



Special Report

101 BEST TIPS!*

**Actually, 123 tips!*

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ActiveSync

Install ActiveSync first—Then Connect Your Windows Mobile Device

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

ActiveSync is a desktop PC program that allows you to synchronize Calendar, Contacts, and Tasks databases, e-mail, Notes documents, Windows Media player content, and files between your PC and your Windows Mobile Pocket PC or Smartphone. A user-installable version of ActiveSync ships with your device on a "Companion CD." Alternately, you can download a copy of the program from Microsoft's Windows Mobile Web site (www.microsoft.com/windowsmobile/addons/default.msp).

WARNING: Install ActiveSync on your PC first, and then connect your Windows Mobile device to the PC via the sync cable or cradle that came with the device. If you connect the device and then install ActiveSync, ActiveSync may not be able to locate the device when it searches for it.

Stop ActiveSync Window from Popping Up On Your Desktop

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Every time you connect your mobile device to your desktop PC to synchronize it, the ActiveSync window pops up. If you want, you can stop this window from popping up. Disconnect your device if it is connected to the desktop PC. Open the ActiveSync window on your desktop computer and go to Tools >Options. In the Options window, click on the Rules tab. Now uncheck the option at the bottom of the window that says, "Open ActiveSync when my mobile device connects." The ActiveSync window will not pop up when you connect your mobile device and use ActiveSync.

Note: If you have ActiveSync 4.0 or later (check your version by going to Help >About Microsoft ActiveSync), go to File >Connection Settings and uncheck the option at the bottom of the window that says "Open ActiveSync when my device connects."

Avoid ActiveSync "Guest Partnerships" by S. Bruce Cairnie

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you synchronize your device with Outlook on one computer, but regularly connect to a second to exchange files and install programs, you can waste a lot of time establishing "Guest Partnerships" every time you connect to the second. To save time, establish a regular partnership with the second computer, but go to the ActiveSync Options menu on the

second computer and unselect all of the options in the Mobile Device list. Your device will connect quickly and easily every time without synchronizing any Outlook data. You can then install programs from that desktop PC, or use File Explorer to swap files.

Renaming a Partnership

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

When you create a new partnership between a Windows Mobile device and a desktop PC, ActiveSync gives a name to that partnership automatically. If you want you can change the partnership name. In your device, tap on the Start menu and go to Settings >System >About. In the About screen, tap on the Device ID tab. In the screen that appears, type the name that you would like to give to the partnership in the "Device name" field. When you re-connect your device to your desktop PC through ActiveSync, the new name that you entered will automatically be the name of the partnership. If you synchronize files between your desktop PC and your device, a new folder with the same name as the new partnership name will be created on the desktop PC and in the "My Documents" folder of your device.

Note: On Smartphones, the Device ID name cannot be changed.

Restore Individual Files from ActiveSync's Global Backup

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

ActiveSync has an "all-or-nothing" function that lets you back up all the databases and other files into a single backup file on your desktop PC. ActiveSync also lets you restore them to your Windows Mobile device using the backup file you created, but again, it's an all-or-nothing process.

Fortunately, a free third-party desktop PC application called STGViewer lets you extract and restore individual files from the ActiveSync backup. STGViewer displays the contents of the backup file in a familiar explorer window. You can use standard "copy and paste" commands to extract the files and save them to another directory. Or you can use the "restore files to" command to restore the files to a given directory.

Search for STGViewer on Google to find a download site for this freeware program.

Unsynchronized Files (Unresolved Items)

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you have a file that you've been working on in your Windows Mobile device, like a Word document or an Excel spreadsheet, you cannot make changes on both sides in between syncs without getting an error. To avoid getting an unresolved item error, do not make changes to a file on both your device and desktop computer in between syncs. ActiveSync gets confused because the file has been changed on both machines, and it does not know on which machine to modify the file.

When you have made changes to a file on the two machines in between sync sessions, ActiveSync displays the file's status as Unresolved. To fix an unresolved item:

- 1) Right click on the file and select "Resolve Items."
- 2) ActiveSync displays a box giving you the choice to replace the item on your device or desktop computer. Click on the "Action Box" and select your choice.
- 3) Click Synchronize.

Adapted from a post by Beverly Howard on the microsoft.public.Pocketpc newsgroup

Note: By default, ActiveSync is set up to expect the data on the PC to be correct. You can change this to favor the device version of the document as follows:

- 1) Open ActiveSync on your PC, click on the Tools menu, and select Options.
- 2) Click on the Settings button to display the Desktop Computer Settings screen. The second data field on this screen is labeled "If there is a conflict:" By default, it should say "Replace Item on Device."
- 3) Click on the down arrow next to this field and select "Replace Item on Desktop."

If ActiveSync encounters a conflict, it will favor the device version of the document and synchronize that with your PC.

ActiveSync Fixes

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

An article by John Ruley on ActiveSync in Windows & .NET Magazine (www.winnetmag.com) gives a few tips on making ActiveSync work smoothly for you.

One of his better tips has to do with getting ActiveSync to connect to your Windows Mobile device when it refuses to do so. Always follow these steps in this order:

- 1) Check the connectivity cable to make sure it's securely connected and try to sync again.
- 2) Do a soft reset of the device and try to sync again.
- 3) Do a reboot of the desktop PC and try to sync again.
- 4) Reinstall the latest version of ActiveSync on the desktop PC and try to sync again. The latest version is available on Microsoft's Mobile Devices download page (www.microsoft.com/windowsmobile/downloads/default.mspx).

Problem Copying Large Audio or Video Files Using ActiveSync

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you are trying to copy large (15 MB+) audio or video files using ActiveSync, you might get an error. The best solution in such cases is to use an external card reader to copy the file/files to your storage card.

Synchronize Items Immediately

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you keep your Windows Mobile device in its synchronization cable or cradle with ActiveSync set to continuous synchronization, whenever you make a change to your desktop version of Outlook, the change is immediately transferred to your device. The advantage of this is that if you have to leave your desk quickly, you can grab your device and go. You don't have to worry about whether you've synchronized recently or not. To set this up, follow these steps:

- 1) Slip your device into its cable or cradle and make sure ActiveSync is on.
- 2) Pull down ActiveSync's Tools menu on the desktop PC and go the Options screen.
- 3) Tap on the SyncMode tab and select the button labeled "Continuously while device is connected" and tap on the OK button.

Note: For ActiveSync 4.0 or later, this feature is set automatically.

The change should take effect immediately. Changes made to any of the options checked in the Options >Mobile Devices list will synchronize immediately.

If you decide not to activate continuous synchronization, you can do a quick synchronization of any connected device by clicking on the green Sync button on the ActiveSync screen. Users of Pocket PC 2002 devices can sync by opening the ActiveSync application on their Pocket PC and tapping its green Sync button.

Synchronizing an E-mail with an Outlook Item as Attachment

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you are synchronizing e-mail to your Windows Mobile device and an attachment to one of the e-mails is an Outlook item, such as a contact, note, appointment, or e-mail, that attachment will not be synchronized to your device along with the e-mail. To synchronize such an attachment to your device, you will first have to save it in Outlook on your desktop PC by dragging it into the respective Outlook area. For example, if you have received an appointment as an attachment, you can drag that onto your Outlook calendar. It will then be synchronized as an appointment (not as an attachment) to your device. The same goes for the other kinds of Outlook attachments mentioned above.

Outlook Notes Not Synchronizing to Your Device

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Here is how to fix the (following) error when you try to synchronize your Outlook notes with the Windows Mobile device using Activesync: "Synchronization cannot be started because you are not able to log on to the network and access information. Restart your desktop computer and synchronize again. If the problem persists, contact your network administrator;" then there is a good possibility that your Personal Folders Store (.pst) file is damaged. Microsoft support Web site has a fix for this problem. You can access the fix at the following URL: <http://support.microsoft.com/?kbid=305544>

Solving ActiveSync's Inactive Problems

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

For some strange reason, ActiveSync sometimes seems to just stop working and become "InactiveSync." It will either not activate when you dock your device or will start to activate, but freeze up somewhere in the middle. A soft reset of your device sometimes helps. Something else you can do is delete the ActiveSync partnership you have established for the device and create a new partnership. One of the best remedies I've found for this situation is a free PC program called ReSync (www.Pocketpcfaq.com/applications/resync.htm). ReSync closes and re-opens ActiveSync for you in a matter of seconds. Usually, this will solve most ActiveSync lock-ups without requiring you to restart your PC.

Excerpted from a post by Filip Norrgard on Spb Pocket PC Tips & Tricks (www.spbsoftwarehouse.com)

Backup

Prevent Data Loss on Your Pocket PC

• Pre-WM5 Pocket PC

If your device loses power, you will lose all your data, plus the programs installed on your device (unless you have a Windows Mobile 5 device). While your Outlook data is safe on your PC (assuming that you use ActiveSync regularly), it's a good idea to run the Backup utility in ActiveSync (assuming you don't have a Windows Mobile 5 device, which lacks the ActiveSync backup capability).

Note: ActiveSync 4.0 or later does not have a Backup/Restore utility.

The Backup utility will place a backup of your Pocket PC on the PC that you sync with so that you'll be safe against a loss of power.

Follow these simple steps religiously to prevent data loss:

- 1) Create an ActiveSync partnership with your desktop PC as soon as possible, and set it up so that every time you connect your Pocket PC to your desktop PC, a backup is created. (In ActiveSync on the desktop PC, while the Pocket PC is connected, go to Tools >Backup/Restore >Backup and check "Incremental Backup" and "Automatically Back Up Each Time The Device Connects").
- 2) Clear your Pocket PC's memory periodically by doing a soft reset (see your owner's manual for instructions). This shuts down all running programs and starts you with a clean slate.
- 3) Recharge your battery as often as possible. Battery "memory" is not an issue with modern batteries, so top it off.
- 4) Make sure you have the latest version of ActiveSync.
- 5) When you travel, make sure to take your AC adapter. If you're going abroad, make sure you have a converter for the local current. Also, a cigarette lighter adapter is a good investment—you can charge while you're driving.
- 6) If you have a user-replaceable main battery, make sure that your backup battery is in good shape before you change your main battery.

Create a Word Document Backup of Your Contacts List

• Pre-WM5 Pocket PC

If you use a backup application on your Pocket PC device to back up your Contacts data, and your device crashes or you need to do a hard reset, then you'll be able to read the backed up data only after you restore your device. However, if you think you might need access to your Contacts list before you've had a chance to do a full restore, you should back up your contacts now to a more readable format, such as Word Mobile or Excel. Just follow these steps:

- 1) Open Contacts on the Pocket PC.
- 2) Open the soft keyboard and tap "Ctl" and then "a" to select all your contacts.
- 3) Then tap "Ctl" and "c" to copy them to the clipboard. If you have other programs running and a large contacts list, you may get a "not enough free memory" message when you attempt to copy the list to the clipboard. If you do, you need to go to Start >Settings >System >Memory >Running Programs, close some programs down, and try again. If you still get the "not enough memory" warning, you'll have to do multiple cut-and-pastes, selecting smaller portions of the list. (Don't use the "Create Copy" command in the Contacts application as it does not do the same thing.)
- 4) Open a new document in Word Mobile and tap "Ctl" and "v" to paste the data into the Word Mobile document. All your Contacts information will appear, though you may have to do a little formatting to make it legible. You can also use this technique to copy contacts to Excel Mobile.

Sync Files to Keep Copies of Important Documents on Your Windows Mobile Device

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

It's handy to have copies of certain documents on both your desktop PC and your Windows Mobile device. For example, your company may keep its product list and descriptions in an Excel spreadsheet or a Word document for easy distribution around the organization. It would be important for a mobile professional in that company—a salesperson, for example—to keep a copy of the product list on his or her device. It's pretty simple to copy it over. But it's also possible to set things up so that the document is automatically synchronized between the device and the desktop PC. That way, if you make a change to the document on your desktop PC, the changed document gets copied over to the device. Here's how you do it:

- 1) In ActiveSync (on your desktop PC) pull down the Tools menu, select the Options item, and check the box next to Files. When you click on OK, ActiveSync will notify you that it is creating a "Synchronized Files" folder. It will be located in

your desktop PC's My Documents folder, but it will not necessarily be called "Synchronized Files." When I created one for my Dell Axim, it was named "Axim My Documents."

2) Place the desktop PC version of the document in this "Synchronized Files" folder.

With this setup, whenever you connect your device and run ActiveSync, the files in the desktop PC's synchronized-files folder will be synchronized with their counterparts in the device's My Documents folder. Likewise, if you make changes to the documents on the device, the corresponding documents on the desktop PC are updated. Any documents created on the device, such as Notes documents and Voice Recorder .WAV files, are stored in the device's My Documents folder, and are synchronized back to the desktop PC with this setup.

Battery

Extend Battery Life

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Most Windows Mobile devices operate for a reasonable amount of time before you have to replace or recharge their main batteries. However, there are some simple things you can do to make that length of time even more reasonable.

1) The number one most important thing is to connect your device to an AC adapter whenever you can. Most devices come with an AC adapter to power or recharge the unit and to recharge battery packs. It's handy to have an extra AC adapter at home so you don't have to carry an adapter back and forth. Most device manufacturers sell extra adapters for their devices. At work, make a habit of plugging your device into the charging cable or cradle whenever you sit down at your desk.

2) Press the Power Off button when you're finished. Sure, there's an automatic-off feature that turns your device off after 1 to 3 minutes, but that's still 1 to 3 minutes of wasted power.

3) Set the backlighting to the lowest level you can tolerate (and set it to turn off after the least possible amount of time) and use the voice playback feature sparingly. They are power hogs.

4) This is a small thing, but every time an alarm goes off, LEDs blink to notify you. If you have the audible alarm set, you don't need a blinking LED, and vice versa. You can turn off LED alarms and notification features in Start >Settings >Sounds & Notifications (Smartphones: select Start >Settings >Sounds).

Turn Off Screen During MP3 Play

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Sometimes, you just want to listen to music on your Pocket PC. At those times, you can conserve battery charge by turning off your screen. One way to do this is to use Windows Media Player's button-mapping functionality. You can assign a button to turn the screen off and on while WMP is running.

In Windows Media Player 7.0, go to Tools >Options. In the Select Function dropdown menu, select Screen Toggle. Then just press the hardware button you want to use to toggle the screen. Note that as long as WMP is running—even in the background—this button will continue to toggle the screen instead performing of its usual function.

In Windows Media Player 7.1, go to Tools >Settings >Buttons, select Screen Toggle from the dropdown menu, and press the hardware button you want to use to toggle the screen. Note that in WMP 7.1, there is a checkbox at the bottom of this screen. Checking it allows the button to return to its normal function while WMP 7.1 is running behind another application.

In Windows Media Player 9, go to Tools >Settings >Buttons in Windows Media Player. From the "1. Select Function" drop box choose "Screen Toggle," then press the hardware button to which you want to map the Screen Toggle functionality.

In Windows Media Player 10, go to Menu >Options >Buttons tab. Scroll down to "Toggle Screen" and tap "Not assigned," then tap the Assign button and press the hardware button you wish to assign.

Also, on many Pocket PCs you can quickly turn off the backlighting by simply pressing and holding the power button. When the backlighting goes off, release the button and the machine will remain on. If you want to turn the machine off, just press the power button. If you want to exit from the "backlight off" state, just press and hold the power button again.

Avoid Inadvertently Turning On Your Device

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You should take precautions to keep your batteries from being accidentally discharged. One cause of discharge is inadvertently turning on your device. By default, the system will allow most of the hardware buttons to turn the device on. So when you lean up against the deli counter with your device in a case on your belt, you may be inadvertently turning it on.

Some devices let you prevent this from happening by letting you disable “Turn on power when a program button is pressed” when you go to Settings >Personal tab >Buttons.

In Windows Mobile 2003 and Windows Mobile 5 devices, you would go to Settings >Buttons >Lock tab. When your device is in Standby (turned off) you can Disable the application buttons and/or Disable the record button.

In Windows Mobile 2003 Second Edition devices, go to Settings >System tab >Power >Power On tab. From here you can select the “Turn on device from suspend mode” option you want.

Another solution is to disable the buttons entirely. You can do that by downloading an application called Do Nothing that . . . does nothing (see www.scottandmichelle.net/scott/cestuff.html). Then map your hardware buttons to that application by going to Settings >Personal tab >Buttons.

Another thing to look for is a setting in your Pocket PC that has it “wake” when a CF or SD card is inserted or removed. Turning off the automatic wakeup may save battery power if you don’t intend to use your Pocket PC when you insert or remove a storage card.

Cold Kills Your Device’s Battery and Can Affect its Display

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

A winter warning: don’t leave your Windows Mobile device out in the cold. If you’re working outside, don’t leave it sitting on a bench for any length of time. If you drive around a lot, don’t store it in your glove compartment. Cold decreases the power output of batteries. If the battery voltage goes low enough, or if the batteries freeze, you can lose all the data you have stored in your internal RAM memory. (You will not lose data stored on a Type II PC Flash cards or Compact Flash cards). Depending on how long the batteries have been out in the cold, their power level may come back as they warm up. It’s probably safer to recharge them as soon as possible, and replace them if they misbehave.

E-books

Activating Microsoft Reader

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

In order to read DRM (Digital Rights Management)-encrypted books on your Pocket PC 2002 or Windows Mobile 2003 device, you must first “activate” MS Reader. To activate MS Reader on your Pocket PC, first open MS Reader (2.0 or later) on your desktop PC. Make sure you’re connected to the Internet. Click the Shop tab, and then click the Activate link. This will connect you to the Microsoft Web site. You will be prompted for a .NET Passport, which you will have to get if you don’t already have one, and you will also be prompted to put your Pocket PC in its cradle. Put the Pocket PC in its cradle, sign in, and you will next go to a page with two buttons: Activate My Pocket PC and Activate My Computer. Click the first button, and Reader will be activated on your Pocket PC. If you want to activate your desktop computer as well, click the Return to Activation link in the lower left and you will be returned to the previous page where you can click the second button.

Annotations Settings in Microsoft Reader

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can add a bookmark, text note, highlight, or drawing when you are reading an e-book with Microsoft Reader. Just select some text in an eBook using your stylus, and as soon as you lift your stylus from the selected text, a menu will pop-up with the four options to annotate your text.

If you want you can disable any or all these options from appearing in the menu. Go to Start menu and tap on Programs. In the Programs screen, tap on the Microsoft Reader icon to open it. The Library screen will open up in the Microsoft Reader application. Tap on the Settings option in the Library screen. In the Settings screen, tap on the Go To option. Tap on the Annotations settings in the menu that pops up. The Annotations off/on screen will appear. You will now be able to see four options for annotating text: Bookmarks, Highlights, Text Notes, and Drawings with a check box in front of each of them. The check box is checked on each by default. You can tap on any check box to de-select it and prevent that annotation option from appearing in the menu.

MS Reader 2.0 Bug Fixed for Pocket PC 2002 Devices

Microsoft Reader 2.0, the version of MS Reader that is installed in ROM on most Pocket PC 2002s, has a slight memory leak. This can lead to a general slowdown of your device as you read a book. Large .lit files with lots of images—such as the Pocket PC magazine MS Reader edition—can make this slowdown happen in a hurry.

Microsoft released an update to remedy this. You can download it for free at: www.microsoft.com/reader/downloads/PocketPC.asp

If you have a Pocket PC 2002, download the full installation file. During the installation, respond Yes To All when prompted to choose whether to install new files.

If you have a Pocket PC 2000, you do not need this update. See the update page for instructions for determining whether your device is a 2000 or a 2002.

Note: If you have a Pocket PC with Windows Mobile 2003 or 2003 Second Edition, the latest MS Reader download will work properly on your device.

Input

Soft Keyboard Tricks Speed Up Text Entry

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You may already know that if you use the soft keyboard to enter text, it will automatically capitalize the first letter entered after a period indicating the end of a sentence. You can of course hit the Shift or CAP key to enter capital letters within a sentence. But there's an easier way.

Tap on the letter you wish to enter in uppercase and slide your stylus toward the top of the screen before pulling it off the screen. You can also use this technique on the top row of numbers in order to enter the symbol associated with that number. For example, place the stylus on the number 2 and slide it upwards to enter the @ symbol. The trick is that you have to remember which symbol is associated with each number. Commonly used symbols include 1=!, 2=@, and 4=\$.

Other tricks include:

- If you touch any portion of the soft keyboard and drag your stylus downward, it enters a line return, not the character or symbol you've touched.
- If you touch any character and drag the stylus to the left, a backspace is entered, deleting the previous character, space, or line return.
- If you touch any character and drag the stylus to the right, a space is entered.

From a post by Aerodon, a PocketPCMag.com forum member

Locating the Delete Key

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Press the Shift key on the soft keyboard to access the Delete key. It's on the top row of keys, all the way to the right. The

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rest of the top row has the symbols found on a standard keyboard. The left-most key on the top row, "123," pops up an alternate keyboard with numbers and additional symbols.

Use Ctrl+Q to Quit Applications

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can tap on "Ctl" key and then on the "Q" key on the soft keyboard to quit most of the built-in applications on your Pocket PC when they are running.

Make "Soft Keyboard" Keys Larger on the Pocket PC

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

In addition to hand writing recognition capability, the Pocket PC comes with a "soft keyboard," which displays a little QWERTY keyboard on the bottom of the screen and lets you tap out your data entry. The keys are very small, and it's easy to miss the one you're aiming at. Fortunately, you can increase the size of the keys. From the Start menu, select Settings and then Input. Then tap on the Large Keys button and tap OK.

To access the numbers and symbols that are no longer displayed with the larger keys, tap on the "123" key located in the upper left of the soft keyboard display.

Activating CAPs Lock in a Large Soft Keyboard

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can set the soft keyboard to display larger keys by tapping on the input select button next to the soft keyboard, selecting Options, and tapping on the "Large keys" radio button. However, this removes the CAPs lock key and some of the other keys to make room for the remaining larger ones. You can set CAPs lock by tapping twice on the Shift key.

Install/Remove Software

Delete Old Icons from the Programs Folder

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Sometimes when you remove a program from your Pocket PC, you will find that its icon still shows up in the Programs or Games folder. The icon represents a shortcut to start the program, and for a variety of reasons, these shortcuts are sometimes not removed when you uninstall a program. You can delete them manually by following these steps:

- 1) Open File Explorer. (Smartphones: File Manager)
- 2) Navigate to the My Device\Windows\Start Menu\Programs folder.
- 3) Review the shortcut icons in the folder. If any are associated with a program you have uninstalled, delete the icon as you would any other file by tapping and holding on it, and selecting the Delete option from the pop-up menu. (Smartphones: select Menu >File >Delete). You can delete unwanted shortcuts from the Windows\Start Menu or Windows\Start Menu\Programs\Games folders using the same technique.

Installing Programs on Your Device

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Programs are usually installed automatically by connecting your Windows Mobile device to the Desktop with ActiveSync, and then clicking the installation file on the Desktop PC. Sometimes, however, programs do not install automatically. In that case, there are generally three types of install files you have to deal with:

.EXE file: You transfer this file to your Desktop PC and run it (double-click it) on your Desktop PC, with your device connected via ActiveSync.

.CAB file: The .CAB file is like a "ZIP" file that unpacks on the device. It does not work if opened on the Desktop PC- it must be copied to the device first. To install the program, copy the .CAB file to your device, locate the .CAB file with File Explorer and tap on it to install the program.

.ZIP file: You'll have to unzip the .ZIP file first. Treat the resulting uncompressed file according to which of the two file types it is (.EXE or .CAB).

Note: Some freeware and shareware programs come without automatic installation routines. If you download a device application to your desktop PC, click on the .exe file to install it, and get an error message, it probably needs to be copied directly to the device. In these cases, you have to copy the downloaded .exe program file directly to the device's /Windows/Start Menu/Programs folder. Then it will appear in the Programs menu on your device. (Smartphones may not have a Programs folder.)

Avoid DLL Headaches

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

“DLL” is an acronym for Dynamic Link Library. A DLL is a chunk—a library—of executable functions and/or data that can be used by many different programs. Much as a school library reduces education costs by making the same book available to many students, DLLs reduce the size of software packages by putting commonly used functions in a library that can be accessed by different programs. That way, each program doesn’t have to “bring its own copy,” so to speak.

When you install a third-party program on your Windows Mobile device, it may install DLLs in the process. If some of these already exist on the device, a screen will pop up asking you if you would like to replace the existing DLL with the one the program is attempting to install.

The problem is that your device may have a more current version of the DLL in question. Replacing the existing one with an older version might cause problems with programs already installed on your device. Here are two tips for avoiding any DLL headaches:

1) Do Not Replace the DLL: In most cases, the device will have a more current version of the DLL. If that is the case, DO NOT replace the DLL file.

2) Replace the DLL: If you run into a case where the replacement DLL is actually newer than the existing one, write down the file name of the new DLL first, and then tap on the Yes button to allow it to replace the existing one. Again, in most cases you won’t experience any problems. However, if you do—if your system starts hanging up or if certain programs start acting up—you may have to replace the new DLL with the original. Fortunately, all the original DLLs are stored in the device’s ROM memory. All you have to do is go to your /Windows directory, find and delete the newly-installed DLL (you wrote its name down, remember?). When a program needs this particular DLL, the operating system defaults back to the original copy in ROM.

Internet

Dialup Internet Connections

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Thanks to Bev Howard, a frequent contributor to Microsoft’s Pocket PC newsgroup, for posting a page of instructions for configuring a dialup Internet connection on your Pocket PC. Not only does he provide a walkthrough for the process of setting up a dialup connection in which he warns you away from several pitfalls, he also takes the time to explain why the Pocket PC OS handles phone numbers the way it does and how to allow for its idiosyncrasies.

The instructions are at: www.bevhoward.com/PocketPCDun.htm

Memory Management

Free Up Memory on Your Device

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Your Windows Mobile device doesn’t automatically shut down programs when you exit them using the “OK” or “X” in the upper right corner; they’re still active in memory even though you don’t see them. If too many are active, your device will slow down, and some programs may not even be able to load until more memory is available.

To see what’s open you can go to Start >Settings >System tab >Memory, and tap on the Running Programs tab. Select a program to end and tap Stop, or end all the running programs by tapping on Stop All. (Smartphones: select Start >System Tools >Task Manager and choose an option from Menu.) Alternately, you can soft reset your device (generally by poking your stylus into a little hole marked “soft reset.” See your device’s manual for where your soft reset hole is located. Smartphones: a soft reset can be achieved by powering off your device and turning it back on). A soft reset won’t wipe your device clean (that’s a “hard reset”), but it will clear all running programs out of memory and give you a fresh start.

Remove Applications to Free Up File Storage Space

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

A universal truth concerning any computer is that the file storage space will fill up at least twice as fast as you think it will.

To see how much file storage space you have available, tap on Start >Settings >System tab >Memory (Smartphones: select Start >System Tools >Memory Manager). The bar in the center of the screen (pre-WM5 Pocket PCs only) gives you a graphical representation of how your internal memory is divided between storage and program use. The

device will change this division of memory automatically, depending on the needs of the system. It will even close down applications that aren't being used to make program memory available for another application. The dark blue bar indicates the available storage and program memory. This information is also given as numeric data directly below the bar. Tap on the Storage Card tab at the bottom of the screen to see the space available on your storage card (Pocket PCs only).

Even with the device's ability to allocate internal memory dynamically, there are limits to the amount of storage memory you can use. To maintain sufficient program memory it may become necessary at some point to remove from storage memory some of the programs you have installed. Go to Start >Settings >System tab >Remove Programs (Smartphones: Start >Settings >Remove Programs). You will be taken to the screen that lets you uninstall programs.

Free Up Storage Space: Internet Explorer and Inbox

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you use Internet Explorer Mobile to view Web pages or if you download e-mail with attachments to Inbox, you can use up the internal memory of your Windows Mobile device quickly. Here are a few tips to help you free up storage space:

- 1) Configure Inbox to store Inbox attachments on a storage card. With Inbox open, tap on Menu >Tools at the bottom of the page (pre-WM5 Pocket PCs: tap Tools), select Options, go to the Storage tab, and check the box labeled "Store attachments on storage card." (Not available on Smartphones.)
- 2) Don't download attachments to the device. With your device connected and synchronized, go to the Options page in ActiveSync on your desktop PC, highlight Inbox in the list, and click on the Settings button. Then, make sure the box labeled "Include file attachments" is NOT checked. You can also use this screen to limit the number of lines per message and the number of past days' messages you download when you synchronize Inbox data.
- 3) Delete the temporary Internet files and cookies that have been downloaded to your device while you were browsing the Web. Open Internet Explorer Mobile, tap on Menu >Tools at the bottom of the page (pre-WM5 Pocket PCs: tap Tools), select Options, then tap the Memory tab and the Delete Files button. Then select the Security tab and tap on the Clear Cookies button at the top of the page. (Smartphones: select Internet Explorer >Menu >Options >Memory, and select the files you want to clear.)

Save Space When Synchronizing E-mails from Outlook

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you synchronize e-mails from Outlook on your desktop PC to Inbox on your Windows Mobile device, you can save some space by changing some settings in ActiveSync. Double-click on the ActiveSync icon on the lower right hand corner of the task bar of your desktop PC. The ActiveSync window will open. Go to Tools >Options. The "Sync Options" tab should be automatically selected in the Options windows. If it is not selected, click on the tab to select it. Move your mouse pointer to the option which says "Inbox" in the Window below to highlight it, then click on the Settings button on the upper right hand corner of that window. The Mail Synchronization Settings window will open. Check the option box which says, "To save space, copy at most:" then enter the number of lines that you want to be synchronized from the message in the text box. The default is 100, but you can reduce the number of lines to save more space. Check the option which says, "Copy messages from the last:" then fill the number of days from which you want the e-mail messages to be synchronized. The default is 5 days, but you can reduce the number of days. If the Include File Attachments option box is selected, then you can limit the attachment size by selecting the option which says, "Limit attachment size to:" The default attachment size is 100 KB but you can enter a lower size to save some space. After making the changes, click on the OK button.

Put Files on a Storage Card

 By Craig Ueltzen

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you have an external storage card or drive, you can organize your My Documents folder(s) to the fullest and free up your internal memory for running applications. In the root of your



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storage card or drive, create a "My Documents" folder. Create handy subfolders within it such as "Mpeg Files," "MP3 Files," "PDF Files," "eBooks," "Mobile Maps," "Zip Files," "Image Files," etc. Note that ANY application (from MS Reader to Windows Media Player) that looks for files will find ANY files in main memory AND the storage card or drive as long as they are in a My Documents folder or its subfolders. You can move ALL the files from the My Documents in the main memory to the My Documents folder(s) on your storage media, freeing up megabytes of system RAM.

Important: See the Ignore My Documents tip above. If the file "Ignore_My_Documents" (or "Ignore_My_Docs) is in the root folder of your storage card, then you won't see the documents (Word, Excel, etc.) that you copy into the My Documents folder on your storage card when you open Word Mobile or Excel Mobile or Notes. You must delete the file using the instructions above in order to see them.

Note: For files that you want to Sync with your PC (Notes, Excel Mobile or Word Mobile Docs, etc.), you will have to leave them in My Documents in Main memory: they won't sync from the My Documents folder on a storage card.

Remove Items from the Startup Folder

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

The Startup folder on a Windows Mobile device is used to launch programs automatically at startup. Many programs automatically install themselves in this folder and thus start running each time you reset your device. If they don't need to be running, they may be using resources that are better utilized elsewhere. Use File Explorer (Smartphones: File Manager) to browse to My Device >Windows >StartUp (not Start Menu!) (Smartphones: Windows >StartUp). Are there any programs in there that don't need to be running all the time? Make a folder elsewhere and move those programs to that folder (just cut and paste them). Actually, they're just shortcuts, so you aren't really moving the program files themselves.

Auto-Directing Files to Save on Storage Cards

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you create long documents on your Pocket PC (Word, Excel, Notes, voice recordings, etc.), you might want to set up your Pocket PC to save them to a storage card instead of main memory. Here's how you do it:

- 1) Open the application.
- 2) Tap on Menu >Tools >Options (pre-WM5: Tools >Options).
- 3) Tap on the "Save to:" pull-down menu and select Storage Card.
- 4) Finish by tapping OK.

Note that you must have a storage card in the slot or Storage Card will not appear as an option.

Put New Fonts on a Storage Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Fonts on your Windows Mobile device take a lot of memory. Fortunately, there's a freeware application called FontOnStorage.exe that allows you to put the fonts in a folder on your storage card, so they won't eat up precious RAM. You can download the zipped file and read instructions and cautions in this thread in the Brighthand forums: <http://discussion.brightthand.com/showthread.php?s=&threadid=78742>

Save More Space with Word documents

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Documents saved in Word .doc format take up a lot of file storage space on your Pocket PC. ActiveSync will convert these to Word Mobile (.psw or .pwd) format, which saves a lot of space. Another way to reduce the file size is by saving Word documents in .txt or .rtf format. (Some people prefer these formats to Word Mobile.) The down side with .txt files is that they cannot have image files embedded in them. By default, ActiveSync is set to convert Word to Word Mobile format. But it will not convert .rtf or txt files to Word Mobile unless you change settings in the ActiveSync >Tools >Options >Rules >Conversion Settings menu.

Pocket PC Running Slow? Close Down Processes

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

I've had an iPAQ and now the Toshiba E755 Pocket PC. Sometimes after closing a game or certain program, I notice a decrease in performance—the Pocket PC just slows down. It's interesting because I'll notice this even when I go to the built-in task manager (Start >Settings >System tab >Memory >Running Programs) and find that no programs are running. When I do a soft reset of the Pocket PC, everything returns to normal.

The problem is that even when you use the task manager to completely close down a program, parts of the program

(called “processes”) can remain running. Unlike the task manager found in desktop PC versions of Windows, the Pocket PC’s built-in task manager does not display processes or let you close them down.

Fortunately, there are free task manager programs that let you do this. I use Pocket Task Manager (www.pocketgear.com/software_detail.asp?id=3216), but a program called PHM Task Manager (www.phm.lu/Products/PocketPC/TaskMgr) is also available. With Pocket Task Manager running, if I close a game and notice that my Pocket PC slows down, I first go to the built-in task manager to see if anything is running. If nothing is, I open Pocket Task Manager and go to the Processes screen and look to see if the game is still running. For example, if Pacman is still running, I’ll see pacman.exe in the Processes list. Once I close the process, my Pocket PC is back to normal again. Before, I was always doing soft resets. Now I don’t have to.

From a post by TonyE755, a PocketPCmag.com forum member

Speed Things Up With a Soft Reset

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You may have discovered that if you run your desktop PC a long time without turning it off, and open and close a lot of programs in the process, the PC’s performance can suffer. This has to do with the buildup of temporary files, the fact that certain processes associated with a program may continue to occupy memory even after you shut down the program, and other things. The solution with your PC is to turn it off and then back on again.

The Windows Mobile device can also suffer from this performance slowdown and the fix is similar. However, pushing the hardware on/off button (on Pocket PCs) gets you nowhere. This is because the off button really doesn’t turn the device off. It turns the screen off and reduces the power to the CPU. This reduces the drain on the battery, but note: the battery is always trickling a little power into your device to keep the SDRAM memory working. Your Pocket PC is never truly off unless you yank the batteries out of it.

What you need to do is perform a “soft reset.” This turns the Pocket PC off for an instant, and then back on again. You will not lose any data stored in SDRAM, but it will close down any program that’s running and speed things up a bit.

On most Pocket PCs, the soft reset button is located in a small hole on the back or side of the device. For example, on a Dell Axim X50 this hole is located on the back of the device above the cover over the removable battery. To perform a soft reset, insert the tip of your stylus into this hole and press down gently (do not force!) You’ll feel the button give slightly, and the device “boot-up” screen will appear on your Pocket PC’s display. Wait a few seconds until the Today screen appears, and then you can continue using your Pocket PC.

Smartphones: powering your device off and then turning it back on again is the equivalent to a “soft reset.”

Multimedia Content

VIDEO

Storage Card Capacity for Music and Video

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You don’t need a high-capacity storage card to store music and video files on your Windows Mobile device. Although some movie files can be 700 MB, the size of video and music files can be greatly reduced by reformatting them using Windows Media encoder, a free desktop PC application from Microsoft (www.microsoft.com/windows/windowsmedia/forpros/encoder/default.msp). For video, it adjusts the screen size to the Pocket PC’s 320x240 pixel display (or whatever size screen your device has), and saves the movie in WMV format, which can be played using the built-in Media Player application. This can reduce a 700 MB movie file to about 175 MB. For MP3 music files, it adjusts them for the reduced capabilities of earphones and saves them in the WMA format, reducing the file size by as much as two thirds.

A 4 GB card could store up to 20 movies and upwards of 2,000 songs. As of mid-2006, they can be purchased in the \$100 range on buy.com.

From a post by Jorcutt118, a PocketPCmag.com forum member

Security

Power On Password Protection By Frances Koo

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

On the Pocket PC 2002 devices, when you turn on the built-in password protection, then turn off your Pocket PC and turn it back on, the password screen does not appear! At first, I thought the built-in password protection was broken, but this is actually the default setting.

To make the Pocket PC always request a password when you power on your Pocket PC, go to Start > Settings > Personal tab > Password. Select "0 minutes" as the answer to "Prompt if device is unused for," then provide your password. Now if you power off your Pocket PC and then power it back on, the password screen will appear instantly.

Remember this password, as you will have to perform a hard reset if you ever forget what it was!

For Windows Mobile 2003 devices, you will get the password screen after you turn on your Pocket PC. You may first get a reminder of any due appointment, but then the password screen will appear. Also, if you've set your Owner Information to appear on power-up, it will appear before the password screen. This would be helpful should you misplace your Pocket PC, and someone wants to return it to you.

Smartphones: select Start > Settings > Security > Enable Phone Lock to set a password.

Software, Built-in

Note: Starting with Windows Mobile 5.0, Pocket Office programs (Pocket Word, Pocket Excel, Pocket PowerPoint) were updated and the name Pocket Office was changed to Office Mobile (Word Mobile, Excel Mobile, PowerPoint Mobile). Tips having to do with these programs will use the updated name (Word Mobile will refer to Pocket Word, etc.). The same goes for Internet Explorer.

CALCULATOR

Adding or Subtracting a Series of Numbers

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you are adding or subtracting a series of numbers on the calculator, it might be a pain to enter all of them and the possibility of a typographic error also increases. An easy way to do such a calculation is to type the series of numbers with the plus (+) sign or minus (-) sign between them, and an equal to (=) sign at the end of the series, in a Word document or in a note. An example of a series and the format it should be typed in is as following:

224+342+235-100+90+235=

Highlight the series on numbers by dragging the stylus across them, and then tap and hold on the numbers and select Copy from the resulting menu. You can then paste them in the calculator application by tapping Edit > Paste. The calculator application will perform the necessary calculations and display the result.

CALENDAR

Understanding the Month View in Calendar

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

When you look at the Month view in Calendar, all of the days of that month are in white. The current day of the week is selected by a black box. A triangle pointing up means you have something scheduled for that morning, and one pointing down means you have something in the afternoon.. A square signifies an all-day task.

Make All-Day Events Show Up in Month View

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you have all-day events in the Calendar in Outlook on your desktop PC, you may wonder why they aren't showing up on your Windows Mobile device after you sync. To get them to show up in all views, open the event on your desktop PC and change "Show Time As" to "Busy" or "Out Of Office." The next time you sync, they'll show up. The same trick works for an event that spans multiple days.

Also, if you're having trouble with multiple-day events that stretch from one month into the next not showing up

properly, try recreating them in Outlook on the desktop as recurring all-day events (and remember to mark them as Busy or Out Of Office if you want them to show up in all views).

Viewing Calendar Appointments for a Specific Month

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

One of the frustrating things about Pocket Outlook is that it doesn't allow you to view a list of future Appointments for the upcoming month or months. Sure you can browse the Month View or Year View and see what days you have Appointments scheduled, but then you have to select Day View, Week View or Agenda view to actually see the details of what you scheduled. One solution is to get a third party program that gives you more flexibility in how you view appointments.

However, there's a workaround that you might find useful. Add 12 new Categories (one for each month of the year) to your Categories List and assign one to each appointment in Calendar. Then, when you want to view your schedule for a specific month, say September, activate the Pocket PC's Find (or Search) function and do a search for "Sep." The appointments you've tagged with the "Sep" category will be listed. This same method can also be used for displaying Tasks along with your Calendar appointments. (Note that anything you've tagged with "Sep" will be listed. Because of this, you might want to create more unique names for your monthly categories, like Jan0, Feb0, Mar0, etc.)

On Windows Mobile 2003 Second Edition and later Pocket PCs, the Find (or Search) feature is found in the Programs folder. In all other Pocket PCs, it is found in the Start menu.)

Based on a tip from John Ottini, The Handheld PC Newsletter: www.hpcnec.com/hpcnl.htm

What Happened to Those Appointments?

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

In Outlook on your desktop PC, your old appointments stick around forever. You can go back and see when you did what—when that meeting was, when you last changed the oil in your car, and so on. But on your Windows Mobile device, once an appointment has receded somewhat into the mists of time, it disappears from Pocket Calendar as well—at least, if you've left ActiveSync on its default settings.

To prevent the premature disappearance of appointment info from your device, open ActiveSync on your desktop PC and go to Options > Sync Options tab, select Calendar and click Settings. You can now change the Calendar Synchronization settings to suit your needs. You can have ActiveSync leave all of your past and future appointments on your device, or just those from a few weeks back and hence. You can also get it to sync only the appointments in certain categories.

What Happened to Those Appointments? Part II

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Did most of your appointments just disappear from Calendar? Are today's appointments still visible on your Today screen? Look in Categories on your Pocket PC. If any of the categories are checked, only the appointments that are assigned to those categories will show up. Checking all of the boxes will solve the problem—IF each and every one of your appointments is assigned to at least one category. A better solution is to uncheck all of the boxes; then all of your appointments will show up again.

Birthday or Anniversary Reminder

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you don't want to forget the birthday or anniversary of a friend or relative, there is an easy way to create a reminder for it. In Microsoft Outlook, add that person as a contact (if he or she is not already there). On the Details tab, enter the birth date and/or anniversary date of the person in the Birthday and Anniversary fields respectively. Outlook will automatically create a recurring appointment for it. When you synchronize your Windows Mobile device with your desktop PC, the recurring appointment will be transferred to your device. You can also do it the other way around; i.e., you can add the birth date or the anniversary date in the Birthday or Anniversary field in Contact details on your device. A recurring appointment will be created in your device for the birthday or anniversary. It will then get transferred to your desktop PC when you synchronize your device to your desktop PC.

Set Calendar Appointments with Appropriate Lead Time

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If a project is due at 3:00 p.m. on Friday, then setting a reminder for 3:00 p.m. on Friday doesn't do you much good. You have to give yourself the necessary lead time so you can complete the project. If you estimate that the project will take you two hours to complete, set your Calendar appointment for 3:00 p.m., but set it to remind you about it two hours

earlier. To do this, open a New appointment screen in Calendar. Enter the subject of the appointment, start and end times, and any other information you like. Then, make sure the Reminder field is set to "Remind me." Next, go to the data field immediately below "Remind me" and tap on the word "minute(s)" to expose the drop-down menu. Select "hour(s)" from the menu. Finally, tap on the field to the left of "hour(s)" and enter the number of hours prior to the event that you want to receive the notification. Tap on OK and your appointment is set. (Note: If you have a complicated project, break it up into smaller, achievable goals and set separate appointments for each goal.)

Smartphones: Open Calendar and select Menu >New Appointment. Navigate down to the Reminder field and select the desired amount of time.

CLOCK/ALARM

Setting the Clock Alarms

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

The Alarm feature found in the Clock & Alarms utility lets you set four different alarms on your Pocket PC. Set an alarm for a specific time and every day, rain or shine, the alarm will go off. On the Pocket PC you can select a specific day or days of the week for the alarm to occur. Use the recurring appointments feature in Calendar for setting weekly or monthly alarms. Here is how you set the Clock alarms.

1) Go to Start >Settings >System tab >Clock & Alarms.

2) The Alarms tab gives you the option of naming or describing the alarm, selecting a day or days of the week the alarm will sound, and selecting the alarm time.

3) In the Alarms screen, tap on the alarms icon to select the alarm sound and to enable "Repeat sound," "Display message" (not available in WM5 Pocket PCs), and/or "Flash light."

4) The checkbox next to each alarm must be checked for the alarm to sound.

Smartphones: select Start >Settings >Clock & Alarm >Alarm. Set the alarm time and choose on or off.

Changing the Alarm Sounds

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You can change the sound of the Clock alarms on your Windows Mobile device. Copy any file (in .wav format) that you would like to use as an alarm to the "Windows" directory of your device, using the "Explore" feature of ActiveSync. Then tap on the "Start" menu in your Pocket PC, and select Settings > System tab >Clock & Alarms. On this screen, you can set up to three alarms; for each alarm you can customize the sound. Click on the bell-shaped icon above the alarm time to access alarm sound choices. On the screen that appears, check the box that says "Play sound" and from the drop down box in front of it, choose any .wav file that you would like to use for the alarm. If you want to repeat the alarm, check the option box that says "Repeat sound."

Smartphones: select Start >Settings >Sounds >Alarm Clock. Then choose any of the sound items that are available.

CONTACTS

Find Contacts Quickly

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

First, remember that you can turn on your Pocket PC and launch the Contacts application at the same time by pressing the Contacts button on the front (unless you've reassigned your buttons). Now that you have Contacts open, take a second to tap Menu >Options, and place a checkmark next to "Show alphabetical index" (pre-WM5 Pocket PCs: tap Tools >Options >Show ABC tabs). You can now find any contact quickly by tapping the appropriate tab. Note that if you press a tab twice, it will sort the second letter of the tab to the top of the screen; tap it three times to get to the last letter. (Note: Smartphones do not have alphabetical tabs.)

Another trick for quickly finding a contact is to use the jog wheel to scroll through the list. For "turbo-quick" locating, hold down the jog wheel until the cursor reaches the end of the list, and keep holding for a moment longer. A block containing a letter will pop up in the middle of the window, and it will quickly cycle through the entire alphabet, allowing you to zoom to the right place in the list.

Contacts are normally viewed either by last name or by company. You can change the way any particular contact is viewed by changing the File As field for that contact in Outlook on your desktop PC. The next time you sync, the change will take effect on your device.

Sorting Contacts

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

On Windows Mobile devices, there aren't any sorting options in Contacts other than by Name or by Company. You do have a few of alternatives, though.

1) You can choose to use the Categories field to Sort on the category. You also could create a category for each company. In Outlook, assign each contact a category with the company name and then you can use the hardware button to flip through each group of companies.

2) You can use Find (or Search) to search for company names in Contacts. Go to your Start menu, select Programs >Find (or Search), and enter the company name under Find. For Type, select Contacts, and it will pull up all contacts that contain your search criteria. (Smartphones: select Start >File Manager >Find.)

3) You can put the Contact name in the Job Title section and then keep the company in the Company section. This then uses the Company as the sort but keeps the Contact name at the top of the Contact card. Or you can put the company name in the Contact Name field, and visa versa.

4) Pocket Outlook sorts by the "File As" field in Outlook. You can change the default of the "File As" to Company. This is done by going to Tools >Options >Preference tab >Contact Options in Outlook. Change the setting to Company. Now, unfortunately, you'll have to manually change all your contacts' "File As" field. After doing this, re-sync your device and it will change all your contacts on your device to view by Company. One down side to this is that when you enter a contact in Pocket Outlook, it defaults to "last name, first name". You'll have to manually change the "File As" field to Company in Outlook.

Adjusting the Column Width in Contacts

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you are trying to adjust the column width in the listing of contacts in the built-in Contacts application, you will find out that the column width cannot be adjusted. However, there is a way to work around this and get more space in a column. In the Contacts application, go to Menu >Options (pre-WM5: Tools >Options). Check the option box that says, "Show contact names only" to effectively increase the column space available to display the contact name.

Display All Phone Numbers Associated with a Contact Item

 By Joseph Kaplon

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

The Contacts list will only display one phone number at a time. This is a bit tiresome if all of your contacts have home numbers, mobile numbers, etc. However, you can just tap on the letter in the far right column, which indicates whether the number is a work, home, fax number, etc. A screen drops down below the contact, displaying all of the phone and fax numbers associated with the individual, as well as the e-mail address. If you would like the main list to display a different number, just select it from this list. (WM5 users: tapping on the letter will bring you to the Summary screen of the contact. Tap OK to return to the contact list.)

Setting the Default Phone Number for a Contact

- Pre-WM5 Pocket PC

The built-in Contacts application displays the work phone number of a contact as the default phone number on the main screen when you're viewing the list of all the contacts. If you want, you can change the default phone number that is displayed with the contact name on the main screen. To change it, tap on the single alphabet letter that appears next to the phone number of the contact in the contacts list. The letter is usually w (that corresponds to the work phone), but can also be h, m, c, r, or e (that correspond to home, mobile, car, radio phone, or e-mail address respectively). When you tap on the single letter, a drop-down menu will list all the phone numbers and e-mail addresses that you have entered



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for that contact. The default listing for the contact will have a bullet in front of it. You can tap on any phone number or e-mail address in the drop-down list to make that the default listing for that contact.

Add Birthdays and Anniversaries to Contacts

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Did you know you can enter Birthdays (and Anniversaries) for selected contacts on your Windows Mobile device? Just go into Contacts and select the contact you want to add a Birthday or Anniversary for. Go to Edit (Smartphones: Menu >Edit), and scroll to the bottom of the list. You'll find a field where you can add their Birthday or Anniversary. Also, when you next synchronize with Outlook on your PC, you'll find that a recurring appointment has been created in Calendar for the Birthday or Anniversary you added, with a reminder set up to let you know about it 15 minutes before the big day. You can then edit the appointment in Calendar to remind you "10 days" before the event, so that you're reminded early enough to purchase and send a present or a card.

How To Delete All Contacts

- Pre-WM5 Pocket PC

To delete all contacts from your Pocket PC, go to the Contacts application. Tap the "Ctl" key, then the "A" key to select all the contacts. Now tap and hold the stylus on the screen. The menu that appears has "Delete Contact" as an option. Tap on that option, and all your contacts will be deleted. (Note: using "Ctl" and then "A" to select all contacts does not work in the Contacts list in WM5 devices.)

Following Up on Contacts in Pocket Outlook

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you're used to using the Follow Up feature in Outlook Contacts on the desktop (Actions >Follow Up), you may find it frustrating that Pocket Outlook has no parallel feature. Here's a workaround: make a new category called Follow Up, apply that category to the appropriate contacts, and then, to see a list of follow-ups, use the dropdown box in the upper left-hand corner of the main Pocket Contacts screen to filter your Contacts list by that category (WM5 Pocket PCs: go to Menu >Filter and select the desired category).

To create a new category in Pocket Contacts, open a contact, tap Edit in the lower left-hand corner, and scroll down to the Categories field. Tap the word "Categories." This will bring up the category list. Tap New in the lower left-hand corner and add your new category (pre-WM5 Pocket PCs: tap the Add/Delete tab to add a new category).

Smartphones: to add new categories to your contacts, synchronize your device with your desktop computer using ActiveSync, and then create the new category in Outlook under Contacts (on your desktop PC).

Based on a post by Bev Howard in the microsoft.public.pocketpc newsgroup

Eliminating Outlook Duplicates By Diane Dumas

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Have you ever synced your Windows Mobile device only to find that you have double entries for each one of your contacts? Having hundreds of contacts to go through and delete could take hours of your time. Here are a couple of solutions:

Download one of these freeware programs to remove Outlook duplicates:

- Outlook Contacts Scrubber: www.teamscope.com/otherpro/utilities.asp#scrubber
- Outlook Duplicates Remover: www.slipstick.com/files/ODR5.EXE

Before running either of these programs, remember to back up your Outlook.pst file and have your Outlook program running. If Outlook isn't running, you'll get an error message. Remember, these programs are only for MS Outlook, not Outlook Express!

The Contact Scrubber alerts you before deleting any contacts. However, it removes duplicates in your Contacts only. The Duplicate Remover program will eliminate duplicates in Contacts, Calendar, Notes, Email, and Tasks, but it doesn't prompt you and just deletes the duplicate. My suggestion would be to run the Contact Scrubber for your Contacts and use the other program for the other duplicates in other folders.

EXCEL

Delete Cells, Rows or Columns in Excel Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you want to shift the contents of a row or column when deleting a cell or cells, you should do the following: Tap and hold on a cell (or cells) in that row or column. A menu will appear. Tap on the "Delete Cells..." option (pre-WM5: tap "Delete..."). A screen will appear with a list of options. You can select from any of these options depending upon whether you want to move the contents of the row or column, or completely delete all the contents. If you want to delete an entire row or column, you should do the following: Tap and hold on the heading cell of that row or column which has the row or column number/letter. (You can also select and delete multiple rows or columns by selecting them all.) A menu will appear. Tap on the "Delete Cells..." option (pre-WM5: tap "Delete..."). The Delete Cells menu will appear, giving you four options. If you delete a row (or rows), the contents of all rows below the deleted row(s) will shift up. If you delete a column (or columns), the contents of all columns to the right of the column(s) will shift left.

Password Protect Your Excel Mobile Files

- Pre-WM5 Pocket PC

You can password protect an Excel Mobile file in your Pocket PC. To password protect an Excel Mobile file in a Windows Mobile 2003 Second Edition device, open that file, go to Tools >Password, and enter the password that you want to set up. However, if your Pocket PC does not have the Windows Mobile 2003 Second Edition, then you will have to go to Edit >Password to set up the password. If you synchronize the file to your desktop PC, the password will be lost.

Excel Mobile Functions List

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Excel Mobile is a scaled down version of Microsoft Excel on a desktop PC. It does not support all the features and functions that the desktop version supports. Todd Ogasawara has listed all the functions and features that are supported by Excel Mobile on his Web site. You can check out his Web site at: www.ogasawarus.com/mobileviews/mobilefaqs/PocketExcel

Remove Password Protection from Desktop Excel Docs

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can password protect Word and Excel Mobile documents you create on a desktop PC. Unfortunately, Word and Excel Mobile on the Pocket PC cannot handle password protection set by the desktop PC version of the programs. If you e-mail or copy a password protected document to your Windows Mobile device, you will not be able to open it on the Pocket PC. If you are sending a document to a Pocket PC, first remove password protection from the documents on your PC.

To set and remove password protection on the PC, open the document in Excel, then click on File >Save As >Tools >General Options. From this screen you can set or delete the password.

Using Templates By Rich Hall

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

I use Excel Mobile to track mileage and gas on trips, and to keep lists of documents I'm working on for Pocket PC magazine. The format for each of these documents doesn't change much, so I've created templates for each type of document. Whenever I go on a trip, I call up the mileage template, use it to track mileage-related expenses and save it under a new name. It saves a lot of time.

Excel Mobile comes with one built-in template: Vehicle Mileage Log. To open a new workbook from a template, go to Menu >Options (pre-WM5: Tools >Options) and choose the template you want from the Template For New Workbook menu. To create your own Excel Mobile template, open a blank workbook and set it up the way you want it. Then go to Menu >File >Save As (pre-WM5: go to Tools >File and select the Save Workbook As option). Choose Excel Template from the Type menu and Templates from the Folder menu. Again, give it a descriptive name to help you find it the next time you need it.

When you create a workbook from a template, you can save it under a different name by choosing Save Workbook As from the File menu in either application. Don't save it under the name of the template or you'll overwrite the template!

Auto Fill Feature in Excel Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Excel Mobile has an auto fill feature that lets you fill sequential values automatically. For example, you can automatically fill sequential dates or sequential numbers. Enter the date or number in the first cell and then highlight the first cell and other cells in which you want to enter the sequential series. Go to Menu >Edit >Fill (pre-WM5: Edit >Fill). In the Direction drop down menu, choose the Down or Up option depending upon whether you selected cells in the downward or upward directions. Choose the Fill Type as Copy or Series, depending upon whether you want the cells to be filled with copies of the original value or you want it to be a sequential series. In the Series Type, choose from the options Autofill, Date, or Number depending upon the type of data that you want to auto fill. In the case of date or number, you can specify the interval that you want to increment the original value for each new time in the series in the Step value box. Tap "OK" and the series will be filled.

FILE EXPLORER

View Hidden Files

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

When you browse a folder on your Windows Mobile device, it does not show hidden files; however, you can use the following method to view them. Go to the folder in which you want to view the hidden files using the File Explorer application (Smartphones: File Manager). Move the scroll bar down till you reach the last file in the list that is being displayed on the screen. Tap and hold on the empty space between the last file name and the bottom Taskbar of the Today screen (Smartphones: select Menu >Options). A new menu will appear on the screen: go to the option that says, "Show All Files" (pre-WM5 Pocket PCs: View All Files) (Smartphones: deselect Hide Hidden Files). You will now be able to see all the hidden files on your device. This setting will be retained by your device until you change it.

Moving Multiple Files in File Explorer

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

How do you move a batch of files into a different folder in File Explorer? You can't just highlight them all and drag them into the folder, as you will know if you've tried it. And what if you want to move them into a folder inside a folder?

On the touch keyboard, tap Ctl and then tap the files or folders you want to move. When you have selected all the files or folders you want, tap and hold on one of them. In the popup menu, tap Copy. Then tap Ctl again on the keyboard. Now, open the folder that you want to move your files into. Tap Menu on the toolbar at the bottom of the screen, and select Edit >Paste (pre-WM5 Pocket PCs: Edit >Paste). Now go back and delete the originals: Select them the same way as above and then tap and hold on one of them. On the popup menu, tap Delete. (You could delete them right after you copied them, but you may want to be sure the move was a success before deleting anything.)

Smartphones: open File Manager and go to the files you want to move. Go to Menu >Selection and select the desired files. Now go to Menu >File >Copy To and navigate to the folder you want to copy the files to. Select Done.

INBOX / MESSAGING

Entering E-Mail Addresses Quickly

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

When you want to address a new e-mail message in Inbox, tap on the Address Book icon in the menu bar at the bottom of the screen (pre-WM5 Pocket PCs only). Your Contacts list will pop up within the new e-mail message, allowing you to select an address. If you start typing the first name of a contact in the empty box located between the Contacts list and the message header, Contacts will display a list of individuals whose names contain those letters. For example, say you wanted to address to a gentleman named "Bob Madry." Type in the first two letters of his first name and let's say that it returns a list of five individuals, three with the first name "Bob," and two with the letters "bo" in their last names. Tap on Bob Madry's name and his e-mail address is entered into the appropriate part of the message header.

Smartphones: When addressing a new message in the "To:" text box, type the name of the recipient and then select Menu >Check Names. If the name you entered is has an e-mail address in your Contacts, that person's address will appear. Select Menu >Add Recipient if you want to choose an address from your list of Contacts.

Automatically Inserting a Signature in your E-mail

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you want to give a more personalized touch to the e-mails that you send out from your Windows Mobile device, add your signature to them. Pocket PC users: Tap on the Start menu and then tap on the Messaging option to open the Inbox

screen. Open Menu, which is on the bottom of the screen, and then tap on Tools >Options (pre-WM5 Pocket PCs: Tools >Options). In the "Options" screen, tap on the Accounts tab and then on Signatures button. In the Signatures screen, you can select the e-mail account from the drop-down list for which you want to specify the signature. Check the box which says, "Use signature with this account." If you also want your signature to appear in the e-mails that your reply and forward, then check the box which says, "Use when replying and forwarding." In the text box, type your signature and then tap on the "Ok" button.

Smartphones: In Messaging, select the account you want and then go to Menu >Options >Signatures. Select an account and then select the "Use signature with this account" checkbox. This will allow you to choose the "Include when replying and forwarding" option and to enter a signature. Select Done when you are finished.

INTERNET EXPLORER

Finding a Downloaded File

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you have downloaded a file to your Windows Mobile device and are unable to find it, you should try looking for it in the following folder on your device: \Windows\Temporary Internet Files. Internet Explorer Mobile downloads all content to the subdirectories of this directory. If a downloaded file does not have an association with any of the installed programs on your device, then it will be downloaded in that folder as well. You can copy or move the file from that folder to any other folder using File Explorer (Smartphones: File Manager). To find a file more easily you can sort the files by date.

Adding a Favorite Web Site in Internet Explorer Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you want to add a Web site as a favorite in Internet Explorer Mobile, then type the Web address of that Web site in the Address Bar of Internet Explorer Mobile. Make sure that your Windows Mobile device is connected to the Internet either through the desktop using ActiveSync, through a modem, or through Wi-Fi. Tap on the curved arrow next to the Address Bar to connect to that Web site (Smartphones: select Go).

Pocket PC users: Now tap on Menu >Favorites (pre-WM5 Pocket PCs: tap on the star icon in the Taskbar of the device. The word "Favorites" will appear if you tap and hold your stylus on that icon). Tap on the Add/Delete tab. If you want to save your favorite Web site in a new folder, tap on the "New Folder" button and create a new folder, or you can save it in one of the existing folders. Tap on the "Add..." button. Enter the name that you would like the Web site to appear as in Favorites. The URL of the Web site will be already there in the Address (URL) text box. From the "Create in:" drop down box, select the folder in which you want to add your favorite Web site. Tap on the "Add" icon and your favorite Web site will be added to the Favorites in Internet Explorer Mobile.

Smartphones: after you have navigated to the Web site that you want to add to Favorites, select Menu >Add to Favorites. You can enter the preferred name, address, and folder of your new Favorite site. Select Add to finish.

Setting Up a Home Page on Internet Explorer Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

To set up a Web page as your home page, open that Web page in Internet Explorer Mobile by typing the URL of that Web page in the Address bar. Tap on Menu >Tools and then tap on Options (pre-WM5: Tools >Options). In the screen that appears, make sure that the General tab is selected. In the top portion of the screen just beneath where it says "Home Page," you will see the URL of the Web page that is currently set as the home page. Tap on the button which says "Use Current" to set the Home page to the site you have just entered.

Why Some Web Sites Don't Work in Internet Explorer Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You're having fun surfing the Web with your Windows Mobile device, but you find that you can't access some of the sites that you're used to visiting on your desktop PC. Why not?

Most likely, these sites are checking for the browser version and are turning you away if you have a version of Internet Explorer that is earlier than 4.0. To get around this, use a registry tweaker such as RegKing (free) to change your device's registry settings so that Internet Explorer will announce itself as IE 5.5 instead.

Enable Cookies in Internet Explorer Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Cookies can make your life easier. If you regularly visit a site that requires a login, the only way that site can "remember"

you from one visit to the next is by setting a cookie on your computer—whether it's your desktop computer or your Windows Mobile device. If it can't set a cookie, you'll have to log in every time. The same goes for Web pages that you've personalized, such as MyYahoo or others like it.

To enable cookies in Internet Explorer, go to Menu >Tools >Options > Security tab and check the box for Allow Cookies (pre-WM5 Pocket PCs: tap Tools >Options >Security tab) (Smartphones: select Menu >Tools >Options >General and select the "Allow cookies" checkbox).

Enable JScript for Better Web Browsing

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Many Web sites make use of JavaScript, or JScript, which closely resembles it. Internet Explorer Mobile does not support these languages, so there may be features of certain Web sites that will not display on your Windows Mobile device. However, JScript can be enabled by installing Internet Explorer Tools for Pocket PCs (www.microsoft.com/technet/prodtechnol/wce/downloads/PocketPCtoys.mspx). Once this package is installed, access the Jscript option through the Internet Explorer Tool in the Programs folder. It does not appear in the Options menu in Internet Explorer Mobile.

Use Mobile Favorites to View Web Pages Offline

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

When you install ActiveSync on your desktop PC, it installs a plug-in called "Mobile Favorites" in the desktop PC version of Internet Explorer (version 5.0 or greater). This lets you download Web content to your Windows Mobile device, which you can read offline. Once the plug-in is installed, an icon in the shape of a Pocket PC appears in Internet Explorer's tool bar on your desktop PC. While you're browsing, if you find a Web site you want to read offline, click on the Create Mobile Favorite icon, and the Web pages are saved on your desktop PC. Next time you sync, they are transferred to your device and you can view them offline.

The only other thing you have to do is make sure that ActiveSync "knows" that it has to sync these files. With your device connected via cable or cradle, open ActiveSync, go to the Tools >Options screen, and make sure Favorites is checked in the Mobile Device list.

Mobile Favorites: Just Home Pages

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you use Internet Explorer Mobile Favorites to transfer Web pages to your Windows Mobile device for offline browsing, you may not be getting all the pages you want: On your desktop PC, right-click on a favorite in Internet Explorer. Select Properties. If "Make this page available offline" is checked, four tabs will appear at the top of the dialog box. Click the Downloads tab, and set the number of levels of the site that you want to download. By setting this to a value greater than zero, you can automatically include pages that are linked from the first page. You can decide how deep into the site to go, and whether or not to follow links that leave the site. You can also limit the total size of the download and, by clicking the Advanced button, determine whether images, sound, video, ActiveX controls, or Java applets are included.

Then open ActiveSync and choose Tools >Options. Make sure Files is both checked and selected. Click the Settings button and then click Add. Browse to the favorite you just customized and double-click it (it's usually in C:\Windows\Favorites but you check by right-clicking it and choosing Properties >General). Click OK, and from then on it will be transferred to your device every time you sync. Use File Explorer to find it and open it.

This is not quite as easy as a Mobile Favorite, but a bit more flexible.

NOTES

Sorting Notes

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

The notes on your Pocket PC can be sorted by Name, Date, Size, or Type. To sort the Notes, go to Start >Programs >Notes. There is a dropdown box on the upper right hand corner of the screen. Tap on the downward arrow to open the dropdown box and see all the options. The four options in the dropdown box are Name, Date, Size, and Type. You can tap on any of these options to sort the notes by that field. The first time you tap on an option, the notes will be sorted in reverse order for that field. If you tap on that option again, the notes will be sorted in order for that field.

Saving Your Voice Recordings to a Storage Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you do a voice recording, the recording is saved to the main memory by default. If you want, you can change the

location where the voice recording is saved. Press the voice recorder button once, which is usually located on the top left hand side of the device, or open Notes and tap Menu >View Recording Toolbar (pre-WM5: tap the Show/Hide Voice Bar icon). Go to Menu >Options (pre-WM5: Tools >Options) and in the Save To drop-down box, select the storage card where you want to save the voice recordings. Your regular notes will also be saved at the same location.

SEARCH (FIND)

Using the Search/Find Feature on Your Pocket PC

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Search (called Find in pre-Windows Mobile 5 devices) on your Windows Mobile device is different from Find in Windows Explorer on your PC. One difference: you aren't able to look for executables by file extender or filename. Still, Search/Find is a useful search tool. It allows you to find text strings in different types of documents, plus you can restrict which types of files are searched. For example, you can search for a person in Contacts. Pocket PCs: In Search/Find, tap on the Type drop down menu and select Contacts, then insert the person's name in the Find field. You can search documents within Notes, Excel Mobile, and Word, plus records in Inbox, Calendar, Tasks and Contacts.

Smartphones: select Start >File Manager. Navigate to the folder you want to search and select Find. You can choose to include subfolders and/or search system files by selecting the appropriate checkboxes at the bottom of the Find menu.

This function is limited in that it can only find PIM data and files located in the My Documents folders. If you want a more powerful search feature, then you will have to look into third party applications. For example, Resco Explorer has a more powerful search feature.

Using Search/Find to Locate a File

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

The Windows Mobile device's built-in Search/Find feature can help you locate the file you are looking for. But ironically, it's not always clear about where the file is located.

Of course once you've executed a Find, you can open the file by tapping on it in the Find list. However, if you wanted to delete it or copy it, you have to go to File Explorer. "No problem," you say. The device stores documents in the My Documents folder. You open File Explorer, go to My Documents, and... it's not there!

The problem is that if you have a file storage card in your device, there can be more than one My Documents folder. It's easy to figure out where this document is by looking at the icon next to it in the Find list. If it's on a storage card, there will be a rectangular icon with a red triangle in the center below the file-type icon.

SETTINGS

Turn on the New Menu Feature

- Pre-WM5 Pocket PC

To turbo charge your efficiency, go to Start >Settings >Menus >New Menu (at bottom of screen). At the top of the screen, check the box that says, "Turn on New button menu," and below that, check the boxes for all of the applications and document types that you use regularly. From now on, you will find a little "up-arrow" next to the New menu button at the bottom of the screen. Tapping this arrow will pop up a menu that allows you to open any of a number of new documents: contacts, e-mails, notes, Word Mobile docs, Excel Mobile workbooks, etc. This saves you from having to open the application first.

TASKS

Cross-Reference Your Tasks List by Activity

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

With a busy schedule and a long list of Tasks, it's easy to find yourself running in circles—going back to a store to buy forgotten items, or calling someone two or three times when once was all you needed. Grouping your Tasks by activity can solve this problem. When you create a new Task or edit an old one, you have the opportunity to enter a category for it. Tap on the field labeled "Categories" and you are presented with a list of categories that can help you organize your Tasks list. You can tap on New in the left-hand corner of the screen to create a new category (pre-WM5: tap the Add/Delete tab).

You can create categories for the type of activity you are going to do. For example, my Tasks tend to be of certain distinct types: CALLS I need to make, things I want to READ, items I want to BUY, places I need to GO, etc. When it was time to go to the store, I used to waste a lot of time scrolling through my Tasks list to find all the things I wanted to buy.

Then I started entering BUY in the Categories field of any Task associated with an item I needed to purchase. Now, when it's time to go shopping, I open Tasks, go to Menu >Filter, and select BUY (pre-WM5: tap on the Tasks pull-down menu at the top of the screen, and select BUY). Only the items I have to buy are displayed in my Tasks list.

Note: In Smartphones, categories can only be set through Outlook on your desktop PC (with your Smartphone connected via ActiveSync).

TODAY SCREEN

Optimize Today with Options

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Your Today screen (or Home Screen on Smartphones) is supposed to be “information central” on your Windows Mobile device. Here are a couple of things you can do to optimize its usefulness: (Pocket PCs) Go to Start >Settings >Today >Items. This screen allows you to customize the content of your Today screen.

- Make sure that the items that are checked are the ones you really want to show up on your Today screen.
- If you have Tasks checked, highlight it. You'll notice that to the right there is an 'Options' box—tap it. In the window that appears, select whether you want high priority tasks, tasks due today, and/or overdue tasks to show up on your Today screen, and then tap OK (in the upper right) to exit that screen.
- If you have Calendar checked, go to its Options screen as well and choose to display just your next appointment or all upcoming appointments, and whether to show all-day events. Tap OK (in the upper right) to exit that screen.

Smartphones: select Start >Settings >Home Screen and set the preferences to your liking.

Now, when you look at your Today screen, you'll see what you need to see and no more.

Change the Background by Adding New “Themes”

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You can change the background graphic on the Today screen by downloading and installing new “themes.” Pocket PC users: Go to Start >Settings >Today. The list in the middle of the screen displays all of the themes currently loaded on your Pocket PC. Select the image you want and tap OK.

Smartphones: select Start >Settings >Home Screen and set the preferences to your liking.

To find more themes to add to your device, go to a Web site such as www.pocketpcthemes.com or <http://gallery.mobile9.com/c/smartphone-themes/1/> for Smartphones. Download the themes to your desktop computer, connect your device via the cable or cradle, and use File Explorer on the desktop to put the theme in your device's My Documents folder. It will then show up in the list and be ready to activate.

Learn to Make Themes

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

While the Web teems with free, downloadable themes for Windows Mobile devices, you can also make your own. You'll need an image-editing tool (this tutorial assumes you have Photoshop but the same principles would apply to any editor) and Microsoft's free Theme Generator (www.microsoft.com/windowsmobile/downloads/themegenerator.mspx).

Other theme generators are available as well, and they are linked from the tutorial.

If you are having trouble viewing your created themes on your device, try saving the theme to a folder on your desktop PC, and then manually copy it to your device.

Using a Picture as Your Today Screen Background

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

It's possible to use any picture, such as a jpeg file, as a Today screen background. Be sure to save the image in your Pictures & Videos folder (pre-WM5 Pocket PCs: Pictures folder). Open the folder and select the picture you want to set as your Today or Home screen background. Go to Menu >Set as Today Background... (Smartphones: Menu >Use as Home Screen) (pre-WM5 Pocket PCs: Tools >Set as Today Wallpaper...) The next screen will allow you to set the transparency level (50% works well for most pictures). Go to your Today or Home screen and enjoy your picture!

Display All Day Events on Today Screen

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you want to display all the appointments and events of a day that you have entered in the Calendar application of your Pocket PC, then you should follow these steps:

- 1) Go to Start menu and tap on Settings.
- 2) Tap on the Personal tab if it is not already selected.
- 3) Tap on the Today option in the Settings >Personal screen.
- 4) Tap on the Items tab in the Settings >Personal >Today screen.
- 5) Tap on the Calendar option to highlight it and then tap on the "Options..." button.
- 6) In the Today: Calendar Options screen, tap on the check box that says "Display all day events."
- 7) Tap on the "Ok" button in the upper right hand corner of the screen. The Today screen will now show all your appointments and events for any particular day.

Note: Smartphone Home Screens require a third party plug-in to change the settings.

Put More Icons in Start History

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

The Start Menu of a Pocket PC can display 7 icons across the top, which represent the last 7 applications used. If your Pocket PC is only showing 4 or 5, here's how to change that: Use File Explorer to go to My Device >Windows >Start Menu. Tap and hold on one of the files in that folder, and choose Rename from the popup menu that appears. Add several spaces to the end of the name and then an "x". That will cause the Start Menu to "stretch" horizontally, which will allow it to hold more icons in the history bar.

WORD

Default Template in Word Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you create a new document in Word Mobile, you will usually see a blank document. However, you can change the default template in Word Mobile from Blank Document to Meeting Notes, Memo, Phone Memo, or To Do. To change the default template of Word Mobile, go to Menu >Options (pre-WM5: Tools >Options) in Word Mobile. Tap on the downward arrow in the Default template drop-down box and choose the type of default template that you want.

Paste Images and Signatures into Word or Excel Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

One of the nice things about Word Mobile is that you can paste graphics into it. These can include photos, clip art, and even maps and sketches you've created in a drawing program. However, you will need to install a graphics program on your Pocket PC to display the images in the first place so you can cut and paste them into Word or Excel Mobile. Some Pocket PCs ship with user-installable graphics programs. If yours doesn't, there are a number of them available, including Pocket Artist (www.conduits.com).

Spell Check and Count Words in Word Mobile Documents

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

The version of Word built into Pocket PCs will let you spell check a document and count the words in it. The process is simple:

- 1) Open Word Mobile and select the document you want to check from the file list.
- 2) On WM5 devices, tap on Menu (bottom right) and select Tools from the pop up menu (Pre-WM5: tap the Tool menu at the bottom of the screen).
- 3) On WM5 devices, select the Spelling option from the pop-up menu (Pre-WM5: select Spell Check from the Tools menu).
- 4) The spell checker will stop and highlight each word it doesn't recognize, and display a list of alternatives (if it has any). Tap on a word in this list and spell checker will replace the highlighted word with it. You are also given the opportunity to ignore the highlighted word or add it to the spell checker dictionary.

You can also do a quick count of the words in a Word Mobile document. Open the document and select Menu >Tools >Word Count (Pre-WM5: open the document and select Tools >Word Count).

Remove Password Protection from Desktop Word Documents

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can password protect Word and Excel documents you create on a desktop PC. Unfortunately, Word and Excel Mobile

on the Pocket PC cannot handle password protection set by the desktop PC version of the programs. If you e-mail or copy a password protected document to your Windows Mobile device, you will not be able to open it on the Pocket PC. If you are sending a document to a Pocket PC, first remove password protection from the documents on your PC. Here's how to do it: Open the document in Word on your PC, click on File >Save As >Tools >Security Options. From this screen you can set or delete the password.

Editing HTML Files in Word Mobile

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

You can edit HTML files in Word Mobile without first changing the file extension in Windows Explorer. In Word Mobile, go to Menu >Tools >Options (pre-WM5: Tools >Options) and select All Known File Types (pre-WM5: select "Known types") in the "Display in list view" drop-down box. After you've done so, any .html files in the My Documents folder will show up in the list of editable documents for Word Mobile. There is no need for a third-party HTML editor (although some of them can make the specialized task of HTML editing much easier).

Note: You can't open a new document and save it with an .htm extension, but if you keep a blank .htm document in My Documents, you can open that, edit it, and save-as, and it will retain the extension.

Software, Third-Party

Mysterious Problems Caused by Third-Party Programs

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you find that your Windows Mobile device is doing a soft reset all by itself or exhibiting other strange behavior, the problem may be associated with a third-party program you have installed. Go to the "Remove Programs" screen (Pocket PCs: Start >Settings >System tab >Remove Programs) (Smartphones: Start >Settings >Remove Programs) and you'll see a list of all the third-party applications you have installed on your device. Remove them one at a time, do a soft reset, and see if the problem disappears. If it does, you've found the culprit. Report the problem to the developer of the program and see if they have a fix for the problem or a newer version of the program that solves the problem. Do not reinstall the program until you have a fix. (Note: Begin by removing the most recently installed third-party programs.)

FREWARE

Total Commander: Alternative to File Explorer

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Total Commander is an excellent alternative file explorer for the Windows Mobile device. The desktop version is shareware and the device version is freeware. Both can be downloaded at the developer's Web site (www.ghisler.com).

There is also a free plug-in for the desktop PC version that lets it display the files and folders found on your device. For this to work, the device must be connected to the desktop PC with ActiveSync running. You can copy files between devices, delete and rename device files, and more. You can even open device document files on your desktop PC. Once you've installed the desktop PC version of the program, download the plug-in (<http://ghisler.fileburst.com/fsplugins/wincefs.zip>), unzip the file, and follow the installation instructions in the ReadMe.txt file. Note: This does not convert files to device formats (e.g., Word to Word Mobile).

Free Download: Microsoft Money for Pocket PC

- Pre-WM5 Pocket PC

Microsoft offers a Pocket PC version of its popular desktop PC personal finance software, Microsoft Money. Once installed on your Windows Mobile handheld, the program lets you synchronize data with the PC version of the program, and access it when you're away from the office. You can also get up-to-date stock quotes when you synchronize your device, or through a live Internet connection. Finally, you can enter expenses, deposits, and other financial transactions into the Pocket PC version, and sync them back with your desktop PC program. Microsoft Money for Windows Mobile-based Pocket PCs is available for free. You can download Money from Microsoft (www.microsoft.com/money/moneyforhandhelddevices.mspx).

Free Alternate Media Player for Windows Mobile Devices

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Want to watch AVIs or listen to MP4s on your Windows Mobile device? Check out The Core Pocket Media Player

(TCPMP). This free audio/video player supports a variety of audio and video codecs not supported by Media Player Mobile, including DivX, XVID, or MPEG video, and Ogg Vorbis and MP4 audio formats. Best of all, it's free. The program is available for Windows Mobile and Palm OS devices. You can download it from the TCPMP Web site (<http://tcpmp.corecodec.org/download>).

Storage Cards

You Don't Need to Buy Storage Cards from Device Manufacturers

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

If you want to buy a storage card and you call up any Windows Mobile device manufacturer, they will most likely tell you that you need to buy your storage card from them to “insure compatibility” or because they only support the cards they sell. The reality is that storage cards don't need very much support and one purchased from another source should work fine. Device manufacturers usually charge premium prices for Windows Mobile accessories and you can save money on storage cards by purchasing them from other sources. Newegg.com and eCost.com have super deals on all kinds of storage media, and a search on PriceGrabber.com will help you find bargains.

Inserting and Removing CF and SD Cards

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

On some Windows Mobile device models, the unit will turn itself on whenever a Compact Flash or Secure Digital card is inserted into or removed from the slot—even if you had just turned the unit off specifically in order to remove or insert a card! The lesson is this: Unless you are in the middle of a file transfer to or from the card or using an application that's installed there, you can “hot swap” cards into and out of the card slot without hurting anything.

Create “My Documents” folder on CF and SD storage cards

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Many programs on Windows Mobile devices are designed to look for data files in the My Documents folder (or sub-folders within My Documents). For example, when you open Word Mobile it will list all of the Word documents in the My Documents folder. If you placed a Word document file in the Program Files or Windows folders, it will not show up in Word Mobile's document list. The built-in applications that look for their document or data files in My Documents also include Excel Mobile, Notes, Pictures, and Windows Media Player. Many user-installed third-party programs also use My Documents as their default directory.

If you are going to keep your document or data files on a CF or SD storage card, be sure to create a My Documents folder on the card and store data files in that folder. That way, they will appear in the document list of the appropriate application.

Excerpted from a Spb Pocket PC Tips & Tricks post by Steven Hughes

Installing Applications to a Storage Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

By default, a new application is installed into the main memory of Windows Mobile devices; however, you can install the application on a storage card if you like. When you try to install a new application on your device from your desktop PC, the Application Manager window pops up with the question, “Install [application name] using the default application install directory?” Select “No” at the prompt. Another window will pop up with a drop-down box (Select Destination Media); choose “Storage Card,” and your application will be installed on the storage card.



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Installing CAB Files to a Memory Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Some developers make their programs available as a “cabinet” or “CAB” file (with a .cab extension). A CAB file is a special type of installation file that can be copied to your Windows Mobile device and then run to install a game or any other program. Download it to your device, find the file in File Explorer (Smartphones: File Manager), and select it. The CAB file automatically installs the program in the main RAM memory of your device.

If you install a lot of programs on your device, you may want to install programs and games on a storage card. You can use a freeware program called CabInStl to specify where you want the CAB file to install the program. In addition, you can choose to keep the CAB file after extraction, view details about the file content, and associate CabInStl to open CAB files by default.

Determine the Amount of Available Space on a Storage Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

The Windows Mobile device’s File Explorer (Smartphones: File Manager) does not tell you how much storage space is available in internal memory or on a particular storage card. Pocket PC users: To determine that, you have to go to the Memory utility in Start >Settings > System tab >Memory. There you’ll see the available internal storage memory, as well as the memory available to run programs, displayed in the Main tab. The memory available on your storage card, as well as any built-in user-accessible flash ROM, is displayed in the Storage Card tab.

Smartphones: select Start >System Tools >Memory Manager to view available storage space.

No More Than 256 Files Per Folder

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Apparently, a storage card can have no more than 256 files or folders in a given folder (directory). For example, the My Documents folder on the storage card can have no more than 256 separate document files and sub-folders in it. If you are planning on storing a lot of files on your storage card, make sure you divide them up among subfolders within each folder. For example, create separate sub-folders within the My Documents folder for your music, video, Word documents, Excel documents, images, and so on. Each of these sub-folders can have 256 files.

Save Documents By Default to Storage Card

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

By default, Pocket PCs save Notes, Word, Excel, and other documents to the My Documents folder in main memory. In most Pocket PCs this is located in RAM, but in the new Windows Mobile 5 devices it will be in “Persistent Storage” (flash ROM). If you prefer to store your documents on a storage card, you can change the defaults in each application to do so. You change this default setting in the Options menu.

For example, here’s how you do it in Word Mobile. The process is similar in other applications.

- 1) Open Word Mobile.
- 2) Tap Menu (pre-WM5: Tools) and select Options.
- 3) In the “Save to:” pull down menu select CF Card or SD Card.
- 4) Tap OK. Now, when you save a document, the Pocket PC will automatically save it in the My Documents folder.

Note that documents saved on your storage card will not be synchronized with your desktop PC during ActiveSync synchronization.

User Interface

Make Those Buttons Work for You

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

In Start >Settings >Buttons, you can configure the settings for all the buttons on your Pocket PC. That means you can turn them into quick launch buttons for the applications that you use the most.

You can even launch documents or favorites with buttons. Use ActiveSync and Windows Explorer on your desktop PC to make a shortcut for the document or favorite, and put the shortcut in My Device >Windows > Start Menu >Programs. It will now show up in the button assignment list in Settings >Buttons (Pocket PCs only).

Finally, Windows Media Player has its own button assignment feature so that you can set your Windows Mobile

device to function like a regular MP3 player. Open Windows Media Player and make sure you are on the main player screen. Select Menu in the toolbar, then Options. Go to the Buttons tab (Smartphones: select Buttons from the Options screen) and set your buttons to perform functions such as Play, Pause, and Mute by selecting an action to take from the list of buttons along the bottom (Smartphones: select Menu for a list of actions) and then selecting the button you want to control it.

“Restore Defaults” Option in the Buttons Setting

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you have a Windows Mobile 5.0 or a Windows Mobile 2003 Second Edition device, and you are looking for the “Restore Defaults” option in the Start >Settings >Buttons >Program Buttons screen, you are out of luck. This option, which used to be there in Windows Mobile 2003, has been removed from WM5/WM 2003 SE devices due to screen space constraints.

Automatically Launch an Application on Power-On

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

This is a clever tip to automatically launch an application whenever you power-on your device. Assign a hardware button to launch the application that you want to start automatically on power-on. To assign a hardware button to an application, go to Start >Settings >Buttons. In the Buttons screen, the Program Buttons tab should automatically be selected; if not tap on the tab to select it. Tap on any button name to highlight it. From the drop-down menu below, select an application that you want to assign to the hardware button. Now, whenever you need to start the application automatically, press the hardware button that you assigned to that application. Your Pocket PC will be powered on and the application will start automatically.

Organize Programs Folder By Craig Ueltzen

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Create new subfolders in your Programs folder, such as Utilities, PIM Apps, Office Apps, Calculators, etc. and move your shortcuts around the way YOU like them arranged. Then, when you open Start >Programs (Smartphones: Start), all your applications will be neatly grouped by type in the appropriate folders. And yes, you can have subfolders in there, too.

In File Explorer (Smartphones: File Manager), go to My Device >Windows >Start Menu >Programs (Smartphones: Windows >Start Menu). Create new folders using the Menu button (pre-WM5 Pocket PCs: Edit button) at the bottom of the screen. You can cut and paste or copy and paste the icons into the folders you would like.

And, since shortcuts have the extension .LNK, you can rename them to ANYTHING you want. Drop the “Shortcut to” and any extra extensions (such as .EXE) except for the final .LNK. Note that the .LNK extensions will not show up when viewed in the device’s Start menu.

Changing the Order of Program Names in Start Menu

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

If you want to change the order in which the program names appear in the Start Menu, you can rename them and put a number in front of them, in the order you want them to appear. For example, if you want Internet Explorer to be the first item on the Start Menu, you can rename it to “1 Internet Explorer.” Find the list of application names in the Start menu by going to My Device >Windows >Start Menu.

Change System Text Size

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

(Note: In Smartphones, there is no built-in application to change text size.)

You can change the size of the text displayed on Pocket PCs. For example, you can set it smaller to display more information, or larger to make the info displayed easier to read.

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- 1) From the Start menu, go to Settings >System tab.
- 2) Tap on the Screen icon to launch the Screen configuration utility.
- 3) Tap on the tab labeled "Text Size."
- 4) Move the sliding bar from Smallest to Largest to adjust your text size.
- 5) Tap on OK when you're finished and the change will be applied to your system.

Based on a tip by Frank McPherson from www.Pocketpchow2.com

Adding Fonts to Your Windows Mobile Device

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

You can add fonts to your Windows Mobile device quite easily. You can use any TrueType fonts that are available for the desktop versions of Windows. All you have to do is copy the *.ttf file(s) to the \Windows\Fonts folder on your device. You might also consider using Fonts on Storage, a free utility that lets you use TrueType fonts saved to a storage card, instead of in main memory. It's available on the Pocket PC Freewares Web site.

Do you need international fonts? If you have the font (one or more *.ttf files) in your desktop fonts folder, it should work on your device. Just copy it to the \Windows\Fonts folder. The worst that can happen is you'll have to delete it.

Wireless

BLUETOOTH

Use Resco Explorer to Manage Bluetooth File Transfers

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

There are a number of ways to use Bluetooth to transfer images, music, and other files from one Windows Mobile device to another. Unfortunately, using the built-in Bluetooth manager to do this is not very easy. A simpler and more straightforward way is to use Resco Explorer (www.resco.net). Since this is a third-party file explorer for Windows Mobile devices, you have to purchase it and install it on your device. Then, follow these steps:

- 1) Establish a Bluetooth partnership between your device and the one you want to transfer files to.
- 2) Open the Resco application on your device and find the file you want to send.
- 3) Tap-and-hold the file, and choose Send to >Bluetooth Recipient (Smartphones: Menu). That's all there is to it.

Based on a post by Menneisyys on Pocket PC magazine forums

Geekzone has free Bluetooth guides

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Bluetooth technology is supposed to make it easier to create wireless connections between your Windows Mobile device and a peripheral easier. Unfortunately, that's not always the case. If you're having trouble connecting your Bluetooth-enabled device to another device, check out Geekzone's online Bluetooth guides. Each one provides step-by-step instructions on how to complete Bluetooth tasks on a variety of devices. The guides are available on Geekzones Web site (<http://geekzone.co.nz/>). Click on the link labeled "Bluetooth Guides" at the top of the page.

Other

Accessing the "Run" Option on Your Pocket PC

• Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

To access the "Run" option on your Pocket PC, press and hold the center of the directional control pad. Then, tap and hold the stylus on the clock in the top right hand side of the "Today" screen of your Pocket PC. While you are still holding the stylus on the clock, release the directional pad button. A menu will appear which has two options, Run and Clock. Tap on the Run option to get the "Run" screen, where you can type the name of an application, file, or folder you want to execute.

To Overclock or Not?

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC, WM Smartphone 5

Intel's XScale processors have spawned a cottage industry in "overclocking" software. The XScale CPUs are designed to be able to run at more than one speed. The benefit is that CPU speed can be scaled to the task at hand: higher speeds for graphics-intensive or multimedia applications, lower speeds for spreadsheets and word-processing. Overclocking software overrides the built-in governors on the speed, pushing the processor to the max at all times. In theory, this won't hurt anything, but manufacturers are warning that it may in some cases. Overclocking can also void your warranty.

For a second opinion, we went to Mack Baggette of PocketPCTechs.com. Here's what he had to say:

"My basic take on overclocking is to give the option to the users and let them decide, knowing the possible risks involved. In overclocking a handheld unit, there is almost no risk of physically damaging the unit. The extra power consumption doesn't come close to the power consumption of things like the screen, backlight, memory chips, etc. In regards to the heat, it is negligible as there is much more heat generated from the power circuits for things such as charging and backlighting than anything else. The worst thing that can happen is that you will have to hard reset your unit and lose all your data and programs. If you are playing with overclocking, just make sure you have good backups."

Cleaning and Protecting Your Pocket PC Screen

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Keeping your screen free from scratches is essential. Viewing images and documents on a scratched-up screen is the pits, not to mention the fact that a scratched screen reduces the resale value of your device.

When you write on the screen with your stylus, grit inevitably gets trapped under the tip of the stylus. When you drag the stylus to write (or move cards in Solitaire), scratches are produced on your screen. Ugh! However, keeping the tip of your stylus—and your screen—constantly clean is almost impossible. Therefore, a screen protector from your Pocket PC manufacturer or from a third-party source, such as WriteShields, Pocket PC Techs, or Boxwave, is a must.

Before you apply a screen protector to your Pocket PC, you need to clean its screen. You do NOT want to have any dust or particles trapped under the screen protector when you apply it. Check your local camera shop or department store for a camera lens cleaning kit. These normally contain a lens "blower" brush, lens cleaning tissue, and lens cleaning fluid. Canned compressed air is also a good way to remove dust and dirt particles from your screen—just keep the nozzle a safe distance from your screen when using compressed air. If you get it too close, the pressure could damage your screen. A combination of both compressed air and a lens cleaning brush is best.

Make sure your screen is free of any particles before you wipe it. Hold it up at an angle to a light source to view the reflection and look for dust and particles. If you see any, use the compressed air and lens cleaning blower brush again, and recheck the screen.

Normally, lens cleaning fluid is safe to use on your screen, but check with your Pocket PC manufacturer to be sure the chemicals in the fluid are safe for use on your unit.

Never apply lens cleaning fluid directly to your Pocket PC screen! (If you use too much, and it gets into the internal part of your device, you may end up with a broken Pocket PC.) Apply a very small drop to the lens cleaning tissue. Then, gently wipe the screen with the moist tissue to remove any grease from the screen. Use a dry sheet of lens tissue to remove any remaining traces of fluid or streaks from the screen. Then apply the screen protector according to the directions from the manufacturer.

Don't Use the Plastic Screen Cover Out of the Box to Protect Your Pocket PC

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

When you first pull your Pocket PC out of the box, there may be a thin plastic sheet covering the screen. This sheet protects the screen during shipping and should be removed before using the Pocket PC. Note that this sheet is not intended to be used to protect the screen from wear and tear that can be caused by the stylus over a period of time.

Protect Your Device From Damage

- Windows Mobile 5.0 Pocket PC, Pre-WM5 Pocket PC

Your Pocket PC is vulnerable to rough handling. Drop it or bang it against something hard and it can suffer a sudden failure. The glass touch screen on your unit is particularly at risk; once it cracks, your unit is inoperable (you can go to a company like Pocket PC Techs (www.pocketpctechs.com) for a replacement screen). Buying a case for your Pocket PC is a great way to protect it from damage. Get in the habit of keeping your unit in the case. Vendors who sell cases include E&B Cases (www.ebcases.com), Sena Cases (www.senacases.com), and Vaja Cases (www.vajacases.com). Check Smartphone & Pocket PC magazine's Encyclopedia of Software and Accessories (www.pocketpcmag.com/_enc/encyclopedia.asp) for more choices.

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