

Manual for

Acer n35 Handheld

COPYRIGHT

Copyright © 2004 Acer Inc. or its subsidiaries
All Rights Reserved.

Acer n35 Handheld Manual
Original issue: November 2004

Acer and the Acer logo are registered trademarks of Acer Inc.

Microsoft, ActiveSync, Outlook, Pocket Outlook, Windows, Windows NT, and the Windows logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Microsoft products are licensed to OEMs by Microsoft Licensing, Inc., a wholly owned subsidiary of Microsoft Corporation.

Other company's product names or trademarks are used herein for identification purpose only and belong to their respective companies.

Changes may be made periodically to the information in this publication without obligation to notify any person of such revision or changes. Such changes will be incorporated in new editions of this Manual or supplementary documents and publications.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopy, recording, or otherwise, without the prior written permission of Acer Inc.

DISCLAIMER AND LIMITATION OF LIABILITY

Acer and its subsidiaries makes no representations or warranties, either expressed or implied, with respect to the contents hereof and specifically disclaims the implied warranties of merchantability or fitness for a particular purpose. Acer and its subsidiaries assume no responsibility for any damage or loss resulting from the use of this Acer n35 Handheld Manual.

NOTES

Record the serial number, purchase date, and place of purchase information in the space provided below. The serial number is recorded on the label affixed to your Acer n35. All correspondence concerning your unit should include the serial number, and purchase information.

Acer n35 Handheld

S/N: _____

Purchase Date: _____

Place of Purchase: _____

About this Manual

Welcome to the Acer n35 Handheld Manual. This Manual is designed to help you get up and running quickly with your new Acer n35—a Windows® Powered Pocket PC 2003 handheld with GPS (Global Satellite Positioning) capability. It describes all you need to know about how to use your handheld as well as the application programs that come with it.

This Manual will discuss the following topics:

- A tour of the Acer n35 system
- Setup and maintenance procedures
- Viewing and entering data
- Using the application programs bundled with you handheld
- Taking advantage of your handheld's expansion features
- Synchronising data between your handheld and your computer
- Connecting your handheld to a computer, a network, or the Internet
- Personalising your handheld with your own preference settings

This Manual introduces you to the many ways your Acer n35 can help you organise and manage both business and personal information to make your everyday activities a more productive and satisfying experience.

About this Manual

First things first


We would like to thank you for making Acer n35 your choice for your handheld needs. Your new sleek Acer n35 is a multi-functional tool packed with user-friendly features and high-performance applications designed to make organising work-related information and synchronising it with your personal activities a time-efficient task. We hope you enjoy using your Acer n35 as much as we enjoyed creating it for you.

Use your Acer n35 to effectively manage information related to both business and personal tasks.

- Use the Microsoft® Pocket PC 2003 software to perform organising and computing tasks
- Synchronise the information on your computer with the information on your handheld using Microsoft® ActiveSync®
- Get connected to the Internet with the Microsoft® Pocket Internet Explorer
- Create an on-the-go backup file
- Expand your handheld's capabilities using either the built-in SD/MMC slot
- Beam information to another IR-enabled device
- Customise your handheld based on your personal requirements and preferences
- Use GPS navigation software to plan trips and optimize routes

Your guides

To help you use your Acer n35, we have designed a set of guides:

For information on:	Refer to:
Programs on your handheld	This Manual. Bundled in the Acer n35 Handheld Companion CD, it provides online reference for using your Acer n35. The Acer n35 Handheld Help. To view Help, tap  and then Help.
Programs on your handheld Additional programs that can be installed on your handheld	The Acer n35 Handheld Companion CD.
Connecting to and synchronising with your computer	The Acer n35 Handheld Quick Guide. ActiveSync Help on your computer. To view Help, click Help and then Microsoft ActiveSync Help.
GPS navigation operation	The quick start guide for the Destinator 3 software included in the box (optional and depending on SKU).

First things first

Package contents

For information on:	Refer to:
Last-minute updates and detailed technical information	The Read Me files. Located in the Microsoft ActiveSync folder on your computer and on the Acer n35 Handheld Companion CD.
Up-to-date information regarding your handheld	http://www.acer.com/

Package contents

Your Acer n35 comes packed in a cardboard box. Carefully unpack the box and remove the contents. If any of the following items are missing or damaged, contact your dealer immediately:

- Acer n35 handheld
- Stylus
- USB Sync Cable
- AC Power Adapter
- Slip Case
- Destinator 3 navigation software and maps CD (optional dependent on SKU)
- SD card with Destinator 3 software and maps (optional and dependent on SKU)
- Acer n35 Handheld Quick Guide
- Acer n35 Handheld Companion CD
- End User License Agreement
- International Travellers Warranty
- Destinator 3 Quick Guide (optional depending on SKU)

Maintaining your Acer n35

This section provides information on the following:

- Proper care and usage of your handheld
- Resetting your handheld

Proper care and usage of your Acer n35

Your Acer n35's rugged and tough construction is designed to provide you with years of reliable and trouble-free service. Observing the following general maintenance procedures will help ensure this:

- 1 Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with touch-sensitive screens. Never use an actual pen or pencil or other sharp object on the screen surface.
- 2 Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel

buttons or expansion slots. In general, treat your handheld as you would a pocket calculator or other small electronic device.

- 3 Take care not to drop your handheld or subject it to any strong impact. Do not place your handheld in your back pocket; if you sit on it, you may damage it.
- 4 Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below the freezing point. Also, keep it away from heaters and other sources of heat.
- 5 Do not use or store your handheld in any location that is extremely dusty, damp or wet. Always use the (included) SD dummy card to protect the connectors when not in use.
- 6 Use a soft, damp cloth to clean your handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with diluted window-cleaning solution.

Resetting your Acer n35

You may have to perform a reset if your handheld no longer responds to the buttons on the screen.

Performing a soft reset

A soft reset allows your handheld to get a fresh start, similar to rebooting a computer. All records and entries are retained after a soft reset.

To perform a soft reset:

- Using the tip of your stylus, lightly press the reset button inside the hole on the bottom of your handheld.



Performing a hard reset

A hard reset will erase all records and entries stored in your handheld. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next ActiveSync operation, you can restore any data that you previously synchronised to your computer. To perform a hard reset:

First things first

Locking your Acer n35

Use the tip of your stylus to toggle the reset switch to the left **(a)** and back to the right **(b)** on the bottom of your handheld.




NOTE: When you perform a hard reset, formats, preferences, and other settings including date and time are restored to their factory default settings. **All data, records, and entries, except for those stored in the ROM storage, will be erased.**

Locking your Acer n35

Your handheld is not just a financial investment but a wealthy source of personal information, some of which may be confidential so it is only logical to protect it from any unauthorized access. The security setting of your handheld gives you the option of assigning a lock password that will be required for access after a set period of inactivity.

To assign a password

- 1 Tap , Settings.
- 2 On the Personal tab, tap Password.
- 3 Select a password option.
 - Simple 4 digit password
 - Strong alphanumeric password
- 4 Define the period of inactivity before the password will be required for access.
- 5 Enter password then retype it to confirm.

Contents

About this Manual	iii
First things first	v
Your guides	v
Package contents	vi
Maintaining your Acer n35	vi
Proper care and usage of your Acer n35	vi
Resetting your Acer n35	vii
Locking your Acer n35	viii
1 Getting started	1
System requirements	1
Features summary	1
Performance	1
Display	1
Audio	2
26-pin I/O connector	2
Connectivity	2
Expansion	2
Battery	2
Design and ergonomics	2
Acer n35 tour	3
Front view	3
Left view	4
Right view	5
Top view	6
Bottom view	7
Back View	8
Navigation car kit	8
To use car holder	9
To use car charger to charge your Acer n35	9
Preparing to use your Acer n35	9
Installing the Microsoft® ActiveSync® software	10
Connecting the computer	10
Charging your Acer n35	11
Setting up your Acer n35	12
Performing the first synchronisation process	13
Command interface	14
Handheld buttons and the stylus	14
Today screen	15
Start menu	15
Command bar	16
Pop-up menus	16
Setting GPS configuration	17
2 Entering data in your Acer n35	19
Using the input panel	19

To type with the soft keyboard	20
To use Letter Recognizer	20
To use Block Recognizer	21
To use Transcriber	21
Writing on the screen	21
To write on the screen	22
Drawing on the screen	24
To create a drawing	24
Recording a message	26
To create a recording	26
To play a recording	26
Using My Text	27
To insert a My Text message	27
 3 Managing applications and information	 29
Opening an application	29
Switching between applications	29
Finding and organising information	31
To use Find	31
To use File Explorer	32
 4 Managing Microsoft® Pocket Outlook applications	 33
Calendar	33
Scheduling an appointment	35
Creating a meeting request	36
Contacts	37
Creating a contact	37
Finding a contact	38
Tasks	39
Creating a task	39
Notes	41
Creating a note	41
Inbox	42
Synchronising email messages	42
Connecting directly to an email server	42
Using the Message list	43
Composing a message	43
Managing email messages and folders	44
 5 Managing Microsoft® Pocket PC 2003 companion programs	 45
Pocket Word	45
To create a new file	45
To use the Pocket Word file list	46
To enter information	46
Pocket Excel	48
Creating a new workbook	49
To create a Pocket Excel file list	49

Contents

MSN® Messenger51
Setting up51
Working with contacts51
Chatting with contacts52
Microsoft® Windows Media™ Player for Pocket PC53
Microsoft® Reader for Pocket PC54
Using the Guidebook54
Getting books on your Acer n3554
Using the Library.54
Opening a book54
Reading a book55
Using Reader features.56
Removing a book57
6 Backup and restore data	59
Backup function60
AutoBackup function61
Restore function61
7 Using expansion features	65
Using an SD/MMC card.65
Inserting an SD/MMC card65
Removing an SD/MMC card66
8 Exchanging and updating data using ActiveSync®.	67
Using ActiveSync®..67
9 Getting connected	69
Transferring items using infrared69
To send information via infrared69
Connecting to the Internet70
To create a modem connection to an ISP70
To create a wireless Ethernet connection to an ISP71
Connecting to a network.72
To create a modem connection to a network72
To create a wireless Ethernet connection to a network72
Get help on connecting72
10 Using Microsoft® Pocket Internet Explorer	73
Mobile Favorites folder73
Favorite links73
Mobile favorites73
Using Pocket Internet Explorer74
To view mobile favorites and channels74
To browse the Internet75

11 Customising your handheld 77

- Adjusting handheld settings 77
- Adding and removing programs 77
 - Adding programs 77
 - Removing programs 79

1 Getting started

This chapter will discuss the following topics:

- Basic requirements
- Feature highlights of your Acer n35
- Acer n35 system tour
- Step-by-step procedures on how to prepare your handheld for use
- Basic concepts in using your handheld

System requirements

In order to install the Microsoft® ActiveSync® software and use your new Acer n35 with a computer at work or at home, be sure the system(s) meet the following minimum system and program requirements.

- Intel® Pentium processor (minimum 233 MHz)
- 64 MB RAM
- 120 MB disk space
- CD-ROM drive
- USB port or Infrared port
- SVGA (or compatible) graphics card supporting 256 colours
- Microsoft® Windows XP, 2000, ME or 98SE
- Microsoft® Internet Explorer 4.01

Features summary

Performance

- Samsung S3C2410 Application Processor 266 MHz
- System memory:
 - 64 MB SDRAM for application storage
 - 32 MB Flash ROM for operating system
- Microsoft® Windows Mobile™ 2003 Software for Pocket PC Premium Edition with Outlook® 2002

Display

- 3.5" Transflective TFT LCD
- 240 x 320 resolution
- 65536 colour support
- Microsoft® ClearType technology for clearer, crisper font display

1 Getting started

Features summary

Audio

- Embedded AC '97 CODEC with CD-quality stereo output
- Built-in industry standard 3.5 mm earphone jack
- Built-in microphone

26-pin I/O connector

- USB Client(for ActiveSync only)
- DC power in

Connectivity

- SIR (Serial Infrared) capability

Expansion

- SD/MMC slot (SDIO compatible)

Battery

- Rechargeable 1000 mAH Lithium iron battery
- 8 hours operation time for normal usage (when backlight is inactive)


NOTE: Length of battery operation will depend on power consumption which is based on system resource use. For example, constantly using the backlight or using power-demanding applications will shorten battery life between charges.

- 3 hour charging time from empty to full capacity

Design and ergonomics

- Stylish, light and thin design

Specifications	Dimensions
Height	120 mm
Width	72 mm
Depth	20 mm
Weight	165 g (including stylus)

- User-friendly navigation features
 - Scroll wheel for one-hand operation
 - Quick buttons for easy launch of commonly-used applications
 - Start  button for one-tap access to all available applications

Acer n35 tour

Front view



No.	Component	Description
1	Power LED indicator	Power LED indicator. - status description: <ul style="list-style-type: none">• Flashing green - Charging• Steady green - Charging complete• Flashing red - Alarm indicator, email receiving
2	GPS LED indicator	GPS LED indicator. -status description: <ul style="list-style-type: none">• Flashing blue - GPS is on
3	LCD touchscreen	Displays the applications and data stored in your handheld. It is touch-sensitive and responds to the stylus or your finger.
4	Quick button for Today	Displays the Today screen. For more information on this screen, refer to page 15.
5	Quick button for Calendar	Activates the Calendar program. For more information on this program, refer to page 33.

1 Getting started

Acer n35 tour

No.	Component	Description
6	4-way directional pad	Enables 4 directions (Up, Down, Left, Right) scrolling in various menus and applications.
7	Quick button for Contacts	Activates the Contacts program. For more information on this program, refer to page 37.
8	Quick button for Inbox	Activates the inbox program. For more information on this program, refer to page 42.

NOTE:

If your handheld is turned off, pressing any Quick button turns on the handheld and opens the program assigned to that button.

Left view



No.	Label	Description
1	Power button	Press to turn on your handheld on (power LED lights up green) if it is off and returns to the last screen that was displayed and off if it is on.
2	Scroll wheel	Scroll up or down to display text and other information that extends beyond the area of the LCD touchscreen. Scroll ▲ through icons and pull down menus, press to open files/applications (same as double tapping with the stylus). ▼

Using the backlight

If lighting conditions make it difficult for you to see the information on your handheld, use the backlight to illuminate your screen.

To activate the backlight:

- Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.
- To turn off the backlight, press the power button and hold it down for two seconds. Release the button when the backlight turns off.

Right view

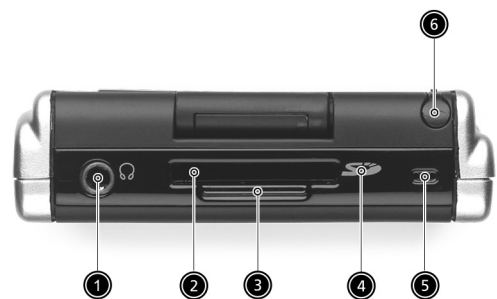



No.	Label	Description
1	External antenna connector	Connect to an external GPS antenna (optional)

1 Getting started

Acer n35 tour

Top view



No.	Label	Description
1	Earphone jack 	Connects to audio line-out devices (earphones/headphones).
2	SD/MMC slot	Accepts a Secure Digital or MultiMedia Card, allowing you to add more memory, install add-on applications or use audio or text files stored on it with internal applications. You can also use expansion cards to back up data from your handheld.
3	Dummy SD-card	Use this to protect the SD connector when no card is installed.
4	IR Port	Uses infrared technology to transmit and receive data from other IR-enabled devices.
5	Microphone	Inputs audio into your handheld.
6	Stylus holder	Secures the stylus to your handheld. To use the stylus, remove from its holder and hold it as you would hold a pen or pencil.

Bottom view



No.	Label	Description
1	Hard reset switch	Toggle to return you handheld settings to the factory defaults. See "Performing a hard reset" on page vii.
2	26-pin I/O connector	Connects your handheld to a portable or desktop computer and DC power supply to an AC wall outlet to charge the battery. - USB Client (for ActiveSync only) - DC power in
3	Soft reset switch	A soft reset allows your handheld to get a fresh start, similar to rebooting a computer. All records and entries are retained after a soft reset.

Back View



No.	Label	Description
1	Flip-up patch antenna	Flip up antenna when you do GPS navigation.

Navigation car kit

Acer n35 package includes car holder and car charger, with which you can set up a navigation system in the car.



To use car holder

1. Attach gooseneck firmly to holder
2. Suction mount the car holder to windshield or any flat, smooth surface. Alternatively, use self-adhesive power disc to mount on other surface.
3. Flip up the GPS antenna of the Acer n35 handheld then adjust it in the holder. Squeeze sides to close and hold tight (press button to release).
4. If you want your Acer n35 handheld to be charged while driving, please apply the car charger (see below for instructions).

NOTE: Never leave your handheld or the mount in extreme heat.

To use car charger to charge your Acer n35.

1. Connect car charger to the adaptor connector of the handheld.
2. Plug adaptor connector into 26-pin I/O connector of the Acer n35 handheld and plug car charger into cigarette lighter.

Preparing to use your Acer n35

Perform the following easy installation tasks to begin using your handheld:

- Install the Microsoft® ActiveSync® software in your computer
- Connect the cable
- Charge your handheld
- Set up your handheld
- Perform the first ActiveSync operation

Installing the Microsoft® ActiveSync® software

The main function of the Microsoft® ActiveSync® software is to synchronise the information on your computer with the information on your handheld. Synchronisation compares the data on your handheld with your computer and updates the information on both locations. This will then serve as a backup data in case something happens to your handheld.

The following instructions tell you how to install the ActiveSync® software.

Important installation notes

- Before installing ActiveSync, make sure that your handheld cradle is not yet connected to your computer. Connect the cradle only after you have finished installing ActiveSync.
- If you don't have Microsoft® Outlook® 98 or later installed, please install Microsoft® Outlook® 2002 now. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to upgrade to Outlook 2002.
- It is recommended that users install Outlook 2002 from this CD before installing ActiveSync.
- Do not copy the ActiveSync files to your computer's hard disk. You must use the Acer n35 Handheld Companion CD to place the files in their proper locations and to decompress the files.

To install the Microsoft® ActiveSync® software

- 1 Exit any open programs, including those that run at startup, and disable any virus-scanning software.
- 2 Insert the Acer n35 Handheld Companion CD into the computer's CD-ROM drive. The CD's welcome page appears.
- 3 Click the animated forward icon to go to the next screen.
- 4 Click the Start Here tab on the right side of the screen.
- 5 Read the instructions and installation notes indicated on the Start Here screen.
- 6 Click the buttons on the left pane to install each of the individual applications.
 - Outlook 2002 (recommended)
 - ActiveSync® 3.7.1

After installation, the ActiveSync icon  will appear on your computer's system tray (on the lower right-hand corner of the screen).

Refer to the ActiveSync software online Help for information on how to use the software. If at any time, you would like to restart this setup program, simply re-insert the CD into the CD-ROM drive.

Connecting the computer

The USB sync cable that comes with your handheld enables you to synchronise the information on your handheld with the data in your computer using ActiveSync technology.

To connect the computer

1 Getting started

Preparing to use your Acer n35

Plug the USB sync cable into the 26-pin I/O connector on the bottom of your handheld and plug the USB client connector into an available USB port on your computer.



Charging your Acer n35

For initial use, you need to charge your handheld for three hours. After that, you can charge it for a few minutes each day to recharge the battery to full capacity. Normally, you can use your handheld for 8 straight hours of operation (backlight inactive) before you need to recharge the battery.

To charge your Acer n35

Connect the AC adapter connector to the handheld, then plug the other end of the AC adapter into any AC outlet.



1 Getting started

Preparing to use your Acer n35

Power LED status during charging:

- Charging - LED indicator flashes green
- Charging complete - LED indicator steady green

If the battery level becomes low in the course of normal use, a status icon appears on the handheld screen indicating low or very low battery status. Perform an ActiveSync operation to back up your data; then recharge the battery.

If your handheld shuts down (i.e., battery is completely drained out) you have about 72 hours (3 days) to recharge the battery before you lose all data on your handheld's internal memory.

Setting up your Acer n35

After you have initially charged your handheld for three hours, you can now set it up. Refer to the instructions below.

To set up your Acer n35

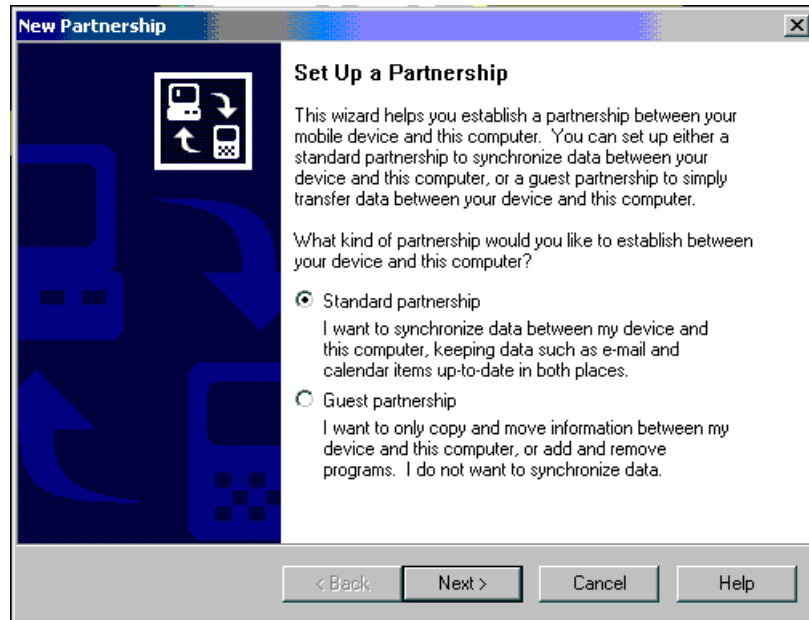
- 1 Turn on your handheld by pressing the power button on the left side. See "Left view" on page 4, for the location of the power button.



- 2 Follow the onscreen instructions to set up your handheld.

Performing the first synchronisation process

After completing the setup procedures you can now perform the first ActiveSync operation with the help of the 'New Partnership' setup wizard.



This wizard will help you:

- Set up a partnership so you can synchronise information between your handheld and your computer
- Customise your synchronisation settings

To perform the first synchronisation process

- 1 Connect the USB sync cable to your handheld.


1 Getting started

Command interface

- 2 Plug the USB client connector into a USB port on your computer.
The 'New Partnership' setup wizard will automatically start on your computer screen.



NOTE: If the wizard does not automatically appear, launch ActiveSync on your computer by clicking on its icon from Start>Programs.

- 3 Follow the onscreen instructions.
The first synchronisation process will automatically begin when you finish using the wizard.
After your first synchronisation, take a look at Calendar, Contacts, and Tasks on your handheld. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your handheld, and you didn't have to type a word. Disconnect your handheld from your computer and you're ready to go!
Once you have set up ActiveSync and completed the first synchronisation process, you can initiate synchronisation from your handheld. To switch to ActiveSync on your handheld, tap , and then tap ActiveSync.

Command interface

Handheld buttons and the stylus

Your handheld has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

On your handheld, the stylus replaces the mouse.


- Tap. Touch the screen once with the stylus to open items and select options.
- Drag. Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- Tap and hold. Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

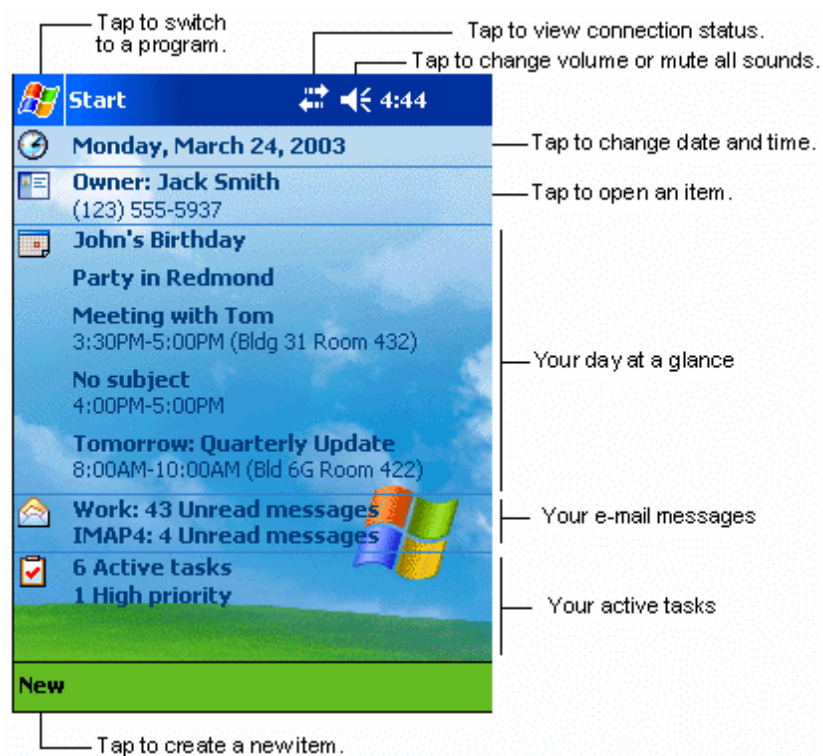
Today screen

The center of the Today screen provides, at a glance, information that you need for the day. Tap an item to view or edit details.


At the top to the screen are status icons. Tap an icon to view details or change options. These icons appear at the top of every screen on your handheld device, not just the Today screen.

When you turn on your handheld device for the first time each day, or after hours of inactivity, the Today screen is displayed.

You can also display it by tapping  and then Today.



Start menu

From the Start menu, you can select programs, settings and Help topics. To display the Start menu, from the top of any screen tap .

1 Getting started

Command interface

Command bar

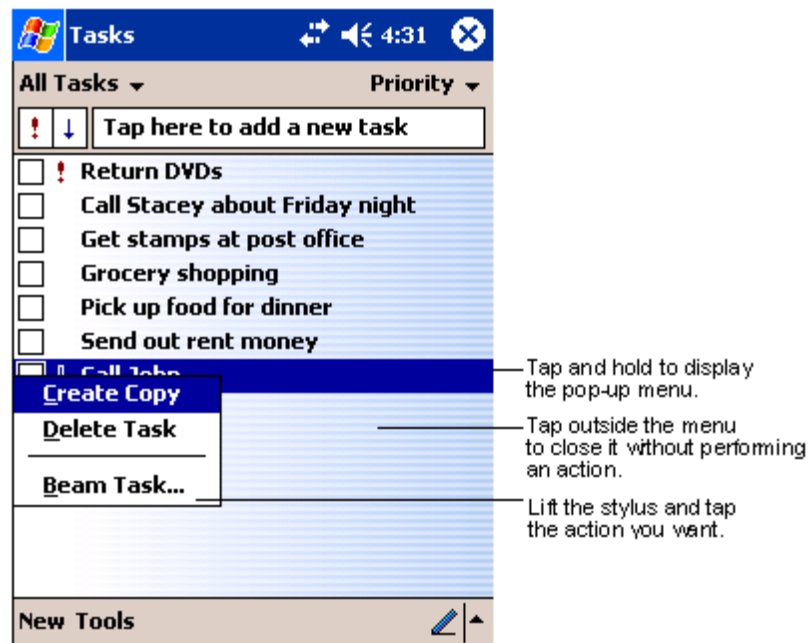
At the bottom of the screen is the command bar. You can use its menus and buttons to perform tasks in programs. Depending upon which program you are using, the buttons may vary from those depicted below.

- To create a new item in the current program, tap New.
- To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-up menus

You can use pop-up menus to quickly select an action for an item.



Setting GPS configuration

You might need to set the GPS configuration to ensure GPS signals from satellites are well-received by your Acer n35 handheld. Generally you can do that with navigation software (Destinator 3 or other third-party software). The correct GPS configuration on Acer n35 should be:

COM Port: COM8

Baud rate: 9600 bps

For details on setting the GPS configuration, please refer to the manual supplied with the navigation software.

2 Entering data in your Acer n35

You can enter data into your handheld in several ways:

- Use the input panel to enter typed text, either by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your handheld's microphone to record a message.
- Use Microsoft® ActiveSync® to synchronise or copy information from your computer to your handheld.

Refer to page 67 for detailed information on using Microsoft® ActiveSync®.

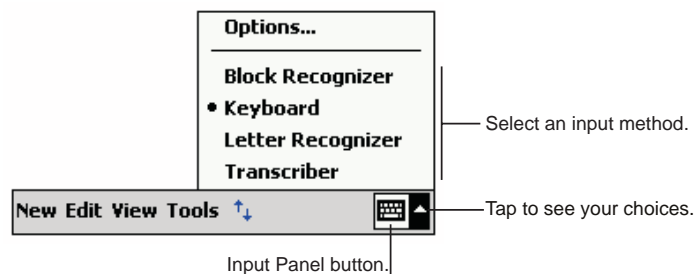
Using the input panel

Use the input panel to enter information in any program on your handheld. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

NOTE: Transcriber is available only for the English and European Acer n35 models.

To show or hide the input panel

- 1 Tap the Input Panel button.
- 2 Tap the arrow next to the Input Panel button to see your choices.

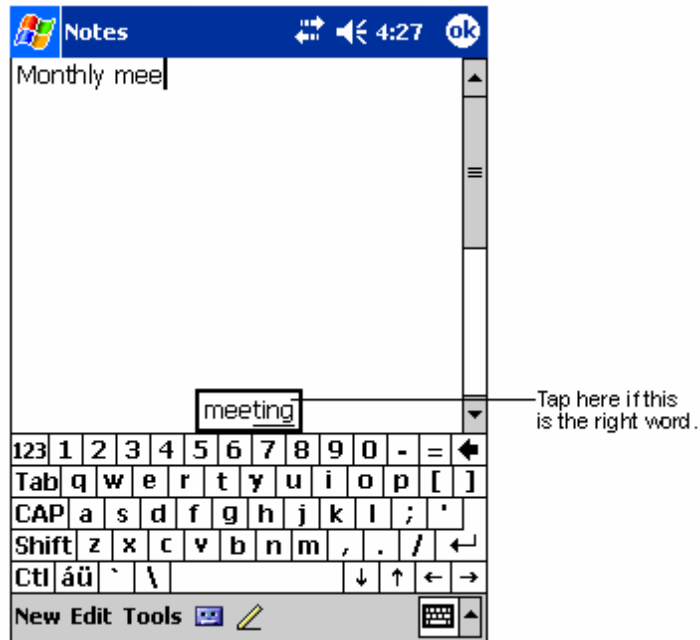


When you use the input panel, your handheld anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is


2 Entering data in your Acer n35

Using the input panel

inserted into your text at the insertion point. The more you use your handheld, the more words it learns to anticipate.



To change word suggestion options

- To set word suggestion options such as the number of words suggested at one time, tap , Settings, Personal tab, Input, and then the Word Completion tab.

To type with the soft keyboard

- 1 Tap the arrow next to the Input Panel button, then Keyboard.
- 2 On the soft keyboard that is displayed, tap the keys with your stylus.

To use Letter Recognizer

With Letter Recognizer you can write letters using the stylus just as you would on paper.

- 1 Tap the arrow next to the Input Panel button, then Letter Recognizer.
- 2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen.

NOTE: For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer

With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

- 1 Tap the arrow next to the Input Panel button, then Block Recognizer.
- 2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen.

NOTE: For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper.

NOTE: Transcriber is available only for the English and European Acer n35 models.

Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

- 1 Tap the arrow next to the Input Panel button and then Transcriber.
- 2 Write anywhere on the screen.

NOTE: For specific instructions on using Transcriber, with the Transcriber Input Panel open, tap the question mark in the lower right hand corner of the screen.

To select and edit typed text

If you want to edit or format typed text, you must select it first.

- 1 Drag the stylus across the text to select it.
- 2 To cut, copy, and paste typed text:
 - a Tap and hold the selected words
 - b Tapping an editing command on the pop-up menu, or tap a command on the Edit menu.

Writing on the screen

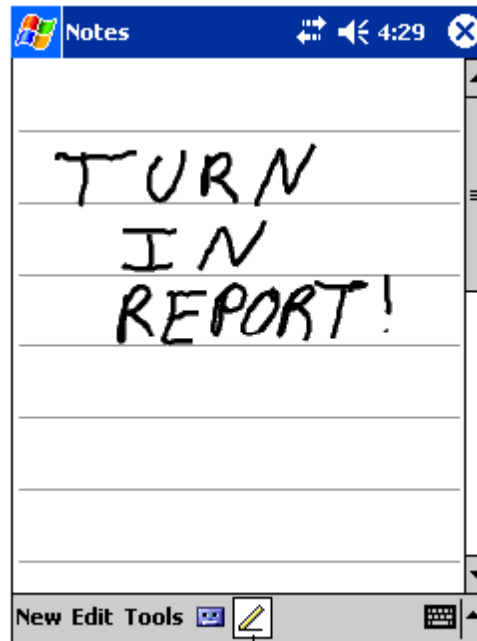
In any program that accepts writing, such as the Notes program, and in the Notes tab of Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

2 Entering data in your Acer n35

Writing on the screen

To write on the screen

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.



Tap the Pen button and use your stylus like a pen.

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To select and edit written text

If you want to edit or format written text, you must select it first.

- 1 Tap and hold the stylus next to the text you want to select until the insertion point appears.
- 2 Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap Tools, then Undo and try again.

-or-

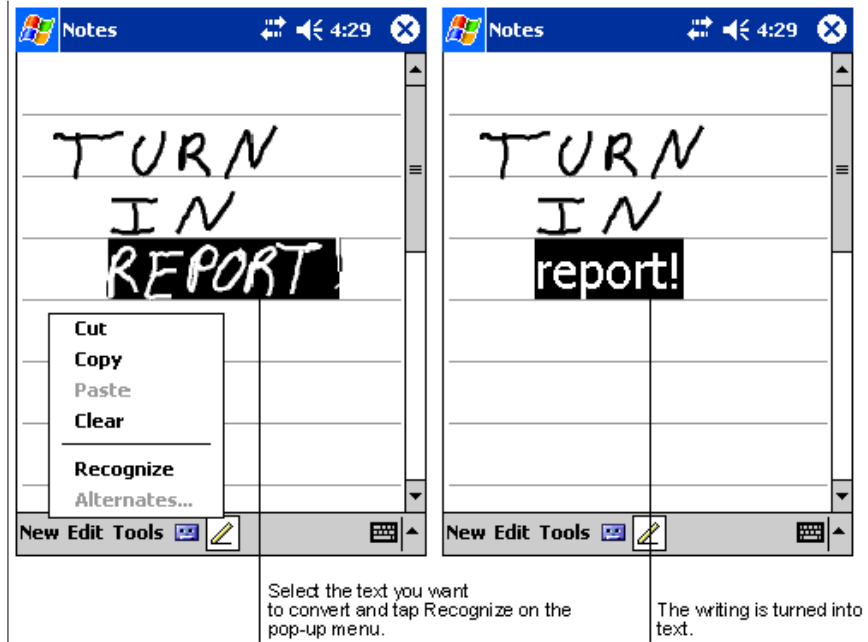
You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

- 3 You can cut, copy, and paste written text in the same way you work with typed text:
 - a Tap and hold the selected words
 - b Tapping an editing command on the pop-up menu, or tap a command on the Edit menu.

To convert writing to text

- Tap Tools and then Recognize.

If you want to convert only certain words, select them before tapping Recognize on the Tools menu (or tap and hold the selected words and then tap Recognize on the pop-up menu). If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so:

- 1 Tap and hold the incorrect word (tap one word at a time).
- 2 On the pop-up menu, tap Alternates.
A menu with a list of alternate words appears.
- 3 Do either of the following:
 - a Tap the word you want to use.
 - b Tap the writing at the top of the menu to return to the original writing.

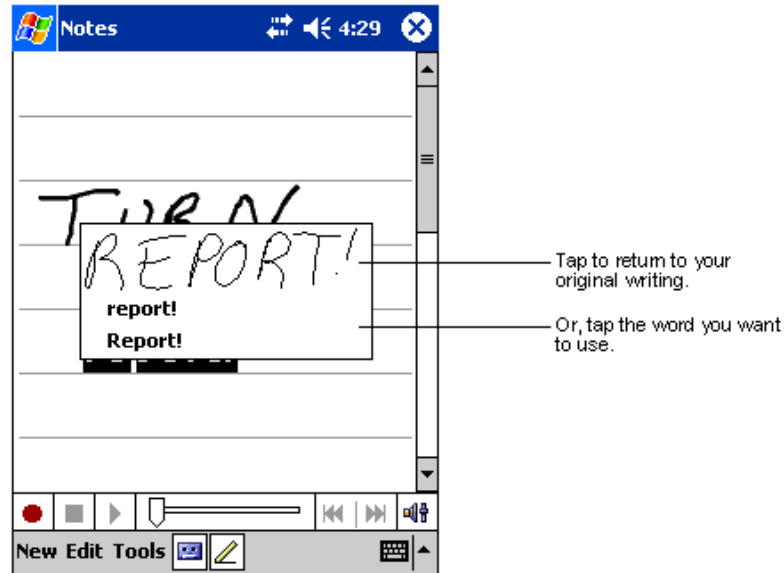
NOTE:

Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognise the word, the writing you add will not be included if you attempt to recognise the writing again.

2 Entering data in your Acer n35

Drawing on the screen



Tips for getting good recognition

- Write neatly.
- Write on the lines. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that your handheld can easily tell where words begin and end.

Drawing on the screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

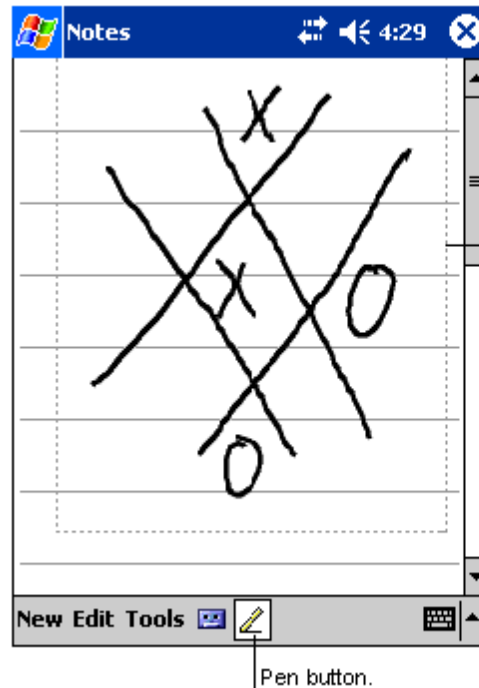
To create a drawing

- 1 Cross three ruled lines on your first stroke.
A drawing box appears.

2 Entering data in your Acer n35

Drawing on the screen

- 2 Subsequent strokes in or touching the drawing box become part of the drawing.
Drawings that do not cross three ruled lines will be treated as writing.



TIP: You may want to change the zoom level so that you can more easily work on or view your drawing. Tap Tools and then select a zoom level.

To select a drawing

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears.
- To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.

To edit a drawing

- To cut, copy, and paste selected drawings:
 - Tap and hold the selected drawing.
 - Tap an editing command on the pop-up menu, or tap a command on the Edit menu.
- To resize a drawing:
 - Make sure the Pen button is not selected.
 - Drag a selection handle until required size is attained.

Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

- In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab.
- In Notes, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.
- In Inbox, you can add a recording to an email message.

To create a recording

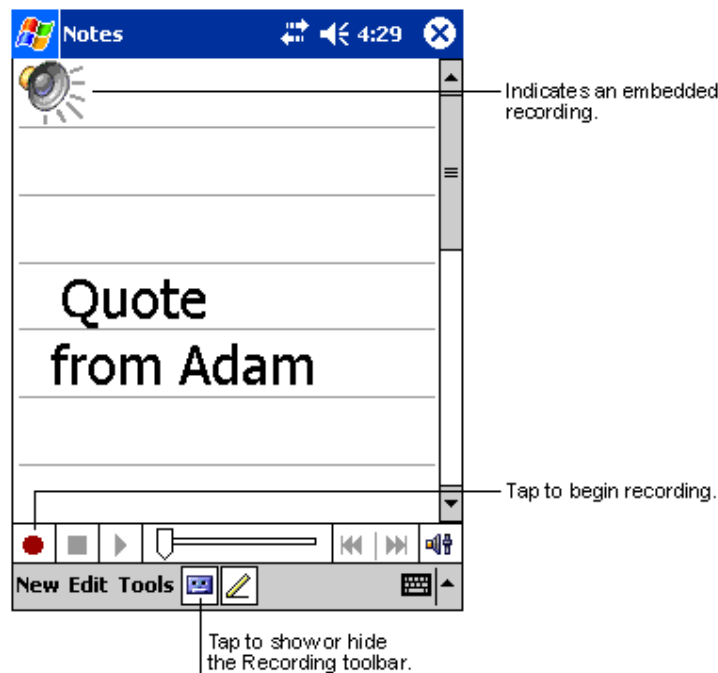
- 1 Hold your handheld's microphone near your mouth or other source of sound.

NOTE: Refer to "Top view" on page 6 for the location of your handheld's microphone.

- 2 Start recording by tapping the Record button on the Recording toolbar.
 - 3 Make your recording.
 - 4 To stop recording: Tap the Stop button on the Recording toolbar.
- The new recording appears in the note list or as an embedded icon.

To play a recording

- Tap it in the list or tap its icon in the note.

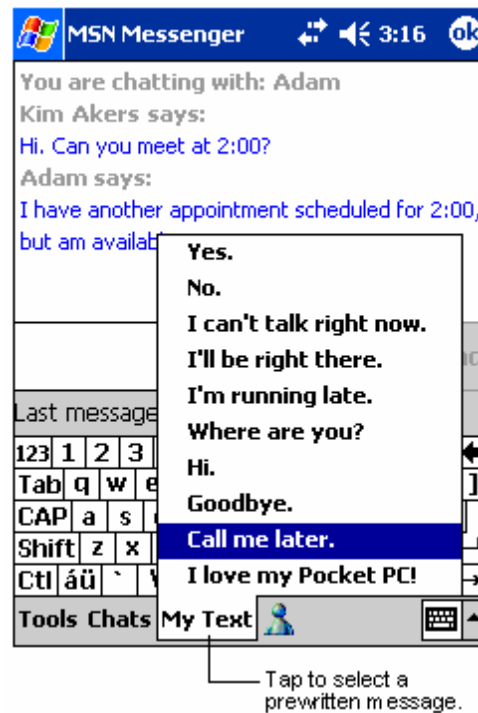


Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area.

To insert a My Text message

- 1 Tap My Text on the screen's command bar.
- 2 Tap a message.



NOTE: You can add text after inserting a My Text message before sending it.

To edit a My Text message

- 1 In the Tools menu, tap Edit and then tap My Text Messages.
- 2 Select the message you wish to edit and make desired changes.

2 Entering data in your Acer n35

Using My Text


3 Managing applications and information

This chapter will discuss the following topics:

- Opening and switching between applications in your handheld
- Using File Explorer to manage files
- Using the Find function to look for a specific file


Opening an application

You can open applications by doing either of the following:

- Tap , Programs, and then the program name.
If you have many applications installed on your handheld, tap the scroll bar to see all the available applications.
- Press any of the Quick buttons on the front panel of your handheld.
The icons on the buttons identify the programs.



Switching between applications

Choose from the following options to switch between applications:

- Select another program from the  menu.
- Press any of the Quick buttons on the front panel of your handheld.









NOTE: Some program names have been abbreviated in check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following table contains a partial list of programs that are available on your handheld.

Icon	Program	Usage
	ActiveSync	Synchronise information between your handheld and computer.
	Calendar	Keep track of your appointments and create meeting requests.

3 Managing applications and information

Switching between applications


Icon	Program	Usage
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive email messages.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your computer.

Finding and organising information

Using the Find function and the File Explorer window will allow you to find and manage your files easily.

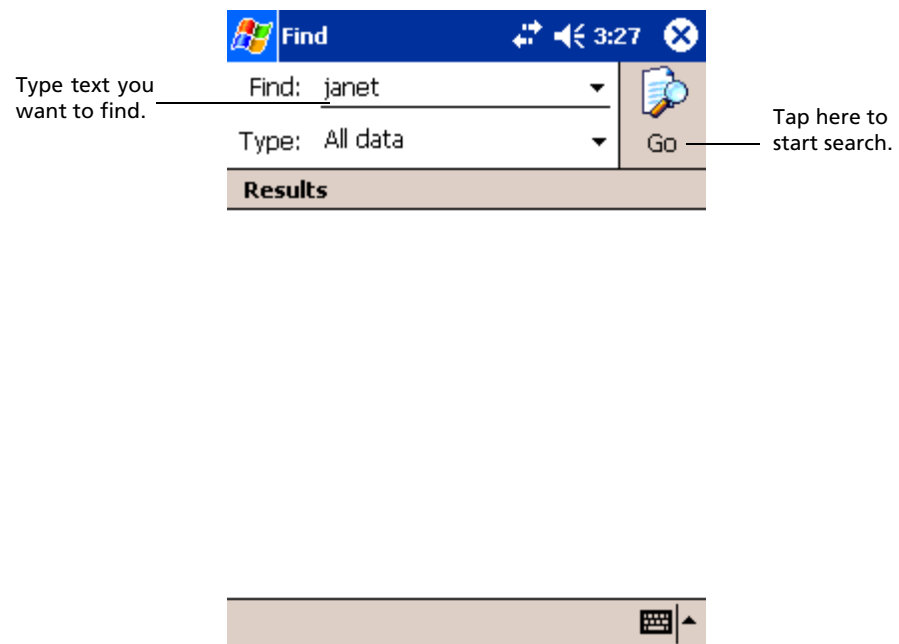
To use Find

The Find function on your handheld helps you quickly locate information.

- 1 On the  menu, tap Find.
- 2 Enter the text you want to find, then select a data type.

TIP: To quickly find information that is taking up storage space on your handheld, select Larger than 64 KB in Type.

- 3 Tap Go to start the search.



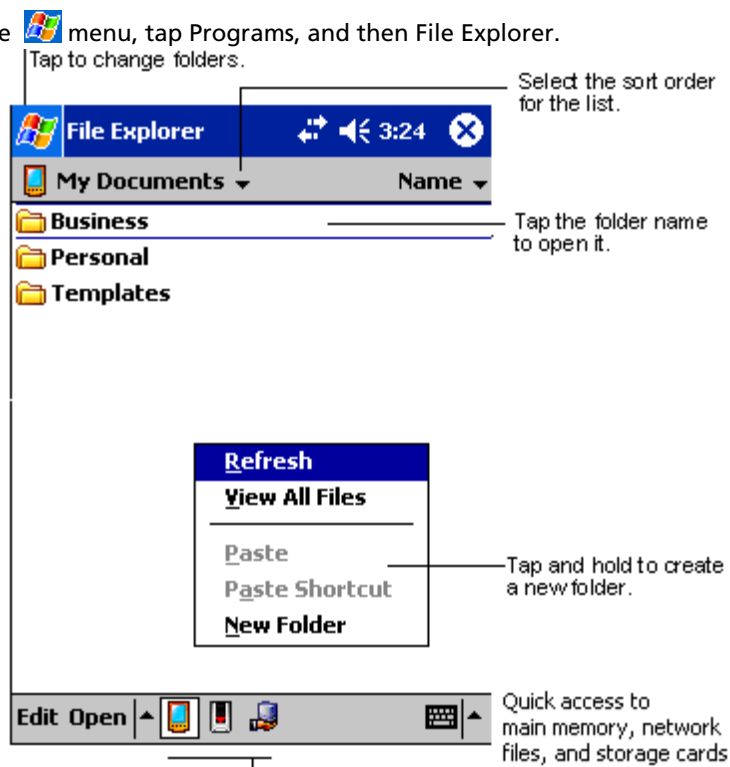
3 Managing applications and information

Finding and organising information

To use File Explorer

Use File Explorer to locate files on your handheld and to organise these files into folders.

- On the  menu, tap Programs, and then File Explorer.



4 Managing Microsoft® Pocket Outlook applications

This chapter will discuss the basic applications included in the Microsoft® Pocket Outlook program installed in your handheld. This discussion will include:

- Calendar - schedule meetings and remind yourself of set appointments
- Contacts - keep at hand a directory of contact information
- Tasks - make a to-do list
- Notes - create textual or recorded notes of your thoughts and ideas
- Inbox - write, edit, and view your emails on the road

You can use these programs individually or together. For example, email addresses stored in Contacts can be used to address e-mail messages in Inbox.

Calendar

Calendar enables you to conveniently manage your schedules and appointments or any other activities associated with a time and date. You can schedule appointments, including meetings and other events. Checking your appointments is easy using one of several views—Agenda, Day, Week, Month, and Year.

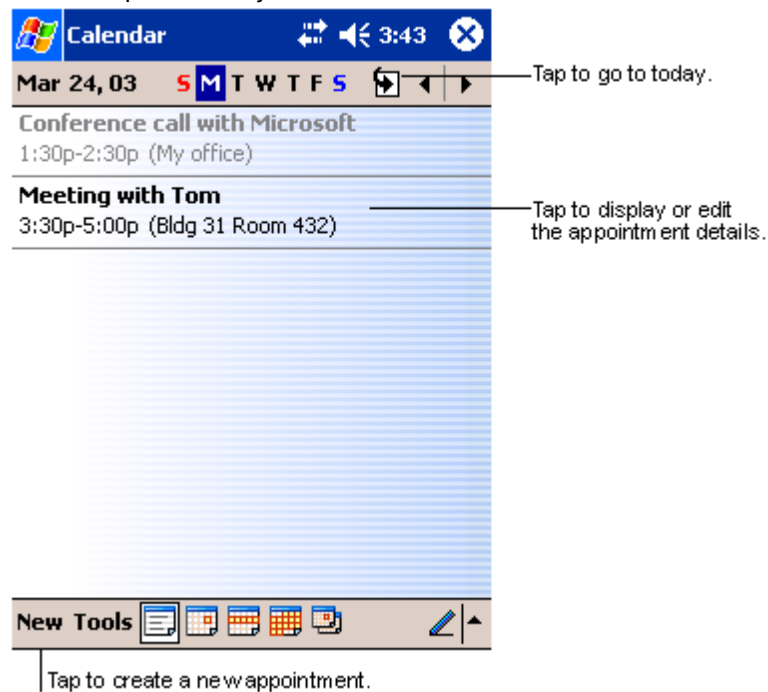
NOTE: Switch view options by using the View menu.

4 Managing Microsoft® Pocket Outlook applications

Calendar

To open Calendar

- Press the Calendar Quick button on the front panel of your handheld. Calendar will open to today's schedule.



NOTE: You can customise the Calendar display, such as changing the first day of the week, by tapping Options on the Tools menu.

4 Managing Microsoft® Pocket Outlook applications


Calendar

Scheduling an appointment

You can use Calendar to create or review appointments.

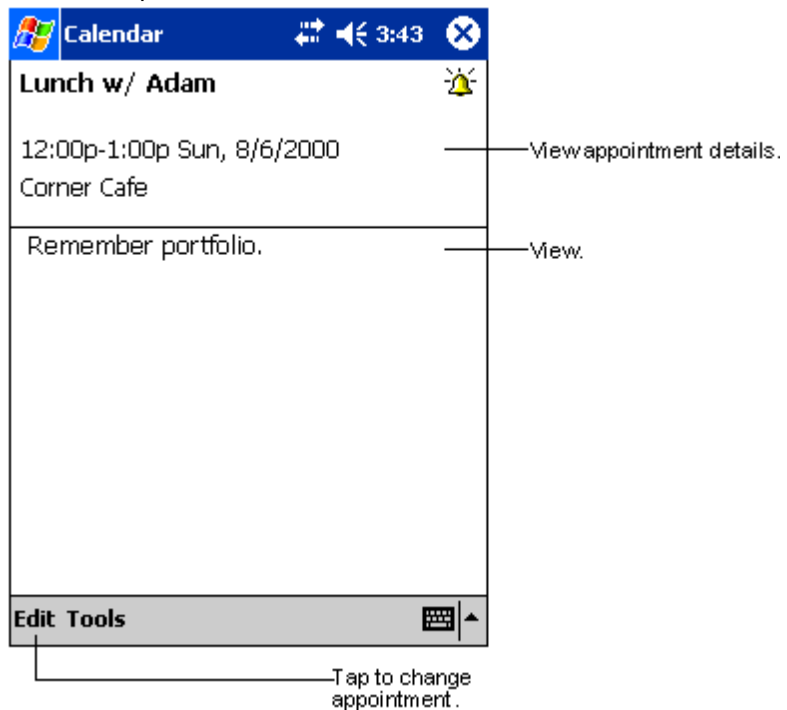
To create an appointment

- 1 If you are in Day or Week view, tap the desired date and time for the appointment.
- 2 Tap New.
- 3 Using the input panel, enter a description and a location.
Tap first to select the field.
- 4 If needed, tap the date and time to change them.
- 5 Enter other desired information.
You will need to hide the input panel to see all available fields.
- 6 To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes" later in this chapter.
- 7 After entering the desired information, tap OK.

TIP: If you select Remind me in an appointment, your handheld will remind you according to the options set in , Settings, Personal tab, Sounds & Reminders.

Using the Calendar summary screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap Edit.



4 Managing Microsoft® Pocket Outlook applications

Calendar

Creating a meeting request

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronise Inbox or when you connect to your email server. Indicate how you want meeting requests sent by tapping Tools and then Options. If you send and receive email messages through ActiveSync, select ActiveSync.

To schedule a meeting

- 1 Create an appointment.
- 2 In the appointment details, hide the input panel, and then tap Attendees.
- 3 From the list of email addresses you've entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see the Help menu of Calendar and Inbox in your handheld.

Contacts

Contacts maintains a list of your friends' and colleagues' contact information. Using your handheld's infrared (IR) port, you can quickly share some or all of this information with other device users.

To open Contacts

- Press the Contacts Quick button on the front panel of your handheld. Contacts will open to the Contacts list.

NOTE: To change the way information is displayed in the list, tap Tools and then Options.

Creating a contact

- 1 Tap New.

Tap to return to the contact list (the contact is saved automatically).

Tap to return to the contact list (the contact is saved automatically).

Scroll to see more fields.

Notes is a good place for maps and directions.

- 2 Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
- 3 To assign the contact to a category, scroll to and tap Categories and select a category from the list.
In the contact list, you can display contacts by category.
- 4 To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes," later in this chapter.


4 Managing Microsoft® Pocket Outlook applications

Contacts

- 5 After entering the desired information, tap OK to return to the Contact list.

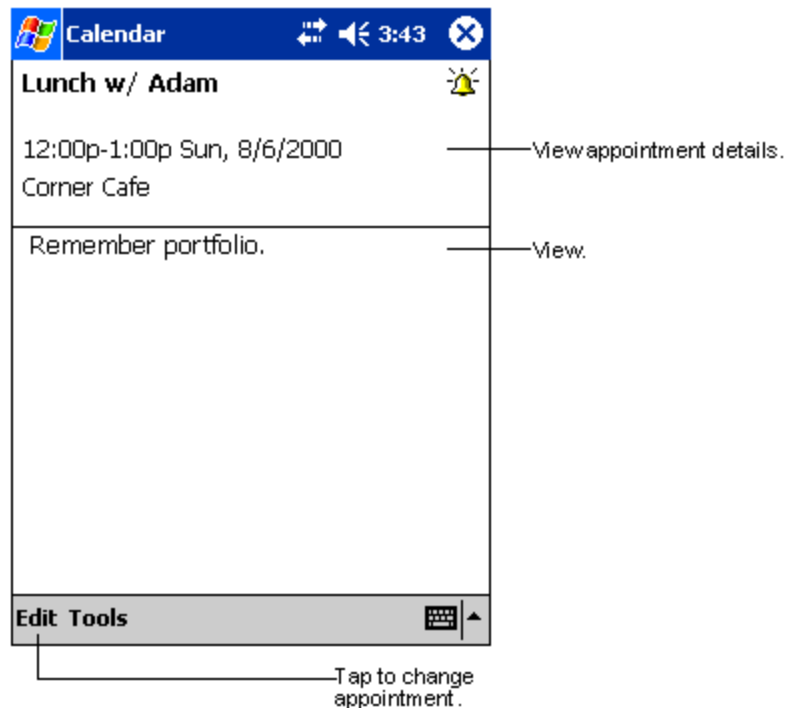
Finding a contact

There are four ways to find a contact:

- In the Contact list, enter a contact name in the box under the navigation bar.
To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the Contact list, tap the category list (labeled All Contacts by default) and select the type of contact that you want displayed.
To show all contacts again, select All Contacts.
To view a contact not assigned to a category, select None.
- To view the names of companies your contacts work for, in the contact list, tap *View > By Company*.
The number of contacts that work for that company will be displayed to the right of the company name.
- Tap , Find, enter the contact name, select Contacts for the type, and then tap Go.

Using the Contacts summary screen


When you tap a contact in the Contact list, a summary screen is displayed. To change the contact information, tap Edit.



Tasks

Use Tasks to keep track of what you have to do and prioritise them based on their importance and urgency.

To open Tasks

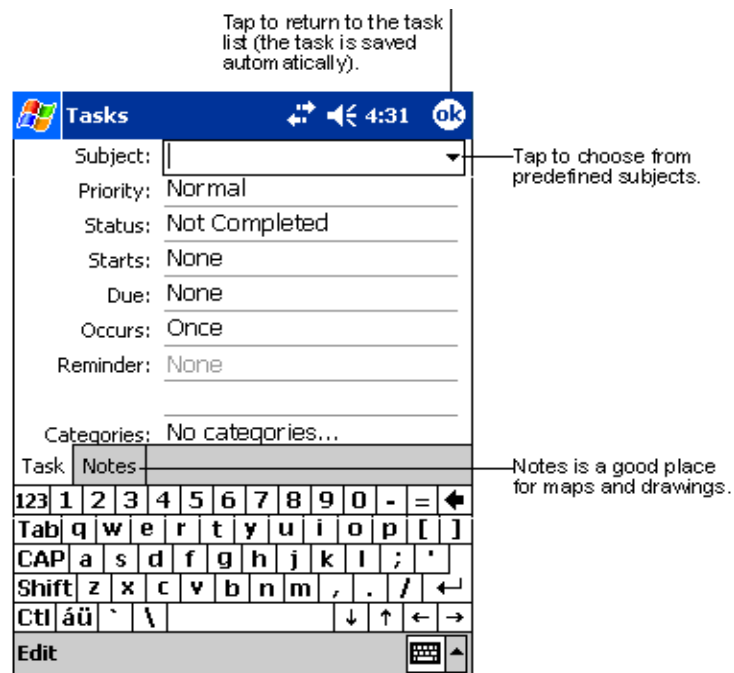
- Tap  then, Tasks.
Tasks will open to the Tasks list.

NOTE: To change the way information is displayed in the list, tap Tools and then Options.

Creating a task

- 1 Tap New.
- 2 Using the input panel, enter a description.
- 3 You can enter a start date and due date or enter other information by first tapping the field.
If the input panel is open, you will need to hide it to see all available fields.
- 4 To assign the task to a category, tap Categories and select a category from the list.
In the task list, you can display tasks by category.
- 5 To add notes, tap the Notes tab.

You can enter text, draw, or create a recording. For more information on creating notes, see "Notes" later in this chapter.



4 Managing Microsoft® Pocket Outlook applications

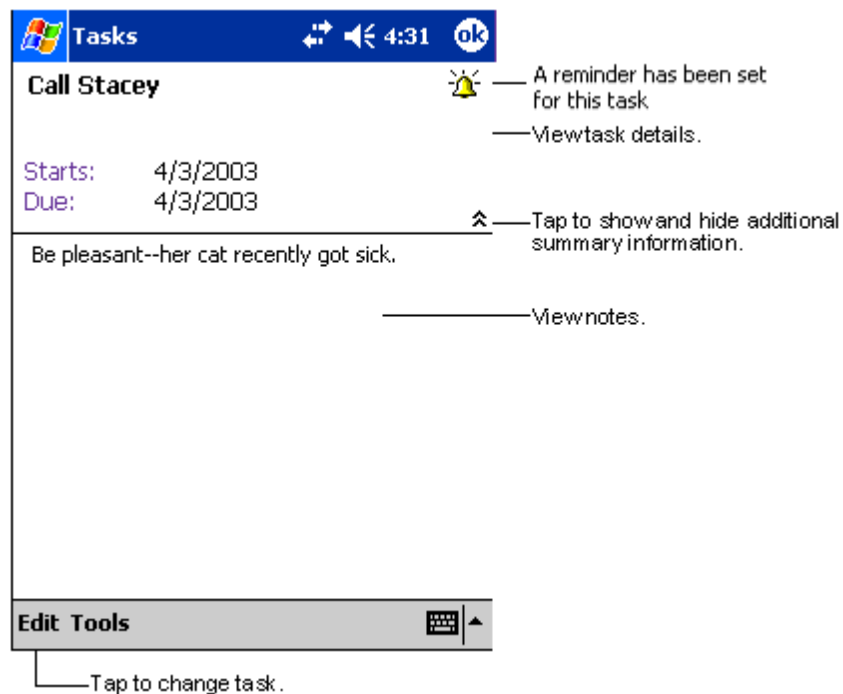
Tasks

- 6 After entering the desired information, tap OK to return to the task list.

TIP: To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Then, tap Tap Here to add a new task and enter your task information.

Using the summary screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap Edit.



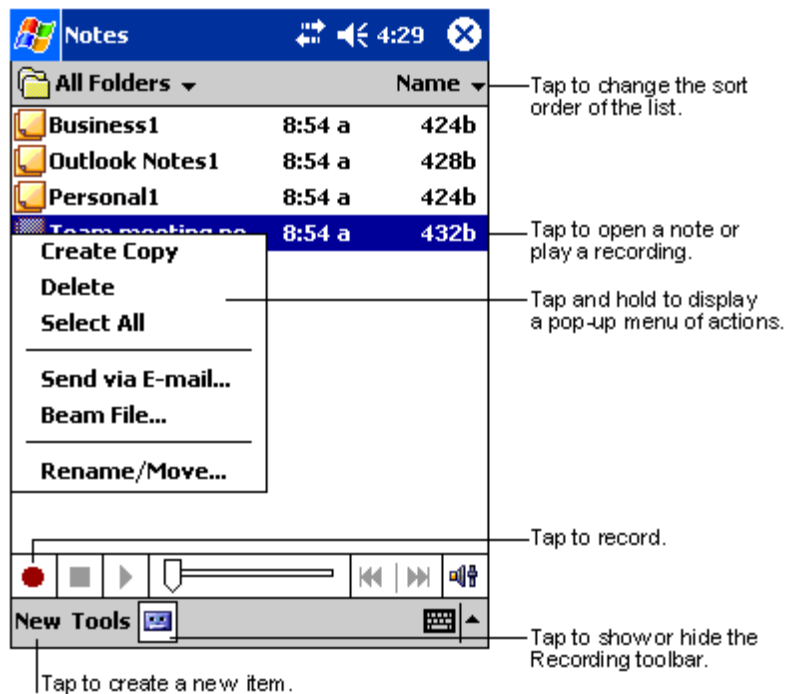
Notes

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

To open Notes

- Tap  then, Notes.

Notes will open to the Notes list.



Creating a note

- 1 Tap New.
- 2 Create a note by writing, drawing, typing, or recording.

NOTE: For more information about using the input panel, writing and drawing on the screen, and creating recordings, see "2 Entering data in your Acer n35" on page 19.

Inbox

Use Inbox to send and receive e-mail messages by doing either of the following:

- Synchronise e-mail messages with Microsoft Exchange or Microsoft Outlook on your computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

Opening the Inbox

- Press the Inbox Quick button on the front panel of your handheld.
Inbox will open to the Inbox' folder navigator.

Synchronising email messages

Email messages can be synchronised as part of the general synchronisation process. You will need to enable Inbox synchronisation in ActiveSync.

For information on enabling Inbox synchronisation, see ActiveSync Help on your computer.

During synchronisation:

- Messages are copied from the mail folders of Exchange or Outlook on your computer to the ActiveSync folder in Inbox on your handheld. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- Email messages in the Outbox folder on your handheld are transferred to Exchange or Outlook, and then sent from those programs.
- Email messages in subfolders must be selected in ActiveSync on your computer in order to be transferred.

TIP: You can also synchronise email messages with your computer from a remote location. For more information, see the ActiveSync Help menu in your computer.

Connecting directly to an email server

In addition to synchronising email messages with your computer, you can send and receive email messages by connecting to an email server using a modem or a network card connected to your handheld. You'll need to set up a remote connection to a network or an ISP, and a connection to your email server. For more information, refer to "9 Getting connected" on page 69.

When you connect to the email server, new messages are downloaded to your handheld's Inbox folder, messages in the handheld's Outbox folder are sent, and messages that have been deleted on the email server are removed from the handheld's Inbox folder.

Messages that you receive directly from an email server are linked to your email server rather than your computer. When you delete a message on your handheld, it is also deleted from the email server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the email server. Messages are sent as soon as you tap Send, which saves space on your handheld.

When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the email server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

Using the Message list

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

When you receive a message, tap it to open it. Unread messages are displayed in bold.

When you connect to your email server or synchronise with your computer, by default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the email server or your computer.

You can mark the messages that you want to retrieve in full during your next synchronisation or email server connection. Follow the steps below.

- 1 In the message list, tap and hold the message you want to retrieve.
- 2 On the pop-up menu, tap Mark for Download. The icons in the Inbox message list give you visual indications of message status.

Specify your downloading preferences when you set up the service or select your synchronisation options. You can change them at any time:

- Change options for Inbox synchronisation using ActiveSync options. For more information, see ActiveSync Help.
- To change options for direct email server connections in Inbox on your handheld.
 - a Tap Tools and then tap Options.
 - b On the Service tab, tap the service you want to change.
 - c Tap and hold the service and select Delete to remove a service.

Composing a message

- 1 Tap New.
- 2 In the To field, enter an email address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the Address Book button.

All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

- 3 Compose your message.

To enter preset or frequently used messages, tap My Text and select a message.
- 4 Tap Send when you've finished the message.

If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Managing email messages and folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items.

- The behavior of the Deleted and Sent Items folders depends on the options you have chosen. To set these options, in the message list:
 - a Tap Tools and then Options.
 - b On the Message tab, select your options.
- If you want to organise messages into additional folders tap Tools, and then Manage Folders to create new folders.
- To move a message to another folder, in the message list, tap and hold the message and then tap Move to on the pop-up menu.

Folder behavior with a direct connection to an email server

The behavior of the folders you create depends on whether you are using ActiveSync, POP3, or IMAP4.


- If you use ActiveSync, email messages in the Inbox folder in Outlook will automatically be synchronised with your handheld. You can select to synchronise additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronisation, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your computer.
- If you use POP3 and you move email messages to a folder you created, the link is broken between the messages on your handheld and their copies on the email server. The next time you connect, the email server will see that the messages are missing from the handheld's Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except your handheld.
- If you use IMAP4, the folders you create and the email messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your email server, whether it is from your handheld or from your computer. This synchronisation of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

5 Managing Microsoft® Pocket PC 2003 companion programs

Perform your usual computing tasks on-the-road using the Microsoft® Pocket PC 2003 companion programs which includes:

- Pocket Word
- Pocket Excel
- MSN® Messenger
- Microsoft® Windows Media™ Player for Pocket PC
- Microsoft® Reader for Pocket PC

NOTE: Microsoft® Reader is available only for the English and European Acer n35 models.


To open a companion program on your handheld, tap Programs on the  menu, and then tap the program name.

Pocket Word

Pocket Word works with Microsoft Word on your computer to give you easy access to copies of your documents. You can:

- Create new documents on your handheld, such as letters, meeting minutes, and trip reports, or you can copy documents from your computer to your handheld.
- Synchronise documents between your computer and your handheld so that you have the most up-to-date content in both locations.

To create a new file

- Tap , Programs, Pocket Word, and then New.
A blank document appears. Or, if you've selected a template for new documents in the Options dialog box, that template appears with appropriate text and formatting already provided.

You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including:

- Word (.doc)
- Pocket Word (.psw)
- Rich Text Format (.rtf)
- Plain Text (.txt)

5 Managing Microsoft® Pocket PC 2003 companion programs

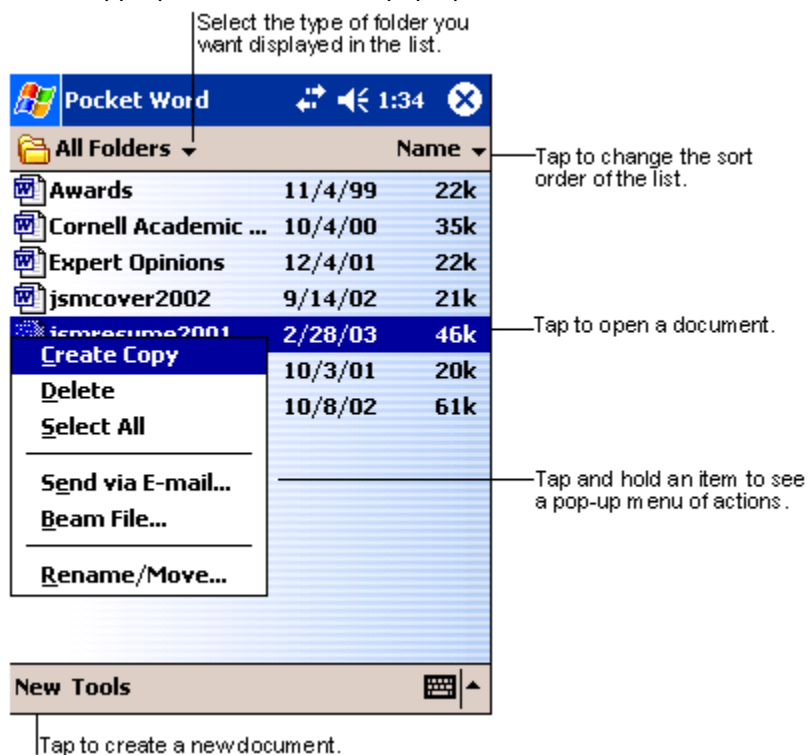
Pocket Word

NOTE: When you choose to create a new document, you will be prompted to save any already open document.

To use the Pocket Word file list

Pocket Word contains a list of the files stored on your handheld.

- Tap a file in the list to open it.
- To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.



To enter information

You can enter information in Pocket Word in one of four modes—typing, writing, drawing, and recording, which are displayed on the View menu. Each mode has its own toolbar, which you can show and hide by tapping the Show/Hide Toolbar button on the command bar.

If you're opening a Word document created on a computer, select Wrap to Window on the View menu so that you can see the entire document.

TIP: You can change the zoom magnification by tapping View and then Zoom. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

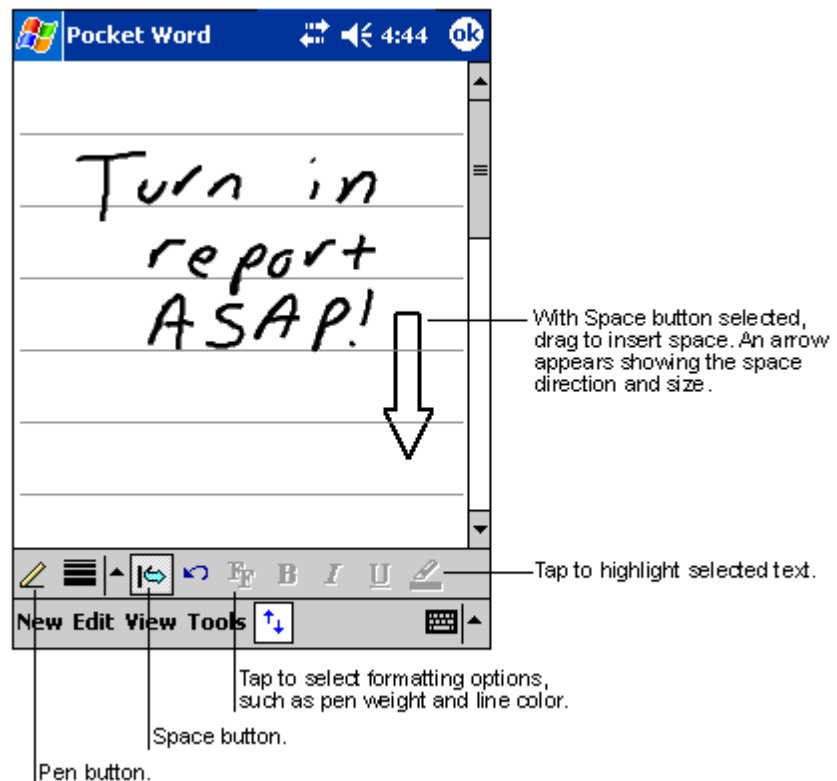
Typing mode

- Using the input panel, enter typed text into the document.
For more information on entering typed text, see "Using the input panel" on page 19.
- To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select.
- You can search a document to find text by tapping Edit and then Find/Replace.

Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily.

For more information on writing and selecting writing, see "Writing on the screen" on page 21.



If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

NOTE: Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your computer.

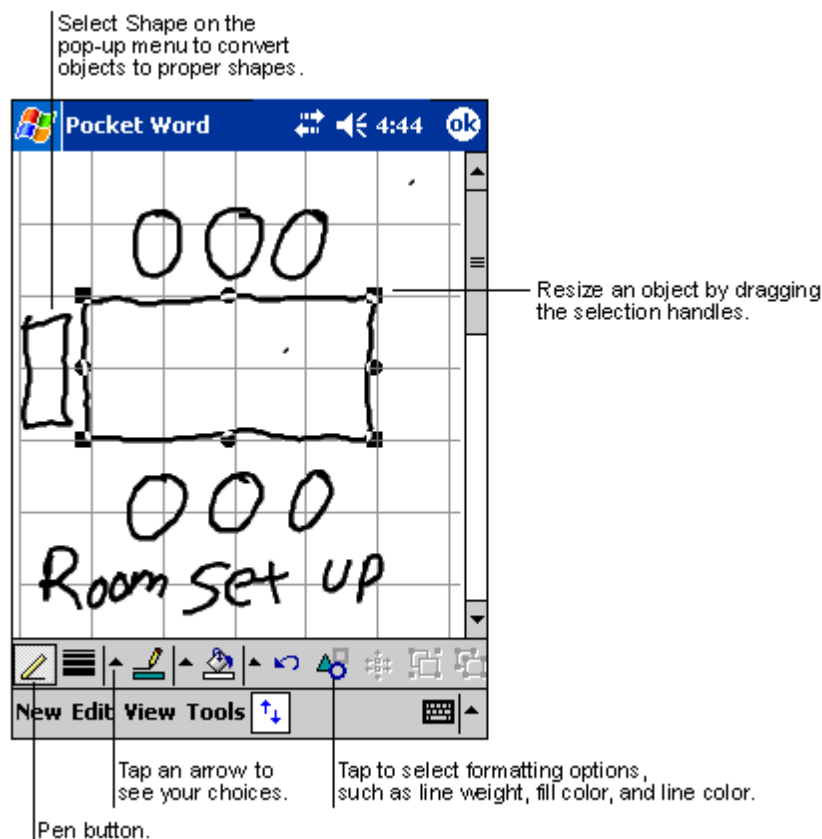
5 Managing Microsoft® Pocket PC 2003 companion programs

Pocket Excel

Drawing mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing.



For more information on drawing and selecting drawings, see "Drawing on the screen" on page 24.



Recording mode

In recording mode, embed a recording into your document. Recordings are saved as .wav files.

For more information on recording, see "Recording a message" on page 26.

For more information on using Pocket Word, tap  > Programs > Pocket Word then, tap Help from the  menu.

Pocket Excel

Pocket Excel works with Microsoft Excel on your computer to give you easy access to copies of your workbooks. You can:

- Create new workbooks on your handheld, such as expense reports and mileage logs, or you can copy workbooks from your computer to your handheld.
- Synchronise workbooks between your computer and your handheld so that you have the most up-to-date content in both locations.

Creating a new workbook

- Tap , Programs, Pocket Excel, and then New.

A blank workbook appears. Or, if you've selected a template for new workbooks in the Options dialog box, that template appears with appropriate text and formatting already provided.

You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including:

- Pocket Excel (.pxl)
- Excel (.xls).

NOTE: When you choose to create a new document, you will be prompted to save any already open document.

To create a Pocket Excel file list

Pocket Excel contains a list of the files stored on your handheld.

- Tap a file in the list to open it.
- To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

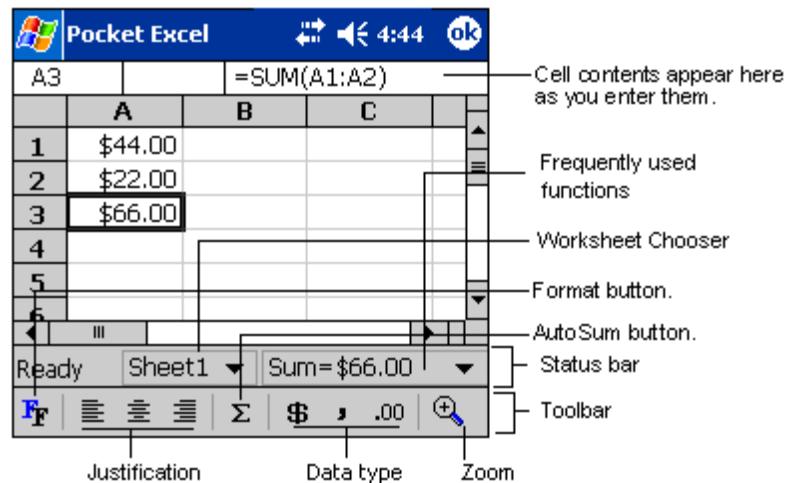
Displaying the toolbar

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering, in its toolbar.

5 Managing Microsoft® Pocket PC 2003 companion programs

Pocket Excel

- Tap View and then Toolbar.



Protecting your workbooks

If your workbook contains sensitive information, you can protect it with a password.



- Open the workbook, tap Edit, and then Password.
Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

Tips for working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible.
 - Tap View and then Full Screen.
 - To exit full-screen mode, tap Restore.
- Show and hide window elements.
 - Tap View and then tap the elements you want to show or hide.
- You might want to freeze the top and left most panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
 - a Select the cell where you want to freeze panes.
 - b Tap View and then Freeze Panes.
- Split panes to view different areas of a large worksheet.
 - a Tap View and then Split.
 - b Then drag the split bar to where you want it.
To remove the split, tap View and then Remove Split.
- Show and hide rows and columns.
 - To hide a hidden row or column:

- a Select a cell in the row or column you want to hide.
- b Tap Format, then Row or Column, and then Hide.
- To show a hidden row or column:
 - a Tap Tools, then Go To, and then type a reference that is in the hidden row or column.
 - b Then tap Format, then Row or Column, and then Unhide.

For more information on using Pocket Excel, tap  > Programs > Pocket Excel then, tap Help from the  menu.

MSN® Messenger

MSN® Messenger on your handheld is an instant messaging program that lets you:

- See who is online
- Send and receive instant messages
- Have instant message conversations with groups of contacts

Requirements to use MSN Messenger

- Microsoft Passport™ account or a Microsoft Exchange email account.
- Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport.

Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.

TIP: Sign up for a Microsoft Passport account at (<http://www.passport.com/>). Get a free Microsoft Hotmail email address at (<http://www.hotmail.com/>).

Setting up

Before you can connect, you must enter Passport or Exchange account information.

To set up an account and sign in:

- 1 In the Tools menu, tap Options.
- 2 In the Accounts tab, enter your Passport or Exchange account information.
- 3 To sign in, tap the sign-in screen and enter your email address and password.

NOTE: If you already use MSN Messenger on your computer, your contacts will show up on your handheld without being added again.

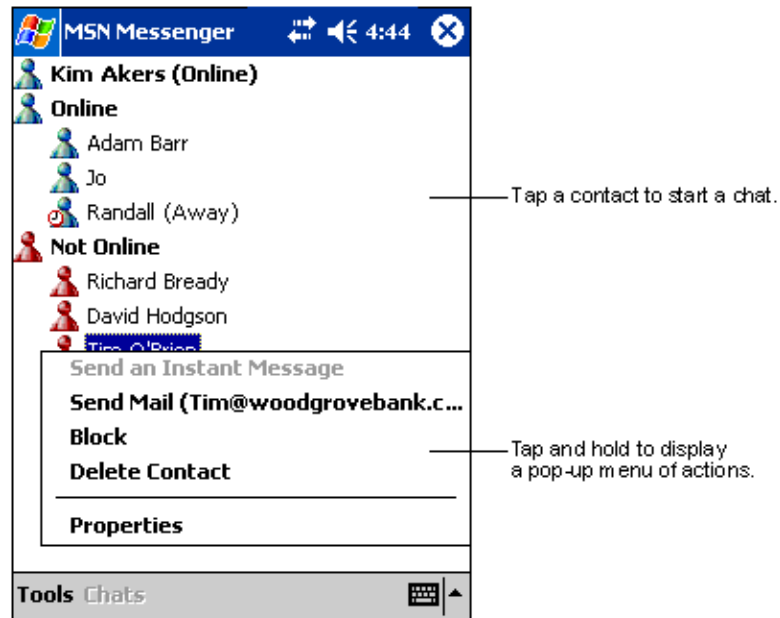
Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat,

5 Managing Microsoft® Pocket PC 2003 companion programs

MSN® Messenger

send a email, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.



- To see others online without being seen, in the Tools menu, tap My Status and select Appear Offline.
- If you block a contact, you will appear offline but will remain on the blocked contact's list.
- To unblock a contact, tap and hold the contact, then tap Unblock on the pop-up menu.

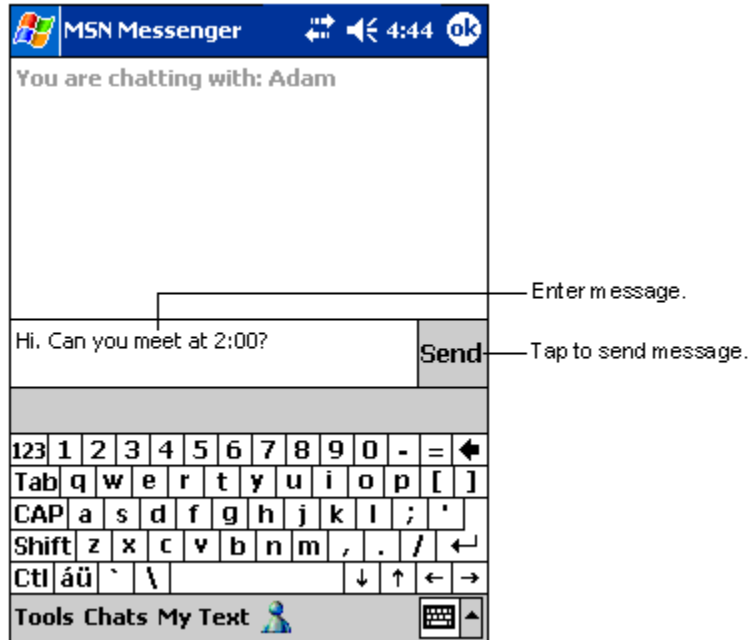
Chatting with contacts

- 1 Tap a contact name to open a chat window.
- 2 Enter your message in the text entry area at the bottom of the screen, or tap My Text to enter a preset message.

5 Managing Microsoft® Pocket PC 2003 companion programs



Microsoft® Windows Media™ Player for Pocket PC

3 Tap Send.



Tips when chatting with contacts

- To invite another contact to a multi-user chat, in the Tools menu, tap Invite and tap the contact you want to invite.
- To switch back to the main window without closing a chat, tap the Contacts button.
- To revert back to your chat window, tap Chats and select the person whom you were chatting with.
- To know if the contact you are chatting with is responding, look for the message under the text entry area.

For more information on using MSN Messenger, tap  > Programs > MSN Messenger then, tap Help from the  menu.

Microsoft® Windows Media™ Player for Pocket PC

Use Microsoft® Windows Media™ Player for Pocket PC to play digital audio and video files (Windows Media and MP3 files) that are:

- Stored on your handheld
- Copied from Microsoft Windows Media Player on your computer to your handheld
- On a network

For more information about using Windows Media Player for Pocket PC, tap , and then tap Help.

Microsoft® Reader for Pocket PC

Use Microsoft® Reader for Pocket PC to read eBooks on your handheld.

You can also download books from your favorite eBook Web site to your computer. Then, use ActiveSync to copy the book files to your handheld. The books appear in the Reader Library, where you can tap them in the list to open them.

NOTE: Microsoft® Reader is available only for the English and European Acer n35 models.

Using the Guidebook

The Guidebook contains all the information you'll need to use the Microsoft Reader.

To open the Guidebook:

- Tap Help on the Reader command bar.
- or-
- On a book page, tap and hold on the book title, and then tap Help on the pop-up menu.

Getting books on your Acer n35

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Acer n35 Handheld Companion CD.

Use ActiveSync to download the files from your computer to your handheld as described in the Read Me file in the MSReader folder.

Using the Library

The Library is your Reader home page; it displays a list of all books stored on your handheld or storage device.

To open the Library:

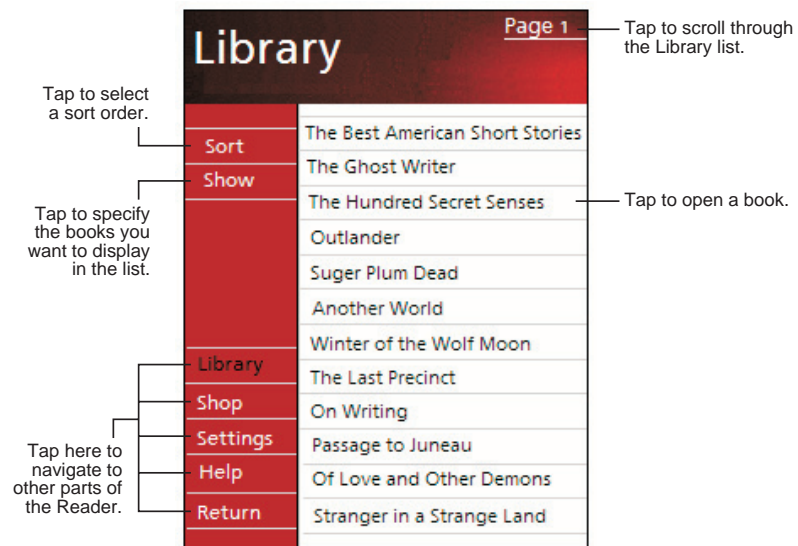
- On the Reader command bar, tap Library.
- or-
- On a book page, tap the book title, and then tap Library on the pop-up menu.

Opening a book

- Tap a book title in the Library list.

5 Managing Microsoft® Pocket PC 2003 companion programs

Microsoft® Reader for Pocket PC



Reading a book

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

In addition to the text, each book page includes a page number and book title.

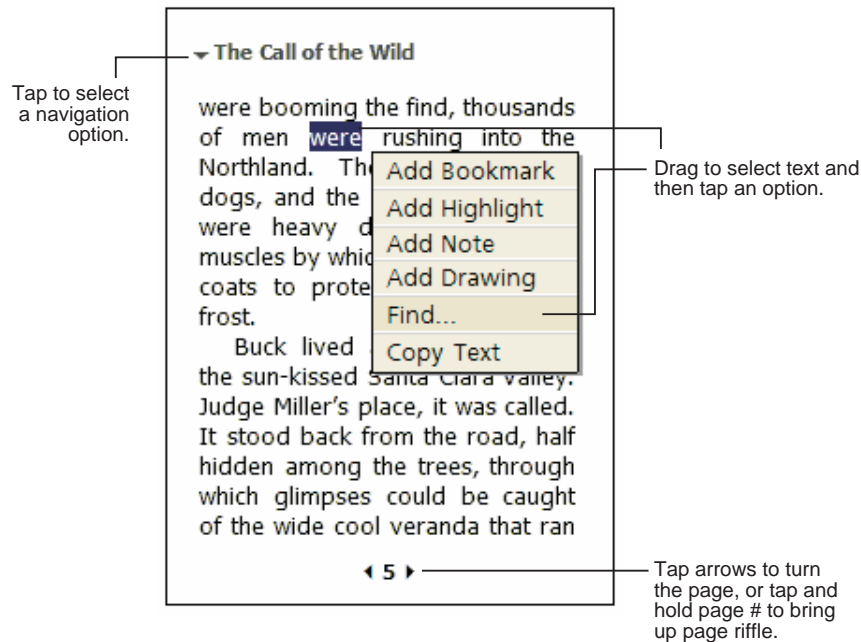
Navigation options are listed in the bottom portion of the cover page. Page through the book by:

- Using the Scroll wheel on your handheld
- Tapping the page number on each page

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read.

5 Managing Microsoft® Pocket PC 2003 companion programs

Microsoft® Reader for Pocket PC



Using Reader features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described in the following sections.

Search for text

- 1 Tap Find on the pop-up menu.
- 2 Enter the word you want to search for.
- 3 Tap the desired Find option.

Reader highlights found text on the page.

- To close Find, tap outside the box.
- To return to your original page, tap the title and then tap Return on the pop-up menu.

Copy text

You can copy text from books that support this feature into any program that accepts text.

- 1 On a book page, select the text you want to copy.
- 2 Tap Copy Text on the pop-up menu.

The text can be pasted into the program of your choice.

Book annotations

To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings:

- 1 Tap Annotations Index on the book's cover page.
- 2 Tap an entry in the list to go to the annotated page.

To use bookmarks

- When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. From anywhere in the book, tap the bookmark icon to go to the bookmarked page.

NOTE: You can add multiple bookmarks to a book.

To use highlights

- When you highlight text, it appears with a colored background.

To use notes

- When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.

To add drawings

- When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

Removing a book

When you finish reading a book, you can delete it to conserve space on your handheld. If a copy of the book is stored on your computer, you can download it again at any time.

- 1 Tap and hold the title in the Library list.
- 2 Tap Delete on the pop-up menu.

6 Backup and restore data

Backup/Restore enables you to back up data files and applications from your handheld to a storage device and to restore data to your handheld. Advanced security features offer password protection of sensitive documents/applications during Backup and/or Restore operations. The expansion features of your handheld allow you to use any of the following storage devices:

- SD Card (Secure Digital Card)
- MMC card (MultiMedia Card)
- ROM storage (ROM storage is for PIM data backup and restore operations only)

During a backup or restore operation, the power button serves as a pause/resume button to control the pace of the operation.


There are three tabs (from left to right) in the program window corresponding to the three functions of Backup and Restore.

- Backup
- AutoBackup
- Restore

To launch Backup/Restore:

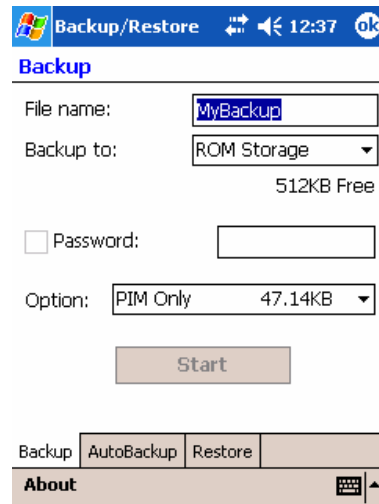
- 1 Insert a storage device (SD/MMC card) if you want to do backup/restore operation on a storage device.

For instructions on how to insert storage devices, please refer to "7 Using expansion features" on page 65.

- 2 Tap , Programs, and then Backup/Restore.

6 Backup and restore data

Backup function



To perform data backup

- 1 Close all running programs except for Backup/Restore.
- 2 In the Backup tab, choose whether to accept the default filename (MyBackup) or type a new one by tapping on the keyboard icon on the bottom of the screen.
- 3 Select a storage device from the 'Backup to' pull-down menu.
- 4 Define the backup scope (default: PIM only) from 'Option' pull-down menu.

NOTE: ROM storage is a valid backup destination only if PIM Only is defined as backup scope.

- 5 Check the password box and enter a password if you want to secure the backup file.
- 6 Tap Start to proceed with the backup process.
During the backup process, a progress screen will appear displaying backup status.
- 7 When the backup process is completed, a message box appears, saying that backup operation is completed.

AutoBackup function

With AutoBackup, you can set your handheld to perform an automatic data backup when battery power is lower than 30%. For configuring in AutoBackup screen, please refer to the instructions described in "Backup function".

Backup/Restore 12:32

AutoBackup

☒ Do automatic backup when battery power is lower than 30%.

File name: MyAutoBackup

Backup to: ROM Storage 512KB Free

☒ Password: *****

Option: PIM Only 47.14KB

Confirm

Backup AutoBackup Restore

About

When AutoBackup is activated and the specified storage device is not attached to your handheld when 30% of battery level is reached, then no backup procedure will be performed.

NOTE: 'MyAutoBackup' is the default file name of the backup file generated by the AutoBackup operation.

Restore function

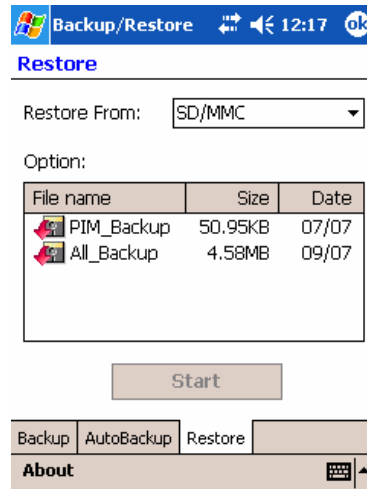
You can only restore backup files that are generated by Backup/Restore; file format is *.abk (Acer backup).

To perform data restoration

- 1 Close all running programs except for Backup/Restore.

6 Backup and restore data

- 2 Select a source storage device from the 'Restore from' pulldown menu.
The lower half of the screen will display a list of files contained in the selected storage device. Filename, file size and date when the backup file was created are indicated in the list.



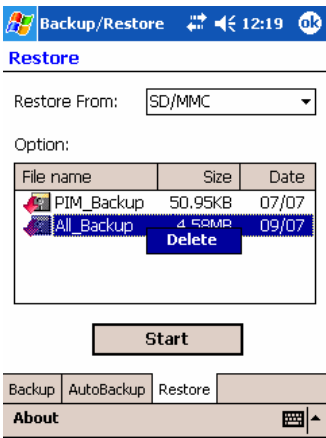
- 3 Tap a filename to select the file you wish to restore, and please note that non-.abk files are not shown.
Select file, then tap "start" button. The window will shift to display the backup file information including:
 - File name - filename of the selected .abk file.
 - Backup date - date when the selected .abk file was created.
 - Backup option & file size.
 - Main memory free size - free space in your handheld's main storage memory. This should be bigger than the file size of the selected .abk file for the restore process to continue.
- 4 Tap Start again to proceed with the restore process.
- 5 During the restore process, a progress screen will appear displaying restore status.
- 6 When the restore process is completed, a message box appears, saying restore operation is complete.

To delete a file from a storage device

To increase the size of available free space in a storage device, you can delete files that you no longer need.

- 1 Tap the Restore tab.
- 2 Tap a menu item to select a storage device.
- 3 From the list, tap a filename until a delete pop-up menu is displayed.

- 4 Tap Delete to remove the file.



6 Backup and restore data

7 Using expansion features

The slim and lightweight design of your Acer n35 belies its impressive expansion feature - integrated dual use SD/MMC slot. This expansion feature allows you to:

- Install additional applications
- Increase storage capacity
- Perform backup procedures

NOTE: When using any peripheral device with your handheld, please refer to the documentation accompanying each device for information on how to install and operate it.

Using an SD/MMC card

On the top side of your handheld is an SD/MMC slot. This allows you to expand your handheld memory and perform data backup.

Refer to "Top view" on page 6 for the location of the SD/MMC slot.

Inserting an SD/MMC card

- 1 Hold your handheld securely.
- 2 Insert the card into the SD/MMC slot.



7 Using expansion features

Using an SD/MMC card

- 3 Push the card into the slot using your finger until you feel the card lock and hear an audible system sound. This indicates that the card is properly seated within the slot.

Removing an SD/MMC card

- 1 Hold your handheld securely.
- 2 Release the card from the slot by using your thumb to push against the top of the card, as if you were pushing it further into the slot **(a)**. An audible system sound and a click will signal that the card has been released.



- 3 Gently remove the card from the slot **(b)**.

8 Exchanging and updating data using ActiveSync®.

Using ActiveSync®, you can synchronise information in Microsoft Outlook or Microsoft Exchange on your computer with your handheld. You can also synchronise this information directly with a Microsoft Exchange server. Each time you synchronise, ActiveSync compares the changes you made on your handheld and computer or server and updates both locations with the latest information. For example:

- Keep Pocket Outlook data up-to-date by synchronising your handheld with the Microsoft Outlook data on your computer.
- Synchronise Microsoft Word and Microsoft Excel files between your handheld and computer. Your files are automatically converted to the correct format.

For information on using ActiveSync, see ActiveSync Help on the your computer.

NOTE: By default, ActiveSync does not automatically synchronise all types of information. Use ActiveSync options to turn synchronisation on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your handheld data.
- Copy (rather than synchronise) files between your handheld and computer.
- Control when synchronisation occurs by selecting a synchronisation mode. For example, you can synchronise continually while connected to your computer or only when you choose the synchronise command.
- Select which information types are synchronised and control how much data is synchronised. For example, you can choose how many weeks of past appointments you want synchronised.

Using ActiveSync®.

Before you begin synchronisation, install ActiveSync on your computer from the Acer n35 Handheld Companion CD.

NOTE: ActiveSync is already installed on your handheld.

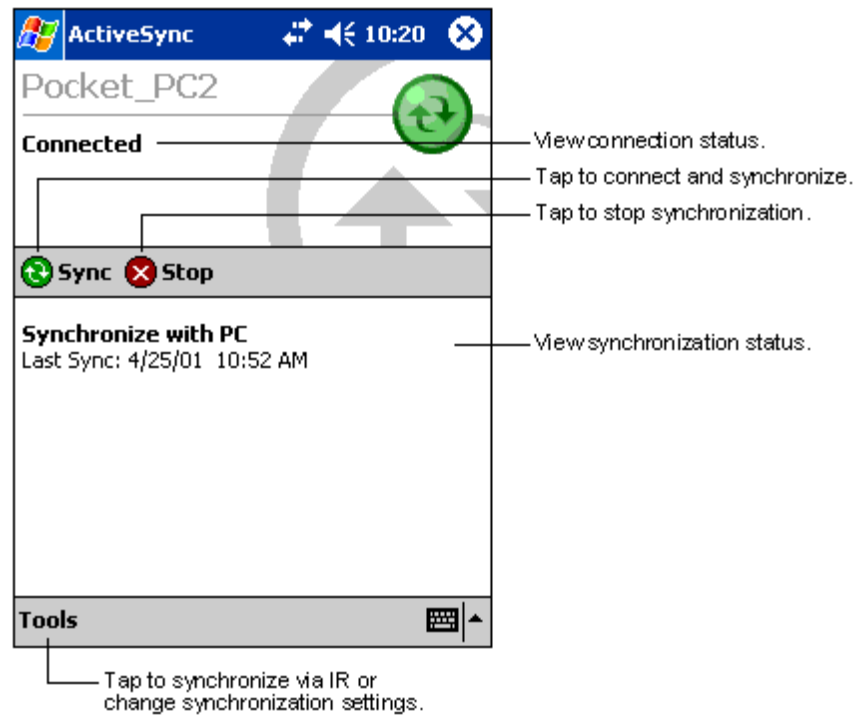
For more information on installing ActiveSync, see "Installing the Microsoft® ActiveSync® software".

To open ActiveSync on your handheld, tap  and then tap ActiveSync.

8 Exchanging and updating data using ActiveSync®.

Using ActiveSync®.

For information about using ActiveSync on your computer, start ActiveSync on your computer, and then see ActiveSync Help.



9 Getting connected

You can use your handheld to exchange information with other mobile devices as well as your computer, a network, or the Internet. You have the following connection options:

- Use the infrared (IR) on your handheld to send and receive data from another infrared-enabled device.
- Connect to your Internet service provider (ISP). Once connected, you can send and receive email messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer.

The communication software for creating an ISP connection is already installed on your handheld. Your service provider will provide software needed to install other services, such as paging and fax services.

- Connect to the network at your company or organisation where you work. Once connected, you can send and receive email messages by using Inbox, view Web or WAP pages by using Microsoft® Pocket Internet Explorer, and synchronise with your computer.
- Connect to your computer to synchronise remotely. Once connected, you can synchronise information such as your Pocket Outlook information.

Transferring items using infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments to/from other IR-enabled devices.

Your n35 will receive all incoming InfraRed (IR) beams and ask you after the transmission has been established whether you wish to accept those beams.

Refer to "Left view" on page 4 for the location of your handheld's IR port.

To send information via infrared

- 1 Switch to the program where you created the item you want to send and locate the item in the list.
- 2 Align the IR port of your handheld with that of the receiving IR-enabled device so that they are unobstructed and within a close range.
- 3 Tap and hold the item, and then tap Beam Item on the pop-up menu.

-or-

Send items (but not folders) using File Explorer.

- Tap and hold the item you want to send and then tap Beam File on the pop-up menu.

To receive information via infrared

9 Getting connected

Connecting to the Internet

- 1 Align the IR port of your handheld with that of the sending IR-enabled device so that they are unobstructed and within a close range.




- 2 Have the owner of the sending device transmit the information to you. Your handheld will automatically receive it.

Connecting to the Internet

To create a modem connection to an ISP

- 1 Obtain the following information from your ISP:
 - ISP server telephone number
 - User name and password
 - TCP/IP settings
- 2 Insert a SD Modem card (purchased separately) into your handheld's SD/MMC slot.

NOTE: For instructions on inserting and using a SD Modem card, see the documentation that came with the card.

- 3 Tap  and then Settings.
In the Connections tab, tap Connections. Under My ISP, select Add a new modem connection.
- 4 Enter a name for the connection, such as "My Connection."
- 5 In the Select a modem list, select your modem type.
If your modem type does not appear, try re-inserting the modem card.

- 6 You should not need to change any settings in Advanced. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap Advanced and then the TCP/IP tab, and enter the address. When finished, tap OK and then Next.
- 7 Enter the ISP phone number, and tap Next.
- 8 Enter your username, password and domain (if any), and tap Finish to complete the process.

To connect to your ISP, open the Connections main window and tap Manage Existing Connections. Tap and hold on the applicable dial-up settings and select Connect. Your modem will dial-out and attempt to create the connection.



To create a wireless Ethernet connection to an ISP

- 1 Insert the wireless Ethernet card into your handheld. For instructions on inserting and using the Ethernet card, see the documentation that came with the card.
- 2 The first time you insert the card, a notification will appear, asking you whether the installed network card should be used to connect to **The Internet** or **Work**. Where possible, the Service Set Identifier (SSID) will be determined automatically. Select **The Internet**, then either accept all default settings by tapping **OK** (most home networks will allow you to immediately get online without further configuration) or tap **Settings** to configure the connection. Sometimes a network will require a WEP key. If so, you will be prompted for one at this point.
- 3 Select the Advanced tab from the Connections Settings. Select the **Network Card** tab to customize how each of your installed network card drivers connects. Highlight the driver name of the card you wish to configure. Indicate whether **My network card connects to: The Internet**. Tap on the name of the driver to receive advanced options.
- 4 Configure the IP address settings in the **IP Address** tab.
- 5 Configure the DNS and WINS settings in the **Name Servers** tab.
You must remove then reinsert your network card for these settings to take effect.
- 6 Select the **Network Card** button from **Connection Settings-Advanced** to configure your wireless networks. Networks that you have already configured are preferred networks and are listed in the **Wireless** tab. You can select to connect to only preferred networks or have your handheld search for and connect to any available network whether it is preferred or not. Press **Add New Settings...** if you do not see a network you'd like to connect to.
- 7 In the **General** tab you can set the network name (also known as SSID); this is only editable if you are creating a new wireless network profile else you are viewing a preferred network and the SSID has already been established. Indicate whether this network will connect you to **The Internet**. Finally, if this is a new network profile, you can indicate whether this is a computer-to-computer network.

NOTE: To determine if authentication is needed, check your network administrator.

9 Getting connected

Connecting to a network

- 8 To view your wireless network connection after the preceding steps have been followed, press the  icon in the notification area. A green status indicator will show how strong your signal is. Tapping Turn Wireless Off will turn off your network card radio. Pressing the  icon will then allow you to Turn Wireless on. Once your network card has been configured, you will immediately be connected.

Connecting to a network

If you have access to a network at work, you can send email messages, view Intranet pages, synchronise your handheld, and access the Internet. You can connect to a network in one of three ways:

- Create a modem connection by using an RAS account.
 - Use an wireless Ethernet card and a net tap to connect to the network.
- If this is the method you want to use, see "To create an wireless Ethernet connection to a network" on page 72.

Your n35 handheld supports a SD wireless Ethernet card or a SD Modem card.

To create a modem connection to a network

Follow the instructions stated in "To create a modem connection to an ISP" section, but select **Add a new modem connection** under **My Work Network** to begin.

To create a wireless Ethernet connection to a network

Follow the instructions stated in "To create a wireless Ethernet connection to an ISP" section, but connect to Work under notification bubble to begin..


End a connection

To disconnect, do one of the following:

- When connected via Infrared, move your handheld away from the computer.
- When connected via a wireless (Ethernet) card, remove the card from your handheld.

Get help on connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- The section on "Inbox" on page 42.
- Online Help of your handheld. Tap  and then Help. Tap View, All Installed Help, and then Inbox or Connections.
- ActiveSync Help on the your computer. In ActiveSync, click Microsoft ActiveSync Help on the Help menu.
- For troubleshooting information, see the Pocket PC Web site at (<http://www.microsoft.com/mobile/pocketpc/>).

10 Using Microsoft® Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronisation with your computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder of Internet Explorer on your computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in "9 Getting connected" on page 69.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Mobile Favorites folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder of Internet Explorer on your computer will be synchronised with your handheld. This folder was created automatically when you installed ActiveSync.

Favorite links

During synchronisation, the list of favorite links in the Mobile Favorites folder on your computer is synchronised with Pocket Internet Explorer on your handheld. Both locations are updated with changes made to either list each time you synchronise. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your handheld, and you will need to connect to your ISP or network to view the content.

For more information on synchronisation, see ActiveSync Help on your computer.

Mobile favorites

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your handheld. Synchronising mobile favorites downloads Web content to your handheld enable you to view pages while you are disconnected from your ISP and computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite

- 1 In Internet Explorer on your computer, click Tools and then Create Mobile Favorite.
- 2 To change the link name, enter a new name in the Name box.

10 Using Microsoft® Pocket Internet Explorer

Using Pocket Internet Explorer

- 3 Optionally, in Update, select a desired update schedule.

NOTE: If you did not specify an update schedule, you will need to manually download content to keep the information updated on both your computer and handheld. Before synchronising with your handheld, in Internet Explorer on your computer, click Tools and then Synchronise. You will see the last time content was downloaded to the computer, and you can manually download content if needed.

- 4 Click OK.

Internet Explorer downloads the latest version of the page to your computer.

TIP: You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your computer, click View, Toolbars, and then Customise.

To download a mobile favorite

- 1 Right-click the mobile favorite and then click Properties.
- 2 In the Download tab, specify the number of links deep you want to download.
To conserve handheld memory, go only one level deep.
- 3 Synchronise your handheld and computer.

Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your handheld.

To save handheld memory

Mobile favorites take up storage memory on your handheld. To minimise the amount of memory used, observe the following:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to your handheld.
- Limit the number of downloaded linked pages.
 - a In Internet Explorer on the computer, right-click the mobile favorite you want to change and then click Properties.
 - b In the Download tab, specify 0 or 1 for the number of linked pages you want to download.

Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your handheld without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.

To view mobile favorites and channels

- 1 Tap the Favorites button to display your list of favorites.

- 2 Tap the page you want to view.

You'll see the page that was downloaded the last time you synchronised with your computer. If the page is not on your handheld, the favorite will be dimmed. You will need to synchronise with your computer again to download the page to your handheld, or connect to the Internet to view the page.

To browse the Internet

- 1 Set up a connection to your ISP or corporate network, as described in "9 Getting connected" on page 69.
- 2 To connect and start browsing, do one of the following:
 - Tap the Favorites button, and then tap the favorite you want to view.
 - Tap View and then Address Bar. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap Go. Tap the arrow to choose from previously entered addresses.
 - To add a favorite link while using the handheld:
 - a Go to the page you want to add.
 - b Tap and hold on the page.
 - c Tap Add to Favorites.

10 Using Microsoft® Pocket Internet Explorer

Using Pocket Internet Explorer

11 Customising your handheld


You can customise your handheld based on your personal requirements and preferences as well as depending on your usual work modes. Customise your handheld by doing either of the following:

- Adjust the handheld settings
- Add or remove programs

Adjusting handheld settings


You can adjust the settings of your handheld to suit the way you work.

To access Settings

- Tap , then Settings.

Tap an available Settings option to open the corresponding adjustment page.

The Settings window has three tabs—Personal, System, and Connections, each of which has its own set of options.

The succeeding sections show the configuration page of each the Settings options. For detailed instructions on these pages, access the page then tap  then, Help.

Adding and removing programs

Programs bundled with your handheld at the factory are stored in ROM (read-only memory). You cannot remove these programs, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs. All other programs and data files installed to your handheld after factory installation can be stored in RAM (random access memory) or ROM storage (a file folder in your handheld which in fact is a ROM space specially reserved for user access). The ROM storage can be accessed through File Explorer, too.

You can install any program created for your handheld, as long as it has enough memory. The most popular place to find software for your handheld is on the Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc/>).

Adding programs


You could add programs to your handheld either by using ActiveSync or by downloading the program from the Internet.

11 Customising your handheld

Adding and removing programs


To add programs using ActiveSync

You'll need to install the appropriate software for your handheld on your computer before installing it on your handheld.


- 1 Determine your handheld and processor type so that you know which version of the software to install.
 - a Tap  and then Settings.
 - b On the System tab, tap About.
 - c In the Version tab, make a note of the information in Processor.
- 2 Download the program to your computer (or insert the CD or disk that contains the program into your computer).

You may see a single *.xip, *.exe, *.cab, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your handheld's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

- 3 Connect your handheld to your computer.
- 4 Double-click the *.exe file.
 - If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your computer, the installer will automatically transfer the software to your handheld.
 - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your handheld. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your handheld. For more information on copying files using ActiveSync, see ActiveSync Help.
- 5 Once installation is complete, tap , Programs, and then the program icon to launch it.

To add a program directly from the Internet


- 1 Determine your handheld and processor type so that you know which version of the software to install.
 - a Tap  and then Settings.
 - b On the System tab, tap About.
 - c In the Version tab, make a note of the information in Processor.
- 2 Download the program to your handheld straight from the Internet using Pocket Internet Explorer.

You may see a single *.xip, *.exe, *.cab, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your handheld's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.


- 3 Tap the file, such as a *.xip or *.exe file.
The installation wizard will begin.
- 4 Follow the directions on the screen.


To add a program to the Start menu

- Tap , Settings, Menus, the Start Menu tab, and then the check box for the program.

If you do not see the program listed, you can either use File Explorer on your handheld to move the program to the Start Menu folder, or use ActiveSync on your computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

– Using File Explorer on your handheld

- a Tap , Programs, File Explorer, and locate the program (tap the folder list, labeled My Documents by default, and then My Device to see a list of all folders on your handheld).
- b Tap and hold the program and tap Cut on the pop-up menu.
- c Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window.
- d Tap Paste on the pop-up menu.

The program will now appear on the  menu.

For more information on using File Explorer, see "To use File Explorer" on page 32.


– Using ActiveSync on your computer

- a Use the Explorer in ActiveSync to explore your handheld files and locate the program.
- b Right-click the program, and then click Create Shortcut.
- c Move the shortcut to the Start Menu folder in the Windows folder.

The shortcut now appears on the Start Menu.

For more information on using ActiveSync, see ActiveSync Help on your computer.

Removing programs

- 1 Tap  and then Settings.
- 2 On the System tab, tap Remove Programs.
- 3 Tap the program you wish to remove, then tap the Remove button.

If the program does not appear in the list of installed programs, use File Explorer on your handheld to locate the program:

- 1 Tap and hold the program.
- 2 Tap Delete on the pop-up menu.

11 Customising your handheld

Adding and removing programs

A

ActiveSync® 67
add program 77

B

backlight 4
Backup
 opening 59
 Restore function 61
Block Recognizer 21

C

Calendar 33
command interface 14
 device buttons 14
 pop-up menus 16
 Today screen 15, 16
connectivity features 69
 connect to Internet 70
 connect to network 72
 help 72
 infrared 69
 receive 69
 send 69
 wireless communication 70
Contacts 37
copyright ii
customise features 77
 handheld settings 77
 install/remove program
 add 77
 using ActiveSync 78
 via Internet 78
 remove 79
customise handheld 77

E

email
 manage folders 44
 synchronise 42
enter data 19
 drawing on the screen 24
 recording a message 26
 using input panel 19
 Block Recognizer 21
 Letter Recognizer 20
 soft keyboard 20
 Transcriber 21
 using My Text 27
 writing on the screen 21
 convert to text 23
expansion features 65

Acer versatile connector 65
attaching expansion sleeve
 inserting CompactFlash card 65
 removing CompactFlash card 66

H

handheld
 guides v
 maintenance vi
 package contents vi
 resetting vii
handheld features 1
 audio 2
 battery pack 2
 install 10
 display 1
 ergonomics 2
 expansion 2
 performance 1
handheld setup
 connecting cradle 10
 installing battery 11, 12
 installing Microsoft ActiveSync software 10
 initial synchronisation 13

I

Inbox 42
infrared 69
input panel 19
Internet 70

L

Letter Recognizer 20

M

manage applications
 finding information 31
 opening 29
 organising information 32
 switching 29
Microsoft Pocket Internet Explorer 73
 Mobile Favorites
 create mobile favorite 73
 favorite links 73
 using 74
 view mobile favorites 74
Microsoft Pocket Outlook 33
 Calendar 33
 create meeting request 36
 open 34
 schedule appointment 35
 summary screen 35

-
- Contact 37
 - create contact 37
 - find contact 38
 - open 37
 - summary screen 38
 - Inbox 42
 - connect to email server 42
 - manage folders 44
 - Message list 43
 - open 42
 - synchronise email 42
 - Notes 41
 - create note 41
 - open 41
 - Tasks 39
 - create task 39
 - open 39
 - summary screen 40
 - Microsoft Pocket PC 2002
 - companion programs
 - Microsoft Reader
 - Reader features 56
 - book annotations 57
 - copy text 56
 - search text 56
 - remove book 57
 - use Guidebook 54
 - using Library 54
 - MSN Messenger 51, 53
 - chat with contacts 52
 - requirements 51
 - set up 51
 - work with contacts 51
 - Pocket Excel 48
 - create new file 49
 - File list 49
 - protect workbook 50
 - Pocket Word 45
 - create new file 45
 - enter data 46
 - drawing mode 48
 - recording mode 48
 - typing mode 47
 - writing mode 47
 - File list 46
 - Windows Media Player for Pocket PC 53
 - Microsoft Pocket PC 2003 45
 - companion programs 45
 - Microsoft Reader
 - get book 54
 - read book 55
 - Microsoft Reader 54
 - Guidebook 54
 - Library 54
 - Reader 56
 - add drawing 57
 - bookmark 57
 - highlight 57
 - note 57
 - Mobile Favorites folder 73
 - MSN Messenger 51
 - My Text 27
- N**
- Notes 41
- P**
- Pocket Excel 48
 - protect workbook 50
 - Pocket Word 45
- R**
- remove program 79
- S**
- system tour 3
 - bottom view 7
 - front view 3
 - left view 4
 - top view 6
- T**
- Tasks 39
 - third-party applications
 - IA Album LE 63
 - Transcriber 21
- W**
- Windows Media Player for Pocket PC 53