

netpad

EPOC User Manual

August 26, 2002

Part No. A6122 0005 0001 REV A



*ISO 9001 Certified
Quality Management System*



© Copyright 2002 by Psion Teklogix Inc., Mississauga, Ontario

This document and the information it contains is the property of Psion Teklogix Inc., is issued in strict confidence, and is not to be reproduced or copied, in whole or in part, except for the sole purpose of promoting the sale of Psion Teklogix manufactured goods and services. Furthermore, this document is not to be used as a basis for design, manufacture, or sub-contract, or in any manner detrimental to the interests of Psion Teklogix Inc.

All trademarks are the property of their respective holders.

Return-To-Factory Warranty

Psion Teklogix warrants a return-to-factory warranty for a period of 90 days from shipment or 120 days from shipment where Psion Teklogix installs the equipment. The warranty on Psion Teklogix manufactured equipment does not extend to any product that has been tampered with, altered, or repaired by any person other than an employee of an authorized Psion Teklogix service organization. See Psion Teklogix terms and conditions of sale for full details.

Service

When requesting service, please provide information concerning the nature of the failure and the manner in which the equipment was used when the failure occurred. Type, model, and serial number should also be provided. Before returning any products to the factory, call the Customer Services Group for a Return Authorization number.

Support Services

Psion Teklogix provides a complete range of product support services to its customers. In North America, these services can be accessed through the Psion Teklogix Helpdesk. The Helpdesk coordinates repairs and training, helps you to troubleshoot problems over the phone and arranges for technicians or engineers to come to your site. For contact information and a listing of worldwide offices, please refer to Appendix A: "Support Services And Worldwide Offices".

Disclaimer

Every effort has been made to make this material complete, accurate, and up-to-date. Psion Teklogix Inc. reserves the right to make changes without notice and shall not be responsible for any damages, including but not limited to consequential damages, caused by reliance on the material presented, including but not limited to typographical errors.

TABLE OF CONTENTS

Approvals and Safety Summary	ix
---	----

Chapter 1: Introduction

1.1 About This Manual	3
1.2 Text Conventions	4
1.3 Applications Installed On The netpad	4
1.4 Displaying Help.	5
1.5 Caring For The netpad	7
1.6 Additional Programs And Third Party Applications	8

Chapter 2: Getting Started

2.1 Features Of The netpad	17
2.2 Preparing The netpad For Use	18
2.2.1 Power	18
2.2.1.1 Power Management	18
2.2.1.2 Fitting The Battery	19
2.2.2 Fitting The Antenna	20
2.2.3 Installing The SIM Card.	20
2.3 Turning On And Off	23
2.4 Finding And Using The Stylus	23
2.5 The Screen, Command Icons And Toolbar	24
2.6 How To Reset The netpad.	25
2.7 The Scanner	26
2.8 First Steps	28
2.8.1 Aligning The Touch Screen	28
2.8.2 Navigating Between Files And Folders	29
2.8.3 Starting Programs	29
2.8.4 Programs And Files	30

2.8.5	Entering Information.	30
2.8.6	Using Menus	32
2.8.7	Using Dialogues	32
2.8.7.1	Dialogue Buttons	34
2.8.7.2	How To Display A Calendar	34
2.8.8	Copying Information Between Programs	34

Chapter 3: Docking Station and MMC

3.1	Using The Docking Station And An MMC	39
3.1.1	Docking Station	39
3.1.2	Multimedia Cards	40
3.1.3	Communications Settings	41

Chapter 4: Using Infrared

4.1	Introduction	45
4.2	Selecting Data To Transfer	45
4.3	Transferring The Information	46
4.3.1	When The Transfer Is Complete.	47
4.3.2	Cancelling The Transfer	47
4.3.3	If The Transfer Fails	47

Chapter 5: Configuring The netpad

5.1	Things To Do First.	51
5.1.1	Entering Owner Information.	51
5.1.2	Setting A System Passcode	52
5.1.3	Setting The Time, Date And Home City.	53
5.2	Things To Do Next	54
5.2.1	Connecting netpad To The PC And Using PsiWin	54
5.2.2	Backing Up To Multimedia Cards.	55
5.2.3	Exploring The Control Panel	56
5.2.4	Power and Power Saving Mode	57
5.2.5	Securing Your Information.	60
5.3	Customizing Your netpad	61
5.3.1	Creating Your Own Wallpaper.	61

5.3.2	Recording Your Own Alarms	.62
5.3.3	Customizing The System Screen	.62

Chapter 6: Files, Folders, and Programs

6.1	Introduction	.67
6.2	Moving Around	.67
6.3	Opening Files, Folders And Programs	.68
6.4	Closing Programs/Files	.69
6.5	Creating New Folders.	.69
6.5.1	Creating New Files	.70
6.6	Browsing Folders	.71
6.7	Finding Files And Folders	.72
6.7.1	Using Passwords	.73
6.8	Changing File Attributes	.73
6.9	Managing Folders.	.74
6.10	Checking Memory Use	.75
6.10.1	Which Files Use The Most Memory?.	.76
6.10.2	Additional Memory And Programs	.77

Chapter 7: Connecting netpad To A PC

7.1	Introduction	.81
7.2	About PsiWin 2	.81
7.3	Using PsiWin	.82
7.4	Getting Help.	.82
7.4.1	Where Can I Find More Help?	.82
7.4.2	Tips On Using PsiWin Help.	.83
7.5	Working With Your Files	.83
7.5.1	Looking At Files On Your netpad.	.83
7.5.2	Copying A File Using Drag And Drop	.84
7.5.3	Copying A File Using Copy And Paste.	.87
7.5.4	Opening netpad Files From Your PC	.89
7.6	Backing Up Your netpad With PsiWin	.89
7.6.1	Performing Your First Backup	.89
7.6.2	Scheduling Regular Backups	.90

Contents

7.7	Synchronizing Your netpad	90
7.7.1	What Is Synchronization?	90
7.7.2	Synchronizing Your netpad With Microsoft Outlook	91
7.7.2.1	Software Compatibility	91
7.7.2.2	Creating New Synchronizations	92
7.7.2.3	Creating The Synchronization	93
7.7.2.4	Multiple Synchronizations	100
7.7.3	Synchronizing Your netpad With Microsoft Schedule+.	101
7.7.3.1	Software Compatibility	101
7.7.3.2	Creating New Synchronizations	101
7.7.3.3	Creating The Synchronization	102
7.7.3.4	Multiple Synchronizations	108
7.7.4	Synchronizing Your netpad With Lotus Organizer	108
7.7.4.1	Software Compatibility	108
7.7.4.2	Creating New Synchronizations	109
7.7.4.3	Creating The Synchronization	111
7.7.5	Synchronizing With Organizer 97 GS	117
7.7.5.1	Multiple Synchronizations	118
7.7.6	Using An Existing Synchronization	120

Chapter 8: Configuring Communications

8.1	Introduction	123
8.2	802.11 Radio Configuration	123
8.3	Signal Strength Indicator	127
8.4	Internet And E-Mail Settings	128
8.4.1	Overview.	128
8.4.1.1	Displaying Online Help.	128
8.4.1.2	Using The Internet On netpad	128
8.4.1.3	Using E-mail On netpad	128
8.4.1.4	Types Of E-mail Account.	129
8.4.1.5	If You Don't Have An Internet/E-mail Account	130
8.4.1.6	Glossary Of Terms	131
8.4.2	Setting Up Your netpad	131

8.4.2.1	How To Use Opera/Email	131
8.4.2.2	Getting Help	132
8.4.2.3	What Information Do I Need?	132
8.4.3	Setting Up E-mail On netpad	134
8.4.3.1	Connecting The Modem (Serial).	134
8.4.3.2	Setting Up Dialling.	135
8.4.3.3	Setting Up The Modem	136
8.4.3.4	Setting Up Internet Service.	137
8.4.3.5	Setting Up The E-mail Program	140

Chapter 9: Printing With netpad

9.1	Introduction	145
9.2	Setting Up The Printer	145
9.2.1	Printing Using Infrared	146
9.2.2	Printing To A Serial Printer	147
9.2.3	Using PsiWin To Print Via A PC	147
9.2.4	Printing To A File	147
9.3	Selecting The Printer Model	148
9.4	Page Setup	149
9.5	Previewing A Document	149
9.6	Printing A Document	150

Chapter 10: Powering The netpad

10.1	Overview	153
10.2	How Do I Check The Battery Power?	153
10.3	Changing The Batteries	153
10.4	Lithium-Ion Battery Safety Precautions	154
10.5	Prolonging Battery Life.	156
10.6	Battery Monitoring	157

Chapter 11: netpad Accessories

11.1	Introduction	161
11.2	Accessory Product List	161
11.3	The In-vehicle Docking Station.	164

Chapter 12: Troubleshooting netpad/PsiWin

12.1	General Troubleshooting Tips	167
12.1.1	If An Alarm Doesn't Ring	167
12.1.2	World Times Aren't Correct In The Time Program	167
12.1.3	A File Appears To Have "Vanished"	168
12.1.4	If You Forget Your Password	168
12.1.5	The netpad Doesn't Turn On/Off	168
12.1.6	How To Reset The netpad	169
12.1.7	Can't Place The netpad In The Docking Station.	170
12.1.8	The Command Icons Don't Work	171
12.1.9	The Keyboard Disappears	171
12.1.10	Using HyperTerminal To Locate A Connection Problem	171
12.2	PsiWin 2.3 Connection Problems	
	Using Windows95/98/NT 4.0	174
12.2.1	Tips When Installing PsiWin 2.3	174
12.2.2	Basic Troubleshooting For Your netpad	175
12.2.3	Basic Troubleshooting For Your PC.	176
12.2.4	Device Conflicts	177
12.2.5	Fax/Modem On COM 1/2/3/4	179
12.2.6	The Temp Folder.	180
12.3	Troubleshooting PsiWin 2.3	
	Synchronization Problems.	182
12.3.1	Basic Troubleshooting For Synchronization Problems	182
12.3.2	Other Things To Try	183
12.3.3	Exporting And Re-importing A PC PIM With Outlook.	185
12.3.4	Exporting And Re-importing A PC PIM With Schedule+ 7.x	187
12.3.5	Exporting And Re-importing A PC PIM With Organizer	190
12.3.6	Creating A New Outlook Profile	192
12.3.7	Outlook: Failed To Open Outlook	193
12.3.8	Outlook: Failed To Open Custom Form, Outlook Will Open An Outlook Form Instead.	195
12.3.9	Lotus Organizer 2.1: Synchronizer Cannot Access	

Required Directory 195

12.3.10 Lotus Organizer: Cannot Find xxxx (Section Name). 196

12.3.11 Lotus Organizer: Unable To Open xxxx (Section Name). 196

Appendices

Appendix A: Support Services And Worldwide Offices

A.1 Technical Support A-1

A.2 Product Repairs A-1

A.3 WorldWide Offices A-3

A.4 Worldwide Web A-4

Index I

APPROVALS AND SAFETY SUMMARY

DECLARATION OF CONFORMITY

Product:	netpad 1000 Series with Serial Docking Station
Application of Council Directives:	EMC Directive: 89/336/EEC Low Voltage Directive: 73/23/EEC
Conformity Declared to Standards:	EN 55022: 1998; Class B; EN 55024: 1998; EN 61000-4-2; ± 4 kV CD; ± 8 kV AD EN 61000-4-3; 3V/m, 80-1000 MHz, 900 MHz EN 61000-4-4; ± 1 kV Power lines EN 61000-4-5; ± 2 kV Common; ± 1 kV Differential mode EN 61000-4-6; 3V _{RMS} , 150 kHz-80 MHz EN 61000-4-11; AC Mains Ports EN 61000-3-2; EN 61000-3-3 EN 60950: 1992 + A1 + A2 + A3 + A4 + A11
Manufacturer:	PSION TEKLOGIX INC. 2100 Meadowvale Blvd. Mississauga, Ontario; Canada L5N 7J9
Year of Manufacture:	2002
Manufacturer's Address in the European Community:	PSION TEKLOGIX S.A. La Duranne; 135 Rue Rene Descartes BP 421000 13591 Aix-En-Provence Cedex 3; France
Type of Equipment:	Information Technology Equipment
Equipment Class:	Commercial and Light Industrial
Manufacturer:	Psion Teklogix Inc. Ontario
Legal Representative in Europe:	Psion Teklogix S.A. France

DECLARATION OF CONFORMITY

Product:	netpad 3000 Series with Serial Docking Station
Application of Council Directives:	EMC Directive: 89/336/EEC Low Voltage Directive: 73/23/EEC
Conformity Declared to Standards:	EN 55022: 1998; Class B; EN 55024: 1998; EN 61000-4-2; $\pm 4\text{kV}$ CD; $\pm 8\text{kV}$ AD EN 61000-4-3; 3V/m , 80-1000 MHz, 900 MHz EN 61000-4-4; $\pm 1\text{kV}$ Power lines EN 61000-4-5; $\pm 2\text{kV}$ Common; $\pm 1\text{kV}$ Differential mode EN 61000-4-6; 3V_{RMS} , 150 kHz-80 MHz EN 61000-4-11; AC Mains Ports EN 61000-3-2; EN 61000-3-3 EN 60950: 1992 + A1 + A2 + A3 + A4 + A11 EN 60825-1, AM.2: 2001; Laser Safety
Manufacturer:	PSION TEKLOGIX INC. 2100 Meadowvale Blvd. Mississauga, Ontario; Canada L5N 7J9
Year of Manufacture:	2002
Manufacturer's Address in the European Community:	PSION TEKLOGIX S.A. La Duranne; 135 Rue Rene Descartes BP 421000 13591 Aix-En-Provence Cedex 3; France
Type of Equipment:	Information Technology Equipment
Equipment Class:	Commercial and Light Industrial
Manufacturer:	Psion Teklogix Inc. Ontario
Legal Representative in Europe:	Psion Teklogix S.A. France

FCC INFORMATION FOR THE USA

FCC DECLARATION OF CONFORMITY (DoC)

Applicant's Name & Address: PSION TEKLOGIX
2100 Meadowvale Blvd.
Mississauga, Ontario, Canada L5N 7J9
Telephone No.: (905) 813-9900

US Representative's Name & Address: Psion Teklogix Corp.
1810 Airport Exchange Blvd., Suite 500
Erlanger, Kentucky, 41018, USA
Telephone No.: (859) 371-6006

Equipment Type/ Environment Use: Computing Devices for Home and Office Use

Trade Name / Model No.: **netpad**

Year of Manufacture: 2002

Standard(s) to which Conformity is Declared:

The **netpad and Serial Docking Station**, supplied by Psion Teklogix, has been tested and found to comply with **FCC PART 15, SUBPART B - UNINTENTIONAL RADIATORS, CLASS B COMPUTING DEVICES FOR HOME & OFFICE USE.**

Applicant: Psion Teklogix Inc.
Mississauga, Ontario, Canada

Legal Representative in US: Psion Teklogix Corp.
Erlanger, Kentucky, USA

CE MARKING

When used in a residential, commercial or light industrial environment the product and its approved UK and European peripherals fulfill all requirements for CE marking.

R&TTE DIRECTIVE 1999/5/EC

This equipment complies with the essential requirements of EU Directive 1999/5/EC (Declaration available: www.pSIONteklogix.com).

Cet équipement est conforme aux principales caractéristiques définies dans la Directive européenne RTTE 1999/5/CE. (Déclaration disponible sur le site: www.pSIONteklogix.com).

Die Geräte erfüllen die grundlegenden Anforderungen der RTTE-Richtlinie (1999/5/EG). (Den Wortlaut der Richtlinie finden Sie unter: www.pSIONteklogix.com).

Questa apparecchiatura è conforme ai requisiti essenziali della Direttiva Europea R&TTE 1999/5/CE. (Dichiarazione disponibile sul sito: www.pSIONteklogix.com).

Este equipo cumple los requisitos principales de la Directiva 1995/5/CE de la UE, “Equipos de Terminales de Radio y Telecomunicaciones”. (Declaración disponible en: www.pSIONteklogix.com).

Este equipamento cumpre os requisitos essenciais da Directiva 1999/5/CE do Parlamento Europeu e do Conselho (Directiva RTT). (Declaração disponível no endereço: www.pSIONteklogix.com).

Ο εξοπλισμός αυτός πληροί τις βασικές απαιτήσεις της κοινοτικής οδηγίας EU R&TTE 1999/5/EK. (Η δήλωση συμμόρφωσης διατίθεται στη διεύθυνση: www.pSIONteklogix.com)

Deze apparatuur voldoet aan de noodzakelijke vereisten van EU-richtlijn betreffende radioapparatuur en telecommunicatie-eindapparatuur 199/5/EG (verklaring beschikbaar: www.pSIONteklogix.com).

Dette udstyr opfylder de Væsentlige krav i EU's direktiv 1999/5/EC om Radio- og teleterminaludstyr. Erklæring findes på: www.pSIONteklogix.com).

Dette utstyret er i overensstemmelse med hovedkravene i R&TTE-direktivet (1999/5/EC) fra EU. (Erklæring finnes på: www.pSIONteklogix.com).

Utrustningen uppfyller kraven för EU-direktivet 1999/5/EC om ansluten teleutrustning och ömsesidigt erkännande av utrustningens överensstämmelse (R&TTE). (Förklaringen finns att läsa på: www.psionteklogix.com).

Tämä laite vastaa EU:n radio- ja telepäätelaitedirektiivin (EU R&TTE Directive 1999/5/EC) vaatimuksia. (Julkilausuma nähtävillä osoitteessa: www.psionteklogix.com).



Use of the 802.11 netpad in France:

Owing to French Government restrictions, the French 802.11 netpad is limited to indoor use. They may be used outdoors, on private property, only with prior authorisation from the French Ministry of Defense.

FCC INFORMATION TO THE USER

RADIO AND TELEVISION INTERFERENCE

This equipment radiates radio frequency energy and if not used properly - that is, in strict accordance with the instructions in this manual – may cause interference to radio communications and television reception.

It has been tested and found to comply with the limits for a Class B digital device pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation distance between the equipment and the receiver.
- If you are using the equipment with a mains adaptor, plug it into an outlet which is on a different circuit from that to which the receiver is connected.
- Consult an experienced radio/TV technician for help.

For customers in the USA, the following booklet prepared by the Federal Communications Commission may be of help: “How to Identify and Resolve Radio-TV Interference Problems”. This booklet is available from the US Government Printing Office, Washington, DC 20402 - Stock No 004-000-00345-4.

RADIO FREQUENCY EMISSIONS

Do not use in aircraft or hospitals. Some equipment in hospitals and aircraft are not shielded from radio frequency energy. Do not use the netpad onboard aircraft, or in hospitals, without first obtaining permission.

Do not use near pacemakers. The product may affect the operation of some medically implanted devices such as pacemakers, causing them to malfunction. Avoid placing your product next to such devices. Keep a minimum distance of 15 cm between the device and the product to reduce the risk of interference. If you have any reason to suspect that interference is taking place, turn off the netpad and contact your cardiologist for assistance.



Note: *In August 1996 the Federal Communications Commission (FCC) of the US adopted an updated safety standard for human exposure to radio frequency energy emitted by FCC regulated transmitters. The design of this product complies with the FCC guidelines and those standards.*

To maintain compliance with the FCC RF exposure guidelines, if you wear the netpad on your body, use the supplied or approved carrying case, holster, or other body-worn accessory. If you do not use a body-worn accessory, ensure the antenna is at least 1.5 cm from your body when transmitting. Use of non-approved accessories may violate FCC RF exposure guidelines.



IMPORTANT SAFETY INSTRUCTIONS

This equipment was tested for FCC compliance under conditions that included the use of shielded cables and connectors between it and the peripherals. It is important that you use shielded cable and connectors to reduce the possibility of causing radio and television interference. Shielded cables, suitable for the netpad, can be obtained from an authorised Psion Teklogix dealer.

If the user modifies the equipment or its peripherals in any way, and these modifications are not approved by Psion Teklogix, the FCC may withdraw the user's right to operate the equipment.

EMISSIONS INFORMATION FOR CANADA

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

INFRARED DEVICE SAFETY

CLASS I LED PRODUCT

This product includes an Infrared device for transmitting and receiving files from devices supporting the IrDA format. Although this invisible beam is not considered harmful, and complies with EN60825-1 (IEC825-1), we recommend the following precautions when the Infrared device is transmitting:

- Do not stare into the Infrared beam.
- Do not view directly with optical instruments.

No parts in the device may be serviced by the user.

INTEGRATED SCANNER SAFETY

For your own safety, it is critical that you comply with the warnings described in “The Scanner” on page 26.

BATTERY SAFETY PRECAUTIONS

CAUTION!

Danger of explosion if a netpad battery is incorrectly handled, charged, disposed of or replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the instructions described in “Lithium-Ion Battery Safety Precautions” on page 154. Carefully review all battery safety issues listed in that section.

VORSICHT!

Explosionsgefahr bei unsachgemäßem Austausch der Batterie Ersatz nur durch denselben oder einen vom Hersteller empfohlenen gleichwertigen Typ. Entsorgung gebrauchter Batterien nach Angaben des Herstellers.

INTRODUCTION

1

1.1 About This Manual	3
1.2 Text Conventions.	4
1.3 Applications Installed On The netpad	4
1.4 Displaying Help	5
1.5 Caring For The netpad	7
1.6 Additional Programs And Third Party Applications.	8

1.1 About This Manual

This manual provides information on the operation and features of the Psion Teklogix netpad. For additional information, refer to the netpad online help for the application you are running, and to PsiWin online help, available on your PC when PsiWin is installed. The manual references other user documents where applicable.

Chapter 1: Introduction

includes an overview of the manual, netpad applications, and instructions for accessing the Help files.

Chapter 2: Getting Started

describes the netpad features, using the software, and directions on how to get the netpad ready for use, including installation of battery, antenna and SIM card.

Chapter 3: Docking Station and MMC

details the docking station and multimedia card (MMC) slot (netpad-specific hardware that supplies power, communications and removable storage).

Chapter 4: Using Infrared

describes data transfer and printing using netpad's Infrared feature.

Chapter 5: Configuring The netpad

provides instructions on configuring the netpad's security and Control Panel features, and includes ways to customize your netpad.

Chapter 6: Files, Folders, and Programs

describes the netpad's file manager and how to move around and manage the information on your netpad.

Chapter 7: Connecting netpad To A PC

explains how to use PsiWin to copy files between a PC and netpad, and how to synchronize files such as Agenda, Data and Contact files.

Chapter 8: Configuring Communications

instructs on the use of 802.11 radios, and the programs Opera (the Internet browser), and Email (the e-mail, fax and SMS application).

Chapter 9: Printing With netpad

details the print capabilities of the netpad, which include printing via Infrared, PC, and serial printers.

Chapter 10: Powering The netpad

provides important battery use and safety information.

Chapter 11: netpad Accessories

describes the accessories that are available for the netpad, including the Charging solutions and In-vehicle Docking station.

Chapter 12: Troubleshooting netpad/PsiWin

assists in the recognition and correction of problems that you may encounter when operating the netpad and PsiWin.

Appendix A: Support Services And Worldwide Offices

presents information for technical support, contacts and the Psion Teklogix worldwide web address.

1.2 Text Conventions



Note: *Notes highlight additional helpful information.*



Important: *These statements provide particularly important instructions or additional information that is critical to the operation of the computer and other equipment.*



Warning: *These statements provide important information that may prevent injury, damage to the equipment, or loss of data.*

1.3 Applications Installed On The netpad

The netpad is capable of running a wide variety of applications but the ones available on your particular netpad depend on the purpose for which the netpad is provided. A number of standard applications exist and custom programs can be installed easily.

The following standard programs are available:

- **Word**, a word processor for writing letters and other documents.
- **Sheet**, for spreadsheets, tables, and graphs.
- **Contacts**, an address book.
- **Agenda**, a diary program for appointments and lists of things to do.
- **Email**, for sending and receiving e-mail, SMS and fax messages.

- **Opera**, for browsing the World Wide Web.
- **Calc**, a calculator with general and scientific features.
- **Jotter**, a notebook for jotting down ideas quickly.
- **Time**, for alarms and a world map with international times and dialling codes.
- **Data**, a customisable database program.
- **Sketch**, for drawing pictures.
- **Record**, for recording and editing voice memos and sounds.
- **Program**, the editor in which you can create programs using the built-in programming language.
- **Spell**, for checking spelling, thesaurus, solving anagrams and crossword clues.
- **Comms**, for terminal emulation and file transfer.

1.4 Displaying Help

You can display Help at any time from the standard netpad programs including the System screen. Help information is contained on a series of “Help cards”. Help is specific to the program that you are using; wherever you are, you can just type a “clue” to search for the information you need.



Note: *The online help contains more detailed information than is included in this manual.*

To display Help:

Select the **Help** command from the *Tools* menu. In the System screen, general help on the netpad is also available.

To search for help about something:

type your clue into the *Find:* box, and press **Enter**. If the *Quick find* button is selected from the Toolbar, the display will show a list of Help cards with the clue in the title or initial description. Alternatively, if the *Find in all* button is selected, the display will list all cards with the clue in the text. To move between cards, tap on the **Prev** or **Next** buttons, press **Enter**, or use the left and right arrow keys.

To look through the help text:

drag the scroll bar on the side of the Help card, or tap the up and down arrow keys.

To print the current Help card:

tap the **Print** button on the Toolbar or select **Print** from the *File* menu.

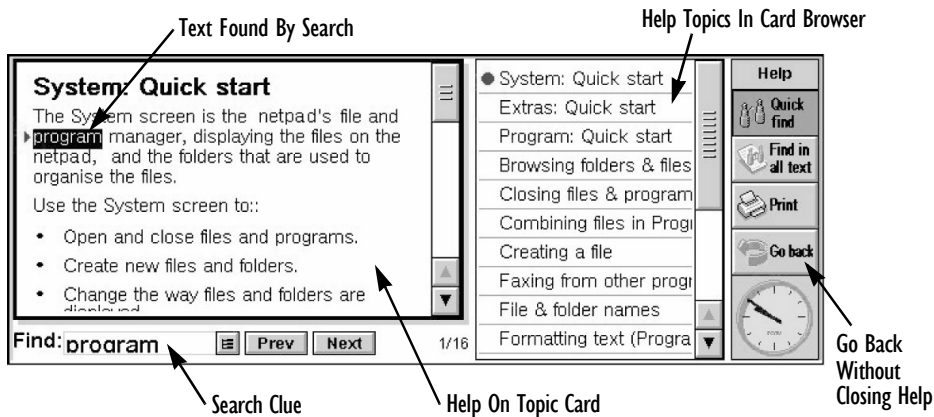
To type in another search word: press **Esc**, and then type in the word to search for as before. To use one of the last five search words again, tap on the button next to the **Find:** box, or press **Tab** and select the word you want to use.

To return to the program you were using:

tap the **Go back** button on the Toolbar, or tap the program's icon.



Note: You can highlight text in a Help card using the stylus or keyboard, and copy it to use in a file of your own. Copy the text by selecting the **Copy** command from the Edit menu. Then go to your own file, and paste it in.



1.5 Caring For The netpad

When used according to the instructions in this manual, the netpad should remain in good working order for many years. However, there are certain precautions you should take to ensure continued trouble-free use:

- **Do** operate the netpad within temperature limits of -20°C to +60°C (-20°C to +55°C for scanner variants), and store when not being used within temperature limits of -25°C to +70°C (-25°C to +60°C for scanner variants). To maximize long term battery life, where possible operate and store the product within temperature limits of +10°C to +35°C. Avoid sudden changes in temperature, exposure to direct sunlight and heat sources (electric heaters, etc.)
- **Do** keep the netpad away from strong magnetic fields (e.g. loudspeakers) and sources of static electricity.
- **Use only** the Psion Teklogix-approved docking station.
- **Do** back up regularly. You can use PsiWin to back up your netpad to your PC, or you can make backups to a multimedia card. See “Things To Do Next” on page 54 for more information.
- **To clean the screen:** switch the netpad off and use a soft, clean, dry cloth to gently wipe the keyboard and screen. (*If the netpad is set to turn on automatically when you open the case or tap the screen, you should turn this preference off before cleaning the screen.*)



Important: *Under no circumstances use chemical solvents that may have a corrosive effect.*

- **Do not** tap the screen with any object that has a sharp tip or you may damage the screen. Don't use any type of ink pen, as the ink may be impossible to remove. When not in use, keep the stylus supplied with the netpad in its storage compartment.
- **Do not** throw, or try to bend the netpad. (The netpad is designed to withstand a 5ft drop onto any surface.)
- **Do not** keep the netpad next to credit cards or transport tickets; the speaker magnet could corrupt the information on the magnetic strip.
- **Do not** attempt to dismantle the netpad. There are no user-serviceable parts inside and any attempt to do so will render the warranty void.

- **Do not** remove the main battery for longer than necessary. The backup battery maintains the netpad's memory for some hours; however, prolonged reliance on the backup battery does reduce its life.



Important: *If both the batteries run out of power you will lose all your information on the internal disk.*

1.6 Additional Programs And Third Party Applications

Psion Teklogix has partnered with a number of companies to provide a suite of connectivity and database tools for the netpad. Below is a list of the partners and their applications. More details are available on the Psion Teklogix Partner Program web site at: <http://partners.psionteklogix.com/partners/>.

Afaria

Afaria (from XcelleNet) helps you exploit your existing IT resources by providing a cost-effective and reliable way to manage your mobile devices.

Easy to install and integrate into your current infrastructure, Afaria lets you quickly implement systems management for mobile devices to reap the benefits of greater efficiency, increased productivity, and improved user satisfaction. In addition, your users enjoy improved service levels, hands-free maintenance and shorter connection times required to access important corporate information from their mobile devices.

AirZip

AirZip Accelerator provides plug-and-play performance enhancement for delivering images—diagrams, CAD drawings, photos, scanned documents—quickly and easily to mobile devices.

- AirZip Accelerator transparently boosts download speeds by 300-500%, and reduces device memory storage requirements by up to 80%.
- AirZip Accelerator makes it possible to include mission-critical images and graphics as part of Psion Teklogix solutions, dramatically improving end user productivity, and overall solution ROI.
- AirZip Accelerator works with any web application or content, and all Psion Teklogix EPOC or WinCE devices.

Broadbeam

Broadbeam Corporation is a proven wireless platform provider that offers the industry-leading Axio™ platform, SystemsGO!™ wireless managed services, and Professional Services that allow customers to rapidly create, deploy and manage wireless applications.

Headquartered in Princeton, NJ, Broadbeam has multiple offices throughout the United States, Japan and the United Kingdom, and serves over 500 customers on six continents.

CIC

InkTools™ is a high performance software developers kit for implementing systems using electronic ink or handwritten signatures. The toolkit enables application developers to create eSign compliant software. InkTools™ provides electronic ink capture and display, signature verification, encryption and ink compression as well as other algorithms that can add competitive and performance value to a wide variety of vertical applications as well as document and transaction based applications. Developers use InkTools™ to add electronic handwritten signature and security features to enterprise applications deployed on mobile platforms.

Citrix

Psion Teklogix and **Citrix** are pleased to be able to announce the availability of the Citrix ICA client running on Psion Teklogix devices supporting the EPOC platform. This gives Psion Teklogix and Citrix solution providers the opportunity to provide solutions that can deploy a wide range of traditional back office solutions onto most of the devices in the Psion Teklogix range.

Eliad

Eliad Technologies, Inc. provides Java™ small footprint display technology for advanced interfaces on multiple platforms. Eliad works with market leaders to define tomorrow's architecture for mobile computing. Eliad offers include two families of products:

- XML-Run™ : XML/Java GUI technology for mobile applications.
- JSmartGrid™: Advanced Lightweight and powerful Java™ Swing component.

Ericom

PowerTerm WebConnect is a comprehensive platform-independent, Java-based web-to-host connectivity solution for Psion Teklogix mobile computers, desktop PCs and many thin client and PDA devices. PowerTerm WebConnect provides a robust connection to a wide variety of hosts including IBM Mainframe, IBM AS/400, Unix, Tandem, VAX/VMS, Alpha/OpenVMS, Hewlett Packard, SCO, Data General and others.

Extended Systems

XTNDConnect Server is server-based synchronization and device management software from Extended Systems that allows information to be transferred directly between corporate applications and mobile devices without understanding IT concerns associated with corporate standards, security, data encryption or support costs.

FieldWorker

FieldWorker is a Rapid Mobile Application Development Utility written in Java that has allowed FieldWorker, our resellers and our customers, to create over a hundred mobile applications for a wide variety of different vertical applications. FieldWorker is designed to be handheld PC independent, operating system independent, communications infrastructure independent and even language independent. FieldWorker is designed to capture and exchange data with almost any ODBC SQL compliant databases using docking cradles, wired and wireless LANs and WANs, and even browsers on the Internet.

IBM DB2 Everyplace

IBM's DB2 Everyplace is a small footprint relational database and synchronization server designed to extend enterprise computing to mobile devices. DB2 Everyplace is being used by application developers, systems integrators and enterprises around the world to enable enterprise applications to be used on mobile devices. The DB2 Everyplace solution has the following key components:

- The DB2 Everyplace database on the mobile device is a small footprint, robust, relational database.
- The SQL statements supported by DB2 Everyplace allow you to create or drop a table or index, and delete, insert, or update rows of a table. The DB2 Everyplace database supports the following mobile platforms: EPOC, Palm, WinCE/Pocket PC, embedded Linux and the desktop platforms of Win32 and Linux.

IBM MQSeries Everyplace

IBM MQSeries Everyplace extends the IT infrastructure to include dependable and secure communications with mobile workers into what was a failure-prone environment, allowing them to access corporate data and applications on any of the 35 platforms in an MQSeries network. It connects laptops, PDAs and phones, and unattended devices such as servers, sensors and probes. It includes rich extensible security options and can easily work through firewalls. MQSeries Everyplace allows mobile workers do their work anyplace, anytime, anywhere—safe in the knowledge that their message will get through.

Impatica

Impatica technology enables Microsoft PowerPoint™ presentations to be viewed on the EPOC OS by quickly converting the presentation into a Java applet that can be viewed with the mobile computer's web browser. The 'impaticised' presentation can either be stored and accessed locally on the device, or run over the Internet. Impatica enables interactive rich media content on the netpad.

Informix

A high performance, function-rich SQL database for Java applications along with synchronization technology that allows data to be shared with enterprise database servers (Informix, DB2, Oracle etc.). **Informix Cloudscape** is a platform that comprises three major elements:

- **Cloudscape** - A small footprint, 100% Pure Java™, object-relational database management system.
- **Cloudsync** - An innovative way to maintain agreement between central applications and distributed applications that may only be occasionally connected to the Internet.
- **Cloudconnector** - A server framework that supports connection pooling, remote JDBC, HTTP, and HTTPS connections from an application to a Cloudscape database.

KI

MobileIntegrator from **KI** is a rapid application development tool that has been used to write applications as simple as a questionnaire of a few lines, and as complex as complete support for medical rounds or anamnesis with tens of thousands of data entry fields structured in hierarchical trees. By using the XML-format for the internal representation of the input dialogues as well as the captured data, the resulting applications are flexible enough to be very easily integrated into existing system environments.

Oracle

Psion Teklogix and **Oracle Corporation** are pleased to announce availability of Oracle 8i Lite for Psion Teklogix devices. Oracle 8i Lite, the Internet platform for mobile computing, is a complete platform for developing, deploying, and managing mobile applications. Oracle 8i Lite comprises two elements: Oracle Lite DBMS, Consolidator and Web-to-go.

Palmware

MPS is a virtual computer universal interface eliminating the differences between platforms (hardware and software) offered by IT and telecommunications vendors. MPS works in a complementary way with the machine's native operating system, and it is designed for mobile platforms. MPS guarantees the use of a standard application across a wide variety of platforms. What this means to developers is that MPS offers a single development environment, irrespective of the varying OS requirements that may otherwise be made by a diverse range of target systems while being able to retain their individual capabilities and performance characteristics.

Sybase

SQL Anywhere Studio is a suite of products for database development and data synchronization. The suite includes a full database development environment (Adaptive Server Anywhere) and a small fingerprint database designed for small devices. The components of the product suite are:

- UltraLite deployment technology for Adaptive Server Anywhere generates an application optimized database targeting memory constrained devices.
- MobiLink synchronization technology provides for the secure, bidirectional exchange of enterprise information between remote devices and heterogeneous data sources including Sybase, Oracle, Microsoft, and IBM.

Tao

Tao's Intent® provides application developers with the ability to run compliant Personal Java applications very fast and in addition exploit a rich set of Multimedia features to complement those AWT functions associated with the Java Virtual Machine. Intent® enables Java applications to run on the netpad extremely fast, making the deployment of Java applications for enterprise client devices a reality, as well as providing a platform to run compelling content.

GETTING STARTED

2

2.1 Features Of The netpad	17
2.2 Preparing The netpad For Use	18
2.2.1 Power.	18
2.2.1.1 Power Management	18
2.2.1.2 Fitting The Battery.	19
2.2.2 Fitting The Antenna	20
2.2.3 Installing The SIM Card	20
2.3 Turning On And Off	23
2.4 Finding And Using The Stylus.	23
2.5 The Screen, Command Icons And Toolbar	24
2.6 How To Reset The netpad	25
2.7 The Scanner	26
2.8 First Steps	28
2.8.1 Aligning The Touch Screen	28
2.8.2 Navigating Between Files And Folders	29
2.8.3 Starting Programs	29
2.8.4 Programs And Files	30
2.8.5 Entering Information.	30
2.8.6 Using Menus	32
2.8.7 Using Dialogues	32
2.8.7.1 Dialogue Buttons	34
2.8.7.2 How To Display A Calendar.	34
2.8.8 Copying Information Between Programs	34

2.1 Features Of The netpad

This netpad is an EPOC-based mobile tablet computer with a 1/2 VGA touchsensitive screen. netpad is lightweight, shock and water-resistant, and designed for use in a wide range of business areas including field service, field sales, transport, health care, hospitality, manufacturing and insurance. It is available in variants with internal 802.11B radios and scanners.

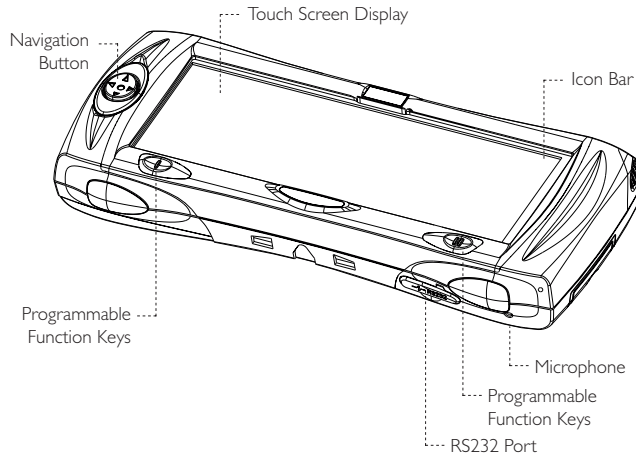


Figure 2.1 netpad Front

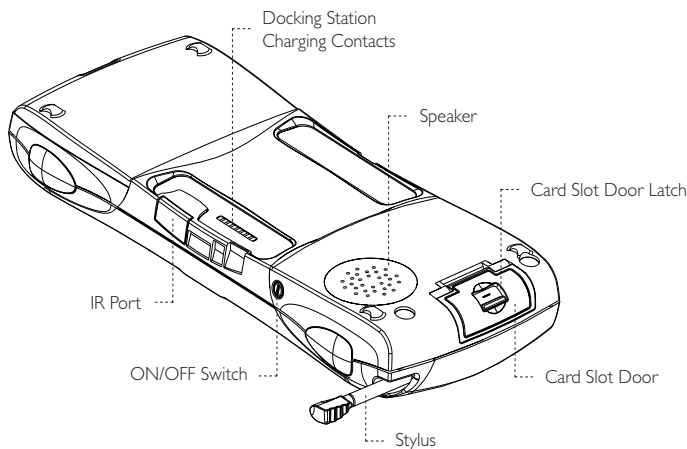


Figure 2.2 Back Of netpad

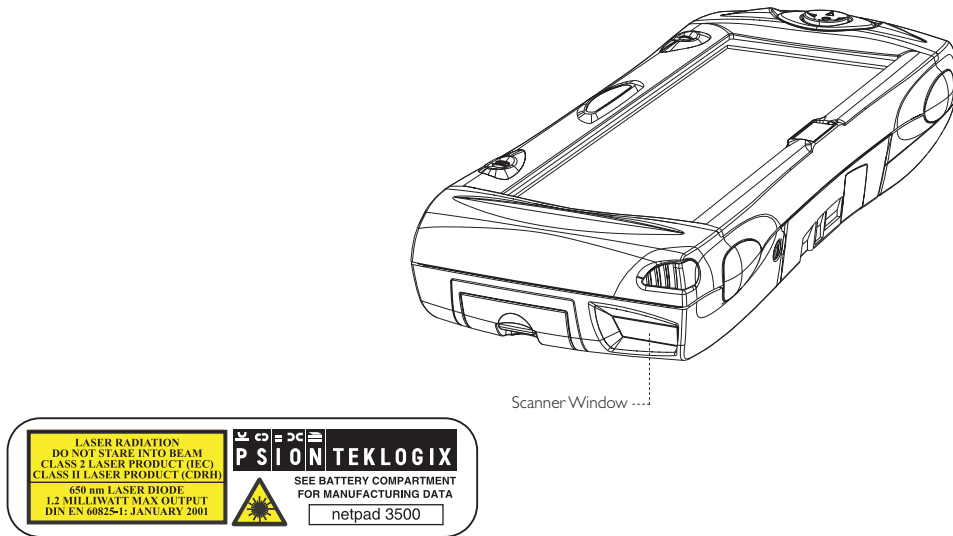


Figure 2.3 Location Of Scanner

2.2 Preparing The netpad For Use

2.2.1 Power

2.2.1.1 Power Management

The netpad is powered by a powerful Lithium Ion rechargeable battery pack, which under normal operating conditions will provide power for up to 8 hours use. The netpad will warn you when the main battery charge is low. For complete details about battery safety, and details of how to change the main battery, see Chapter 10: “Powering The netpad”.



Note: You can also power the netpad from the mains by placing it in the docking station (see page 39).

To charge the battery, place the complete netpad in a netpad docking station (for instructions, please refer to page 39), or place the battery in one of the optional battery chargers. The standard (850 mAh) netpad battery will normally be fully charged within 2 to 2.5 hours (3 hours for a 1400 mAh battery pack).

An internal, rechargeable backup battery allows you to replace the battery pack at any time without loss of data, applications or resetting to the default settings. The backup battery maintains the netpad's memory for some hours, however prolonged reliance on the backup battery does reduce its lifetime.



Important: *If both the batteries run out of power you will lose all your information on the internal disk.*

You can take steps to help prolong your battery's life:

- Turn the screen brightness down.
- Set the automatic switch-off in the Power control panel, to automatically turn the netpad off after a convenient time.
- Use files on the internal disk instead of an MMC, as the netpad requires more power to write to the multimedia card.

2.2.1.2 Fitting The Battery

Before you can use the netpad you must fit the battery - slide it into place until it clicks as shown in Figure 2.4.



Important: *Always switch off the netpad before removing the main battery.*

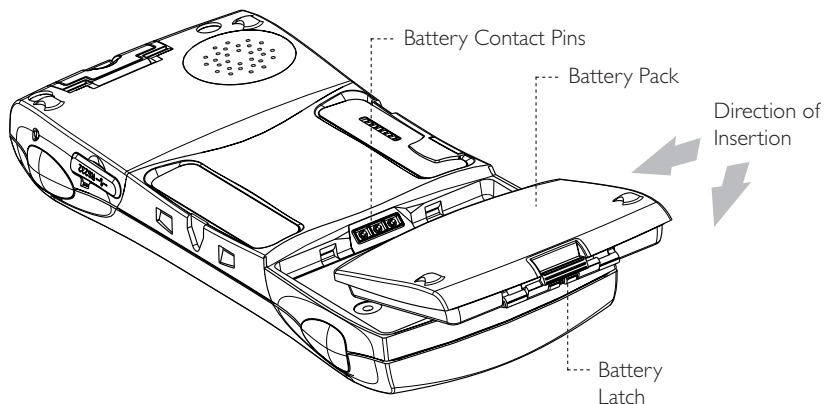


Figure 2.4 Battery Insertion



Important: *Take care when replacing batteries!*

The netpad will warn you when its main battery is getting low, in plenty of time to change/charge it. The backup battery is designed to maintain the memory for several hours; however, prolonged reliance on the backup battery does reduce its life.

2.2.2 Fitting The Antenna

Before using netpad units fitted with 802.11 radios, the antenna must be installed. The antenna should be installed as shown in Figure 2.5 below. To install the antenna turn it counter clockwise; to remove the antenna turn it clockwise.

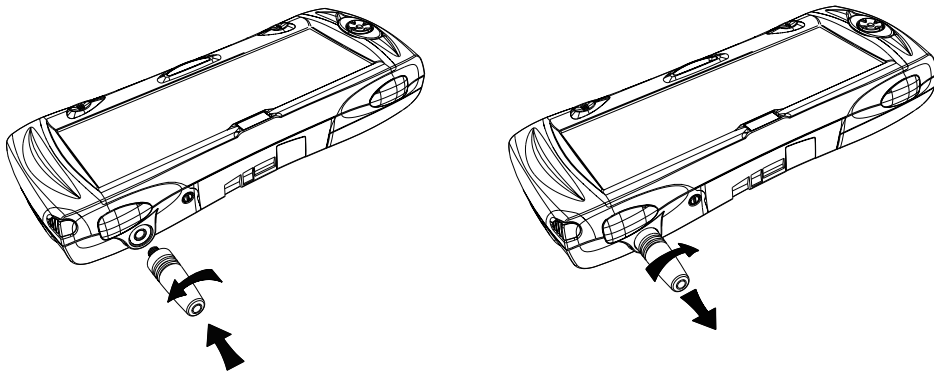


Figure 2.5 Antenna Insertion And Removal

2.2.3 Installing The SIM Card

A netpad fitted with a GSM/GPRS radio requires a Subscriber Identity Module (SIM) card installed in order for the netpad to access the GSM network. The SIM card fits into a dedicated slot in the netpad. The SIM card slot *compartment* is located behind the Card Slot door on the side of the netpad; the SIM card *slot* is located below the Multimedia card (MMC) slot (see Figure 2.7 on page 22).



Important: *The MMC slot and SIM slot are located very close together. When inserting or removing the SIM card be careful not to drop the SIM card into MMC slot.*

To insert the SIM card:

- Open the card slot door located on the side of the unit by sliding the retaining latch.
- Push the SIM card into place until it is fully inserted. Note the orientation of the card, shown in Figure 2.6 on page 22, with the notch of the card on the left, trailing side. The cross-hatching on the card will be facing down.
- Close the door.



Important: *Ensure that the SIM card is inserted in the correct orientation as shown. Once inserted, the SIM card can only be removed using a pair of tweezers or long-nosed pliers.*

If the SIM card is inserted incorrectly, the unit will not connect to the GSM network. If the SIM is inserted incorrectly, it must be removed by following the instructions given below.

To remove the SIM card:

- Open the card slot door and grasp the card on the cross-hatch area (see Figure 2.8 on page 22), using the special removal tool supplied or a pair of tweezers or long-nosed pliers. Pull the card out carefully.



Warning: *To prevent damage to the SIM, ensure that the netpad is switched off and the battery removed before removing the SIM card.*

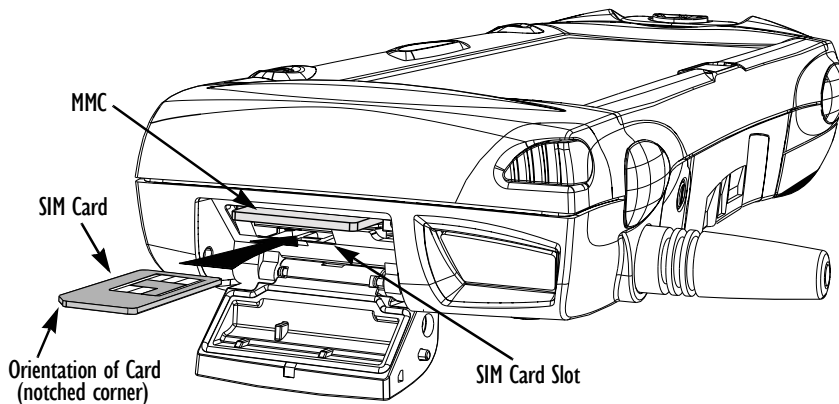


Figure 2.6 Insertion Of SIM Card

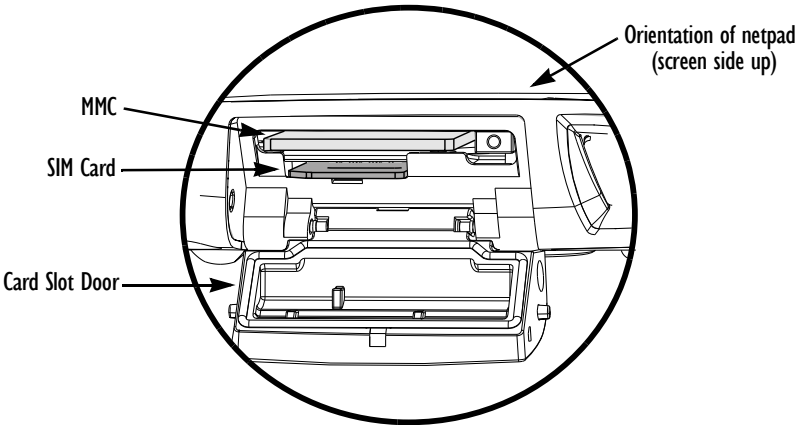


Figure 2.7 Location Of SIM Card And MMC

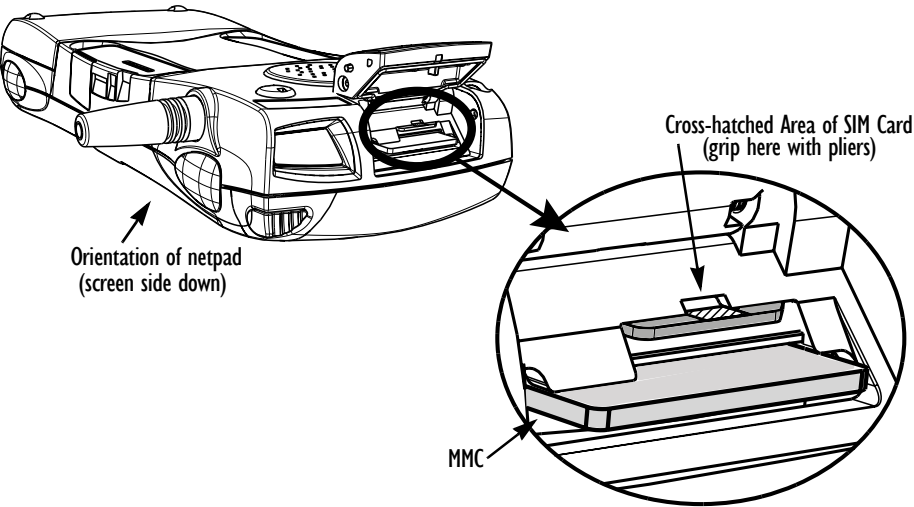


Figure 2.8 Removal Of SIM

2.3 Turning On And Off

To switch on:

press the **On/Off** button. When you first do this, you'll see the System screen.



Note: *The netpad will automatically switch on when an alarm rings.*

To switch off:

press the **On/Off** button on the top. You can switch off at any time. You do not have to save your information first, as it is automatically saved for you.



Note: *If you do not use the netpad, it will automatically switch off after 5 minutes to save battery power. Switch it on again, and you can continue from where you left off. (The time for automatic switch off can be modified via the Control Panel - see page 56.)*

2.4 Finding And Using The Stylus

The stylus is located in a holder at the right. To remove it, slide the stylus out of the top of the netpad. To replace it, push it back in.

Tap lightly on the screen using the stylus. It's OK to use your fingers to tap on the screen, though it is best to use the stylus to avoid fingerprints or smudges on the screen. **Do not** tap the screen with any object that has a sharp tip or you may damage the screen. Don't use any type of ink pen, as the ink may be impossible to remove. See "Caring For The netpad" on page 7 for instructions on how to clean the screen.

You can usually tap on an item with the stylus to select or change it. For example, you can tap on:

- the program icons, to open a program.
- the command icons, for "shortcuts" to System functions, e.g. the menu bar, cutting and pasting, Infrared, zooming in and out.



Note: *If the screen doesn't respond to your taps, you may need to re-calibrate it. You can do this by opening the Screen icon from the Control Panel.*

2.5 The Screen, Command Icons And Toolbar

The netpad has a column of permanent “command icons” on the right-hand side.

From top to bottom these are:

Menu:

Displays the menus for the current program. Menus are displayed along the top of the screen.

Contrast and brightness control:

Tap the icon repeatedly to cycle through the default brightness levels.

Zoom control:

Tap the icon repeatedly to cycle through the zoom settings. The zoom settings depend on the application you are in and are stored independently for each application.

Keyboard:

Displays the Psiboard, the on-screen keyboard.

System command icon:

When you are in a program, the System command icon displays the System screen. From the System screen, tapping the icon displays the Program bar containing the icons for the programs installed on your netpad.



When you are in a program, the program’s Toolbar is usually displayed to the left of the command icons. This Toolbar contains four icons with the name of the program above them. Tapping on the name displays the list of open files and folders. Below the name are four icons that vary from program to program and are the most commonly used functions for each program.



Important: *Battery life is considerably reduced when the brightness is increased.*

2.6 How To Reset The netpad

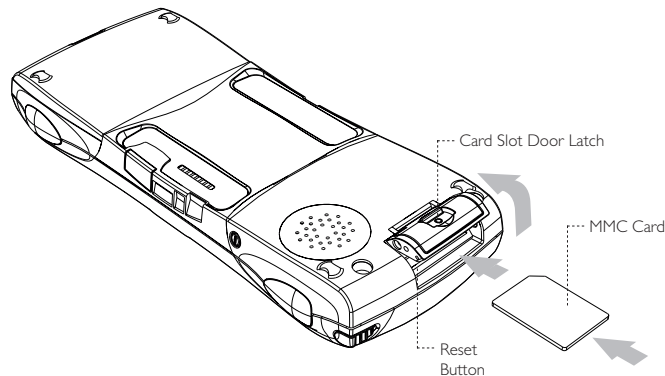
If you find that you cannot exit a program normally, move to the System screen and select the **List open files** command from the *File* menu. Select the program from the list and press the **Close file** button.

If this does not work, or if your netpad appears to have “locked up”, you can always perform a “soft reset”. This should restart your netpad while preserving most of your information.

It is worth trying a soft reset if the keys on the netpad do not appear to respond, or if the netpad appears to switch on and you are sure that the batteries are good (especially if the contrast adjustment still appears to work), but the screen is otherwise blank.

To perform a soft reset:

gently press the stylus onto the reset button. This is located inside the MMC door cover to the side of the MMC slot.



After a soft reset, any changes to open files (such as Word or Sheet files) will be lost. Your other files on the Internal disk will almost always be safe.

It is possible (although unlikely) that a program failure causes the reset to lose the information on the Internal disk; it could even prevent the reset from working at all. If this happens, you will have to perform a “hard reset”.

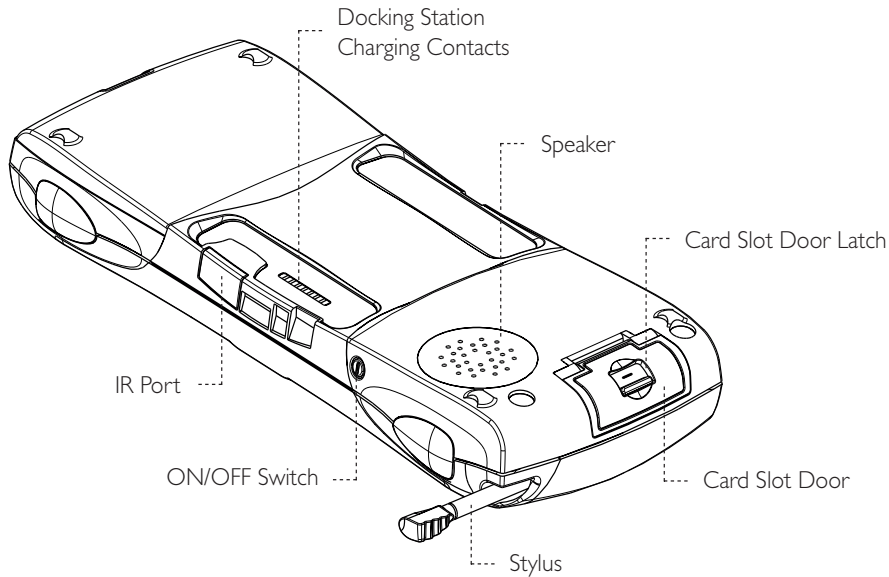
To perform a hard reset:

1. Remove the netpad from the docking station.
2. Remove the main battery.
3. Press and hold down the On/Off button (on the top of the unit).

4. While continuing to hold down the On/Off button, press and release the Reset button.
5. Release the On/Off button.



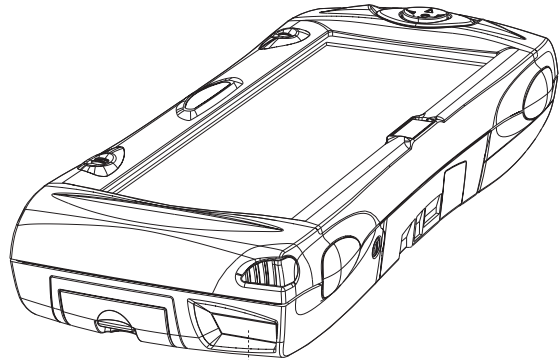
Important: *A hard reset resets the netpad completely, and **all information on the Internal disk will be lost.***



2.7 The Scanner

Where fitted with a bar code scanner, the netpad may be used to read industry standard bar codes.

To scan a bar code, point the scanner window at the bar code, ensuring that the scanner window is not obstructed and that you are between 5 cm (2 in) and 60 cm (24 in) from the bar code. Activate the scanner as instructed in the software application's operating instructions. The scanning beam should be energized until a successful decode is achieved or three seconds have elapsed.



ScannerWindow ...



Warning: *For your own safety, it is critical that you comply with the following warnings:*

- 1. Do not look into the scanner window.*
- 2. This product contains a laser scanner that emits less than 1.2 mW average radiant power at a wavelength of 650 nm. This product complies with 21 CFR 1040.10, 1040.11 and DIN EN 60825-1: January 2001, and is classified as a Class 2 laser product.*
- 3. CAUTION – Using controls or adjustments, or performing procedures other than those specified herein may result in hazardous radiation exposure.*
- 4. CAUTION – The use of optical instruments with this product will increase eye hazard.*

2.8 First Steps

When you first switch on the netpad, you will see the System screen. This is the “desktop” where you can view your files and folders, and change settings that control how the netpad works.

- All the information you enter into the netpad is contained in files; their names are displayed in the System screen, beside icons that represent the programs that created them.
- All your files are stored in folders. When you start using the netpad, the contents of the *Documents* folder is displayed.
- The System screen’s *Title bar* shows you which folder is currently displayed on the screen. When you start, you are in the *Documents* folder on the *C (Internal) drive*.

You can have as many folders as you wish, and create folders within other folders. Folders can contain files created in a variety of programs; they are not restricted to files from a single program. See Chapter 6: “Files, Folders, and Programs” for details of managing files and folders.

2.8.1 Aligning The Touch Screen

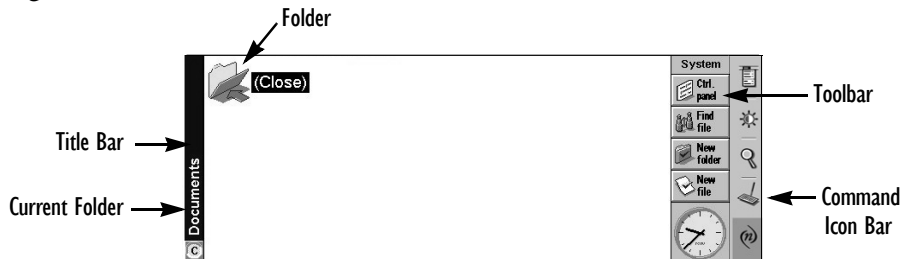
You can ensure that the touch screen is properly calibrated using the Screen menu.

1. In the System screen, tap on Control Panel on the Toolbar, or select the command from the *Tools* menu.
2. Tap the **Screen** icon.
3. The **Screen settings** dialogue comes up. Tap the **Calibrate** button at the side of the page, then follow the instructions on the screen. You will be asked to tap the centre of each point indicated on the screen. At the conclusion of the test, the calibration will be completed when you accept the new settings by tapping on the **Yes** button.

2.8.2 Navigating Between Files And Folders

- Tap on a folder icon to move to that folder, tap on the **Close folder** icon to close it and move back up a level.
- Tap on a file to select it, tap again to open it. If the file name is displayed in bold, the file is open, and tapping it will move straight to the file.

See Chapter 6: “Files, Folders, and Programs” for more information about manipulating files and folders.



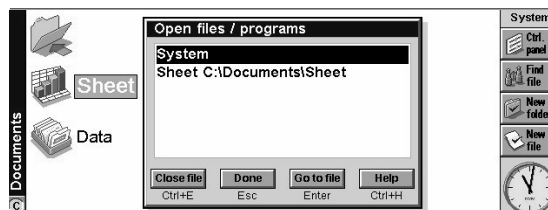
2.8.3 Starting Programs

When you open or move to a file, the correct program for this file is started automatically. You can also start programs by tapping on the appropriate program icon.

- If necessary, tap the **System** icon (n) at any time to move to the System screen.
- Tap on it again to display the *Program* icon bar, which contains more program icons.

You don't have to close one program before opening another, just tap on another program icon, and that program will open too.

You can see what files and programs are open from the System screen by using the *List open files* command from the *File* menu, or by tapping on the name in the top right corner of the screen.



2.8.4 Programs And Files

When you run a program, it will usually display the currently open file, or the file that you last looked at. If you want to write a new letter, draw a new picture, create a new database and so on, you'll need to create a new file for the particular program involved.

To create a new file:

select the **Create new file** command on the *File* menu and type in the name for the new file (see “Entering Information”, below). The file will now be created, and the current file will be closed and saved at the same time. You can start entering your information.

You can also use this command in the System screen to create a new file. Usually, this creates a file using the standard settings; creating a file from within a program creates a file that already has any settings or preferences you have set up in the program.

It is a good idea to keep related files together in a folder, to make the files easier to find later. See Chapter 6: “Files, Folders, and Programs” for details of how to manage your files and folders.

2.8.5 Entering Information

You can enter information and complete tasks using the stylus or the Psiboard. The Psiboard is displayed by tapping the **Keyboard** command icon.



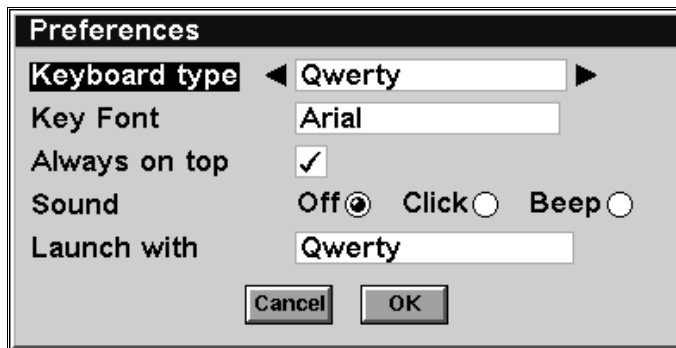
You can:

- Move the keyboard by tapping the title bar and dragging it.
- Resize the keyboard by dragging the bottom right-hand corner.
- Minimize the keyboard by tapping the **underline** symbol on the top right-hand corner of the keyboard.



- Maximize the keyboard again when you need to type something, by tapping the **underline** symbol.

Tap the **P** symbol to display and set the keyboard preferences; for example if you're using a program such as Word in which you need to type a lot of text, you may want to set 'Always on top' to prevent the Psiboard from disappearing every time you tap on another part of the screen. Then, to move the Psiboard out of the way, minimize it.



When you are in a dialogue in which you need to enter information, Psiboard is displayed in a different mode. When you tap twice in a line, the keyboard opens. As you type the text is shown. When you tap **Done**, the keyboard closes and the line of text is entered in to the dialogue. You can use the **Next** and **Prev** buttons to move between items on the dialogue.



Note: *Psiboard is the netpad's default keyboard. If you load a different keyboard you can use this instead. In the Control Panel, select the **Text input** icon, and select the new application from the list.*

2.8.6 Using Menus

You can usually select a menu command to perform each task.

- Press the **Menu** key on the Psiboard or tap on the  command icon to see the available commands on the *Menu bar*.
- Tap on the menu names and commands, or use the arrow keys to move around the menus. Tap on commands marked with a  or press the **right arrow** key to see further commands.



Note: *You can press the shortcut key combinations shown next to the commands as a quick way of selecting them, e.g. **Ctrl+M**, means hold down the **Ctrl** key and press the **M** key at the same time.*

A menu command with three dots at the end means that selecting the command will display a “dialogue” where you enter more information.

If a menu command is grey, it means that it's not currently available; e.g. you cannot *Copy* unless you have first selected something to copy.

2.8.7 Using Dialogues

A “dialogue” appears when you need to make selections and enter further information. You can move between dialogue items by tapping on them, or using the up and down arrow keys. Dialogues contain one or more of the following elements:

Textbox:

where you just type in your information. When you tap in the textbox, Psiboard opens so you can type in.

Listbox:

where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter of the option you want. You can usually tap in the box or press the **Tab** key to see a list of the available options.

Checkbox:

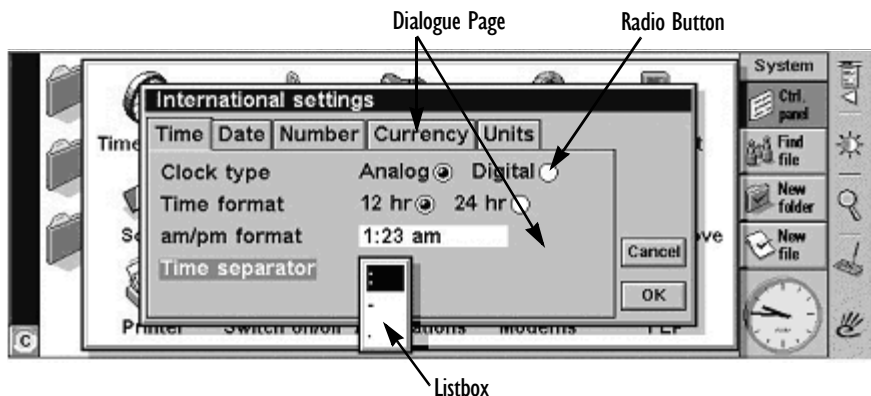
where you make a choice between selecting an option or not selecting it. Just tap on the checkbox, or press the left and right arrow keys to add or remove a check.

Radio buttons:

where you make one choice from a number of options. Just tap on an option, or use the left and right arrow keys to make a selection.

If a dialogue line is grey, it is currently not available, usually because you have to select something else first. For example, if you have not checked the box to set an alarm for an Agenda entry, the lines to set the alarm time and date are grey. Some dialogue lines only appear when another option has been chosen.

Some dialogues comprise a number of “pages”, each page has a “tab” at the top. Tap on the tab, or move the highlight to the tab name, to go to that page. You can also move a dialogue around the screen by holding the stylus on the dialogue title bar and dragging it across the screen.



2.8.7.1 Dialogue Buttons

Dialogues may have on-screen buttons. Tap on the button. Some buttons have a standard keypress equivalent:

- Usually, you can tap the **OK** button or press the **Enter** key if you want to save information and remove the dialogue.
- Tap the **Cancel** button or press the **Esc** key if you want to remove the dialogue without saving the information.
- For dialogues that ask a question, you can tap the **Yes** button or press the **Y** key for ‘yes’; tap the **No** button, press the **N** key, or press the **Esc** key for ‘no’.

2.8.7.2 How To Display A Calendar

In most dialogues in which you can type a date, move to the date line then tap again or press **Tab** to display a calendar.

Today’s date is circled, and the date currently displayed in the dialogue is highlighted. To select another date, move to the date you want and press **Enter**. Use the buttons on the top line, or further presses of the **Tab** key, to display a three month or twelve month calendar. Use the “dog ears” to move between the pages of the calendar.

You can also display a calendar from the Agenda program. See the *Agenda* document for more details.

2.8.8 Copying Information Between Programs

You can insert information created in one program into a different program. This is known as “inserting” an “object”.

For example, you may want to add a picture to a letter you are writing. To do this, write the letter as normal, for example using the Word program. Then, while in Word, tap the **Insert sketch** button on the Toolbar or select the command from the *Insert* menu. This will start the Sketch program (if it is installed), where you can create the picture. Close Sketch when you have finished and the picture will be inserted into your letter.

Sometimes the object you insert can be displayed as an icon, for example, if you insert a large amount of Word text into an Agenda entry. (Agenda is netpad’s standard calendar program.) Alternatively, you may prefer to see the actual information added, e.g. a map to view in the Word file.

For example, you may wish to:

- insert tables of figures and graphs from a spreadsheet such as Sheet into a Word file. You can add labels and titles to the graph in Sheet before inserting it in the Word file.
- keep a map of how to find a restaurant as a sketch, perhaps attached to an Agenda entry for the day that you're going there.
- create a Sketch file of your signature, and insert the signature when you write letters in the Word processor.
- keep handwritten notes and ideas in Sketch. You can then insert them into the Jotter notepad program or a Word file if necessary.

DOCKING STATION AND MMC

3

3.1 Using The Docking Station And An MMC	39
3.1.1 Docking Station	39
3.1.2 Multimedia Cards	40
3.1.3 Communications Settings	41

3.1 Using The Docking Station And An MMC

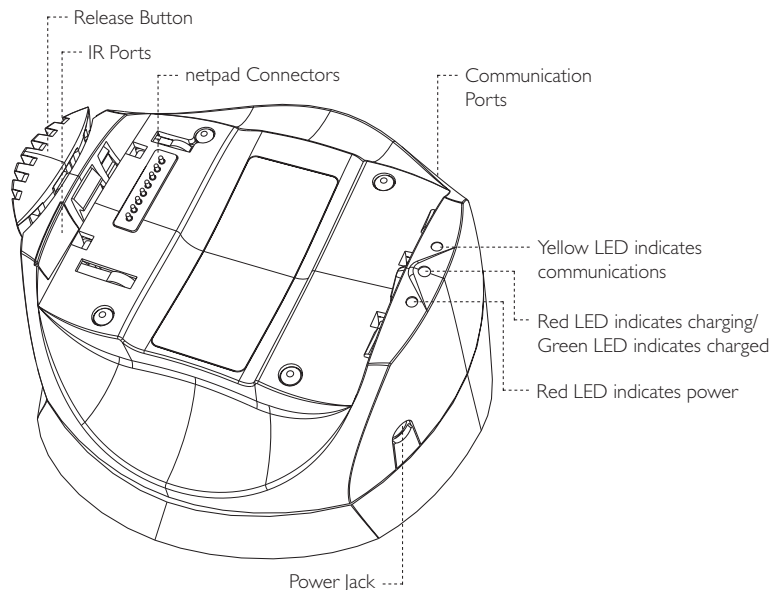
This chapter describes the netpad-specific hardware—the docking station and multi-media card (MMC) slot. The docking station is used as a convenient “drop-in” holder for the netpad, supplying power and communications through the docking station connector, rather than through separate cables.

The MMC slot provides removable storage and allows the netpad to expand its data and application storage capabilities.

3.1.1 Docking Station

The netpad docking station provides a permanently connected holder for the netpad. The power jack is on the front and the serial communication sockets are situated at the right of the docking station. The connector to the netpad faces upwards from the middle of the station. This connector mates with the connector on the underside of the netpad, and provides both power and serial communications.

Place the netpad in the docking station and it will begin charging.



Multimedia Cards

To insert the netpad into the docking station, align the two devices, and press down on the netpad until the connection is made. To eject, press down on the release button at the top of the docking station. The netpad will be pushed up and out of the docking station.

You can rotate the orientation of the docking station on its stand. Hold the top of the docking station in one hand and the bottom in the other. Lift the top part to release it and rotate through 90°. When you let go of the top part, it will click into place.

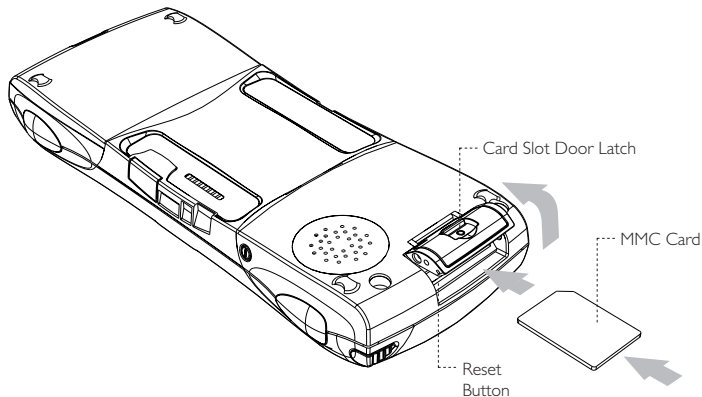
3.1.2 Multimedia Cards

Multimedia cards (MMCs) are non-volatile memory cards, which fit into a dedicated slot in the netpad and can be used to store application software and/or data.

The MMC slot is located on the right hand side of the netpad.

To insert an MMC:

- Open the card slot door located on the side of the unit by sliding the retaining latch. Push the MMC into place until it clicks. Close the door.
- To remove an MMC, open the door and push the card. Store your MMC safely, particularly if it contains valuable data.

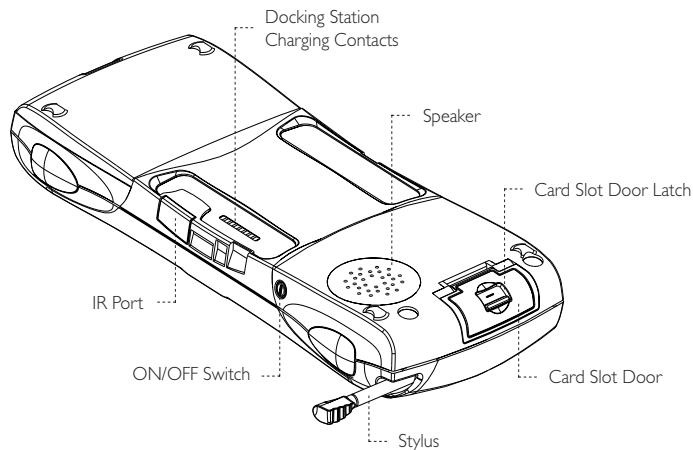


3.1.3 Communications Settings

When using a modem, or performing PC communications, it is necessary to define the communication settings.

In the *Link to desktop* dialogue (from the *Tools* menu in System screen), the Link options are: **Off**, **Cable**, or **Infrared**.

- **Cable** specifies using the RS232 communications port on the left-hand side of the machine.
- **Docker** specifies using the RS232 communications port on the right-hand side of the docking station.
- **Infrared** specifies using the IR port on the back of the netpad.



For details on configuring the *Modems* dialogue of the Control Panel, please refer to “Connecting The Modem (Serial)” on page 134.

USING INFRARED

4

4.1 Introduction	45
4.2 Selecting Data To Transfer.	45
4.3 Transferring The Information	46
4.3.1 When The Transfer Is Complete	47
4.3.2 Cancelling The Transfer	47
4.3.3 If The Transfer Fails	47

4.1 Introduction

The netpad has Infrared built in, allowing you to transfer selected information to another netpad or other Psion Teklogix device without the use of a cable.

You can also use Infrared to print directly to printers that support Infrared - see “Printing Using Infrared” on page 146 for more details.

4.2 Selecting Data To Transfer

On the machine **from** which information is to be transferred (the ‘sending machine’), select the information you want to transfer:

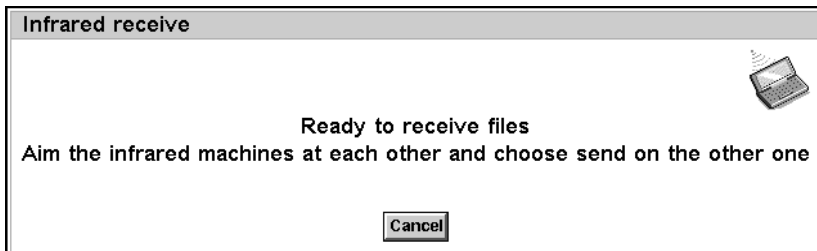
- If the information is a file, ensure that the file is closed and highlight the file name on the System screen. Drag the pen if you want to transfer more than one file.
- If the information is an object already inserted from another program, e.g. a graph displayed in Word, just select the object. If the inserted object is displayed as an icon, you can just select the icon.
- If the information is an Agenda or Data entry, open the appropriate file and move the cursor to the required entry.
- If you wish to transfer a graph, highlight the cell contents in Sheet view. Graphs cannot be transferred direct from one Sheet file to another, only the cell contents. Relative and absolute cell references are preserved.
- In all other cases, open the file from which the selected information is to be transferred, and select the required information (e.g. the piece of text, range of spreadsheet cells, sketch area).



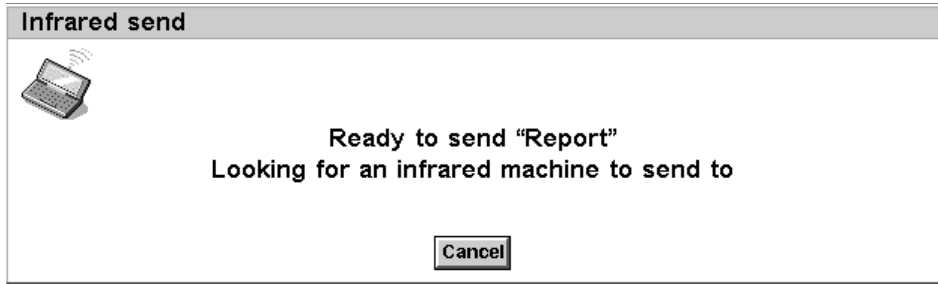
Note: *Objects can be transferred like other information. They appear as objects on the receiving machine.*

4.3 Transferring The Information

1. Ask the user of the other netpad or Psion Teklogix device to open the program or file where the information is to be transferred *to*.
 - If the information to be transferred is an entire file, ask the other user to tap the **System** icon and move to the folder to which the file is to be transferred.
 - If the information is an Agenda or Data entry, ask the other user to open the appropriate Agenda or Data file.
 - In all other cases, ask the other user to open the file or program to which the selected information is to be transferred, and move the cursor to the appropriate point in the file.
2. On the receiving machine, select the **Infrared receive** command from the *Tools* menu. The *Ready to receive* screen is displayed.



3. Position the two machines, aligning the Infrared windows (ideally, both should be resting on the same flat surface). The Infrared window on the netpad is on the top of the machine (see “Features Of The netpad” on page 17). **The machines should be no more than one metre apart.**
4. On the sending machine, select the **Infrared send** command from the *Tools* menu. If the Infrared windows are in range, the transfer begins. Infrared screens appear on both machines to indicate that the transfer is taking place, and the progress of the transfer is displayed.



4.3.1 When The Transfer Is Complete

When the transfer is complete the Infrared screens disappear. There is now a copy of the selected information or file on the receiving machine.



Note: *If a file is being transferred, and the folder on the receiving machine already contains a file of that name, then the receiving machine displays a dialogue where you can rename the received file, or move it to another folder or disk drive.*

The transfer does not affect the information on the sending machine.

4.3.2 Cancelling The Transfer

To stop the transfer while it is in progress, press **Esc** on either machine.

4.3.3 If The Transfer Fails

If the transfer fails, a message is displayed to indicate why. Follow the advice given by the message and try again.

CONFIGURING THE NETPAD

5

5.1 Things To Do First	51
5.1.1 Entering Owner Information	51
5.1.2 Setting A System Passcode	52
5.1.3 Setting The Time, Date And Home City	53
5.2.4 Power and Power Saving Mode	57
5.2 Things To Do Next.	54
5.2.1 Connecting netpad To The PC And Using PsiWin	54
5.2.2 Backing Up To Multimedia Cards	55
5.2.3 Exploring The Control Panel	56
5.2.5 Securing Your Information.	60
5.3 Customizing Your netpad	61
5.3.1 Creating Your Own Wallpaper.	61
5.3.2 Recording Your Own Alarms	62
5.3.3 Customizing The System Screen	62

5.1 Things To Do First

This section describes what you may need to do to set up your netpad:

- Enter owner information, so that your netpad can be returned if you lose it.
- Set a passcode for your machine, so that other people cannot access your information.
- Set the current time and date, so that you can use the diary program Agenda and set alarms.
- Set your “Home city”, so that the netpad can display the correct time differences and dialling codes for other places in the World. This is useful if you use the Time program.

5.1.1 Entering Owner Information

It is a good idea to type your contact information as “owner information”, so that if you lose your netpad, it can be returned when found:

1. Select the **Passcode** icon from the Control Panel in the System screen, and tap the **Owner info** button in the dialogue (see “Setting A System Passcode”, below).
2. Set how you wish the owner information screen to be displayed:

At switch on, if you always want to display the screen when switching the machine on.

Once per day, if you only want to see the screen once a day, the first time you switch your machine on each day.

Never, if you never want to display the screen when you switch on.

3. Type in your details and tap **Done**. The labels provided are suggestions only; you can change them if you want to. It’s best not to put your home address, in case your house keys are lost at the same time.

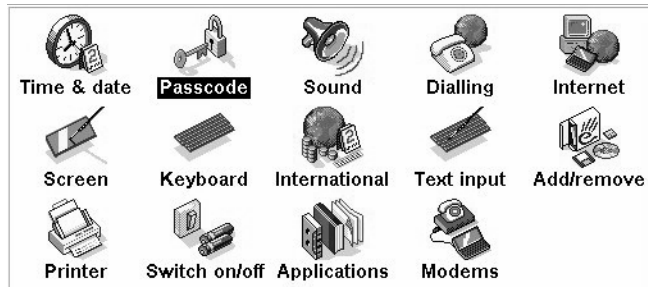
You can display the owner information at any time using the *Owner* command on the *Information* menu in the System screen.

5.1.2 Setting A System Passcode

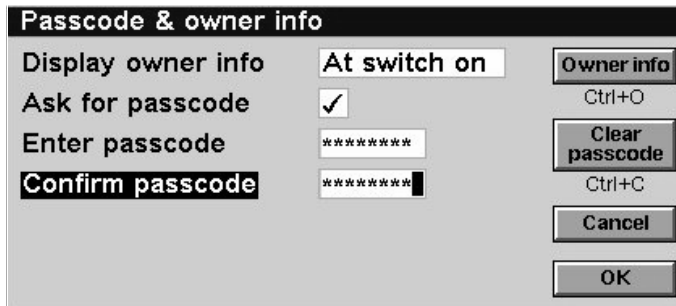
To prevent anyone from looking at the files on the Internal disk of the netpad, set a system passcode that you must type in before you can use the machine.

To set a system passcode:

1. Select the **Passcode** icon from the Control Panel in the System screen.



2. Check the *Ask for passcode* box so that your netpad requests the passcode when you switch the machine on.



3. Type the passcode twice for confirmation. Choose a passcode that you won't easily forget, but one that won't be easy for someone else to guess. **DON'T FORGET** your passcode! You will need to enter the passcode again if you want to change the passcode settings on your netpad.

The passcode is now set. The next time you switch your machine on, you will have to type in the passcode to access your files.

If you want to switch the passcode off temporarily, remove the check from the *Ask for passcode* box.



Note: *The system passcode does not protect files stored on multimedia cards or files copied to other machines.*



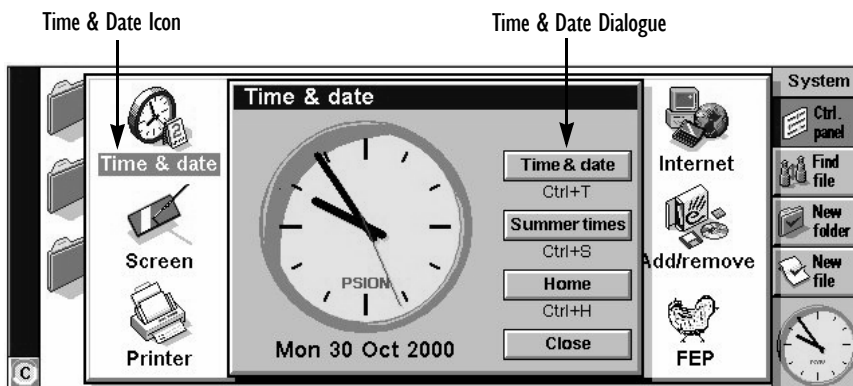
Important: *Don't forget your passcode! If you have forgotten the system passcode then you will have to reset the machine. **All the files stored on the internal disk will then be lost.***

5.1.3 Setting The Time, Date And Home City

1. In the System screen, tap on Control Panel on the Toolbar, or select the command from the *Tools* menu.
2. Tap the **Time & date** icon.
3. You see a dialogue in which you can set the time and date, your home city and summer times around the world. Tap the **Time & date** button. Move the highlight in the *Time* and *Date* lines by tapping on the part you want to change, or by using the arrow keys. Type the date or time, press **P** for p.m. or **A** for a.m.
4. Tap on the **OK** button and the time and date are saved.
5. Tap the **Home** button.
6. Select your Home city and country. To do this:
 - Start typing in the name of your home city, or tap on the arrow symbols or press the left and right arrow keys until you find the city you want.
 - If your home city is not listed, select a city that is nearby for now (adding a city is described in the *Time* document).
 - Tap on the **OK** button and your home city is saved. Tap **Close** to remove the dialogue and return to the Control Panel.



Note: *The netpad can use a 12-hour clock (midnight is 12:00:00 a.m.) or a 24-hour clock. Refer to the 'Time' document for details on how to change these settings, and how to adjust the clock for summer time.*



5.2 Things To Do Next

This section gives a brief overview of what else you may want to do when you first use your netpad, including:

- Instructions for using PsiWin to connect to your PC and perform backups to your PC.
- Ideas for customizing your netpad.

5.2.1 Connecting netpad To The PC And Using PsiWin

- Connect the cable to the serial port on the netpad, and the other end to a serial port at the back of the PC.
- Please see the *Installing and Setting up PsiWin* document for installation instructions.
- When you have installed PsiWin on the PC, the *My Psion* icon will appear on the Windows Desktop. Just click the right mouse button on this icon to see menu options for the things that you can do. PsiWin also adds a number of commands and icons to Windows Explorer for working on netpad files. For details on the use of PsiWin with the netpad, please refer to Chapter 7: “Connecting netpad To A PC”, and also see the PsiWin online help.



Note: The Comms program provides terminal emulation and file transfer to other computers. You can use it to connect the netpad directly to another computer, or via a modem to access electronic mail systems and bulletin boards. See the Comms User Guide for more detail.

Backing Up To A PC

You can use PsiWin to back up individual files, folders, or the netpad's entire disk to the PC.



Note: *Making regular backups.*

It is a good idea to set up an "automatic backup" in PsiWin so that you can make sure your machine is backed up regularly.

5.2.2 Backing Up To Multimedia Cards

You can back up individual files, individual folders or groups of files and folders to a multimedia card fitted in the multimedia card (MMC) slot. To back up the files and folders, copy them from the internal disk to a multimedia card using the *Copy* and *Paste* commands in the System screen.

1. Select the files and folders you want to back up, then select the **Copy** command from the *Edit* menu.
2. Set the current disk to be **D** (i.e. the multimedia card), and select the folder you want to use for the backup on disk D.
3. Select the **Paste** command from the *Edit* menu.

Restoring Files From A Backup

To restore the files and folders on a multimedia card to your netpad, copy them from the multimedia card to the Internal disk in the same way as backing up. This time, set the current disk to **D** to select the files on the multimedia card, then change it to **C** to paste the copied files to the Internal disk.

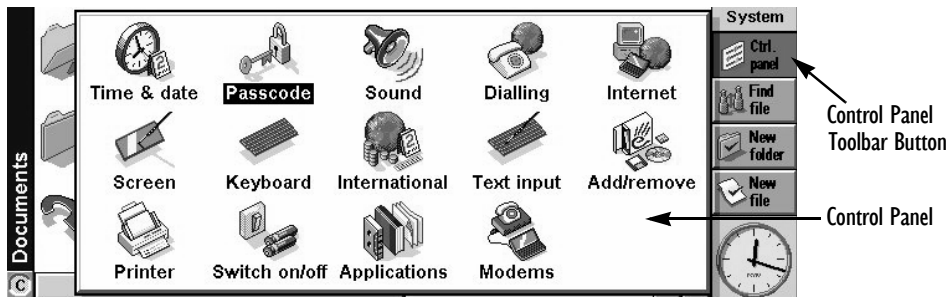
5.2.3 Exploring The Control Panel

To display the Control Panel:

Move to the System screen and tap on Control Panel on the Toolbar, or select the command from the *Tools* menu.

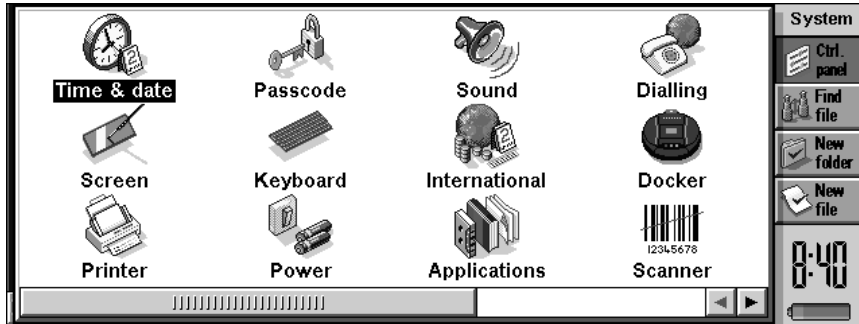
Initially, you should set up the *Time & date*, *Screen*, *Power*, and *Printer* if you intend to use one. You might also like to set up owner information and a passcode if you have not done so already. You may wish to change other settings later.

- Use the *International* icon to change settings that may vary from country to country, e.g. the currency and date formats.
- Use the *Power* icon to control how and when the netpad switches on and off. For example, you might like it to switch on when you tap the screen, and off when you haven't used it for three minutes. For details, see "Power and Power Saving Mode" on page 57.
- Use the *Sound* icon to control the sounds that the netpad makes when you press navigation keys, tap the screen and perform other actions.
- Use the *Screen* icon to change the screen contrast and brightness, or re-calibrate the touch sensitive screen if the netpad stops responding to your pen taps.
- Use the *Keyboard* icon to control how long you have to hold a key down before a repeat keypress occurs.
- Use the *Passcode* icon to set a passcode on your machine or enter owner information.



5.2.4 Power and Power Saving Mode

1. From the Control Panel, select the *Power* menu.



2. The following menu appears. Selection of **Screen tap switch on** places a checkmark in the white box. When this item is selected and the netpad has switched off, the netpad can be restarted by tapping the screen.

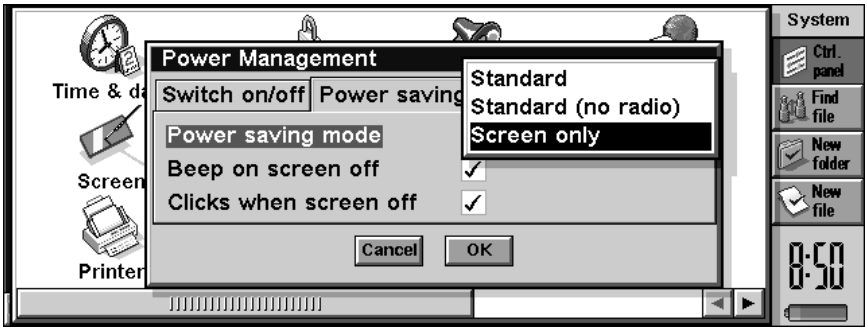


3. Selection of **Automatic switch off** presents the following three options.



- **Yes**
This option will automatically switch off the netpad when the time set in the **Switch off after** box is reached, if there has been no user action on the netpad for that time period.
- **No**
The netpad will not switch off automatically.
- **If no external power**
This option will automatically switch off the netpad when the time set in the **Switch off after** box is reached, if there has been no user action on the netpad for that time period, and only if there is no external power.

4. Selection of **Power saving mode** presents the following three options:



- **Standard**

This option will automatically switch off the netpad when the time set in the **Switch off after** box is reached, if there has been no user action on the netpad for that time period. (This is the same as the **Yes** option in **Automatic switch off**).

- **Standard (no radio)**

This selection switches the netpad off in the same way as the **Standard** option, but also switches off the radio, with the result that there is no communication between the netpad and the radio. This option is used to turn off the radio when you are entering areas where radio emissions are not permitted, such as a plane or a hospital.

- **Screen only**

This mode switches off the LCD to save power, but enables the radio unit to switch it on for an incoming transmission from the radio network. Selection of the **Screen only** mode allows the user to select **Beep on screen off** and **Clicks when screen is off**. These functions are selected by placing a check in the white box (see details below).

Beep on screen off

This selection will cause the unit to emit a loud beep if there has been no user action or radio transmission when the time set in the **Switch off after** option is reached.

Clicks when screen off

Once the netpad has entered the **Power Saving mode** by switching off the LCD, the speaker on the netpad will click every second to let the user know the netpad is in the LCD power saving mode.

If **Beep on screen off** and **Clicks when screen off** are not enabled, the netpad will switch off when the time in the **Switch off after** option is reached, but there will be no sound warning that the netpad is still active. The LCD will automatically come on with incoming transmissions to the radio.

To switch on the LCD with **Screen only** Power saving mode enabled:

- i) Tap the screen if the netpad has **Screen tap switch on** enabled (see page 57).
- ii) Press the On/Off button.

To switch off the netpad with **Screen only** Power saving mode enabled:

With the LCD **on**, pressing the On/Off button for longer than three seconds will place the netpad into stand-by. The netpad will not come on with incoming radio transmissions.

5.2.5 Securing Your Information

There are no known problems with passing the netpad through airport security machines and other X-rays.

There are several things that you can do to secure your files against other hazards. You can:

- Make your files “read-only”. For more information see Chapter 6: “Files, Folders, and Programs”.
- Back up your files regularly (see “Backing Up To Multimedia Cards” on page 55) in case they get lost or are deleted accidentally.
- Set passwords to protect information from prying eyes. You can set a password for the netpad as a whole (as explained earlier) or for individual files. For more information see Chapter 6: “Files, Folders, and Programs”.
- Enter contact information so that your netpad can be returned to you if you lose it. See “Entering Owner Information” on page 51.



Note: *It is not possible for anyone to copy information from or to your machine using Infrared, unless they are able to access its Infrared ‘Send’ and ‘Receive’ commands.*

5.3 Customizing Your netpad

This section includes some ideas for customizing the netpad.



Note: *You can customize the way many programs work using the Preferences commands on the program's Tools menu.*

5.3.1 Creating Your Own Wallpaper

You can change the “wallpaper” that appears in the background on the System screen. You can use any picture that you draw or import into Sketch.

To create wallpaper:

1. Display the picture in Sketch. If you only want to use part of a picture, select the area.
2. Select **Save as System wallpaper** from the *More* commands on the *File* menu.
3. Type a name for the wallpaper file. Sketch keeps the files that contain wallpaper separate from the original Sketch files so you can carry on using your original picture without affecting the wallpaper.

To select the wallpaper file to use:

Move to the System screen and select **Preferences** from the *Tools* menu. Move to the Wallpaper page and select the name of the wallpaper file that you want to display.

To delete a file containing wallpaper:

Move to Sketch and select **Delete System wallpaper** from the *More* commands on the *File* menu. Select the wallpaper that you want to remove.



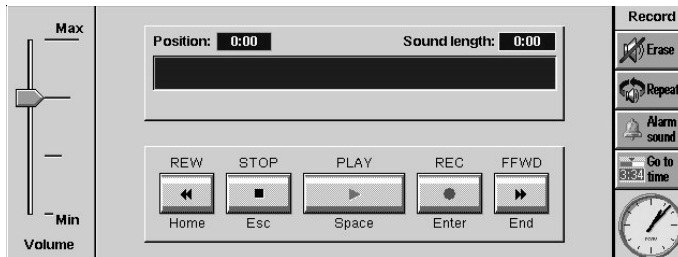
Note: *You cannot delete the built-in wallpaper included with the netpad.*

5.3.2 Recording Your Own Alarms

You can use the Record program to create alarm sounds that can be used in Time and Agenda.

To save a recording for use as an alarm sound:

Select the **Alarm sound** button on the Toolbar or the **Save as alarm sound** command from the *File* menu and type a name for the alarm sound. This creates another version of the sound as an alarm, and leaves the original file open in Record.



To delete a custom alarm sound:

Select the **Delete alarm sound** command from the *File* menu, and select the alarm to delete from the list.



Note: You cannot delete or modify the built-in netpad alarm sounds.

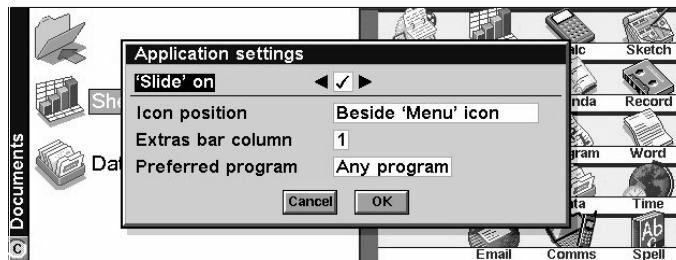
5.3.3 Customizing The System Screen

In the System screen, you can use the commands on the *View* menu to change how the System screen looks and works:

- Change the position of the Title by selecting **Title position**, and the width of the columns by selecting **Column width**.
- Use *Zoom in* and *Zoom out* to change the size of text and icons on screen so that more or fewer files and folders are displayed.
- Turn the Toolbar off and on with *Show toolbar*; without the Toolbar you can see more of the System screen.
- Control how the files are sorted, and what file information is displayed with *Sort files* and *Show file details*. When you first use the netpad, files are grouped 'by type' (i.e. according to program); you can change this to sort them by date, name or size.

You can customize many of the ways that the netpad works from the System screen using the *Preferences* command and the icons in the Control Panel. For example, you might want to change the automatic switch off setting, owner information, the standard printer and print preview settings, and set up a password to protect your files from prying eyes.

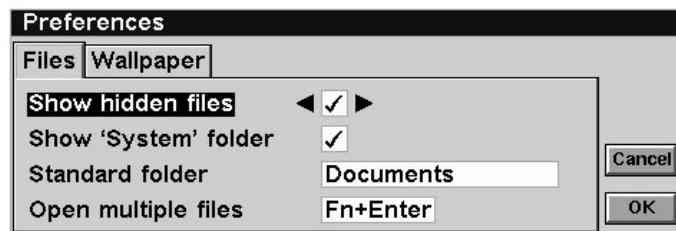
You can customize the positions of icons on the Program icon bar, e.g. so that the icons for your favourite programs appear in particular positions. To display the Program icon bar where you can set this, press the **System** icon once if you are in the System screen, or twice if you are in an application. To display the dialogue in which you set the position of an icon, tap the title bar on the left-hand side.



The System screen preferences allow you to display “hidden” files and the ‘*System folder*’ in the System screen, change the standard folder for files, and change the keypress for opening multiple files.



Warning: *The System folder contains files that are used by the netpad programs themselves. You should not normally need to access these files, which is why this folder is not shown as standard. Do not delete or modify files in this folder, or create new files in this folder, otherwise you may have problems using the netpad programs.*



FILES, FOLDERS, AND PROGRAMS

6

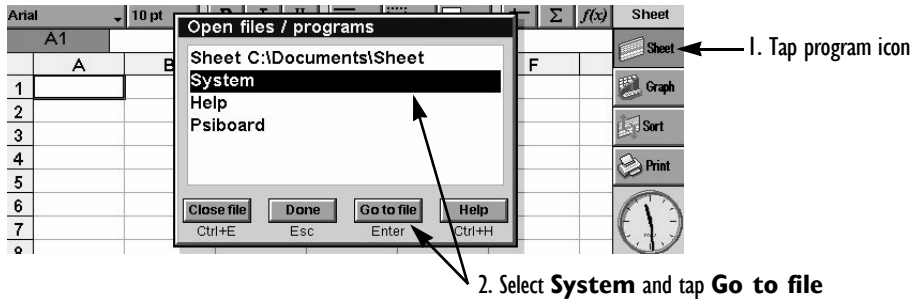
6.1 Introduction	67
6.2 Moving Around	67
6.3 Opening Files, Folders And Programs.	68
6.4 Closing Programs/Files	69
6.5 Creating New Folders	69
6.5.1 Creating New Files.	70
6.6 Browsing Folders	71
6.7 Finding Files And Folders	72
6.7.1 Using Passwords	73
6.8 Changing File Attributes.	73
6.9 Managing Folders	74
6.10 Checking Memory Use	75
6.10.1 Which Files Use The Most Memory?	76
6.10.2 Additional Memory And Programs.	77

6.1 Introduction

The System screen is the netpad's file manager. You will see the System screen the first time you switch the netpad on; at other times, just tap the program icon. Alternatively, tap the open program to display the Open files/program dialogue. Then select **System** and **Go to file** to move to it.



Note: When you first turn the netpad on, the name of the current folder is displayed in the Title at the left of the screen. If any files are present, they are listed in columns across the screen; the icons beside their names represent the programs that are used to open them.



Displaying Online Help

To display online help, select the **Help** option from the *Tools* menu from the System screen. This provides help on files, folders and programs.

6.2 Moving Around

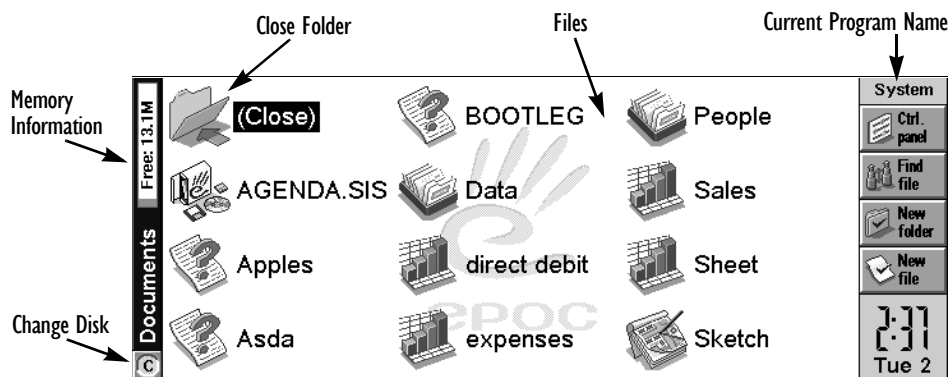
To move the highlight between the files and folders on the screen:

tap on the names, or use the arrow keys. If there are more files in the folder than can be displayed on screen, scroll the screen using the scroll bar.

You can use a “bookmark” to tag and move to a folder that you often use. Move to the folder and select **Set bookmark** from the *Edit* menu to insert the bookmark. Later you can select **Go to bookmark** from the *Edit* menu to move back to the folder.

To view the files on a multimedia card:

change the current disk by tapping the disk (C) icon in the Title bar and select the disk you want to view, or select the command for disk **D** from the *Current disk* command on the *Disk* menu.



6.3 Opening Files, Folders And Programs

To open a file or folder from the System screen:

tap it twice, or highlight it and press **Enter**. Files that are currently open have their names displayed in bold on the System screen. Opening a file automatically saves and closes any other file that is currently open in the associated program.

To move to a program:

tap the relevant program icon. Tap the **System** command icon to display the Program icon bar with more program icons. If the program is file-based, e.g. Data or Word, the program displays the last file you were looking at. You can start a new file using the **New file** Toolbar button or the command on the *File* menu (see “Creating New Files” on page 70 for more details).



Notes: *If the last file you were looking at has been deleted, moved or renamed, the program automatically looks for a file with a standard file name (e.g. Word, Data, Agenda and so on) in the standard folder, and opens this file instead. It will create a new file if necessary.*

*Tap on the **System** command icon to display icons for additional programs installed on your netpad. If there are more programs than will fit on the screen, tap the **More** button.*

How can I see which files and programs are open?

Select the **List open files** command on the *List* cascade from the *File* menu, or tap the **System** icon. To move to a file or program in the list, highlight it and press the **Go to file** button.

6.4 Closing Programs/Files

To close the current folder:

tap on the **Close** folder icon at the top of the screen, or highlight it and press **Enter**. When you close all folders in the System screen, you move to the highest level of the disk, called the “root” of the disk.

To close a file:

use the *Close* command on the *File* menu, either in the program in which the file is open, or in the System screen. Any changes you have made to the file are automatically saved.

To close a document without saving your changes:

select **Revert to Saved** from the program’s *File* menu, in the *More* option, before exiting in the normal way. Some applications, like Agenda and Data, always save your entries as you enter them, and therefore do not provide this facility.

You can also close files or programs by selecting the list of open files and programs by tapping the current program name, then using the **Close file** button in the list of open files and programs.

6.5 Creating New Folders

You can keep a maximum of 64 items (each file or folder counts as one item) in the “root” (top level) of the netpad’s internal disk. It’s best to create a number of folders in which to store all your files to prevent the top level of the System screen from becoming too full.

You might want to create some folders for work projects and others for home use. For example, you may create a folder called “House” for files relating to work on your house, and create another folder within the “House” folder called “Letters” for Word files of correspondence. Using folders in this way will also make your files easier to find.

To create a new folder:

1. Move to the folder in which you wish to create the new folder.
2. Select the **New folder** command from the *Toolbar* or *File* menu, and type in the folder name.

You cannot use the following characters in a folder name: < > : / \ * ?

If you use netpad files with a PC, you may wish to create folders that match equivalent folders on your PC. This will make transferring files between the netpad and PC easier.

6.5.1 Creating New Files

You can create files from the System screen, or from within programs. As a general rule:

- Create a file from the System screen to start with the standard netpad settings.
- Create a file from within a program to use the settings that are in use in the file currently open, e.g. labels in a Data file.

To create a file from the System screen:

1. Move to the folder where you wish to keep the file.
2. Select the **Create new** command from the *File* menu, then select **File**.
3. Select the program you wish to use, e.g. Word for a Word document.
4. A filename is suggested. If you do not wish to use this, type a name of your own before pressing the **OK** button.

What names can I use for my files & folders?

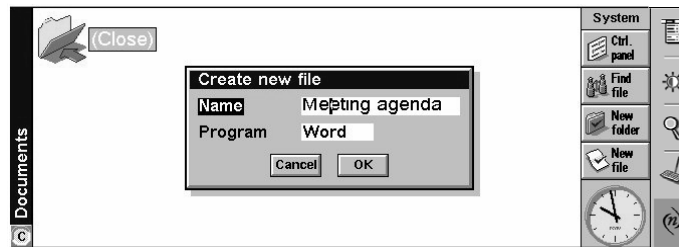
You can use most characters in file and folder names including spaces, for example, “1997 Purchase Orders and Invoices”. The only characters which cannot be used in a file or folder name are / < > : \ * and ?.

The maximum length of a filename is 256 characters, although note that this includes the disk drive letter, and the names of the folders within which the file is contained (known as the “path”). The maximum length of a folder name, including the path, is 252 characters.

Generally, this will not be a problem, although it means that you may encounter difficulties if you use very long filenames for files which you store in folders which have long names, nested within other folders with long names, and so on. If you do exceed the maximum allowed length, rename a folder or file to a shorter name.



Important: *Note that files are not stored with a file name extension so that an Agenda file, e.g. called '1997', will have the same file name as a Sheet file called '1997'. You **cannot** store two files with the same name in the same folder, even if the files are created using different programs. If you save a file with the same file name as a file already existing in that folder, the original file will be deleted and replaced with the new file.*



6.6 Browsing Folders

A quick way to find a file is to use the **Browse folders** command on the *File* menu. This displays a Browser which shows a tree structure of all the files and folders on the current disk. You can also display the Browser by tapping the **Title** bar or pressing **Tab** in the System screen.

To move between files and folders in the Browser:

use the pen or arrow keys.

To “expand” the folder display:

highlight the folder name and tap it again or press **Tab**. To “collapse” the folder display, tap the folder name twice or press **Tab**.

To create a folder from the Browser:

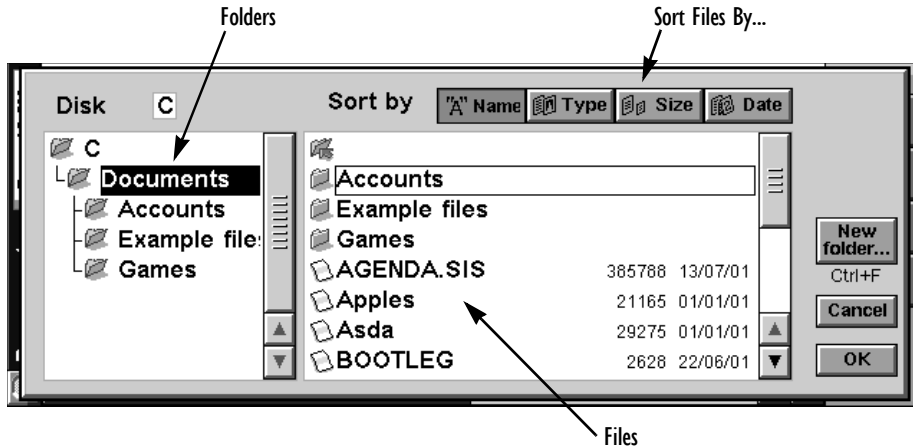
press the **New folder** button.

To rearrange the order of the files in the currently highlighted folder:

press the relevant **Sort by** button.

To select a file from the Browser:

highlight the file and press the **OK** button. This selects the file in the System screen from where you can open it, rename it, or copy, move or delete the file.



6.7 Finding Files And Folders

To search for files or folders tap the **Find file** button on the *Toolbar* or select the command on the *Edit* menu.

- If you know the name or part of the name, type it on the *Name* line; leave it blank to find all files and folders.
- To search only for files used with a specific program, select the program name on the *Program* line; select **Any** to search for all files used with any program.
- Tap **OK** to start the search.

This checks all files and folders on the Internal disk and includes a multimedia card if present. The search results appear in a list.

To sort the list:

by filename, file type, file size or creation date, press the **Sort** button and choose the sorting type required. To sort the list again in reverse order, just select the same sorting type again.

To go to a file or folder:

highlight it and tap it again, or press **Enter**.

6.7.1 Using Passwords

You can prevent other people from opening your Word and Sheet files by setting a password for each file. For example, you may have a Sheet spreadsheet containing your personal finance details. To set a password on a file:

1. Open the file and select the **Password** command from the *File* menu.
2. Type your password twice for confirmation. Choose a password that you won't easily forget, but one that won't be easy for other people to guess.
3. Press the **OK** button, and the file is saved immediately with the password.

When you want to open the file, you will be asked to type in the password.

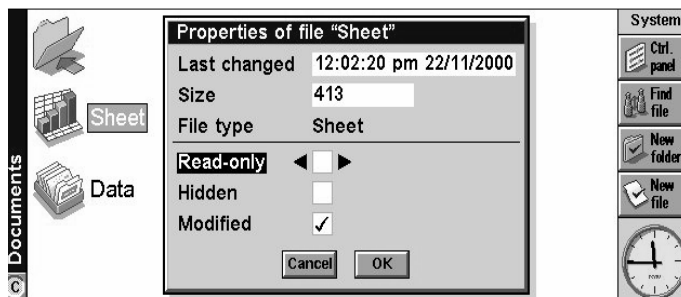


Important: *Don't forget your password! If you have forgotten the password for a file then you will not be able to open it.*

The password on an individual file will protect it if you transfer it to a multimedia card or another machine. If you copy the file, the copy will be protected by the same password. The password also prevents the file being converted to another format and read on a PC.

6.8 Changing File Attributes

You can prevent a file from being accidentally changed by making it a “read-only” file. To do this, highlight the file in the System screen and select **Properties** from the *File* menu. Then check the **Read-only** box.



Files that have been created on a PC and then transferred to the netpad may also be “read-only” files.

To check whether a file is a “read-only” file, highlight it in the System screen and select **Properties** from the *File* menu.



Note: *If you transfer a “read-only” file to another machine, it can be viewed, and the “read-only” attribute can be removed.*

6.9 Managing Folders

To move one or more folders or files from one location to another:

1. First highlight the file(s) or folder(s) to select them. Drag with the pen to select more than one file.

To select all the files/folders in the current folder, use the **Select all** command on the *Edit* menu. To deselect items, press the **Esc** key.

2. Select the **Cut (move)** command from the *Edit* menu. A dotted line appears round the file/folder icon(s).
3. Go to the disk drive and open the folder into which the highlighted items are to be moved.
4. Select the **Paste** command from the *Edit* menu.



Notes: *Moving a folder also moves all the files within that folder.*

If you move (or rename) your most recently opened Agenda or Data file, you should open it again by selecting it from the System screen, rather than tapping the Agenda or Data program icon. Tapping on the program icon will create a new Agenda or Data file.

To copy a file or folder, or multiple files/folders to a different folder:

follow the earlier instructions, but select the **Copy** as opposed to the *Cut (move)* command from the *Edit* menu.

To make a copy of a file or folder within the same folder:

highlight it on the System screen and select the **Copy** command followed by the **Paste** command. A new file is automatically created for you using the following naming convention (with Word as the example): Word(01), Word(02), etc. You can rename the file or folder later if you wish.

To copy the entire contents of a disk to a folder on another disk:

e.g. to back up the entire contents of your Internal disk (C) to a backup folder on a multimedia card (D), select **Copy disk** from the *Disk* menu.

To rename a single file or folder:

highlight it, select **Rename** from the *File* menu, and then type in a new name.

To rename a disk:

select **Name disk** from the *Disk* menu.

To remove one or more files or folders:

first highlight them and then either press the **Delete** key, or select the **Delete** command from the *File* menu.

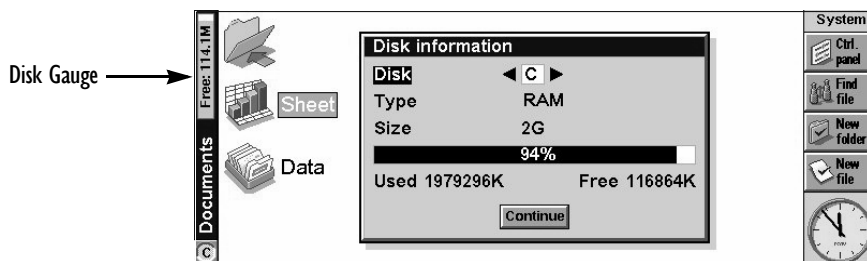


Important: *If you are deleting folders, remember that the entire contents of the folders (including all the other folders contained within them and all their files) will also be deleted.*

6.10 Checking Memory Use

To display the amount of memory remaining:

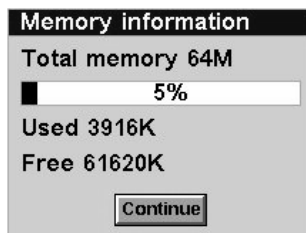
select **Show disk gauge** from the *View* menu to see the amount of free memory in the System screen Title bar. Tap on this gauge, or select the **Disk** command from the *Information* menu to see more detailed information about a selected disk.



Which Files Use The Most Memory?

To see information about total memory usage:

select the **Memory** command from the *Information* menu.



6.10.1 Which Files Use The Most Memory?

Certain types of files use more memory than others.

Sound files can become very large, so you should take care to delete unwanted Record and Voice note files so that they do not use up space on the Internal disk.

When recording a sound, the netpad will allow you to continue recording until the 'Time available' runs out. Even if the Time available is zero, the Record program will always leave approximately 100 kilobytes of free memory.

If you find that the amount of free memory is suddenly reduced, it is a good idea to check the size of any Record files.

Agenda files can also become very large. You should tidy your Agenda periodically in order to remove entries; see the *Agenda User Guide* document for more details.

What will happen when the memory is full?

When the memory is nearly full, you will see warning dialogues when running programs to indicate that the netpad's memory is almost full, and there is not enough memory to perform some tasks.

Many of the things you do need just a little free memory in order to work—displaying dialogues, menus, etc. These can fail with a message like 'Memory full'. Don't worry though, the netpad will not allow you to use all of the available memory; it will always set aside enough memory for you to close a program or save an open file to a multimedia card.

Files saved on the Internal disk and “open” programs both use memory. So, if the memory is nearly full you should be able to free some memory by closing some programs. You can use the **List open files** command from the *File* menu in the System screen to check which programs are running, and then close the programs or files that you do not need to have open.

You can also delete any unwanted files from the System screen, or move files to a multimedia card or your PC to free more memory.

6.10.2 Additional Memory And Programs

You can insert multimedia cards into the slot on the right-hand side of the netpad. You might use them as additional memory for storing files, or to add more programs to the netpad.

If a multimedia card contains additional programs:

their icons will automatically appear in the Program icon bar when you insert the disk. They will be removed when you take out the card.

To delete all the files on a multimedia card:

put it in the slot, and then select the **Format disk** command from the *Disk* menu; select **D** as the ‘Disk’ in the *Format disk* dialogue.



Important: *Do not format the C disk - this will remove all the files you have stored on the netpad’s internal disk, and remove all the preferences and settings that you have set up.*

Translated OPL programs that have not been made into applications will not appear in the Program icon bar. If you wish to run a translated OPL program, locate the file in the System screen, highlight the filename and tap it or press **Enter** to run it.

Can I run Series 3/3a/3c/3mx/5/5mx programs on a netpad?

There are no major differences between OPL for Series 3/5 machines and OPL for the netpad. If you have written programs in OPL on a Series 3/5, you should be able to translate them so that you can run them on a netpad. **Series 3/3a/3c/3mx applications** (which are not written as OPL programs) **will not run on a netpad**; however, applications written for Series 5/5mx should work but may not scale to cover the full screen size.

CONNECTING NETPAD TO A PC

7

7.1 Introduction	81
7.3 Using PsiWin	82
7.4 Getting Help.	82
7.4.1 Where Can I Find More Help?.	82
7.4.2 Tips On Using PsiWin Help	83
7.5 Working With Your Files	83
7.5.1 Looking At Files On Your netpad	83
7.5.2 Copying A File Using Drag And Drop	84
7.5.3 Copying A File Using Copy And Paste	87
7.5.4 Opening netpad Files From Your PC	89
7.6 Backing Up Your netpad With PsiWin	89
7.6.1 Performing Your First Backup	89
7.6.2 Scheduling Regular Backups	90
7.7 Synchronizing Your netpad.	90
7.7.1 What Is Synchronization?	90
7.7.2 Synchronizing Your netpad With Microsoft Outlook	91
7.7.2.1 Software Compatibility	91
7.7.2.2 Creating New Synchronizations.	92
7.7.2.3 Creating The Synchronization.	93
7.7.2.4 Multiple Synchronizations.	100
7.7.3 Synchronizing Your netpad With Microsoft Schedule+	101
7.7.3.1 Software Compatibility	101
7.7.3.2 Creating New Synchronizations.	101
7.7.3.3 Creating The Synchronization.	102
7.7.3.4 Multiple Synchronizations.	108

7.7.4 Synchronizing Your netpad With Lotus Organizer.	108
7.7.4.1 Software Compatibility	108
7.7.4.2 Creating New Synchronizations	109
7.7.4.3 Creating The Synchronization	111
7.7.5 Synchronizing With Organizer 97 GS	117
7.7.5.1 Multiple Synchronizations	118
7.7.6 Using An Existing Synchronization	120

7.1 Introduction

This chapter explains how to use PsiWin to copy files between a PC and netpad, and how to synchronize files such as Agenda, Data and Contact files. It assumes some basic knowledge of Windows 95/98/NT4.

The chapter assumes that you have established a link between your PC and netpad.

- Check this by looking in the PC's System tray in the bottom right-hand corner of your desktop. There should be a wiggly line in the system tray if you have successfully linked, as shown.



If this line is straight there is no connection.



- Make sure that your link cable is connected.
- On the netpad, go to the System screen and select **Link to desktop...** on the *Tools* menu. Make sure that the *Link* line is set to **Cable**.

If you are having problems connecting to your netpad, please see “General Troubleshooting Tips” on page 167, or if docked check to make sure the RS-232 cable is connected to the docking station.

For information about installing PsiWin, see the document, *Installing and Setting Up PsiWin*. For information about printing to a PC printer via PsiWin, see “Using PsiWin To Print Via A PC” on page 147.

7.2 About PsiWin 2

You can use the PC connectivity software, PsiWin 2, to integrate the netpad with PCs running Windows 95/98/2000/ME or NT 4.0. By connecting the netpad to a PC with a cable and running PsiWin on the PC, you can:

- **View your netpad files** from Windows Explorer by using the ‘My Psion’ icon which is added to the PC's Desktop. The ‘My Psion’ icon gives you access to all of PsiWin's powerful file management facilities for your netpad files.

- **Drag and drop files** between the netpad and the PC in the same way that you would between PC drives, and they will be automatically converted to the appropriate file format at the same time.
- **Synchronize Agenda files and your address book** on the netpad with PC agendas (applications) and contact managers to keep them in step with each other.
- **Back up** your netpad files to the PC, then restore them from the PC to the netpad again should you ever need to.
- **Print** files on your netpad to a printer connected directly to your PC, or available to your PC via a network.

7.3 Using PsiWin

PsiWin is not a separate program; instead it allows Windows Explorer to see files on your *netpad*, using the *My Psion* icon. You can copy your netpad files in most of the ways you can copy any normal PC file. The two methods outlined in this chapter are representative of ways that you might use Explorer, but are not the only possibilities.



Note: *You can change the look of Explorer using options in the View menu; therefore, the appearance of your own screen may vary slightly from those shown.*

7.4 Getting Help

7.4.1 Where Can I Find More Help?

PsiWin includes comprehensive online Help, which describes all of the application's features and functionality. Please consult the online Help for further information or guidance on using PsiWin.

You can display the help topics by:

- Selecting **Start**, then **Programs**, then **PsiWin 2.x**, then **PsiWin Help**.
- Selecting the **My Psion** icon in Explorer and pressing the **F1** key.
- Double-clicking on **My Psion** and selecting **Help**, then **Help Topics** from the *Menu* bar.



Note: *You can display help for a particular task or dialogue by pressing the <F1> key or clicking on the **Help** button.*

7.4.2 Tips On Using PsiWin Help

From the *Help Topics* window, you can find the information you require as follows:

From the Contents page

you can select a topic from a structured list, e.g. how to perform a particular task, or troubleshooting information about how to solve a problem. To find the topic you want, double-click on the topic folders  to find the general area of interest, and then choose the topic you want to display.

From the Index page

you can find the topic you want by entering any word linked to the subject, such as 'backup' to find topics containing information about how to back up your netpad.

From the Find page

you can search for an exact word or phrase contained within a topic, such as 'serial port' to find all the topics in the online Help containing this phrase.



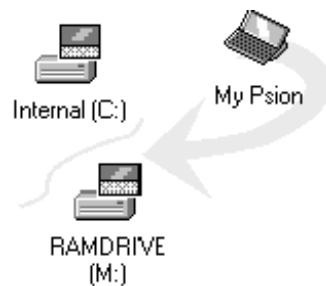
Note: To provide further assistance, help topics may also include a **Related Topics** button  providing links to other help topics covering similar subjects.

7.5 Working With Your Files

7.5.1 Looking At Files On Your netpad

Using My Psion and Windows Explorer, you can open, move, copy and delete files stored on your netpad from your PC.

- Double-click on the **My Psion** icon on your Desktop. The My Psion window opens, displaying icons for your netpad's internal drive(s) and other PsiWin features and settings.
- Double-click on a drive icon to display the files and folders on the drive.

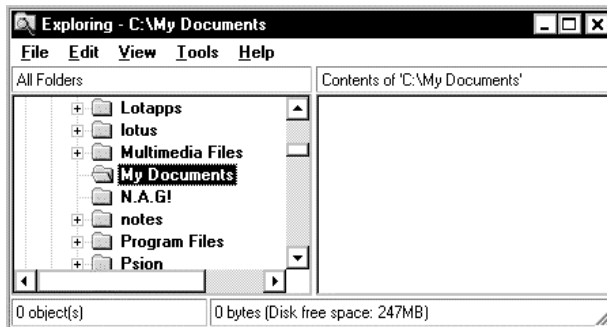


7.5.2 Copying A File Using Drag And Drop

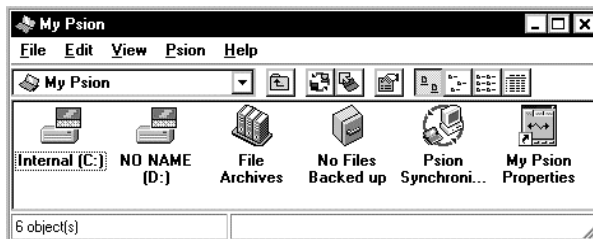
1. Open Windows Explorer:
 - Click the **Start** button and select **Windows Explorer** from the *Programs* menu.

The left-hand pane of the Explorer window shows a list of all the disk drives on your PC, along with netpad and network drives (if any). You can expand a branch by clicking on the  symbol next to it, or close the branch by clicking on the  symbol. The right-hand side of Explorer shows the contents of the folder selected on the left.

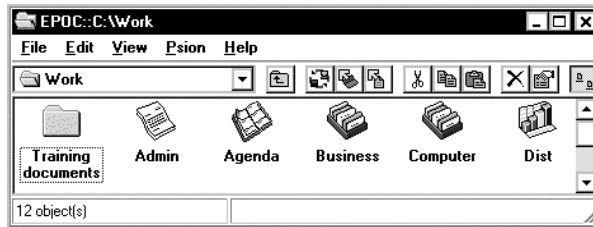
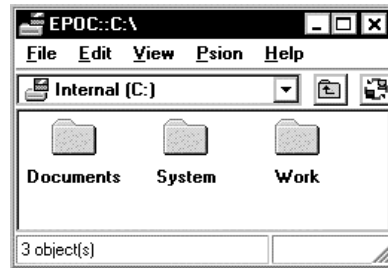
2. Use the scroll bar on the right of the left-hand Explorer pane until you can see the drive that contains the folder that you want to copy the file to.
3. Using the  and  symbols and the scroll bar, expand the folder list until you can see the folder that you wish to copy the file into.
4. Click on the folder to select it.



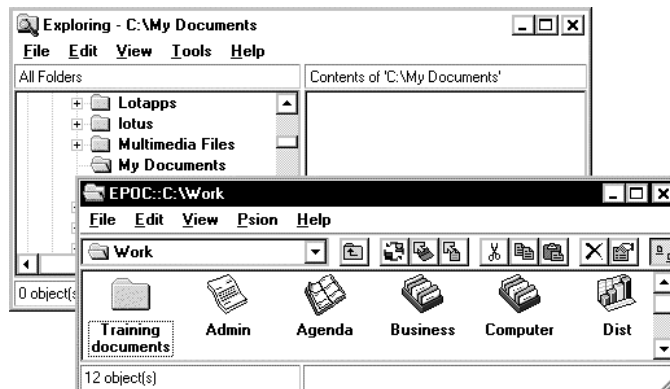
5. Double-click on the **My Psion** icon  on your Windows desktop to open the *My Psion* window.



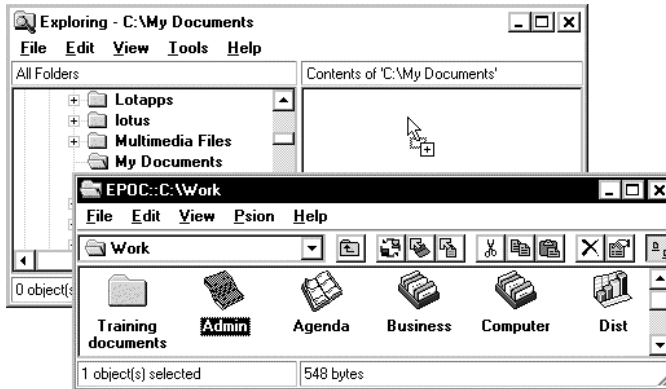
6. The icons to the left of the window (in this example, Internal and NO NAME) represent disks on your netpad.
7. On your netpad browse to the folder that contains the file you wish to convert to the PC. Do this by opening the appropriate disk icon and then the relevant folder name(s).
8. Open the folder. You see icons for each of your files. The icons correspond to the type of file.



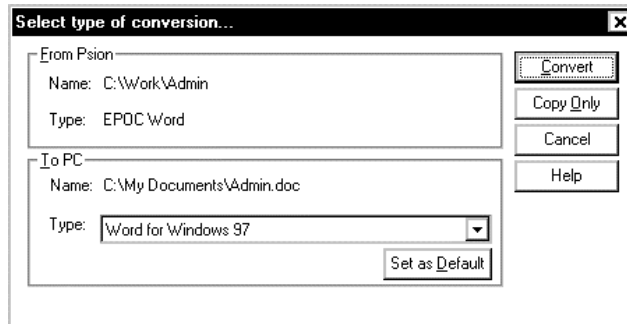
9. Rearrange the positions of the My Psion and Explorer windows until you can see both of them at the same time.



- Click on the file you want to copy and, keeping your finger on the left mouse button, drag the mouse pointer over the right-hand pane of the Explorer window.



- Drop the file over this area by releasing the left mouse button.
- When the *Select type of conversion...* dialogue appears, select from a list of appropriate conversion types by clicking on the  button.



- Click the **Convert** button.

The file is converted into the selected PC format and can be used in the same way as any other file on your PC.

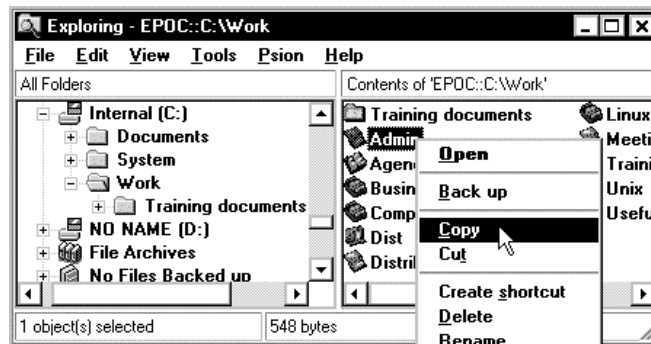
7.5.3 Copying A File Using Copy And Paste



Using Windows Explorer, you can copy files between your PC and netpad in the same way you would copy files to a floppy disk, or another PC on a network. PsiWin can convert files as they are copied so that you can open them on the other computer straight away.

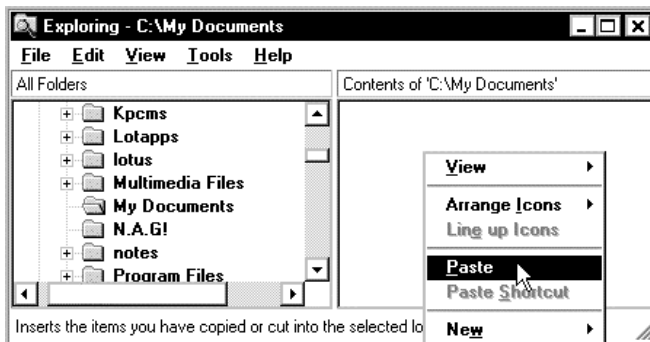
Within Windows 95, 98 or NT4, clicking the right mouse button often displays a context-sensitive (pop-up) menu – a range of commands relevant to the object which you right-click on. In Explorer, you can use these menus to copy files between folders, regardless of whether they are on the PC or the netpad.

1. Open Windows Explorer.
2. Navigate to, and expand, the My Psion branch of the folder list. Find the folder that contains the file you wish to copy to the PC and click on it so that its contents are shown in the right-hand pane of the Explorer window.



3. Right-click on the file and select Copy from the pop-up menu that appears.

4. Navigate to the folder you want to copy this file to, and select it, so that its contents (if any) appear in the right-hand pane of the Explorer window. Right-click in the right-hand pane of the Explorer window, and select Paste from the pop-up menu.



5. As PsiWin copies the file, a dialogue box appears in which you can select the type of file you wish to use on the other computer.
6. The dialogue suggests a suitable file type for the converted file, e.g. Excel 5.0/95 for a netpad Sheet file, or Word 6.0/95 for a netpad Word file. Select an alternative type if you use a different file type on your PC
7. Select the **Convert** button to copy the file from your netpad to the PC and automatically convert it into the chosen file type.



Note: You can select the **Help** button for more detailed help on the features of this dialogue box.

You can use Windows Explorer to manage files and folders stored on your netpad in the same way as you can on your PC's drives.



Warning: When you delete a file on your netpad from your PC, it is permanently removed from the netpad's drive. The file cannot be retrieved from the Windows Recycle Bin, which only stores files deleted from your PC's drives.

Further help: See the online Help for more information on how to manage files, folders and disks.



Note: You can also copy the file by clicking on the file icon and dragging it to the folder on your PC.

7.5.4 Opening netpad Files From Your PC

You can open a file on your netpad using a PC application without first having to copy it to your PC drive. You can edit the file on your PC and then save it back to your netpad when you have finished.

1. To open a file from *Windows Explorer*, double-click on the file icon or press **Enter**. A dialogue box appears in which you can select the type of file you wish to use on your PC.
2. Select the file type suitable for the application you will use to edit the file on your PC.
3. Click on the **Convert** button to copy the file and convert it to the chosen PC file type. PsiWin opens the converted file using the PC application associated with the file type, e.g. **Paint** for a Bitmap Image (*.bmp) file, or **Notepad** for a Text (*.txt) file.

When you save the file within the PC application, PsiWin saves the edited file back to your netpad. A dialogue box appears which allows you to select the file type for the edited file. Select the appropriate file type for your netpad, and then select **Convert** to copy the file back to your netpad. PsiWin makes a backup copy of the original file, which is renamed with a '.bak' suffix, e.g. a file named 'Document' is backed up as 'Document.bak'.



Important: *Don't delete the backup version of the file from your netpad until you are sure you want to use the edited version instead.*

Further help: See the online Help for more information on how to open netpad files on your PC.

7.6 Backing Up Your netpad With PsiWin

7.6.1 Performing Your First Backup

You can use PsiWin to back up all the files stored on your netpad to your PC. Keeping backups of your netpad files on your PC means that you have a separate copy of all your work that can be restored to your netpad. For example, you can restore backed up files to your netpad if you accidentally delete a file, wish to revert back to an older version of a file, or need to restore files if you forget to change the batteries.

Scheduling Regular Backups

To make a backup:

1. Double-click on the **Psion Backup** icon on the Desktop.
2. In the *Psion Backup* dialogue, select the drive(s) on your netpad you wish to back up.
3. Click **Back Up** to start backing up the files on your netpad. PsiWin displays a progress window showing how long the backup will take and will inform you when it has completed.

Further help: See the online Help for more information on how to back up and restore your netpad files.

7.6.2 Scheduling Regular Backups

You can set PsiWin to make automatic backups at regular intervals so you do not need to remember to back up your netpad. It is a good idea to schedule automatic backups because it means you will always have up to date copies of your netpad's files.

To schedule regular backups:

1. Right-click on **My Psion** and select **Properties**.
2. Move to the **Backup** tab.
3. Click on **Perform automatic backup** and select how often you wish to backup your netpad.

Further help: See the online Help for more information on how to schedule regular automatic backups.

7.7 Synchronizing Your netpad

7.7.1 What Is Synchronization?

You can use synchronization to manage information that you wish to keep up to date on both your PC and netpad, such as agenda appointments or an address book.

When you synchronize, PsiWin checks the information in your PC scheduler with

the matching Agenda or Data file on your netpad, and then updates the files on both your PC and netpad to include the new information. Some examples of synchronization are:

- You add a new appointment in your netpad Agenda, the date, time and notes for the entry will be copied to your PC scheduler.
- You change a phone number in your PC scheduler; it will be amended in your netpad's address book.
- You enter overlapping appointments in your PC and netpad agendas, PsiWin will warn you of the conflict.

Many people will just use one synchronization task to keep their netpad information in step with their PC information. Synchronization tasks can be used in a number of other ways, for example:

- You and other colleagues could synchronize their work Agendas with the same master scheduler on a networked PC.
- You may have a work Agenda synchronizing with a network installation of Organizer at the office, and a personal Agenda synchronizing with Schedule+ on your PC at home.

The following sections provide instructions for synchronizing with Microsoft Outlook, Microsoft Schedule and Lotus Organizer.

7.7.2 Synchronizing Your netpad With Microsoft Outlook

This chapter details the set-up and day-to-day use of PsiWin to synchronize your netpad Agenda and Data files, or the Contacts program, with Microsoft Outlook 97/98 on the PC. The chapter assumes some familiarity with the use of Windows 95/98/NT 4.0.

7.7.2.1 Software Compatibility

This chapter assumes that you are using PsiWin (supplied with netpad). You must also have a full local installation of Microsoft Outlook 97/98.

7.7.2.2 Creating New Synchronizations

If you have different Agenda or Data files, or Outlook folders that you want to synchronize, you can create multiple synchronizations on your PC. You must define at least one synchronization.

Required Information

Before creating your synchronization, note the locations of the Agenda, Data or Contacts files you want to synchronize. The synchronization needs to know which particular files you want to use. You must also specify which folders within Outlook to synchronize.

- If you are synchronizing an Agenda or Data file, open the file(s) that you want to synchronize.
- Tap the file name at the top of the toolbar to open the *Open files / programs* dialogue.
- Scroll through the list until you find your file(s) listed.
- Make a note of the path (in this example, *c:\Documents\Agenda*).

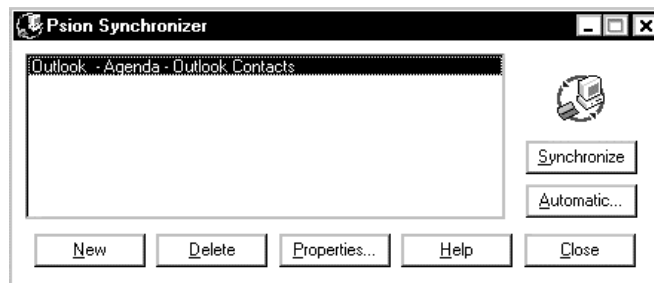


7.7.2.3 Creating The Synchronization



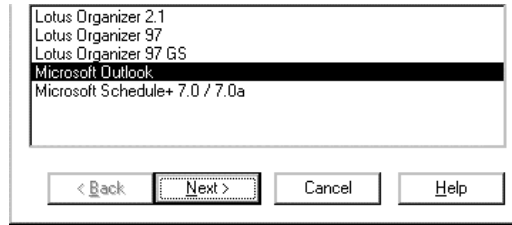
Important: *It is very important that the following information is entered correctly – otherwise, the wrong files may be synchronized, or no synchronization will occur. However, if you do not have an existing Agenda or Database file on your netpad, the synchronizer can create them. This is especially useful for a Contacts database – if you specify a non-existent Data file, the synchronizer creates a new one on the netpad that is optimized for use with your Outlook contacts. The synchronization can only create a Data file if you have select the option to synchronize a Data file.*

1. Make sure that your netpad is connected to the PC.
2. Double-click on the **My Psion** icon. Assuming the machines have linked successfully, you will see several icons, including one labelled *Psion Synchronizer*.
3. Double-click on this icon.
4. In the *Psion Synchronizer* window, click the **New** button. This launches the Psion Synchronizer Wizard, which will take you through the steps required to set up the synchronization. If you have never created a synchronization before, PsiWin will bypass this window and go straight to the Synchronization Wizard.

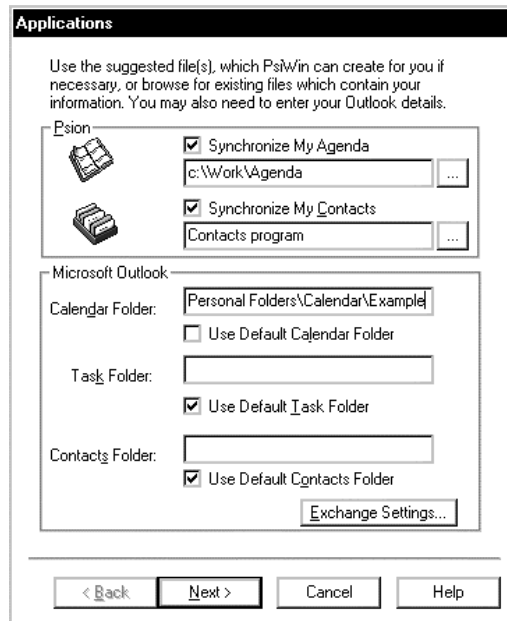


The welcome screen of the Wizard asks you the PC PIM that you want to synchronize with.

5. Highlight the relevant option and click the **Next** button.

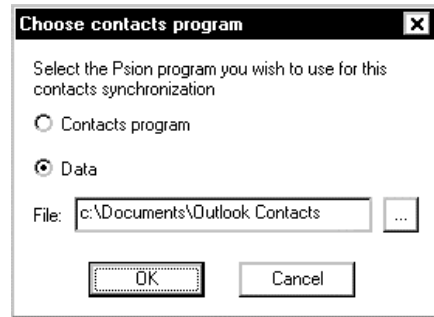


6. In the *Psion* section of the *Applications* dialogue, specify the netpad files that you want to synchronize with.
- To synchronize an Agenda file, make sure that the **Synchronize My Agenda** box is checked off. Then specify the Agenda file to be synchronized. Either type in the path and file name you noted earlier, or click the  button to browse the netpad's disks. If in doubt, use the browse button to find your file.
 - To synchronize a Data file or the Contacts program, make sure that the **Synchronize My Contacts** box is checked off.



- c. To synchronize with the Contacts program, leave the next box as **Contacts program**.

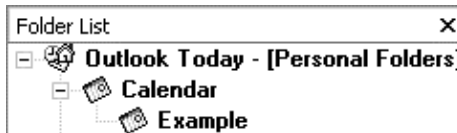
To synchronize with a Data file, click the  button. Select **Data** and specify the Data file to be synchronized. Either type in the path and file name you noted earlier or click the  button to browse the netpad's disk(s). If in doubt, use the **Browse** button to find your file. Next, click the **OK** button.



7. Enter details for Microsoft Outlook.

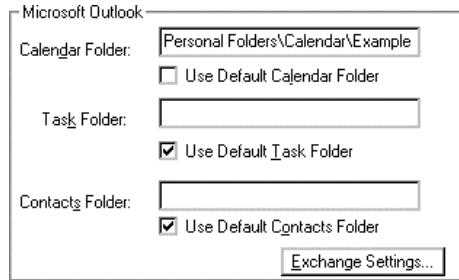
- To synchronize the standard Outlook folders, leave all the **Use Default...** boxes checked off.
- To synchronize custom Outlook folders, uncheck the relevant **Use Default...** box and enter the folder path.

You can find the folder path by looking at the *Folder List* in Outlook. If this isn't shown, select **Folder List** from the *View* menu. Expand the list until you can see the folder you want to synchronize. The path will be the top level folder, then the subfolder that contains the folder(s) to synchronize, and then the folder to synchronize. These should be separated by backslashes (\). If the name of your top level folder contains some text in square brackets, use this text instead of the top level folder name.



Chapter 7: Connecting netpad To A PC

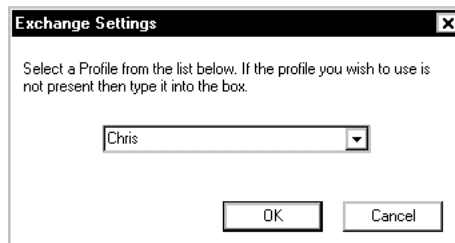
Synchronizing Your netpad With Microsoft Outlook



In the example shown here, the path to the *Example* folder is *Personal Folders\Calendar\Example*.

Enter this information into the *Applications* dialogue of the Synchronization wizard. Uncheck the relevant **Use Default...** box, in this example, *Use Default Calendar Folder*, and type the path into the box (in this example the *Calendar Folder* box).

8. Click on the **Next** button.
9. Click on the **Exchange Settings...** button, enter a profile name and click the **OK** button if you want to synchronize with an Outlook profile other than your PC's default.



10. The next dialogue allows you to specify which types of entry you want to synchronize. Uncheck particular entry types if you do not want them to be synchronized.
11. Click the **Next** button when you have selected the entry types.

The 'Entry Types' dialog box has a title bar 'Entry Types'. Below the title bar is the instruction: 'Select the entry types to be synchronized between your Psion and PC Agendas.' There is a group box 'Entry types to synchronize' containing four checked items: 'Day Entries / Appointments', 'Anniversaries / Annual Events', 'Events', and 'To-dos / Tasks'. At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

12. To specify the time period to synchronize, click the **Set date range** button, select the period required and click the **OK** button.

To specify how the synchronization will deal with entries outside of normal working hours, select the appropriate option from the *Agenda entries to synchronize* section. You can also change your work hours by clicking the **Set work hours** button, altering the settings as appropriate and clicking the **OK** button.

The 'Psion To PC' dialog box has a title bar 'Psion To PC'. It contains three sections. The first section, 'Synchronize Agenda entries', has 'From: 1 Month(s) in the past.' and 'To: 6 Month(s) in the future.' with a 'Set date range' button. The second section, 'Agenda entries to synchronize', has three radio button options: 'All specified entries', 'All specified entries, but make entries outside work hours private on the PC' (which is selected), and 'Only entries within your work hours'. Below these are 'Days: Mon Tue Wed Thu Fri' and 'Hours: 9:00am-5:30pm' with a 'Set work hours' button. The third section, 'Contacts details to synchronize', has the text: 'The Synchronizer will prompt you if you need to change any contact synchronization settings. Click Advanced to check the current contact synchronization settings.' with an 'Advanced...' button. At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

13. Click on the **Advanced** button to set up the label mapping. Note that if you are synchronizing with the Contacts program, or have chosen not to synchronize a Data file, you may not be able to click this button. In this case, you should ignore step 14 below and click the **Next** button.
14. The *Contacts Synchronization* dialogue lists the labels for the Contacts folder in Outlook (or whichever folder you have specified for contacts information) in the *Contact information* column, and in the *Psion label* column you can match these to their equivalents (if any) in your netpad Data file. To match labels:
- a. Find the Outlook label whose function is the same as one of your netpad Data file's labels, then click in the box next to it in the *Psion label* column.
 - b. An arrow  appears to the right of this box. Click on this to display a drop-down list containing all the Psion labels that you have not matched. Select the label you want to assign.
 - c. If you do not want to synchronize with a particular Outlook Contacts label, select **<Ignore>** from the drop-down list.



Note: Each Psion label can only be matched to one Outlook label.

15. When you have finished matching the labels, click the **OK** button and then the **Next** button.

Contacts Synchronization

The list below shows the Outlook fields which you can synchronize with your Psion address book, and the Psion labels with which they will be synchronized.

If you want to synchronize a Outlook field with a different Psion label from that which is displayed, click in the Psion label box next to the appropriate Outlook field and select from the available Psion labels.

Contact information	Psion label
Name, last	Last Name:
Name, first	First Name:
Name, middle	
Company	Company:
Department	
Job title	Job Title:
Business address	
Business city	<Ignore>
Business state/province	Work Tel:
Business ZIP/postal code	Work Tel (2):
Business country	Work Fax:
Home address	Mobile:
Home city	Pager:
	Email:

OK Cancel Help