turn off this setting have not been deleted. They are still in the memory of your CLIÉ handheld. Purge completed items to remove them from the memory.
  - Show Only Due Items:** Shows only the items that are currently due, overdue, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
  - Record Completion Date:** Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
  - Show Due Dates:** Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date.
  - Show Priorities:** Shows the priority setting for each item.
  - Show Categories:** Shows the category for each item.
- 3 Tap **OK**.

### Checking off a To Do List item

You can check off a To Do List item to remind you that you have completed it.

You can set To Do List to record the date that you completed the To Do item, and you can choose to show or hide completed items.

To check off a To Do List item, proceed as follows:


- 1 Press the **To Do List** button  on the front panel.  
The **To Do** screen appears.
- 2 Tap to select the check box on the left side of the item.  
The check box changes to  to show that the task is completed.

### Editing items and lists

#### Setting the priority of an item

The priority setting for items lets you arrange the tasks in your To Do List according to their importance or urgency. The default setting for To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

In the **To Do List** screen, tap the priority number on the left side of the item and then select the preferred priority number. You can select the priority numbers 1 to 5, with 1 being the most important.

 You can also set the priority in the To Do List **Details** dialog box that appears by tapping the **Details...** button.

#### Setting a due date

You can assign a due date to any To Do List item. You can also sort the items that appear in the list based on their due date.

To set a due date, proceed as follows:

- 1 In the **To Do List** screen, tap the text of the item for which you want to set a due date.
- 2 Tap **Details**.  
The **To Do Item Details** window appears.

- 3 Tap the down arrow next to **Due Date** and then make a selection from the drop-down list. You can select one of the following options:
  - Today:** Assigns the current date.
  - Tomorrow:** Assigns the next day's date.
  - One week later:** Assigns the date exactly one week from the current date.
  - No Date:** Assigns no due date.
  - Choose Date:** Opens the **Due Date** screen, where you can choose any date from the calendar.
- 4 Tap **OK**.
  - ★ If you turn on the **Show Due Dates** option in the To Do List **Options** dialog box that appears by tapping the **Show...** button, you can tap directly on the due date in **To Do List** to select a due date.

### *Deleting an item*

To delete items from To Do List, proceed as follows:

- 1 On the **To Do List** screen, tap the item you want to delete.
- 2 Tap **Details**.  
The **To Do Item Details** dialog box appears.
- 3 Tap **Delete**.  
The **Delete To Do** dialog box appears.
- 4 Tap **OK** to delete the item.  
The selected event is deleted. To cancel deletion, tap **Cancel**.
  - ★ If you select the **Save archive copy on PC** check box, the deleted item will be saved on the Palm™ Desktop for CLIE software on your computer during the next HotSync® operation.

### *Changing the appearance of To Do List*

The **To Do Preferences** dialog box enables you to change the appearance of the To Do List application.

To change the appearance of the To Do List application, proceed as follows:

- 1 On the **To Do** screen, tap **Show**.  
The **To Do Preferences** dialog box appears.

## 2 Change the To Do Preferences settings.

You can choose any of the following settings:

- Show Completed Items:** Displays your completed items in To Do List. If you turn off this setting, your To Do items disappear from the list when you delete them.
- Show Only Due Items:** Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due, do not appear in the list until their due date.
- Record Completion Date:** Replaces the due date with the actual date when you delete the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
- Show Due Dates:** Displays the due dates associated with items in To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
- Show Priorities:** Shows the priority setting for each item.
- Show Categories:** Shows the category for each item.

## 3 Tap **OK**.

### *To Do List menus*

This section explains the menu commands specific to To Do List. The **Record** and **Options** menus differ depending on the screen displayed.

#### *Record menu*

- Delete Item:** Deletes the current To Do item.
- Attach Note:** Adds comments to the current To Do item.
- Delete Note:** Deletes comments from the current To Do item.

- ❑ **Purge:** Allows you to delete any completed items from To Do List. Choose this command to save memory if you have too many recorded To Do items on your CLIÉ handheld. By default, the items that you purge, will be saved onto the Palm™ Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the items completely, deselect the **Save archive copy on PC** check box in the **Purge** dialog box.
- ❑ **Beam Item:** Sends the current To Do List item to another CLIÉ handheld via the infrared communications port.
- ❑ **Beam Category:** Sends all the To Do items in the currently selected category to another CLIÉ handheld via the infrared communications port.

#### *Options menu*

- ❑ **Font:** You can select the font of the To Do List.
- ❑ **Phone Lookup:** If there is an Address Book entry, you can look up the phone number of the selected item.
- ❑ **Security:** Hides the current item unless the password is entered.
- ❑ **About To Do List:** Shows the version information of the To Do List.



## Memo Pad

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

The Memo Pad allows you to:




- ❑ Make memos and note down various types of information.
- ❑ Copy memos you wrote with other applications.
- ❑ Read TXT or CSV document files from a computer through HotSync® for display on your CLIÉ handheld.
- ❑ Categorise the memos into business, private, and other categories.

To open the Memo Pad, proceed as follows:

- 1 Press the **Memo Pad** button  on the front panel.  
The Memo Pad opens to display the last Memo Pad screen that you viewed.
  - 2 Press the **Memo Pad** button repeatedly to go through the categories in which you have memos.
-  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 CLIÉ handheld.

## Creating memos

To create memos, proceed as follows:

- 1 Tap **New**.  
A new memo is created.
  - 2 Enter the memo text.  
To start a new line, use either the **<Enter>** key on the keyboard or the Graffiti® writing stroke .
  - 3 Tap **Done** or use the BACK button when you have finished.  
The Memo List displays the first line of a memo. This makes it easy to locate and review your memos.
-  You can also create a new memo by beginning to write in the Graffiti® writing area in the **Memo** screen. The first letter is automatically capitalised.
-  While entering text, the text may overlap the **Done** or **Details** buttons. When you finish entering the text, the overlap disappears.

## Displaying memos

To review a memo, proceed as follows:

- 1 Rotate the Jog Dial™ to select the memo you want to display.  
If the required memo is not displayed, rotate the Jog Dial™ further to scroll up or down the memo list.
- 2 Press the Jog Dial™.  
The content of the selected memo is displayed. If the memo text does not fit on the screen, rotate the Jog Dial™ up or down.
- 3 Press the Jog Dial™.  
The Memo list is displayed again.

If you want to display your memos by category, press the Jog Dial™ when the memo list is displayed but no memo selected.

Each time you press the Jog Dial™, the display toggles through all the available categories.

## Editing memos and lists

### Assigning a category

To categorise your memos, proceed as follows:

- 1 In the **Memo Pad** screen, tap the memo you want to change.  
The content of the memo you tapped, appears.
- 2 Tap **Details**.  
The **Memo Details** dialog box appears.
- 3 Tap the down arrow next to **Category** to display the list of available categories.
- 4 Select the category you want to assign to the memo.

### Defining a memo as private


You can hide a memo that you label as private. If you define a password for your CLIÉ handheld, you must enter it to display private records.

To define a memo as private, proceed as follows:

- 1 Tap the memo you want to define as private.  
The content of the memo you tapped, appears.
- 2 Tap **Details**.  
The **Memo Details** dialog box appears.
- 3 Select the **Private** check box.
- 4 Tap **OK**.  
The memo is now treated as private.

### *Sorting memos*

To change the order in which Memo Pad shows your memos, proceed as follows:


- 1 Tap the **Menu** icon .  
A menu of commands appears.
- 2 Tap **Options**, and then **Preferences**.  
The **Memo Preferences** dialog box appears.
- 3 Select the preferred order of memos in the **Sort by** field, choosing from **manual** or **alphabetic**.
- 4 Tap **OK**.
- 5 To sort the memos manually, tap the memo you want to move in the **Memo** screen and drag it to the preferred position.  
The memo is placed where you release the stylus and the memos are renumbered accordingly.

### *Deleting memos*

To delete an unwanted memo from Memo Pad, proceed as follows:

- 1 In the **Memo Pad** screen, tap the memo you want to delete. The contents of the memo you tapped appears.
- 2 Tap **Details**.  
The **Memo Details** dialog box appears.

- 3 Tap **Delete**.  
The **Delete Memo** dialog box appears.
- 4 Tap **OK** to delete the memo.  
The selected record is deleted. To cancel deletion, tap **Cancel**.

 By default, the memos that you delete, are restored and saved in the Palm™ Desktop for CLIÉ software on your computer at the next HotSync® operation. To delete the memos completely, deselect the check box next to **Save archive copy on PC** in the **Delete Memo** dialog box.

### *Memo Pad menus*

This section explains the menu commands specific to Memo Pad. The **Record** and **Options** menus differ depending on the screen displayed.

#### *Record menu*

- Beam Category:** Sends all the memos in the currently selected category to another CLIÉ handheld via the infrared communications port.
- New Memo:** Creates a new memo.
- Delete Memo:** Deletes the current memo.  
By default, the memos that you delete, will be saved on the Palm™ Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the memos completely, deselect the **Save archive copy on PC** check box in the **Delete Memo** dialog box.
- Beam Memo:** Sends the current memo to another CLIÉ handheld via the infrared communications port.


#### *Options menu*

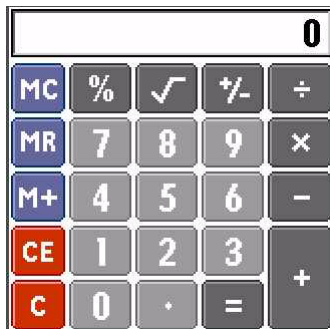
- Font:** You can select the font of the Memo Pad.
- Phone Lookup:** If there is an Address Book entry, you can look up the phone number of the selected memo.
- Preferences:** Used to specify the way in which memos are displayed.
- Security:** You can set to show or hide the currently selected memo.
- About Memo Pad:** Shows the version information of the Memo Pad.

## Calculator

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

To start the Calculator, proceed as follows:

- 1 Either:
  - Tap the Calculator button in the Graffiti<sup>®</sup> area,
  - Rotate the Jog Dial<sup>™</sup> to select **Calc** and then press the Jog Dial<sup>™</sup>  
OR
  - Tap the **Calc** icon  in the Application Launcher.  
The **Calculator** screen appears.



- 2 Perform calculations by tapping the numbers and symbol icons on the screen with the stylus.

## Calculator buttons

The calculator's buttons follow the standard functions of regular calculators.

- ❑ **CE**: Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.
- ❑ **C**: Clears the entire calculation and enables you to start a new calculation.
- ❑ **+/-**: Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the **+/-** button.
- ❑ **M+**: Places the current number in the Calculator memory. Each new number you enter with the **M+** button is added to the total stored in the memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
- ❑ **MR**: Recalls the stored value from the memory and inserts it into the current calculation.
- ❑ **MC**: Clears any value stored in the Calculator memory.
- ❑  $\sqrt{\quad}$ : Calculates the square root of the entered number. Tap the button after entering the number.

## Calculator menus

### Edit menu

- ❑ **Copy, Paste**: Copies a number from Calculator and pastes it into another application. Similarly, you can also paste numeric values you copied from another application into Calculator.

### Options menu

- ❑ **Recent Calculations**: Displays the last series of calculations.
- ❑ **About Calculator**: Shows the version information for Calculator.

## Using the security features

Your CLIÉ handheld includes a Security application that allows you to protect your data from unauthorised users.


Security allows you to do the following:

- ❑ Lock and turn off your CLIÉ handheld so that it does not operate until you enter the correct password.
- ❑ Set the CLIÉ handheld to automatically lock at/after a preset time, or whenever you turn it off.
- ❑ Mask all records that you mark as private so the information appears grayed out.
- ❑ Hide all records that you mark as private so they do not appear on any screen.
- ❑ Hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security application to show them. With a password set, you must enter the password to view the private records.

## Assigning a password

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

To enter a password, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security** and then press the Jog Dial™. Alternatively, tap the **Security** icon  in the Application Launcher. The **Security** screen appears.
- 2 Tap **Unassigned**. The **Password** dialog box appears.
- 3 Enter a password and then tap **OK**. The dialog box for verifying the password appears.
- 4 Enter the same password again to verify it and then tap **OK**. Your password is now assigned.

## Changing or deleting a password

You can change or delete the password you assigned. You have to enter the current password before you can change or delete it.

To change or delete your password, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security** and press the Jog Dial™. Alternatively, tap the **Security** icon in the Application Launcher. The **Security** screen appears.
- 2 Tap **Assigned**. The **Password** dialog box appears.
- 3 Enter the current password and then tap **OK**. The dialog box used to enter a new password appears.
- 4 To change the password, enter a new password and then tap **OK**. To delete the password, tap **Unassign**.

## If you forget your password

If you forget your password, you have no option but to delete it. Note, however, that deleting a forgotten password also deletes all entries and records marked as **Private**. Avoid this by synchronising with your computer before deleting a forgotten password. This restores your private records at the next HotSync® operation.

To delete your password, proceed as follows:

- 1 Tap **Lost Password** in step 3 of **Changing or deleting a password (page 76)**. The **Delete Password** dialog box appears.
- 2 Tap **Yes**. Your password and private records are deleted.

## Private records

In all basic applications, you can make individual records private. Private records remain visible and accessible until you select the **Security** setting to hide all private records.

You can mask or hide your private records. To view the masked or hidden records again, you need to enter the password.

To mask or hide private records, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security**.  
Alternatively, tap the **Security** icon in the Application Launcher.  
The **Security** screen appears.
- 2 Tap the down arrow next to **Current Privacy** to choose one of the following:  
**Mask Records:** Masked records appear as gray placeholders with a lock symbol.  
**Hide Records:** Hidden records disappear completely from the screen.
- 3 Tap **OK**.


To display private records, proceed as follows:


- 1 In step 2 above, select **Show Records**.  
If you have a password, the **Show Records** screen appears.
- 2 Enter the password and then tap **OK**.

## Locking your CLIÉ handheld

You can lock your CLIÉ handheld with a password to protect information.

To lock your CLIÉ handheld, proceed as follows:

- 1 Back up the data on your CLIÉ handheld using a HotSync® transfer (see **Using HotSync® operations (page 83)**).
- 2 Assign a password as described in **Private records (page 77)**.
- 3 Tap the **Home** icon .
- 4 Select **System** from the drop-down list in the top right-hand corner.  
The **System** screen appears.
- 5 Tap the **Security** icon.  
The **Security** dialog box appears.
- 6 Tap **Lock & Turn Off**.  
The **System Lockout** dialog box appears.
- 7 Tap **Off & Lock**.  
Your device is turned off and locked.

 To access your CLIÉ handheld again, you must enter your password.

If you lock your CLIÉ handheld, you must enter the exact password to restart your CLIÉ handheld. If you forget the password, you must perform a hard reset to start from scratch. Performing a hard reset, deletes all the records on your CLIÉ handheld; however, you can restore all synchronised data at the next HotSync® operation.

## Setting your CLIÉ handheld to lock automatically

You can set your CLIÉ handheld to lock whenever you turn it off.

To lock your handheld automatically, proceed as follows:




- 1 Back up your data and assign a password as described in **Assigning a password (page 75)**.
- 2 Tap **Never**.  
The **Password** screen appears.

- 3 Enter your password, and then tap **OK**.  
The **Lock Handheld** screen appears.
- 4 Tap your choice from the list, as follows:
  - Never:** Your CLIÉ handheld will not lock automatically. To lock it manually, you must tap **Lock & Turn Off** in the **Security** screen.
  - On power off:** Your CLIÉ handheld will lock when it is turned off.
  - At a preset time:** The **Set Time** dialog box appears. Set a time so your CLIÉ handheld will lock at that preset time.
  - After a preset delay:** Set your CLIÉ handheld to lock if inactive for a preset time. Enter the time, and tap the down arrow next to it to select minute(s) or hour(s).
- 5 Tap **OK**.


### *Entering owner information*

You can enter a name, company name, or phone number of the CLIÉ handheld owner. If you have used the Security application to turn off and lock your CLIÉ handheld with a password, the information that you enter in **Preferences** appears the next time you turn on your CLIÉ handheld.

To enter owner information, proceed as follows:

- 1 Tap the **Home** icon .  
The Application Launcher appears.
  - 2 Tap the **Prefs** icon.  
The **Preferences** screen appears.
  - 3 From the drop-down list in the top right-hand corner, select **Owner**.
  - 4 Enter the owner information.  
If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen .
-  If you use the security application to assign a password, to enter/edit the owner information, you have to unlock the **Owner Preferences** screen to change the information.

To unlock the Owner Preferences screen, proceed as follows:

- 1 Tap the **Home** icon .  
The Application Launcher appears.
- 2 Tap the **Prefs** icon.  
The **Preferences** screen appears.
- 3 From the drop-down list, select **Owner**.
- 4 Tap **Unlock**.  
The **Unlock Message** dialog box appears.
- 5 Enter your current password (the one you entered in the Security application) then tap **OK**.

## Using the Palm™ Desktop for CLIÉ software

The Palm™ Desktop for CLIÉ software is delivered on the CD-ROM which accompanies your CLIÉ handheld. For instructions on how to install it onto your computer, see the printed **Read This First** guide.

The Palm™ Desktop for CLIÉ software duplicates Date Book, Address Book, To Do List and Memo Pad applications on your CLIÉ handheld, so you can view, enter, and modify data stored on your CLIÉ handheld. You can also import data from Windows® applications onto your CLIÉ handheld and transfer more applications (as described in the **Software Guide**).

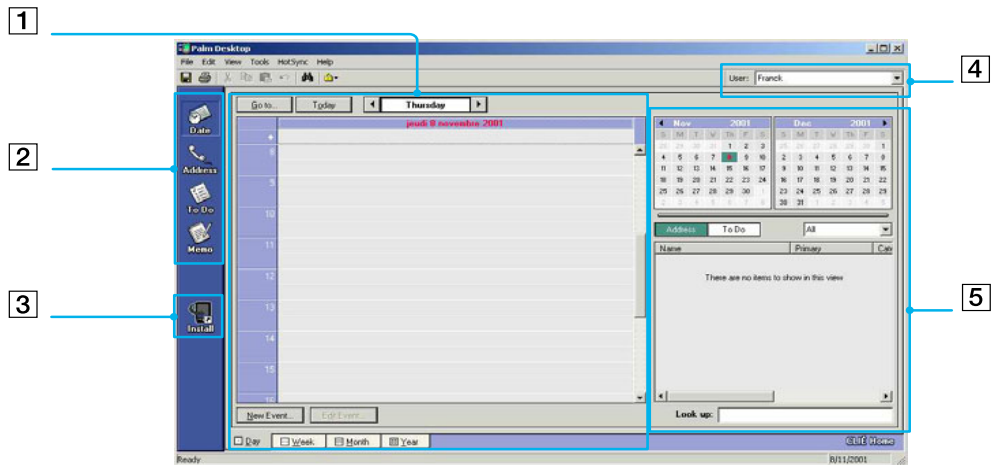
To start the Palm™ Desktop for CLIÉ software, double-click the **Palm Desktop for CLIÉ software** icon on the Windows® desktop or click **Start**, select **Programs (All Programs** in Windows® XP), **Sony Handheld**, and then click **Palm Desktop for CLIÉ**. The Palm™ Desktop for CLIÉ software starts.

To quit the Palm™ Desktop for CLIÉ software, click the **close** button  in the top right of the screen or click **File**, and then **Exit**.

### Main features of the Palm™ Desktop for CLIÉ software

The basic operations for each application are the same as those of the corresponding CLIÉ application. For details, see the Palm™ Desktop online help (click **Help** and then **Palm Desktop Help**).


Here is an overview of the Palm™ Desktop for CLIÉ features:

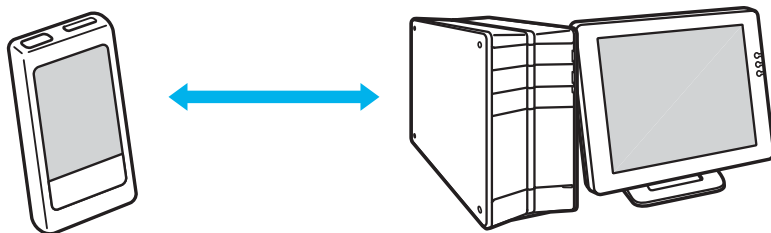


1	<i>List pane</i>	Displays the records in the current Desktop application.
2	<i>Application Launch bar</i>	Provides one-click access to each Desktop application. Click an icon to open its associated application.
3	<i>Install Tool icon</i>	Displays the <b>Install Tool</b> dialog box to select the application you want to install on your CLIÉ handheld the next time you perform a HotSync® operation.
4	<i>User name display</i>	Displays the user name of the owner of the information being displayed.
5	<i>Record pane</i>	Displays full details of the record that is selected in the List pane. The information displayed here is the same as the one displayed on your CLIÉ handheld's <b>Details</b> screen.

## Using HotSync® operations

### What is a HotSync® operation?

A HotSync® operation is a one-step operation that allows you to synchronise data between your CLIÉ handheld and your computer. Launch the HotSync® application on your CLIÉ handheld and just tap the **HotSync** icon  once; you can synchronise the application data on your CLIÉ handheld with the Palm™ Desktop for CLIÉ software data on your computer, back up the data of your CLIÉ handheld on your computer, or install applications.





1. Synchronise the Date Book, Address Book, To Do List, and Memo Pad data on your CLIÉ handheld and your computer. The Palm™ Desktop for CLIÉ software can manage the data of multiple CLIÉ handhelds independently with a different user name for each one.
2. Back up the data stored on your CLIÉ handheld on your computer. Synchronization ensures that your data is always safe and up-to-date. In case you need to perform a hard reset, a HotSync® operation allows you to restore the data.
3. Import the data on/from your computer or install applications on your CLIÉ handheld.

## Performing a local HotSync® with the USB cable

This section describes how to perform a HotSync® operation using the USB cable (local HotSync®), assuming that you have done all the necessary preparations and installations for your CLIÉ handheld and your computer.

For the required preparations and software installation, and for information on performing a HotSync® for the first HotSync® operation, please see the **Read This First** manual.




To perform a local HotSync® operation, proceed as follows:

- 1 Connect your CLIÉ handheld to the USB cable.
- 2 On your CLIÉ Handheld, rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™.  
Or tap **HotSync**  in the Application Launcher.  
The **HotSync** screen appears.
- 3 Tap the **HotSync** icon .  
The HotSync® operation starts.

When the HotSync® operation is complete, a message is displayed on your CLIÉ handheld.


Do not remove your CLIÉ handheld from the USB cable until the HotSync® operation is complete. Otherwise the Palm™ Desktop for CLIÉ software may not quit normally and you may have to perform a soft reset.

### *If the HotSync® operation does not start*


Make sure that the **HotSync** icon  is displayed in the Windows® task tray on your computer screen and **Local USB** is selected from the shortcut menu. If the **HotSync** icon  is not shown in the task tray, click **Start**, point to **Programs (All Programs in Windows® XP)**, **Sony Handheld**, and then click **HotSync Manager**. Click the **HotSync** icon  on your CLIÉ handheld to start the HotSync® operation.


If a message is displayed stating that the selected COM port is not available, uninstall the Palm™ Desktop for CLIÉ software and then re-install it.

Proceed as follows:

- 1 Click the **HotSync** icon  in the Windows® task tray (bottom-right corner of the taskbar).  
A shortcut menu is displayed.

- 2 Make sure that **Local USB** is selected.  
If it is not selected, click **Local USB** to select it.

 Do not remove your CLIÉ handheld from the USB cable during a HotSync® operation. Otherwise, the Palm™ Desktop for CLIÉ software may not quit normally.

Do not tap the **HotSync** icon  during a HotSync® operation. It might cause errors and force termination of the operation.

Do not enter power saving mode during a HotSync® operation. If your computer enters power saving mode during a HotSync® operation, the HotSync Manager will be forced to terminate.

To change the user name, proceed as follows:


- 1 In the **Palm Desktop for CLIÉ** window, click **Users** from the **Tools** menu.  
The **Users** dialog box is displayed.
- 2 Click the user name you want to change in the list box and then click **Rename**.  
The **Rename User** dialog box is displayed.
- 3 Enter a new user name and then click **OK**.  
Your CLIÉ handheld user name is changed at the next HotSync® operation.

## Advanced HotSync® options

### Setting the HotSync® setup options

You can change the local HotSync® settings on how to start the HotSync Manager, for example.

To change the HotSync® setup options, proceed as follows:

- 1 Click the **HotSync** icon  in the Windows® task tray (far right of the taskbar) and then select **Setup** from the shortcut menu.  
The **Setup** dialog box appears.
- 2 Click the **General** tab to select one of the following options:  
If you are not sure which option to use, keep the default setting (**Always available**).
  - Always available:** Adds the HotSync Manager to the Startup folder and starts the HotSync Manager to monitor the USB port as soon as Windows® is started. This allows you to perform a HotSync® operation even when the Palm™ Desktop for CLIÉ software is not running.
  - Available only when the Palm Desktop is running:** Starts the HotSync Manager when you launch the Palm™ Desktop for CLIÉ software.
  - Manual:** Starts the HotSync Manager only when you select it from the Windows® **Start** menu.
- 3 If you are connected to a network, click the **Network** tab to display the network settings and then adjust the options as needed.  
See **Conducting a HotSync® operation via a network (page 90)** for more information.
- 4 Click **OK**.

### Customising HotSync® application settings (Conduit)


What is a **Conduit**?


For each application, you can define a set of options that determines how records are handled during synchronization. Each set of these options is called a conduit. By default, a HotSync® operation synchronises all files between your CLIÉ handheld and the Palm™ Desktop for CLIÉ software.

In general, you should leave the settings as they are to synchronise all files. The only reason you might want

to change these settings is to overwrite data on either your CLIÉ handheld or the Palm™ Desktop for CLIÉ software, or to avoid synchronising 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, the Palm™ Desktop for CLIÉ software offers System, Install, Install to Card and Install service templates conduits. The System conduit backs up the system information stored on your CLIÉ handheld. The Install conduit installs applications on your CLIÉ handheld.

To customise HotSync® application settings, proceed as follows:

- 1 Click the **HotSync** icon  in the Windows® task tray (far right of the taskbar) and then select **Custom** from the shortcut menu.  
Alternatively, select **Custom** from the **HotSync** menu of the Palm™ Desktop for CLIÉ software. The **Custom** dialog box appears.
- 2 Select the user name you are using on your CLIÉ handheld from the drop-down list.
- 3 Select an application from the Conduit list.
- 4 Click **Change**.  
The **Change HotSync Action** dialog box appears.
- 5 Click the direction in which you want to write data, or click **Do nothing**.
- 6 Click **OK**.
- 7 Repeat steps 2 to 6 to change conduit settings for other applications (or users).
- 8 Click **Done**.

 Any change in the HotSync® setting from the default affects only the next HotSync® operation. Thereafter, the HotSync® actions revert to their default settings. To use a new setting on an ongoing basis, select the **Set as default** box.

To restore the default settings, click **Default** in the **Custom** dialog box.

## Conducting an infrared HotSync® operation

You can use the IrDA (infrared) port of your CLIÉ handheld to perform an IrDA HotSync® operation with a computer equipped with an IrDA (Infrared Data Association) port. An IrDA HotSync® operation allows you to perform a HotSync® operation without using the USB cable.

### Before you start performing an IrDA HotSync® operation


Check the following:

- ❑ Your computer is equipped with an infrared port supporting the IrDA standards.
- ❑ The infrared port of your computer is enabled for Windows® use. To enable the IrDA port with Windows®, see the manual of the computer you are using or the Windows® online help.
- ❑ Which port number is allocated to the infrared port. Check the infrared port number in the Infrared Monitor in the **Control Panel**. For information on the Infrared Monitor, see the manual of the computer you are using or the Windows® online help.

### Preparing your computer



To perform an IrDA HotSync® operation, you have to allocate a virtual port to an IrDA HotSync® operation.

To allocate a virtual port to an IrDA HotSync® operation and your operating system is Windows® 2000 Professional/Windows® XP, proceed as follows:

Click the **HotSync** icon  in the Windows® system tray (far right corner of the taskbar), and select **IR** from the shortcut menu.

Your computer is ready to perform an IrDA HotSync® operation.


To allocate a virtual port to an IrDA HotSync® operation and your operating system is Windows® 98 Second Edition/Windows® Millennium, proceed as follows:

- 1 Click the **HotSync** icon  in the Windows® system tray (far right of the taskbar) and then select **Local Serial** from the shortcut menu.
- 2 Click the **HotSync** icon  in the Windows® system tray again and then select **Setup** from the **Shortcut** menu.  
The **Setup** dialog box is displayed.

- 3 Click the **Local** tab to change the setting for an IrDA HotSync® operation as needed.
  - ❑ **Serial Port** specifies a virtual port for an infrared port. If you are not sure of the connection port, see the Infrared Monitor in the Windows® **Control Panel**.
  - ❑ **Speed** determines the speed at which data is transferred. Try the **As Fast As Possible** rate first, and then decrease the rate if you experience problems.

- 4 Tap **OK**.




Your computer is ready to perform an IrDA HotSync® operation.

-  When performing a local HotSync® operation with the USB cable after you make the HotSync® Setup settings for an IrDA HotSync® operation, you should restore the local HotSync® settings. For details, see **Restoring the local HotSync® settings** (page 90).

### *Performing an IrDA HotSync® operation*



When you have prepared your computer and your CLIÉ handheld, as well as selected your **Conduit Setup** options; you are ready to perform an IrDA HotSync® operation.

To perform a HotSync® operation, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync®** and then press the Jog Dial™. Or tap the **HotSync** icon  in the Application Launcher.  
The **HotSync** dialog box appears.
- 2 Tap **Local**.
- 3 Tap the arrow ▼ beneath the **HotSync**  icon and then select **IR to a PC/Handheld** from the drop-down list.
- 4 Point the IrDA port of your CLIÉ handheld directly at the IrDA port of the receiving computer.  
For best results, your computer and your CLIÉ handheld should be 4 to 8 inches (approximately 10 to 20 cm) apart, and the path between your CLIÉ handheld and the computer must be clear of obstacles.
- 5 Tap the icon .  
The HotSync® operation starts. Wait for the message showing that the HotSync® operation is complete.

### *Restoring the local HotSync® settings*

To restore the local HotSync® settings, proceed as follows:

- 1 Connect the USB cable to your computer.
- 2 Make sure that **Local USB** is still selected.
- 3 Click the **HotSync** icon  in the Windows® system tray and deselect the **Local Serial** check box from the shortcut menu.
- 4 Click the **HotSync** icon  in the Windows® system tray again and then select **Setup** from the **Shortcut** menu.  
The **Setup** dialog box is displayed.
- 5 Click the **Local** tab to display the setting for a local HotSync® operation as needed.
- 6 Click **OK**.  
Your computer is now ready to perform a local HotSync® operation.

### *Conducting a HotSync® operation via a network*

When you use the Network HotSync® application, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync® application enables you to perform a HotSync® operation by dialing in to a network or by using a USB cable that is connected to any computer on your LAN or WAN (LAN Sync) (provided that the computer connected to the USB cable also has the Network HotSync® application installed, your computer is on, and the HotSync Manager is running).

#### *Connecting to your company's dial-in server*



The Network HotSync application requires the following:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP.
- You have a remote access account.



- ❑ Everything you need to connect to your company's dial-in server (network modem) is included in the Palm™ Desktop for CLIÉ software and your CLIÉ handheld. You need to activate certain features, however, on both the Palm™ Desktop for CLIÉ software and your CLIÉ handheld.


### Preparing your computer

To prepare your computer, proceed as follows:

- 1 Click the **HotSync** icon  in the Windows® system tray and then select **Network** from the shortcut menu.
- 2 Click the **HotSync** icon  in the Windows® system tray again and then select **Setup** from the shortcut menu.  
The **Setup** dialog box is displayed.
- 3 Click the **Network** tab and make sure your user name has a check mark selected next to it. If the check mark is not there, select the check box next to your user name.
- 4 Click **OK**.
- 5 Connect your CLIÉ handheld to the USB cable and perform a HotSync® operation.  
The HotSync® operation records network information about your computer on your CLIÉ handheld. With this information, your CLIÉ handheld can locate your computer when you perform a HotSync® operation via the network.




To check if your computer's network information (Primary PC name and Primary PC address) is entered on your CLIÉ handheld, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™. Or tap the **HotSync** icon  on the Application Launcher.  
The **HotSync** screen appears.
- 2 Tap the **Menu** icon .
- 3 Tap **Primary PC Setup** from the **Options** menu.  
The **Primary PC Setup** screen is displayed.

- 4 On your computer, click the **HotSync** icon  in the Windows® task tray and then select **Setup** from the shortcut menu.
- 5 Click the **Network** tab, then click **TCP/IP Settings** to open the **TCP/IP Settings** screen.
- 6 Check that the Primary PC name and Primary PC address displayed on your CLIÉ handheld and computer screens match. If they do not, change the Primary PC name and Primary PC address entered in your CLIÉ handheld, then tap **OK**.
- 7 On your computer, tap **OK** to close the **TCP/IP Settings** screen and the **Setup** screen.

*When connecting to a network computer with a cable (LANSync)*

To connect to the network computer via a cable, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™.  
Or tap the **HotSync** icon  in the Application Launcher.  
The **HotSync** screen appears.
- 2 Tap the **Menu** icon .
- 3 Tap **LANSync Prefs** from the **Options** menu.  
The **LANSync Preferences** screen is displayed.
- 4 Tap **LANSync**.
- 5 Tap **OK**.  
The **HotSync** screen appears again.
- 6 Tap the **Menu** icon .
- 7 Tap **Conduit Setup** from the **Options** menu.
- 8 Select the conduits you want to run during the HotSync® operation.
- 9 Perform a local HotSync® operation as described in **Performing a local HotSync® with the USB cable (page 84)**.

## Importing data from a Windows® application

If you have data stored in Windows® computer applications such as spreadsheets and databases, you can transfer that data to your CLIÉ handheld.

### Importable file formats

Save data in one of the file formats listed below, import it into the Palm™ Desktop for CLIÉ software, and then perform a HotSync® operation to transfer the data to your CLIÉ handheld.

The Palm™ Desktop for CLIÉ software can import data in the following file formats:

- Comma delimited (\*.csv,\*.txt): Address Book and Memo Pad only
- Tab delimited (\*.tab,\*.tsv,\*.txt): Address Book and Memo Pad only
- vCard File (\*.vcf): Address Book only
- CSV (Lotus Organiser 2.x/97 Mapping): Address Book only
- Text (\*.txt): Memo Pad only
- Date Book archive (\*.dba)
- vCal File (\*.vcs): Date Book only
- Address Book archive (\*.aba)
- To Do archive (\*.tda)
- Memo Pad archive (\*.mpa)

Archive formats can be used with the Palm™ Desktop for CLIÉ software. Use the archive file formats to share information with other people who use a Palm OS® platform handheld or to create a copy of your important Palm™ Desktop for CLIÉ software information.

To import data, proceed as follows:

- 1 Start the **Palm Desktop for CLIÉ** 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, select **All in** the **Category** box. Make sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise the records will be imported into the **Unfiled** category.
- 4 Click **Import** from the **File** menu.  
The **Import** dialog box is displayed.
- 5 Select the file you want to import.
- 6 Click **Import**.
- 7 To import data into the correct Palm™ Desktop for CLIÉ fields, drag the fields in the left-hand column so that they are opposite to the corresponding imported fields on the right.
- 8 Deselect the check box for the fields that you do not want to import.
- 9 Click **OK**.  
The imported data is highlighted in the application.
- 10 To add the imported data to your CLIÉ handheld, perform a HotSync® operation.  
See the **Palm™ Desktop for CLIÉ** online Help (select the **Help** menu) for more information on importing and exporting data.

### *Synchronising with external data (File Link)*

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

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

- Comma-delimited (\*.csv)
- Palm™ Desktop for CLIÉ software's Memo Pad archive (\*.mpa)
- Palm™ Desktop for CLIÉ software's Address Book archive (\*.aba)
- Text (\*.txt)

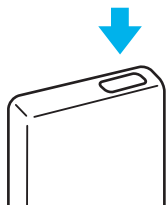
For information on how to set up File Link, see the **Palm™ Desktop for CLIÉ** online help files under the **Help** menu.

## Communicating with other handheld devices



This part describes how to communicate with another Palm OS® PDA via the infrared communications port or the "Memory Stick™". It also explains how to handle the "Memory Stick™".

### Beaming between your CLIE Handheld and another Palm OS® handheld

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




You can beam the following information between your CLIE handheld and another Palm OS® PDA:

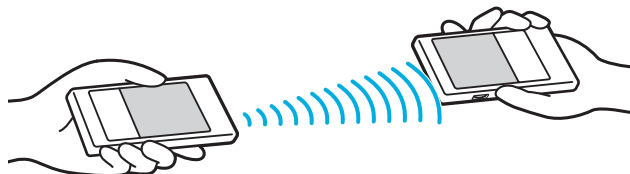
- The record currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
  - All records of the category currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
  - A special Address Book record that you designate as your business card.
  - An application with corresponding data installed on the RAM memory.
-  Some applications are protected and cannot be beamed, as indicated by a lock icon  to the side of applications.

## Beaming data

You can beam a record, business card, or category of records between your CLIÉ handheld and another Palm OS® PDA.

To beam data from your CLIÉ handheld to another Palm OS® PDA, proceed as follows:




- 1 Locate the record, business card, or category you want to beam.
- 2 Tap the **Menu** icon .
- 3 Tap one of the following from the **Record** menu depending of the screen currently displayed:
  - The **Beam** command for an individual record
  - In Address Book only: **Beam Business Card**
  - Beam Category**.
- 4 When the **Beam** dialog box appears, point the IrDA port directly at the IrDA port of the receiving handheld.



- 5 Wait for the **Beam** dialog box to indicate that the transfer is complete before you continue working on your CLIÉ handheld.
- ★ For best results, your CLIÉ handheld and another Palm OS® PDA should be 4 to 8 inches (approximately 10 to 20 cm) apart, and the path between the two handhelds must be clear of obstacles and shielded from fluorescent lighting. Beaming distance to other Palm OS® PDA handhelds may be different.

## Receiving beamed information

To receive beamed information, proceed as follows:

- 1 Turn on your CLIE handheld.
  - 2 Point the IrDA port directly at the IrDA port of the other Palm OS® PDA handheld transmitting the data. The **Beam** dialog box is displayed. Beaming data starts. You can select the category in which you save the data in a dialog box.
  - 3 Tap **Yes**.  
The data is saved to the **unfiled** category.
- ★ Incoming data or application should be placed in the **Unfiled** category.
  - ★ You can press the **Address Book** button  for about two seconds to beam your business card.
  - ★ You can use Graffiti® to beam the current entry ( / then  ).
-  If **Beam Receive** in the **Preferences** menu is set to **Off**, you cannot receive data using the beaming feature. Before beaming data, make sure you set **Beam Receive** to **On**.

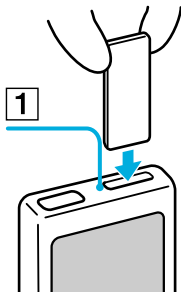
## Using the "Memory Stick™"


### Inserting a "Memory Stick™"

To insert a "Memory Stick™", proceed as follows:

Insert the "Memory Stick™" into the "Memory Stick™" slot with the arrow facing upwards and towards the slot.

The "Memory Stick™" indicator (1) lights orange when your CLIÉ handheld is accessing the "Memory Stick™".



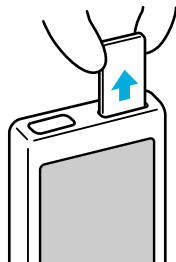
 Insert the "Memory Stick™" in the right direction. If the "Memory Stick™" is forced in the wrong way, it may be damaged.

## Removing a "Memory Stick™"

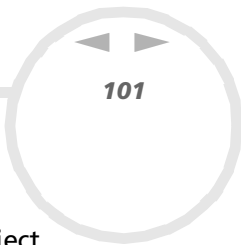
Before removing a "Memory Stick™", make sure that data is not being written to or from the "Memory Stick™".

To remove a "Memory Stick™", proceed as follows:

- 1 Gently push the "Memory Stick™" into the slot. The "Memory Stick™" pops out a little.



- 2 Pull the "Memory Stick™" out carefully.



## Notes on using the "Memory Stick™"

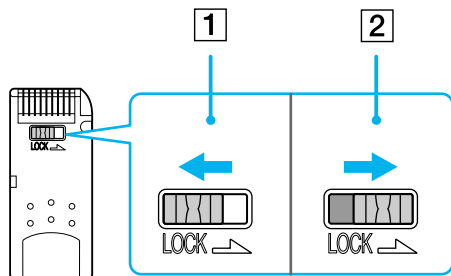
When you use a "Memory Stick™", follow these precautions:

- ❑ Avoid touching the terminal of the "Memory Stick™" or contacting it with a metal object.
- ❑ Do not drop, bend, or submit the "Memory Stick™" to external shock.
- ❑ Do not disassemble or modify the "Memory Stick™".
- ❑ Avoid getting liquids on the "Memory Stick™".
- ❑ Avoid using or storing the "Memory Stick™" in a location subject to:
  - ❑ extremely high temperature such as in a car parked in the sun, the outdoors exposed to direct sunlight, or near a heater.
  - ❑ direct sunlight.
  - ❑ high humidity.
  - ❑ corrosive substances.
  - ❑ excessive dust.
  - ❑ magnetic fields.
- ❑ When storing and carrying the "Memory Stick™", keep it in its original case to ensure protection of important data.
- ❑ Save a backup for important data.
- ❑ Avoid removing the "Memory Stick™" from the insertion slot while data is being written or read.
- ❑ To avoid damaging or erasing data, do not:
  - ❑ release the "Memory Stick™" or unplug the AC power adapter while formatting, or reading or writing data.
  - ❑ use the "Memory Stick™" in a location subject to static electricity or electric noise.
- ❑ If the battery of your CLIÉ handheld is running out of power, an error message is displayed and you cannot exchange data with the "Memory Stick™". If this occurs, connect the AC power adapter or fully charge your CLIÉ handheld.

- ❑ Use the Memory Stick Gate application to format the "Memory Stick™" you use with your CLIÉ handheld. If you format it using another application, further operation with your CLIÉ handheld is not guaranteed.
- ❑ If you insert the "Memory Stick™" that has been formatted by another application (such as Windows® Explorer), a message prompting you to format it, is displayed. To use the "Memory Stick™" with your CLIÉ handheld, follow the instructions to format it. Note, however, that all stored data will be erased.

### Enabling write-protection

You can write-protect your "Memory Stick™", so that important data will not be deleted by mistake. At the back of your "Memory Stick™", you will find the write-protect tab. With this tab you can enable or disable write-protection.



To disable write-protection, proceed as follows:

Slide the tab to the left (1).

You can now read and write data.

To enable write-protection, proceed as follows:

Slide the tab to the right (2).


You can now read but not write data. Use the write-protect mode when you do not want to write or delete data on the inserted "Memory Stick™".

 The 128 MB "Memory Stick™" has a vertical lock.

## Starting an application on the "Memory Stick™"


You can start applications on the "Memory Stick™" in the same way as the applications of your CLIÉ handheld. The applications on the "Memory Stick™" are displayed in the Application Launcher automatically when you insert the "Memory Stick™" into the slot (the feature does not work when certain applications are running).

To switch from the Application Launcher to the screen where the applications on the "Memory Stick™" are displayed, proceed as follows:

- 1 Display the Application Launcher while the "Memory Stick™" is inserted in the CLIÉ handheld.
- 2 Press the BACK button to select the group.
- 3 Rotate the Jog Dial™ to select **Card** .

The applications on the "Memory Stick™" are displayed. You can start an application in the same way that you start an application of your CLIÉ handheld.

If you have assigned a name to the "Memory Stick™", then the **Card**  is displayed in that name.

- ★ You can also tap the Card icon  to select it.
- ★ Depending on the applications, some of the features may not work. In such a case, use the Memory Stick Gate application to copy the data on the CLIÉ handheld and use the copied data.
- ★ You cannot start applications other than that saved on the /PALM/LAUNCHER folder by performing the following steps.

## Viewing information on the inserted "Memory Stick™" (Card Info)

The Card Info gives you the outline (such as the remaining memory space) of the "Memory Stick™" inserted into your CLIÉ handheld. You can also give a name to each "Memory Stick™", which comes in handy when you have more than one.

To display the card info screen, proceed as follows:

Rotate the Jog Dial™ to select **Card Info** and press the Jog Dial™.

Or tap the **Card Info** icon in the Application Launcher.

The **Card Info** screen appears.

To attach a name to a "Memory Stick™", proceed as follows:

- 1 Rotate the Jog Dial™ to select **Card Info** and press the Jog Dial™. Alternatively, tap the **Card Info** icon in the Application Launcher.  
The **Card Info** screen appears.
- 2 Tap the **Menu** icon.
- 3 Tap **Rename Card**.  
The **Rename Card** dialog box appears.
- 4 Enter a new name for the inserted "Memory Stick™".
- 5 Tap **Rename**.

### *Exchanging data with the "Memory Stick™"*

The "Memory Stick™" allows you to exchange data between your CLIÉ handheld and your computer or a digital camera that supports "Memory Stick™". To exchange data with the "Memory Stick™", your CLIÉ uses the preinstalled Memory Stick Gate software. For more details, consult the **Software Guide**.




### *Backing up data with the "Memory Stick™"*


With the "Memory Stick™", you can save a backup copy of the data on your CLIÉ handheld. To do this, you can use the following applications: Memory Stick Backup or Memory Stick Gate. Memory Stick Backup will create a complete backup of your CLIÉ data whereas with Memory Stick Gate, you can only save some files. For more information, consult the **Software Guide**.

## Formatting "Memory Sticks™"

Formatting defines the recording format for the "Memory Stick™" so that you can access data with your CLIÉ handheld. Commercially available "Memory Sticks™" are already formatted, so you can use them immediately. However, you may have to reformat your "Memory Stick™" at some point.

To format a "Memory Stick™", proceed as follows:

- 1 Insert the "Memory Stick™".
- 2 Tap the **Home** icon .  
The Application Launcher appears.
- 3 Rotate the Jog Dial™ to select **MS Gate**.
- 4 Press the Jog Dial™.  
Memory Stick Gate starts up.
- 5 Tap the **Menu** icon .
- 6 Tap **Options**, then **Format**.  
The confirmation message appears.
- 7 Tap **OK**.
  - To cancel formatting, tap **Cancel** instead of tapping **OK**.
  - To format a "Memory Stick™" in the **Card Info** screen, you can also format a "Memory Stick™" by tapping the **Menu** icon  on the **Card Info** screen, and selecting **Format Card** from the **Card** menu.

 When you format a "Memory Stick™" on which data is already stored, all data will be deleted. Make sure you do not delete important data by mistake.


Make sure you use your CLIÉ handheld to format a "Memory Stick™" if you intend to use it with your CLIÉ handheld. If you use the computer to format a "Memory Stick™" for use with a CLIÉ handheld, some data may not be accessed correctly.

If you failed to initialise the "Memory Stick™" as a result of pulling it out during initialisation, the "Memory Stick™" is not recognised by your computer. In this case, remove the "Memory Stick™" and reformat it.

## Customising your CLIÉ handheld

### Viewing preferences

To view your Preferences, proceed as follows:

- 1 Tap the **Home** icon .  
The Application Launcher appears.
- 2 Rotate the Jog Dial™ to select **Prefs** and press the Jog Dial™.  
The **Preferences** screen appears.
- 3 Tap the arrow ▼ in the top right-hand corner of the screen and then select the **Preferences** screen you want to view from the drop-down list.

### Changing preferences

You can customise your CLIÉ handheld's operation settings and default settings by changing the Preferences.

- ❑ **Buttons:** Assign different applications to the buttons on the front panel of your CLIÉ handheld and reassign the full-screen pen stroke command.
- ❑ **Connection:** Configure serial, modem, and infrared communication settings.
- ❑ **Date & Time:** Set the current date and time, the time zone of the area you are in, and turn on/off the daylight saving.
- ❑ **Digitizer:** Calibrate the screen on your CLIÉ handheld. The same digitizer calibration screen is displayed when you start your CLIÉ handheld for the first time. You can recalibrate your screen after a hard reset or if you find that **tapping** does not work as expected.
- ❑ **Formats:** Set the region default and the formats for dates, times, calendar, and numbers.
- ❑ **General:** Set the auto shut-off interval, the Beam Receive feature, the alarm LED feature and the system, alarm, and game sounds.
- ❑ **HiRes:** Set the **High Resolution Assist** feature.
- ❑ **Jog:** Enable or disable the **JogAssist** feature and configure the options.



- ❑ **Network:** Configure your CLIÉ handheld for use on a network.
- ❑ **Owner:** Assign your name, phone number, and other owner information to your CLIÉ handheld.
- ❑ **ShortCuts:** Define a list of Graffiti® abbreviations.

## Setting the display format of time, date and numbers (Formats)

The **Formats Preferences** screen enables you to set the region default, and the display format of dates, times, and numbers on your CLIÉ handheld.

### Selecting the time, date, and numbers formats

You can select the formats for the time, date, week start day, and numbers. The selected formats apply to all your CLIÉ applications.

To select the time, date, and numbers formats, proceed as follows:

- 1 On the **Formats Preferences** screen, tap the arrow ▼ next to **Time** and then select the format from the drop-down list.
- 2 Tap the arrow ▼ next to **Date** and then select the format from the drop-down list.
- 3 Tap the arrow ▼ next to **Week starts** and then select whether you want the first day of the week to be Sunday or Monday.  
This setting controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your CLIÉ handheld that display a calendar.
- 4 Tap the arrow ▼ next to **Numbers** and then select formats for the decimal point and thousands separator.

### Setting the time

To set the time, proceed as follows:

- 1 From the drop-down list in the corner of the **Preferences** screen, tap **Date & Time**.
- 2 Tap **Set Time**.  
The **Set Time** screen appears.
- 3 Tap the ▲ or ▼ arrows to set the hour.
- 4 Tap the **Minute** box and tap ▲ or ▼ arrows to set the minute.

- 5 Tap **AM** or **PM** to specify the morning or afternoon.  
You can also display time based on the 24-hour clock by using the **Formats** preferences.

## Setting the date

To set the date, proceed as follows:

- 1 From the drop-down list in the **Preferences** screen, tap **Date & Time**.
- 2 Tap **Set Date**.  
The **Set Date** screen appears.
- 3 Tap the left and right arrows next to the year at the top of the screen to select the year.
- 4 Select the current month in the same way.
- 5 Select the current date in the same way.

## Setting the time zone and daylight saving time

To set the time zone, proceed as follows:

- 1 Tap **Date & Time** from the drop-down list on the **Preferences** screen.  
The **Date & Time Preferences** screen is displayed.
- 2 Tap the **Set Time Zone** field.  
The **Set Time Zone** screen appears.
- 3 Select the time zone that corresponds to where you are.
- 4 Tap **OK**.

To set the daylight saving time, proceed as follows:

- 1 Tap **Date & Time** from the drop-down list on the **Preferences** screen.  
The **Date & Time Preferences** screen is displayed.
- 2 Tap the down arrow next to **Daylight saving**.
- 3 Tap and select **On** or **Off**.

## General preferences

The **General Preferences** screen enables you to set the auto shut-off interval, alarm options and sounds for your CLIÉ handheld.

### Choosing font settings

In all basic applications, you can change the font style to make the text easier to read. You can choose a different font style for each application.

To change the font style, proceed as follows:

- 1 Open an application.
- 2 Tap the drop-down icon ▼.
- 3 Tap **Options**.
- 4 Tap **Font** and tap the font style you want to use.
- 5 Tap **OK**.

### Setting the automatic shut-off time

Your CLIÉ handheld has an automatic shut-off feature that turns off the power after a period of inactivity. This feature helps to conserve battery power in case you forget to turn off your CLIÉ handheld. If you find that your CLIÉ handheld shuts itself off too early or too late, you can increase or decrease the time setting for the automatic shut-off feature.

By default, your CLIÉ handheld will turn off after two minutes of inactivity.

To select the automatic shut-off time, proceed as follows:

- 1 Tap **General** from the drop-down list on the **Preferences** screen.  
The **General Preferences** screen is displayed.
- 2 Tap the arrow ▼ next to **Auto-off After** and then select the time setting for the automatic shut-off feature.  
You can select **30 seconds**, **1 minute**, **2 minutes**, or **3 minutes**.

- 3 If you want to leave your CLIÉ handheld turned on while it is connected to the cradle (not supplied) or to the plug adapter, make sure that the **Stay on in Cradle** check box is selected. To turn it off automatically, deselect the check box.

 Cradles are available for purchase.

## Setting sounds

Your CLIÉ handheld uses a variety of sounds. The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

To set the sounds, proceed as follows:

- 1 Tap **General** from the drop-down list on the **Preferences** screen.  
The **General Preferences** screen is displayed.
- 2 Tap the arrow ▼ next to **System Sound** and then select the sound level or **Off** from the drop-down list. When you turn the System Sound off, you also turn off the chime tones associated with the HotSync® operation.
- 3 Tap the arrow ▼ next to **Alarm Sound** and then select the sound level from the drop-down list.
- 4 Tap the arrow ▼ next to **Game Sound** and then select the sound level or **Off** from the drop-down list. The **Game Sound** setting works only with the games that are programmed to respond to this setting.

## Turning the LED alarm on or off

You can set the CLIÉ handheld to flash its LED at the set time. If you turn the **Alarm Sound** off and turn on **Alarm LED**, you can use the CLIÉ handheld's alarm feature without disturbing other people around you.

To turn the LED alarm on or off, proceed as follows:

- 1 Tap **General** from the drop-down list on the **Preferences** screen.  
The **General Preferences** screen is displayed.
- 2 Tap the arrow ▼ next to **Alarm LED** and then select **On** or **Off** from the drop-down list.
  - On**: Enables the Alarm LED feature.
  - Off**: Disables the Alarm LED feature.

## Turning the Beam Receive feature on or off

The **Beam Receive** is set to **On**, by default. You can turn off the **Beam Receive** feature to prohibit anyone from beaming information to your CLIÉ handheld, and to slightly save in battery power.

To turn the Beam Receive feature on or off, proceed as follows:

- 1 Tap **General** from the drop-down list on the **Preferences** screen.  
The **General Preferences** screen is displayed.
- 2 Tap the arrow ▼ next to **Beam Receive** and then select **On** or **Off** from the drop-down list.
  - On**: Enables the **Beam Receive** feature.
  - Off**: Disables the **Beam Receive** feature.

## Selecting a default region

When you select the region where you use your CLIÉ handheld, the time, date, the week starting day, and number formats are adjusted. For example, in Germany, time is often expressed using the 24-hour clock; in England, time is expressed using the 12-hour clock with an AM or PM suffix.

A region default appears in all applications on your CLIÉ handheld.

However, you can customise your own settings such as the format setting for the time of day.


To choose your region, proceed as follows:

- 1 In the **Preferences** screen, select **Formats** from the drop-down list.
- 2 From the drop-down list of **Preset to**, choose a region name for the standard setting.
- 3 Tap **OK**.

## Assigning applications to buttons

Button preferences let you assign different applications to the buttons on the front of the CLIÉ handheld. For example, you can assign the To Do List button to start the Date Book application.

To assign applications to buttons, proceed as follows:

- 1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
  - 2 Tap the application you want to assign to the button.
-  When you have assigned another application to the button, you can launch the original application with the Application Launcher.
- If you want to reset the application button, tap **Default** in the step 2. All application buttons are reset to the default setting.

## Creating Graffiti® ShortCuts

The **ShortCuts Preferences** screen enables you to define abbreviations (ShortCuts) for entering text with Graffiti® strokes. You can create a ShortCut for words, letters, or numbers. All ShortCuts you create, appear on the list in the **ShortCut Preferences** screen. All the ShortCuts are available in any of your CLIÉ applications and are backed up on your computer when you perform a HotSync® operation. See **Using Graffiti® ShortCuts (page 23)** for more information on the use of ShortCuts.

To create a Graffiti® shortcut, proceed as follows:


- 1 Tap **ShortCut** from the drop-down list on the **Preferences** screen.  
The **ShortCut Preferences** screen is displayed.
- 2 Tap **New**.  
The **ShortCut Entry** screen is displayed.
- 3 On the **ShortCut Name** line, enter the letters you want to use to activate the ShortCut.
- 4 Tap the **ShortCut Text** area and then enter the text that you want to appear when you write the ShortCut characters.
- 5 Tap **OK**.

To edit a shortcut, proceed as follows:

- 1 Tap the shortcut you want to edit in the shortcuts list and then tap **Edit**.
- 2 Make the changes you want and then tap **OK**.  
If you no longer need a shortcut, you can delete it from the list of shortcuts.

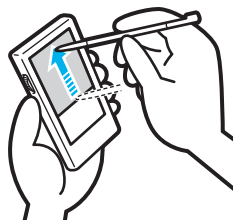
To delete a shortcut, proceed as follows:

- 1 Tap the shortcut you want to delete in the shortcuts list and then tap **Delete**.  
The **Confirmation** dialog box is displayed.
- 2 Tap **Yes**.

 Graffiti® shortcuts are not case-sensitive.

## Assigning preferences to the full-screen stroke

You can choose whether the full-screen pen stroke should activate the Graffiti® Help application or one of your Application Launcher controls.



To assign activities to a full-screen pen stroke, proceed as follows:

- 1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
- 2 Tap **Pen**.  
The **Pen** dialog box appears.

- 3 From the drop-down list, tap the function you want to start when you make the full-screen pen stroke.
  - Backlight:** Turns on the backlight of your CLIÉ handheld. This way, you can turn the backlight on and off without using the power switch.
  - Brightness:** Opens the brightness adjustment screen.
  - Keyboard:** Opens the onscreen keyboard for entering text characters.
  - Graffiti Help:** Opens a series of screens that show the complete Graffiti® character set (only in applications that support text entry).
  - Turn Off & Lock:** Turns off and locks your CLIÉ handheld. You must assign your password to lock the CLIÉ handheld. When locked, you need to enter the password to use your CLIÉ handheld.
  - Beam Data:** Beams the current record to another Palm OS® PDA.
- 4 Tap **OK**.  
You go back to the **Buttons Preferences** dialog box.

 The full-screen pen stroke must be done vertically.

## Changing the Jog Dial™ preferences

The **Jog Preferences** screen enables you to change the Jog Dial™ and BACK button functions. With the **JogAssist** feature, you can use the Jog Dial™ to operate a third-party application that is not designed to use Jog Dial™ operations.

You can use the Jog Dial™ and the BACK button to:


- Scroll the screen with the Jog Dial™.
- Select an item from a pop-up list with the Jog Dial™.
- Move back and forth between screens with the BACK button.

You can also change the BACK button function so that you can turn your CLIÉ handheld on or off by keeping it pressed or navigate between buttons.

- The functions activated by the JogAssist feature differ depending on the application you use.
- In some applications with the Jog Dial™ symbol, part of the functions may change when the **JogAssist** feature is enabled.


- Menu operations are supported after an extended push of the back button when the **display cursor/menu** option is on.

To change the Jog Dial™ settings, proceed as follows:

- 1 Tap **Jog** from the drop-down list on the **Preferences** screen.  
The **Jog Preferences** screen is displayed.
  - 2 To enable the **JogAssist** function, select **Use JogAssist**.
  - 3 In order to be able to turn on the power by pressing the BACK button, select **Power On with BACK button**.  
You need to keep the BACK button pressed for a several seconds to turn on the power.
  - 4 To be able to turn off the power by keeping the BACK button pressed, select **Power Off**.  
The Jog Dial™ and BACK button settings are made.
-  **Display Cursor / Menu** is selected by default (  ). You can display the **cursor** or **menu** by keeping the BACK button pressed.  
By default, **Use JogAssist** is selected (  ) and **Power On with BACK button** is not selected (  ).

## Network preferences

To use your CLIÉ handheld with a network (such as performing a network HotSync® operation), you must set the Network Preferences settings.

 The Network settings preferences provides the ability to connect to your ISP (Internet Service Provider) or dial-in (remote access) server with applications that allow you to view the transmitted data.

### Selecting an Internet Service Provider

Use the **Service** setting to select the service template for your Internet Service Provider. Service templates are a set of ISP settings that you can create, save, and reuse.

To select an Internet Service, proceed as follows:


- 1 Tap **Network** from the drop-down list on the **Preferences** screen.  
The **Network Preferences** screen is displayed.
- 2 Tap the down arrow next to **Service** and then select the predefined service template you want to use.

### Entering a user name

The **User Name** setting identifies the name you use when you log into your Internet Service Provider or your dial-in server.

To enter a name, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **User Name** field.
- 2 Enter your user name.

 Although this field can contain multiple lines of text, only two lines appear onscreen.  
Most dial-in servers do not accept spaces in the user name.

### Entering a password

The **Password** box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your CLIÉ handheld prompts you to enter a password each time you log into your network:

- ❑ If you do not enter a password, your CLIÉ handheld displays the word **Prompt** in this field and asks you to enter a password during the login procedure.
- ❑ If you enter a password, your CLIÉ handheld displays the word **Assigned** in this field and does not prompt you to enter a password during the login procedure.
- ❑ If you are concerned about security, select the **Prompt** option and do not enter a password.

To assign a password, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Password** field.
- 2 Enter the password you use to log into your server.
- 3 Tap **OK**.  
The **Password** field changes to display the word **Assigned**.

### *Selecting a connection*

Use the **Connection** setting to select the method you want to use to connect to your Internet Service Provider or a dial-in server.


To select a connection, proceed as follows:

In the **Network Preferences** screen, tap the down arrow next to **Connection** and then select the connection you want to use.


## Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.


To add a new service template, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Menu** icon .
- 2 Tap **New** from the **Service** menu.  
An untitled service template is added to the drop-down list for the **Service** field.

To duplicate an existing service template, proceed as follows:

- 1 In the **Network Preferences** screen, tap the down arrow next to **Service** and then select the predefined service template you want to duplicate.
- 2 Tap the **Menu** icon .
- 3 Tap **Duplicate** from the **Service** menu.  
A copy of the service template is added to the drop-down list for the **Service** field.

To delete a service template, proceed as follows:

- 1 In the **Network Preferences** screen, tap the down arrow next to **Service** and then select the predefined service template you want to delete.
- 2 Tap the **Menu** icon .
- 3 Tap **Delete** from the **Service** menu.  
The **Delete Service** dialog box is displayed.
- 4 Tap **OK**.  
The selected service template is deleted.


## Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. Use the **Details** dialog box to add additional information to a selected service template.

To select a connection type, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Service** field.
- 2 Tap **Details**.  
The **Details** screen is displayed.
- 3 Tap the down arrow next to **Connection type** and select one of the following connection types:
  - PPP: Point-to-Point protocol
  - SLIP: Serial Line Internet Protocol
  - CSLIP: Compressed Serial Line Internet Protocol
- 4 Tap the down arrow next to **Idle timeout** and select one of the following options:
  - 1 minute**: Waits one minute for you to open another application before it drops the connection.
  - 2 minutes**: Waits two minutes.
  - 3 minutes**: Waits three minutes.
  - Never**: Keeps your PPP or SLIP connection until you turn off your CLIÉ handheld (or until it times out).  
Note that this option will be more costly than others.
- 5 Tap the **Query DNS** check box to deselect it.
- 6 Enter the IP address for the Primary and Secondary DNS (Domain Naming System). Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.
- 7 If you need to enter the CLIÉ handheld's IP Address, tap the **IP Address** check box to deselect it and display a permanent IP address field below the check box. Normally, you do not have to enter this. If you are not sure, select **Automatic** and go to step 9.
- 8 Enter the CLIÉ handheld's IP Address.

## 9 Tap **OK**.

 If you are not sure which connection type to choose, try PPP; if that does not work, ask your Internet Service Provider or your System Administrator for the correct connection type.

## Creating a log in script

A log in script is a series of commands that automates logging in to a network server, for example, your corporate network or your Internet Service Provider (ISP). It is something that you are likely to receive from your IS System Administrator, if your company has a system in which you log in to the corporate servers from your CLIÉ handheld using a modem or network connection.

You can also use non-ASCII and literal characters in your log in script. For more information, see further on.

To create a log in script, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Service** field.
- 2 Tap **Details**.  
The **Details** screen is displayed.
- 3 Tap **Script**.  
The **Log in Script** screen is displayed.
- 4 Tap the down arrow next to **End** and select one of the following commands. If the command requires additional information, a field appears to the right of it for you to enter the information.
  - Wait For:** Tells your CLIÉ handheld to wait for specific characters from the TCP/IP server before executing the next command.
  - Wait For Prompt:** Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your CLIÉ handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.
  - Send:** Transmits specific characters to the TCP/IP server to which you are connecting.
  - Send CR:** Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.

- ❑ **Send User ID:** Transmits the User ID information entered in the User ID field of the Network Preferences screen.
  - ❑ **Send Password:** Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
  - ❑ **Delay:** Tells your CLIÉ handheld to wait a specific number of seconds before executing the next command in the login script.
  - ❑ **Get IP:** Reads an IP address and uses it as the IP address for your CLIÉ handheld. This command is used with SLIP connections.
  - ❑ **Prompt:** Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
  - ❑ **End:** Identifies the last line in the log in script.
- 5 Repeat step 4 until the log in script is complete.
  - 6 Tap **OK**.
  - 7 Tap **OK** again.

### *Non-ASCII Characters for Log in Scripts*

The following information enables you to create custom log in scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom log in script.

#### *Use of ^ char*

You may use the caret ( ^ ) to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and \_ , then the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return. If char is a value between a and z , then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing. For example, the string "Joe^M" transmits Joe, followed by a carriage return.

### *Carriage return and line feed*

You may include carriage return and line feed commands as part of the login script, when entered in the following format.

- ❑ <cr> : Sends or receives a carriage return
  - ❑ <lf> : Sends or receives a line feed
- For example, the string "waitfor Joe<cr><lf>" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

### *Literal characters*

The backslash ( \ ) character defines that the next character is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character. Examples:

- ❑ \^ : Includes a caret as part of the string
- ❑ \< : Includes a < as part of the string
- ❑ \\ : Includes a backslash as part of the string.

### *Using the network preferences menus*

This section explains the menu commands specific to network preferences.

For the **Edit** menu, see **Using the Edit menu (page 39)**.

#### *Service menu*

- ❑ **New**: Creates a new service template.
- ❑ **Delete**: Deletes the current service template. The **Delete Service** dialog box appears.
- ❑ **Duplicate**: Duplicates the current service template.


## Options menu

- ❑ **View Log:** Displays the Network Log. The Network Log lists all the communication that occurs between your modem and your dial-in server during the log in procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the log in procedure communication fails and why.

## Setting the High Resolution Assist function


The High Resolution Assist function enables the high resolution display of an application that does not support the high resolution mode.

To set this function, proceed as follows:

- 1 Tap **HiRes** from the drop-down list in the **Preferences** screen.  
The **HiRes Preferences** screen is displayed.
  - 2 To enable the High Resolution Assist function, select **Enable High Resolution Assist**.  
The confirmation dialog box is displayed.
  - 3 Tap **OK**.
  - 4 Select the application(s) that you do not want to display in high resolution mode in the list box.
-  In step 4, check an application when the following occurs in the high resolution mode:
- Performances are largely deteriorated (for example, game).
  - Display is divided into two, characters are distorted, or other operational irregularities occur.

## Using data from another Sony CLIÉ Handheld

If you already own a Sony CLIÉ Handheld, you can use data of your old CLIÉ handheld with your new CLIÉ handheld. You can transfer data from your old CLIÉ handheld to your new CLIÉ handheld with either of the following methods:

- ❑ **Using Palm™ Desktop for CLIÉ to copy data:** You can transfer data of the Palm OS® basic applications easily.
  - ❑ **Using a "Memory Stick™" to copy data:** You can transfer all the necessary data and settings information more securely than using the Palm™ Desktop for CLIÉ software.
-  Install applications using the same procedures as the previous CLIÉ handheld.  
Some third-party applications may operate only on your old CLIÉ handheld.

## Using the Palm™ Desktop for CLIÉ software to transfer data

For the Palm OS® basic applications data such as Address Book, Memo Pad, To Do List, Date Book, you can use the Palm™ Desktop for CLIÉ software to transfer data from your old CLIÉ handheld to your new CLIÉ handheld by exporting and importing data.

Before you start, perform a HotSync® operation to the Palm™ Desktop for CLIÉ software using your new CLIÉ handheld with a different user name from that you have used with the old CLIÉ handheld.

To transfer data from your old CLIÉ handheld to your new CLIÉ handheld, proceed as follows:

- 1 Start the Palm™ Desktop for CLIÉ software.
- 2 Click the user name of your previous CLIÉ handheld from the **User name** list in the top right-hand corner of the screen.
- 3 Click the icon of the application whose data you want to copy in the left panel of the screen.
- 4 Click **Export** from the **File** menu.
- 5 Enter the file names and click **Export**.  
The data of your old CLIÉ handheld is exported. Change the destination folder, if necessary.
- 6 Repeat steps 3 through 5 to export data of other applications.

- 7 Click the user name of your new CLIÉ handheld from the **User name** list in the top right-hand corner of the screen.  
If you have never performed a HotSync® operation with your new CLIÉ handheld, select **Users** from the **Tools** menu. Click **New** in the **Users** screen and enter a new user name. Then select that new user name.
- 8 Click **Import** from the **File** menu.
- 9 Select the files you have exported in steps 3 through 6 and then click **Open**.
- 10 Connect your new CLIÉ handheld to the USB cable and perform a HotSync® operation.  
The data exported from your old CLIÉ handheld is copied on your new CLIÉ handheld.



### Notes on HotSync® operations



- ❑ Do not attempt to transfer data from your old CLIÉ handheld to your new CLIÉ handheld by performing HotSync® operations with the identical user name. Doing so may cause a malfunction.
- ❑ When you perform a HotSync® operation with your new CLIÉ handheld and the **New User** dialog box is displayed, enter a different user name from that of your old CLIÉ handheld. If you enter the identical user name, the Palm™ Desktop for CLIÉ software may not be able to recognise the difference between your CLIÉ handhelds and the data of both handhelds may be mixed up or deleted.
- ❑ If you copy **UnsavedPreference**, the user name is also copied. This prevents you from managing the two CLIÉ handhelds with different user names.

## Using a "Memory Stick™" to transfer data

You can use a "Memory Stick™" to transfer data of your old CLIÉ handheld to your new CLIÉ handheld.

To transfer data from your old CLIÉ handheld to your new CLIÉ handheld with a "Memory Stick™", proceed as follows:

- 1 Insert the "Memory Stick™" into your other CLIÉ handheld.
- 2 Rotate the Jog Dial™ to select **MS Gate** and then press the Jog Dial™. Or tap the **MS Gate** icon  in the Application Launcher.  
The Memory Stick Gate application starts up. The data in your CLIÉ handheld is listed.
- 3 Tap to select the data of the application whose settings and information you want to use with your new CLIÉ handheld.  
You can select multiple files:
  - Address Book: AddressDB
  - Date Book: DatebookDB
  - Memo Pad: MemoDB
  - Mail: MailDB
  - To Do List: ToDoDB
  - Network setup information: NetworkDB
- 4 Tap **Copy**.  
The **File Overwrite confirmation** message is displayed.
- 5 Tap **OK**.  
The data selected in step 3 is copied on the "Memory Stick™".
- 6 Remove the "Memory Stick™" from your other CLIÉ handheld and insert it into your new CLIÉ handheld.
- 7 Rotate the Jog Dial™ to select **MS Gate** and then press the Jog Dial™. Or tap the **MS Gate** icon  in the Application Launcher.  
The Memory Stick Gate application starts up. The data in your CLIÉ handheld is listed.

- 8 Press the Jog Dial™ to select **MS**.  
You can also tap the arrow ▼ in the top right-hand corner to select **MS** from the drop-down list.
  - 9 Tap to select the applications and data you have previously copied from the older device.
  - 10 Tap **Copy**.  
The **File Overwrite confirmation** message is displayed.
  - 11 Tap **OK**.
  - 12 If the file overwrite confirmation message is displayed, tap **Yes to All**.  
The data of your old CLIÉ handheld is copied on your new CLIÉ handheld.
-  If a file-locked, access, or delete error message is displayed while copying files, tap **OK** to proceed to the next step in copying. Those files, however, will not be copied.
- Use a "Memory Stick™" that has sufficient free memory space.
- Make sure that the write protect tab on the "Memory Stick™" is not set to **LOCK**.
- You cannot copy data marked with the lock icon .
- You cannot copy Graffiti® ShortCuts, Net Prefs, and sonyres (the database for accessing the files in "Memory Stick™").
- Do not select **UnSavedPreference**. Your computer may not be able to distinguish your new CLIÉ handheld from your old CLIÉ handheld.


## Performing a HotSync® operation between your old CLIÉ handheld and the new Palm™ Desktop for CLIÉ software

If you already own a CLIÉ handheld older than this model, you can perform a HotSync® operation between that CLIÉ handheld and the Palm™ Desktop for CLIÉ software supplied with this model.

After you have set up your CLIÉ handheld as indicated in the **Read This First** manual, perform the HotSync® operation.

If you have any trouble with the HotSync® operation, perform the following.

- ❑ Check the Windows® task tray (right-click the **HotSync** icon) to make sure that **Local USB** is selected.
- ❑ Check the Windows® task tray to make sure that the **USB Switcher** is running (PEG-S300 only).
- ❑ If you are using a PEG-S300 CLIÉ handheld, you must uninstall **TrueSync** and then uninstall your old Palm™ Desktop for CLIÉ software, then reinstall the last customised version (with USB switcher) of Palm™ Desktop for CLIÉ software from the Installation CD-ROM and install it in C:\Program\Sony Handheld.

 The Palm™ Desktop for CLIÉ software supplied with this CLIÉ handheld does not support the Expense application.

## Getting help

Sony provides several support options for your CLIE handheld. If you have any questions about your CLIE handheld and its related software, check these options for answers:

- ❑ This guide explains how to use your CLIE handheld.
- ❑ The CLIE handheld support website (<http://www.clie-link.com>) provides the latest information on your CLIE handheld. On this website, you will find:
  - ❑ Frequently Asked Questions (FAQs)
  - ❑ An electronic version of the Operating Instructions
  - ❑ Installation information
  - ❑ Software updates
  - ❑ On-line knowledge base
  - ❑ Software Guide
  - ❑ An on-line tutorial.

## Precautions

This chapter provides information on how to correctly use and charge your CLIÉ handheld.

### Notes on use

Your CLIÉ handheld is well designed to provide years of reliable use. To make the most of its durability, follow these precautions.

- ❑ Do not scratch or damage your CLIÉ handheld screen or the Graffiti® writing area. Always use the tip of the supplied stylus or a plastic tipped pointer, for example, for tapping on the screen. Do not use a pen, pencil, or any other sharp object on the screen.
- ❑ Your CLIÉ handheld is not waterproof. Do not expose it to rain or moisture. Make sure that water does not get inside through the crevice around the front button. Treat your CLIÉ handheld like any other portable electronic equipment.
- ❑ The CLIÉ handheld screen is made of glass. Do not drop it or subject it to shock. Do not carry your CLIÉ handheld in your back pocket. If you sit down with your CLIÉ handheld in the back pocket, it may break the glass of the screen.
- ❑ Avoid using or storing your CLIÉ handheld in locations subject to:
  - ❑ extremely high temperature, such as inside a car left exposed to the sun, or near a heater.
  - ❑ direct sunlight
  - ❑ high humidity
  - ❑ excessive dust.
- ❑ During a thunderstorm, do not touch the connection cord or AC adapter. Touching them may cause an electric shock.
- ❑ To prevent fire or shock hazard, do not expose the AC adapter to water or moisture.
- ❑ Clean your CLIÉ handheld with a soft dry cloth.

- ❑ Using a stylus that is covered with dust can damage the screen. Clean the stylus by wiping it with a soft cloth.

### *Battery safety*

To prevent a battery from leaking, heating up, catching fire, bursting, etc., make sure to follow the cautions below:

- ❑ Do not charge the battery in any other way than specified in this manual.
- ❑ Do not throw the battery into fire, short-circuit it, take it apart, or heat it in an oven such as a microwave.
- ❑ Do not charge the battery near fire or in direct, bright sunlight, or do not leave it in a car.
- ❑ Do not subject the unit to excessive shock.
- ❑ Take care not to drop it, apply pressure to it with sharp objects or place any heavy objects on it to prevent a malfunction.
- ❑ If you touch an electric leakage or have it in your eyes, rinse with clean water immediately, and consult your doctor.

### *Charging the battery*

For details about battery life for your CLIE handheld, please refer to the printed manual **Read This First**.