



## To capture a photo for an MMS message:

**NOTE** You can also use the single shot mode popup menu to automatically insert a captured photo to an MMS message. See the previous section for details.

1. Put the Pocket PC in camera mode, then set the camera capture mode to **MMS** .
2. Point the camera to your subject, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to capture the image.





The Pocket PC closes the Camera application, then opens **Messaging**. The captured photo appears in the photo/video clip field.

4. Compose the MMS message following the instructions on the previous chapter, then send.




## To capture multiple photos:

1. Put the Pocket PC in camera mode, then set the camera capture mode to **Burst** .
2. Point the camera to your subject, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to start capturing the images.

The camera captures ten successive photos in fixed intervals, then saves the photos in the Photo Album.

The camera returns to active mode when finished.




4. Tap the Photo Album button  to view the captured photos. Refer to the **Photo Album** section for details.




### NOTE

The Burst Mode is best used when capturing action or sequential photos.

## To add a frame to the photo:

1. Put the Pocket PC in camera mode, then set the camera capture mode to composition .
2. The screen displays the available frames. Tap a frame to select and display to the preview window.  
Otherwise, tap **Cancel** to return to the camera display.





3. Point the camera to your subject, then adjust the camera settings, if necessary.
4. When finished, tap  or press the joystick to capture the image.



5. Tap the Photo Album button , then locate the capture to view.

## To add a photo to your contacts:

1. Put the Pocket PC in camera mode, then set the camera capture mode to caller ID mode .
2. Point the camera to the person, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to capture the image.



The Pocket PC closes the Camera application, then opens **Photo Contacts**.



4. Select and tap the contact to attach the captured photo.  
The photo appears in the screen everytime you place a call to or receive a call from the person.

### NOTE




You can use the Photo Contacts application to remove or replace the contact photo.



# Capturing video

The camera is capable of capturing video in ASF, 3GP, and MP4 formats and supports three capture resolutions.

## To capture video:

1. Put the Pocket PC in camera mode, then set the camera capture mode to **Video** .
2. Tap the video format button to select.
3. Tap the capture resolution button to select. The preview area changes when you select a capture resolution.
4. When finished, point the camera to the subject, then tap  or press the joystick to start capturing.
5. Tap  or press the joystick to stop capturing. A pop-up menu appears.



Tap to select the capture resolution

Tap to select the file format

6. Tap an option from the menu.  
To save the recording, tap **Keep**.  
Otherwise, tap **Abort** to ignore.  
To preview the recording, tap **Play**. The video capture plays on screen.  
Tap **Send as E-mail** to send the video capture to an e-mail recipient.



7. Open the Photo Album application, then locate the video capture file in the specified folder.



8. Tap the video capture file to preview. Pause or stop the preview by tapping the corresponding button on the bottom of the screen.



**NOTE**

Refer to the Photo Album section for details on previewing video capture files.


# Using the Camera in phone mode

## NOTES

Take note of the following when using the Camera Capture application while the Pocket PC is on phone mode:

- The preview area is fixed at 240x180 pixels.
- The display does not support landscape mode. You must set the preview orientation to **Portrait** mode before you close the phone flip.

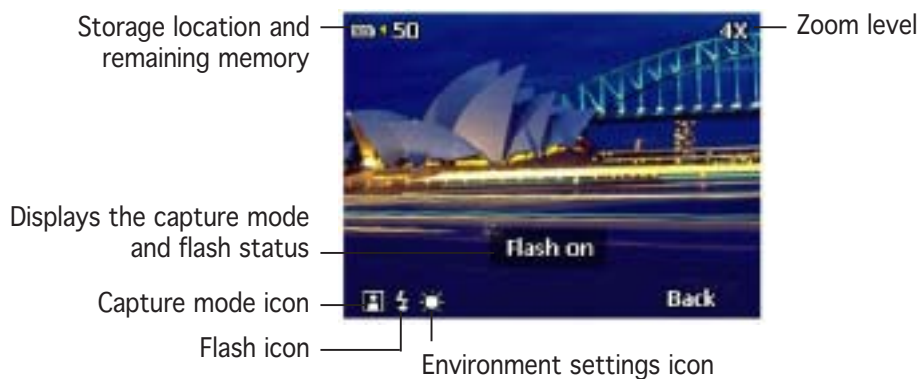
To launch Camera when the flip is open:

1. Tap .
2. Tap **Programs**.
3. Tap the **Camera** icon.
4. The **Camera** screen appears. Close the phone flip to display the Camera screen. The illustration below shows the Camera application in phone mode.

To launch Camera when the flip is closed:


Press the Camera button on the left side of the Pocket PC.

## Camera screen in phone mode



## Changing the settings in phone mode

You can the camera settings when in phone mode using the joystick, side buttons, and the phone keypad buttons.

Settings	Can be changed by
<b>Capture mode</b>	pressing the <b>camera button</b> located on the side of the PDA. The capture mode is set to Single Shot by default. Press the camera button once to change to MMS mode, press twice to Burst mode, and so on. The screen briefly displays the selected capture mode.
<b>Flash</b>	pressing the <b>record button</b> located on the side of the PDA. The flash turns on or off when you press the record button. The screen briefly displays the flash status.
<b>Environment</b>	pressing the <b>voice command</b> on the side of the PDA. The camera is set to Auto by default. Press the voice command button once to change to Outdoor setting, press twice to Flourescent setting, and so on.
<b>Zoom</b>	pressing the  button on the PDA keypad. Press the arrow up button to increase the zoom level, or the arrow down to decrease the zoom level.

You can adjust other camera settings when the camera application is opened while in PDA mode.

## Taking photos in phone mode

1. Select the capture mode by pressing the camera button located on the side of the PDA.
2. Adjust the camera settings, if necessary, then point the camera to your subject. See the previous section for details on changing the camera settings.
3. Press the joystick to start capturing. For video captures, press the joystick to stop recording.
4. Depending on the capture mode, the camera:
  - saves the photo or video in the specified folder (Single shot, Burst, Composition, and Video modes). To view the capture, open the flip, then launch the **Photo Album** application.
  - instructs you to open the flip, then launches the **Messaging** application (MMS mode), or **Photo Contacts** application (Caller ID mode).




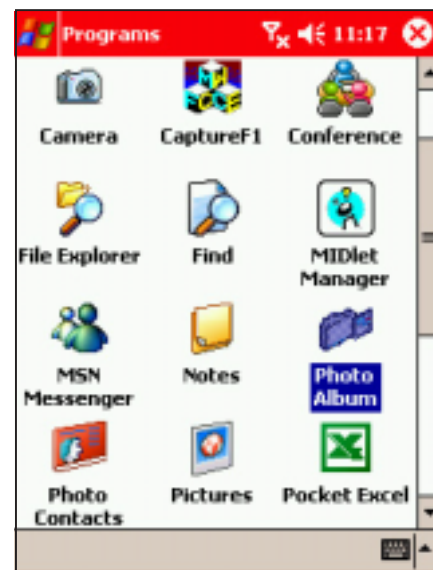
# Photo Album

The Photo Album application allows you view, edit, and manage multimedia files, including stock and captured photos, videos, animations, and clips.

## Launching the Photo Album

To launch Photo Album from Today screen:

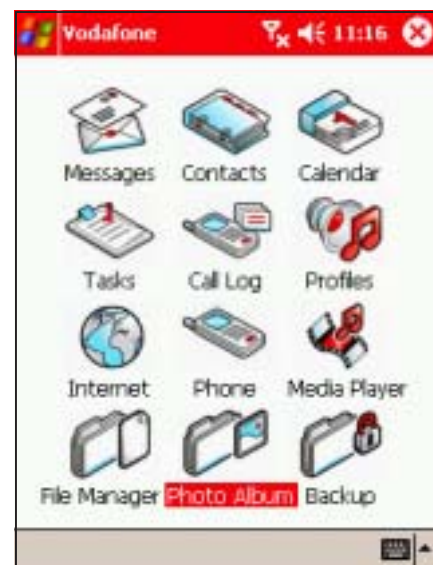
1. Tap .
2. Tap **Programs**.
3. Tap the **Photo Album** icon to open the application.




To launch Photo Album from the Vodafone Menu:

**NOTE** Make sure that the Vodafone Menu is activated. Refer to Chapter 5 for details.

1. Open the phone flip to display the Vodafone Menu
2. Tap the **Photo Album** icon to open the application.

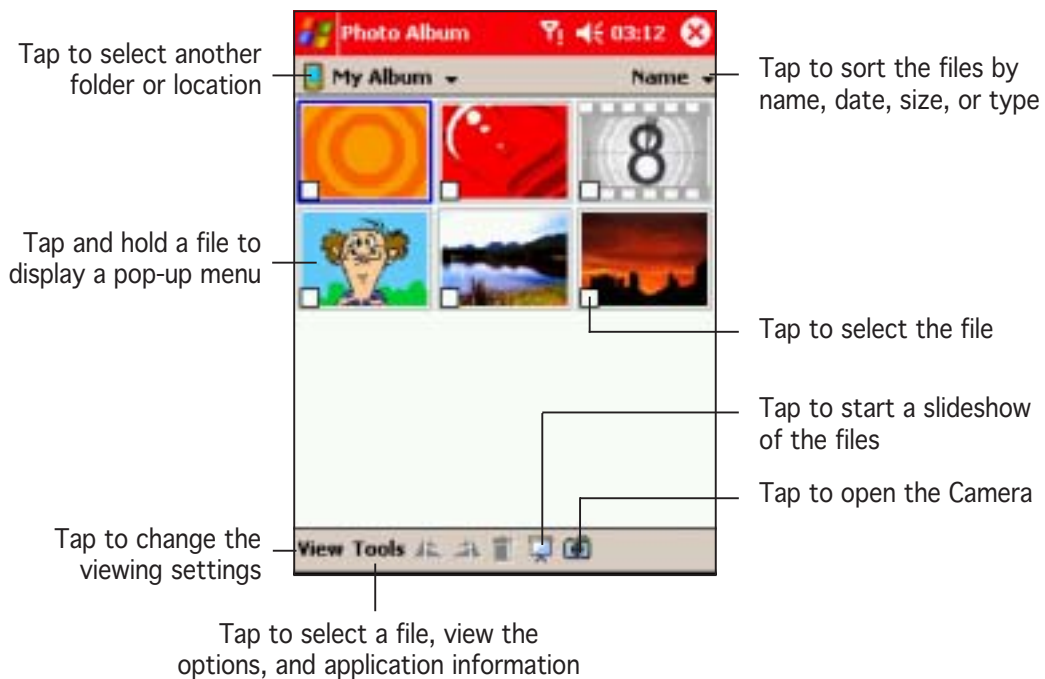


## To launch Photo Album from Camera:

Tap the Photo Album button  on the bottom of the screen.



## Photo Album main screen



### NOTE

By default, the Photo Album main screen displays the photos and videos saved in the **My Album** folder.

# Finding files and customising your view

## To find your photos or video clips:

1. If the file you want to view or edit is not on the list, tap **Show** or **My Album** then select another location (Flash Disk or SD Card).

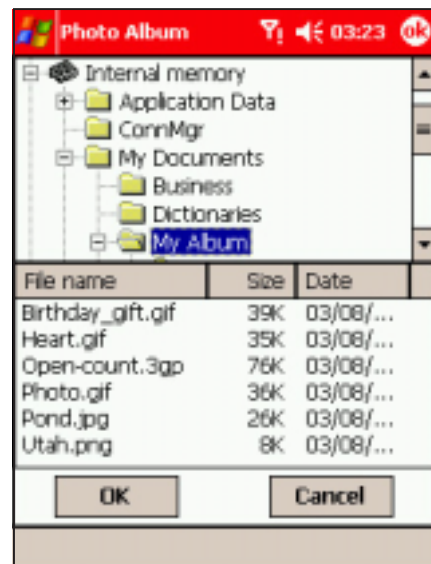
The screen shows the contents of the selected location.



2. If the file you want to view or edit is in another folder, tap **View**, then tap **Select a Folder** to display all other folders.



3. Locate the folder. The lower section of the screen shows the media files inside the selected folder.
4. After selecting the folder, tap the **OK** button to display the contents in the main screen.



## To view a thumbnail of the files:

1. Tap **View > Thumbnails**.
2. Select and tap a thumbnail setting from the popup menu.



The files are displayed based on your thumbnail settings.

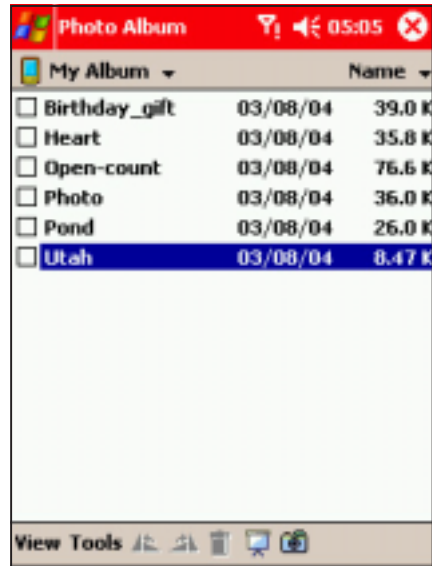
3. Tap **View > Show Name Under Thumbnails** to display the file names.



## To view a file list:

Tap **View > List**.

The screen displays a list of the files.



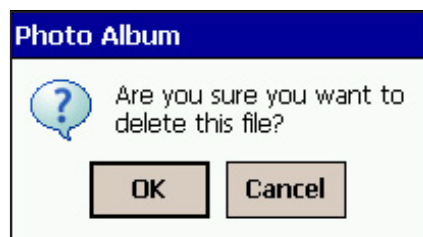
# Managing photos and videos

## To delete photos or videos:

1. Tap and hold a file to display a popup menu.
2. Select **Delete this Media**.



3. Tap **OK** when a confirmation window appears. The selected file is deleted.

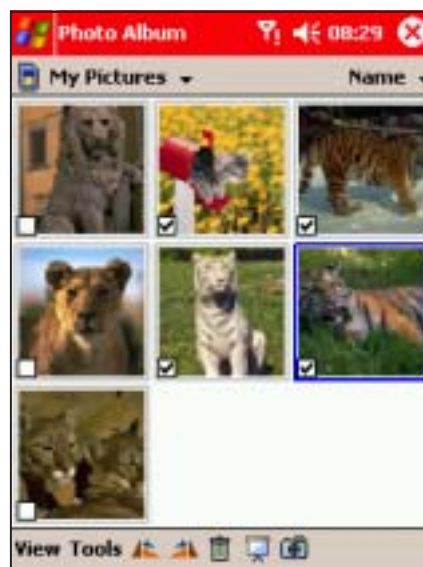


## To delete multiple photos or video files:

1. Check the box at the bottom left corner of the files you want to delete.

### NOTE

If you want to delete all photos and video files in a folder, tap **Tools > Check All Media** to select all files.



2. Tap **Tools**, then select **Delete Checked Media** from the popup menu.



3. Tap **OK** when a confirmation window appears to delete the files.

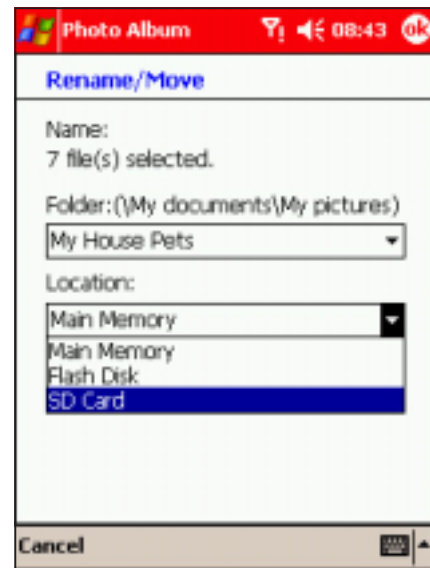


## To move photos and videos to another folder:

1. Check the box at the bottom left corner of the files you want to move to another location.
2. Tap **Tools**, then select **Rename/Move Media** from the popup menu.



3. Select the folder and location where you want the files moved.
4. Tap **OK** to move the files. Otherwise, tap **Cancel** to return to the previous screen.




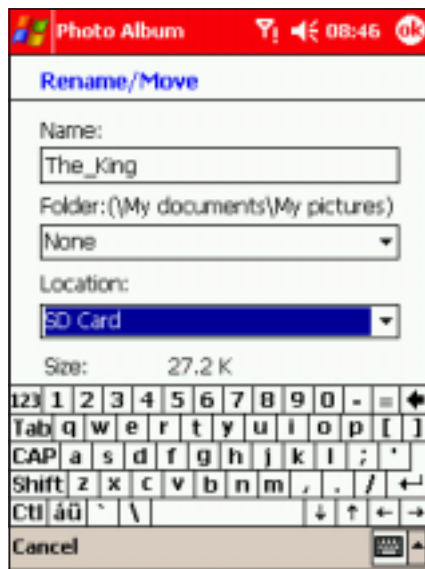
## To rename a photo or video file:

1. Check the box at the bottom left corner of the file you want to rename.
2. Tap **Tools**, then select **Rename/Move Media** from the popup menu.





- Enter the new file name using the soft keyboard.  
Select a new folder and location if you want to move the file after renaming it, then click .
- Display the file names by tapping **View > Show Name Under Thumbnails** to view the new file name.



## To view a file information:

- Tap and hold a file, then select **Information** from the popup menu.
- The screen displays the file information including name, format, size, depth, etc.



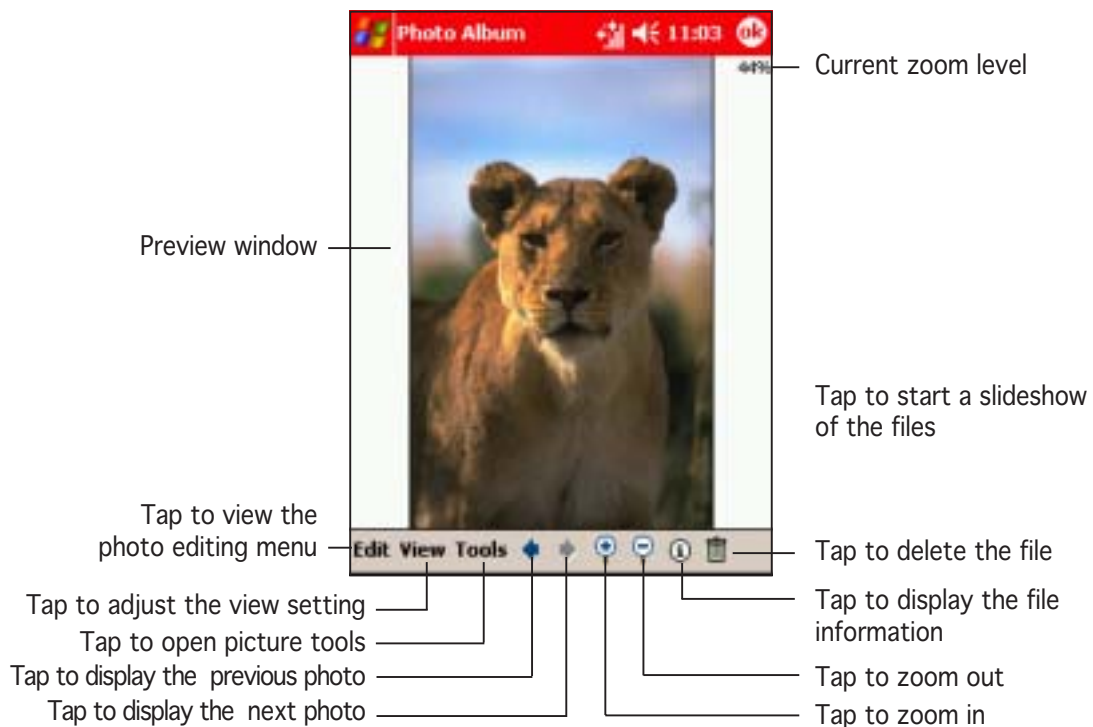
- Tap  to close the window and return to the previous screen

# Editing photos

The Photo Album comes with several photo editing features that lets you:

- rotate, flip, crop, and warp photos
- add text, sounds, and cliparts to photos
- create funhouse photos and photo greetings

Before you can edit a photo, you must tap a photo file to display.

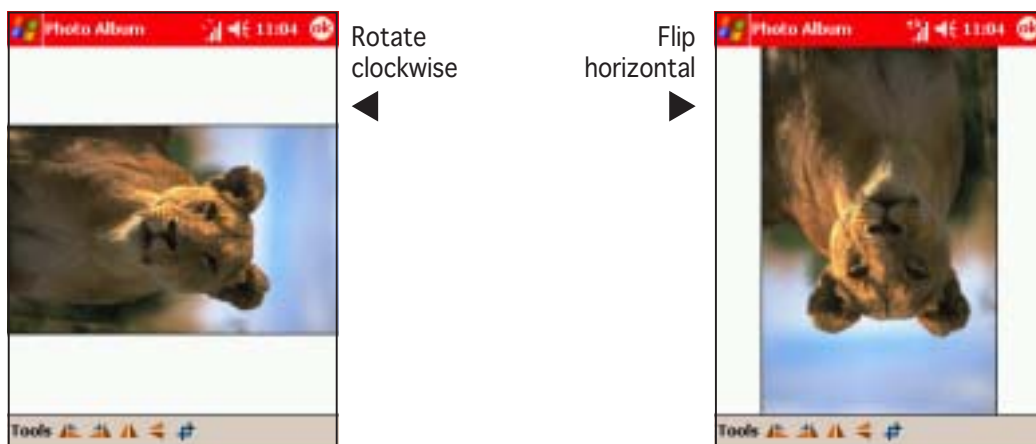
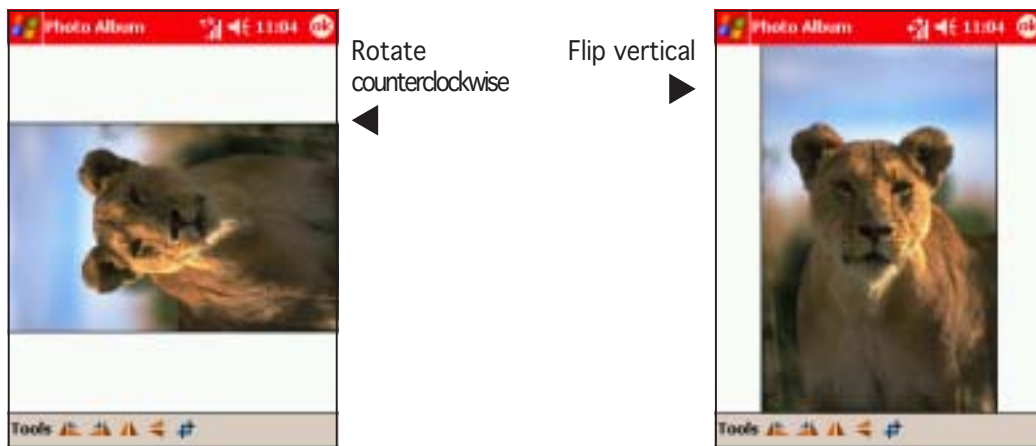
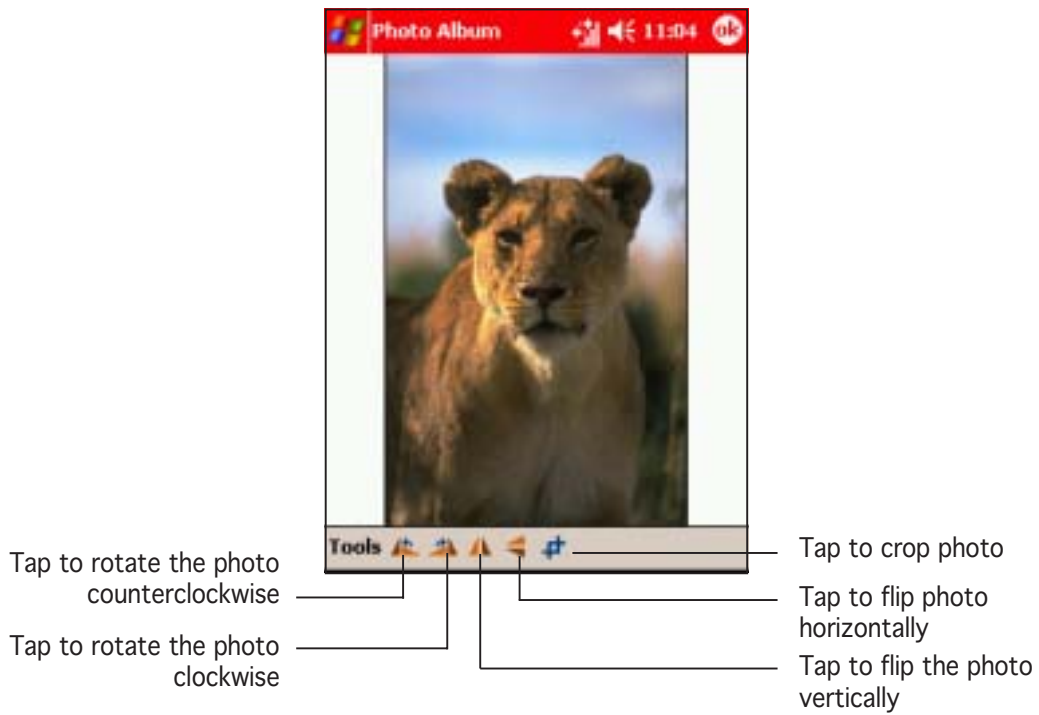


## To rotate or flip a photo

1. Tap **Edit > Rotate/Flip/Crop**.



2. Tap the corresponding button to rotate or flip the photo. Refer to the illustrations below.

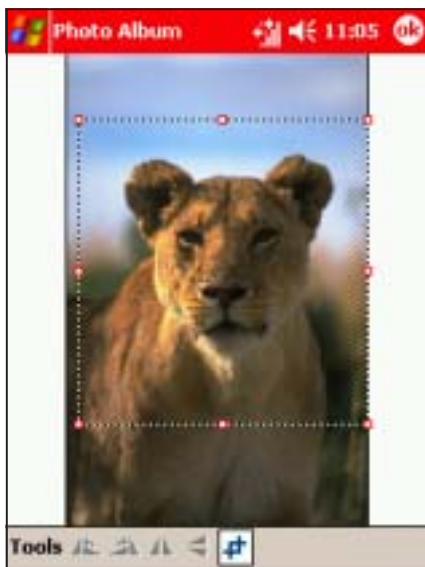


## To crop a photo:

1. Tap **Edit > Rotate/Flip/Crop**.
2. The application prompts you to specify the crop area with the stylus. Tap **ok** to continue.



3. Drag the stylus over the area you wish to retain after cropping.
4. Tap **ok** to crop the photo, then tap **Tools** to save.

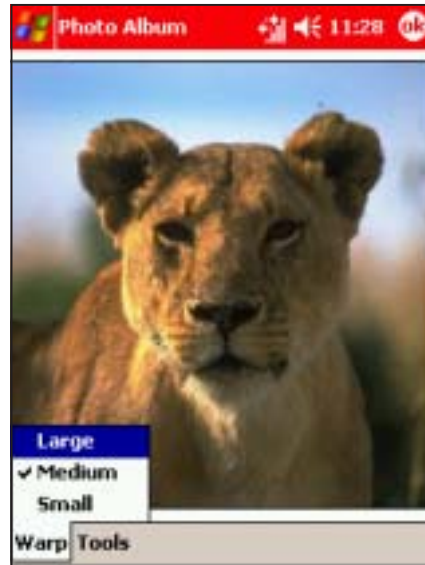
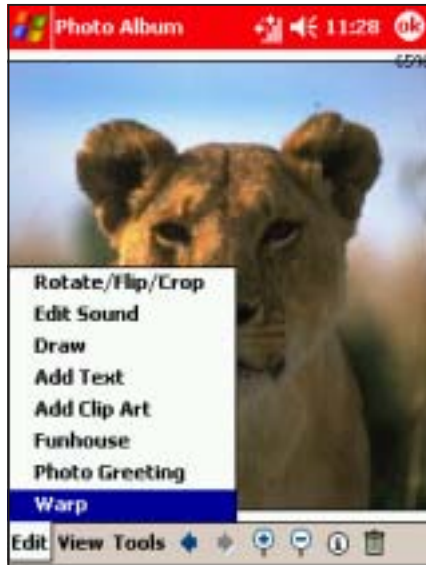


### NOTE

If you want to revert to the original photo after cropping, tap **Tools > Revert to Saved**.

## To warp a photo:

1. Tap **Edit** > **Warp**.
2. Tap **Warp**, then choose the warping size.



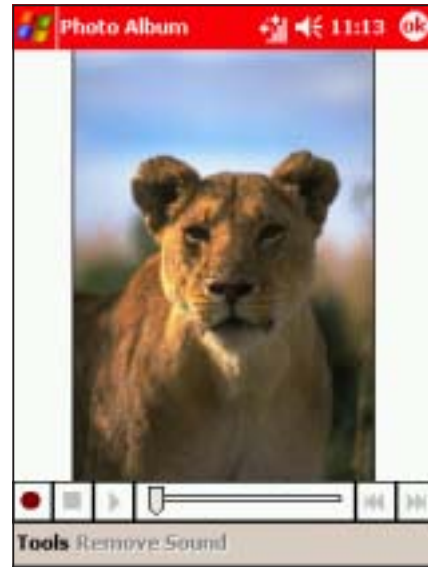
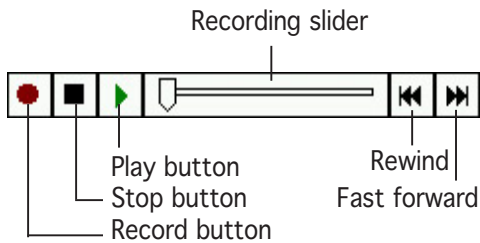
3. Drag the stylus over the area you want to warp. For example, start from the center of the lioness' lip up towards the chin.
4. Warp other areas of the photo as desired, then tap **ok**. Tap **Tools** to save.



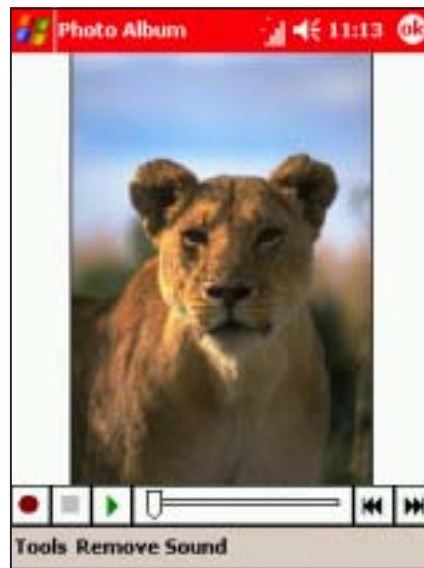
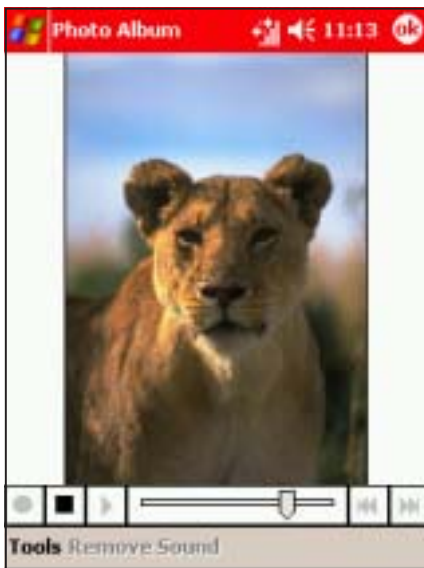
**NOTE** If you want to revert to the original photo after warping, tap **Tools** > **Revert to Saved**.

## To add a recording to a photo:

1. Tap **Edit > Edit Sound**. The recording bar appears at the bottom of the screen.



2. Tap the record button to start recording. Tap the stop button to stop recording.
3. When finished, playback the recording by tapping the play, rewind, or fast forward buttons.



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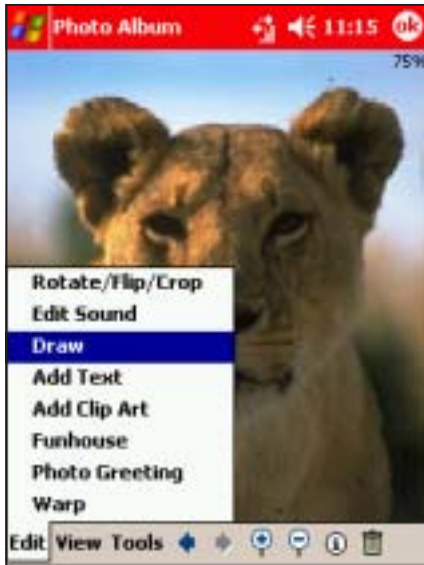
**NOTE** Make sure to place the audio source near the device microphone to achieve clearer recordings.

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4. Tap  to save the recording.

## To add a drawing to a photo:

1. Tap **Edit > Draw**.
2. Tap the line weight button, then select from the list.



3. Tap the line color button to select the line color. Tap the color of choice.
4. Use the stylus to draw objects or texts over the photo, then tap **Tools** to save.



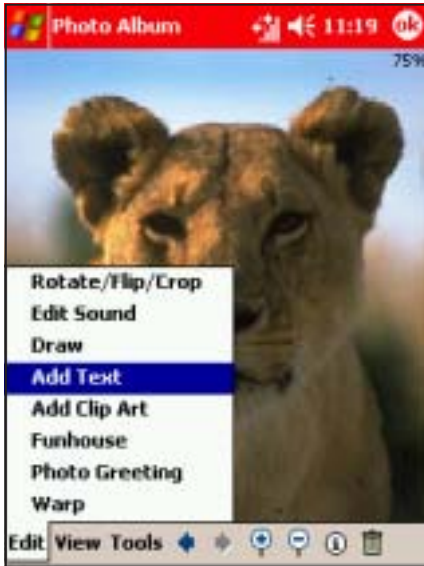
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**NOTE** If you want to revert to the original photo after drawing, tap **Tools > Revert to Saved**.

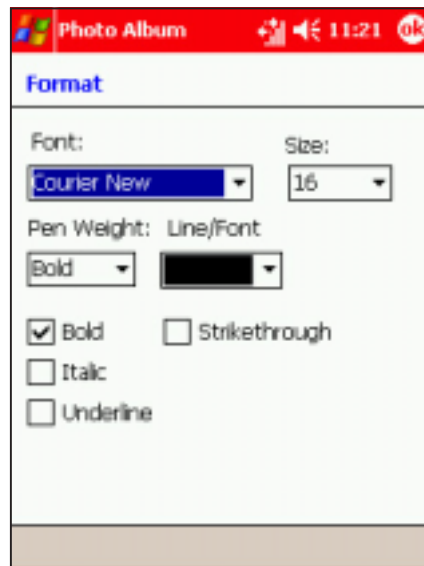
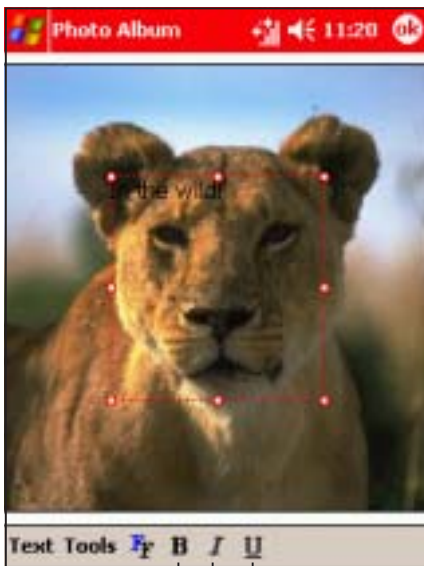
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## To add texts to a photo:

1. Tap **Edit > Add Text**.
2. Use the soft keyboard to type the text, then tap **ok**.




3. The text is inserted in the photo. Tap **F** to change the text font, size, color, and style.
4. Change the text settings from this window, then tap **ok** to save the changes.



- Tap to underline text
- Tap to italicised text
- Tap to boldface text




5. Move the text block to the desired location, then tap .



6. To add another text block, tap **Text** > **Add New Text**. Follow the same instructions to insert another text block.



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**NOTE** If you want to edit the inserted text, tap **Text** > **Edit Current Text** to display the Add/Edit Text window. Edit the text using the soft keyboard, then tap .

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## To add a clipart to a photo:

1. Tap **Edit** > **Add Clip Art**. The cliparts appear.
2. Select and tap a clipart to insert.



**NOTE**

The Photo Album comes with two clipart categories: **emoticons** and **fun clips**. You can switch categories by tapping the clipart category displayed on the top left corner of the display.

3. Tap **emoticons**, then select **fun clips** to change the clipart directory. Select and tap a clipart to insert.
4. The clipart appears over the photo. Drag the clipart to the desired location using the stylus. Tap  to save the changes.



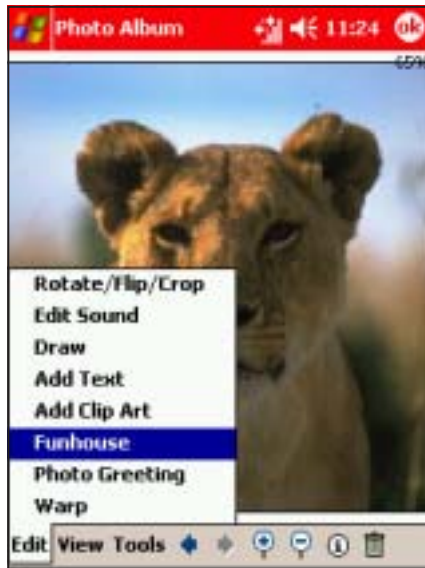
Tap to rotate the clipart clockwise  
Tap to rotate the clipart counterclockwise

5. Tap **Clip Art** to add a new clipart, change or delete a selected clipart, or arrange the clipart position.



## To add a Funhouse effect to a photo:

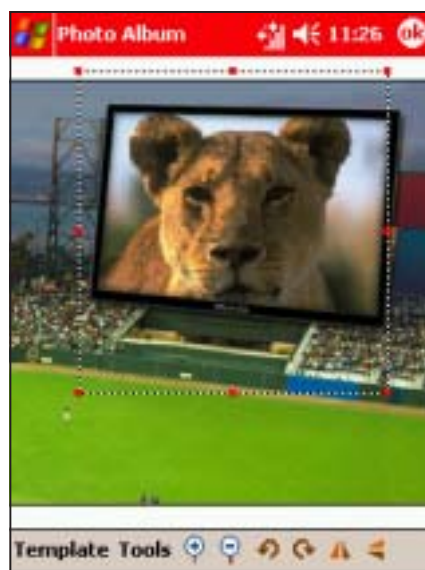
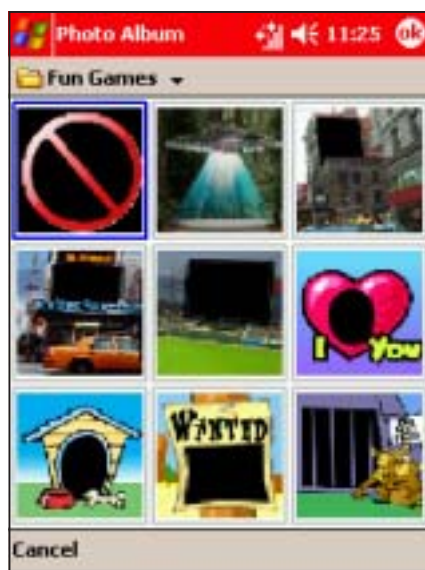
1. Tap **Edit > Funhouse**. The Bobble heads effects appear.
2. Select and tap a Bobble head effect you want to apply to the photo.



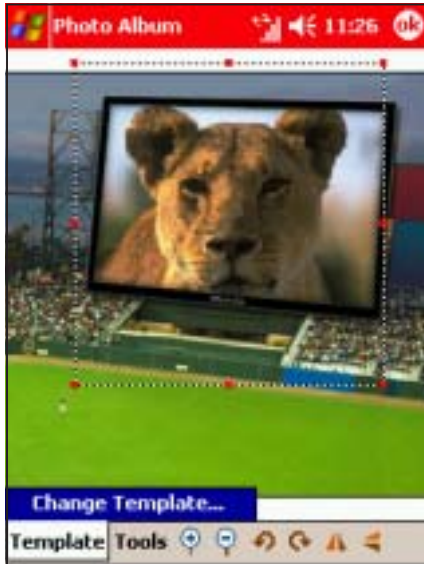
### NOTE

The Photo Album comes with two Funhouse categories: **Bobble heads** and **Fun Games**. You can switch categories by tapping the Funhouse category displayed on the top left corner of the display.

3. Select and tap the Funhouse effect you want to apply to the photo.
4. Adjust the photo size, angle, and position to match the effect.

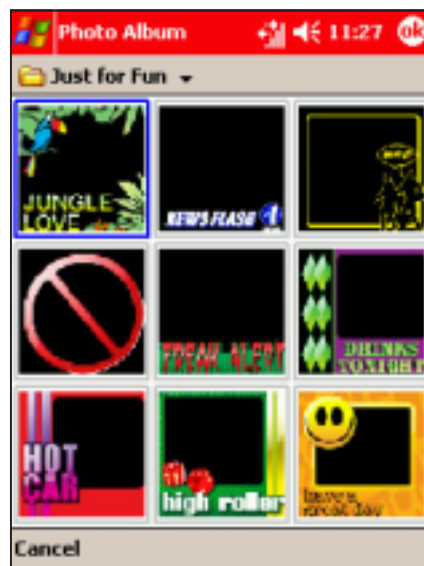
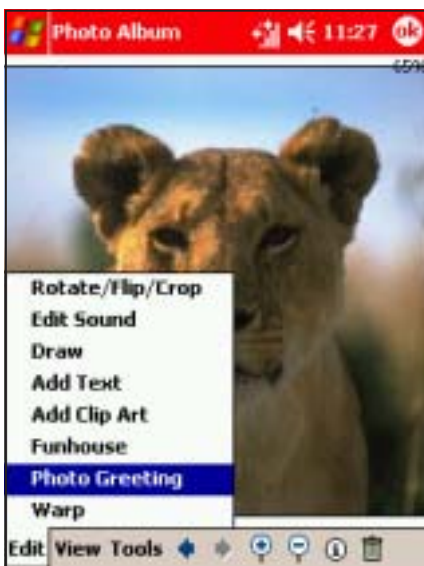


5. Tap **Template** to change the Funhouse effect. Select another effect to apply.
6. When finished, tap **OK** to save the changes.



## To create a photo greeting:

1. Tap **Edit > Photo Greeting**. The Photo Greeting frames appear.
2. Select and tap a frame you want to apply to the photo.



### NOTE


The Photo Album comes with two Photo Greeting categories: **Just for Fun** and **Occasions**. You can switch categories by tapping the Photo Greeting category displayed on the top left corner of the display.

3. After changing categories, select and tap a frame you want to apply to the photo.



4. Adjust the photo size, angle, and position to match the frame.



5. Tap **Template** to change the Photo Greeting frame. Select another frame to apply.
6. When finished, tap  to save the changes.



# Saving photos

## To save the photo:

1. Tap **Tools** > **Save Picture As**. The **Save As** window appears.



2. Use the soft keyboard to type a file name for the photo.
3. Select the folder and location where you want to save the photo.
4. Select the photo file type. You can save a photo in .jpg or .bmp format.
5. Tap **OK** to save the photo.



## Sharing photos

The Photo Album lets you share photos to other PDAs using infrared and Bluetooth™, next generation mobile phones via MMS and WAP, and notebooks/PCs via e-mail.

### To send a photo via MMS:

1. From the Photo Album main screen, tap a photo to display.
2. Tap **Tools** > **Send via MMS**. The **Messaging** window appears.



3. The photo becomes an MMS object. Compose the MMS message following the instructions on Chapter 6.
4. When finished, send the MMS message.

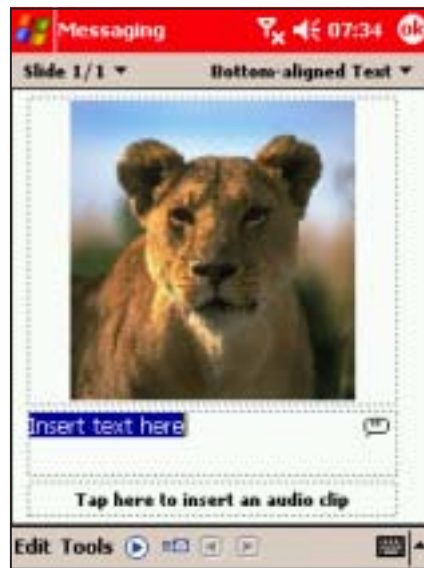


## To send a photo via e-mail:

1. From the Photo Album main screen, tap a photo to display.
2. Tap **Tools** > **Send via E-mail**. The **Messaging** window appears.



3. The photo becomes an e-mail attachment. Compose the e-mail message following the instructions in Chapter 6.
4. When finished, send the e-mail message.





## To send a photo via e-mail:

1. From the Photo Album main screen, tap a photo to display.
2. Tap **Tools** > **Beam Picture**.



3. The Pocket PC searches for the IR port of the recipient's device  
Beam the photo following the instructions in Chapter 10.




# Pictures

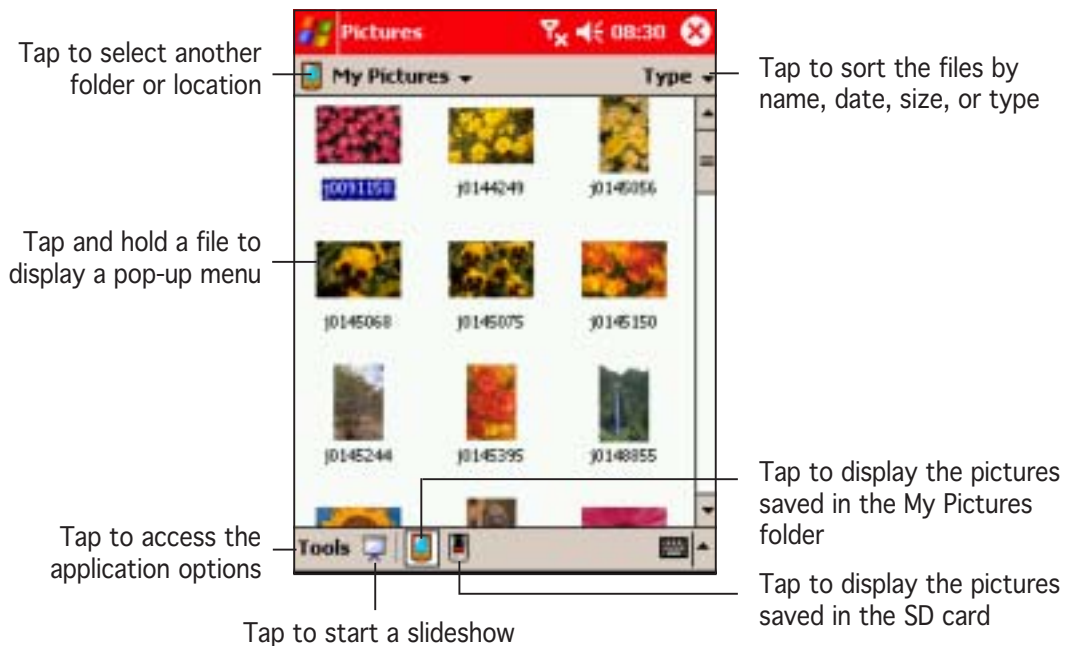
The Pictures application allows you view and manage photos, and create slideshows from photos saved in the Pocket PC.

## Launching the Pictures

### To launch Pictures:

1. Tap .
2. Tap **Programs**.
3. Tap the **Pictures** icon to open the application.

### Pictures main screen



### NOTE

By default, the Pictures main screen displays the photos saved in the **My Pictures** folder.

# Editing photos using Pictures

## To adjust the photo brightness and contrast:

1. From the Pictures main screen, tap a photo to display, then tap **Edit** > **Brightness and Contrast**.
2. Adjust the photo brightness and contrast by tapping the appropriate buttons.



3. Tap **Done** to save your changes.



## To rotate the photo:

1. From the Pictures main screen, tap a photo to display.
2. Tap the rotate button to rotate the photo 90° counterclockwise.



Tap to rotate



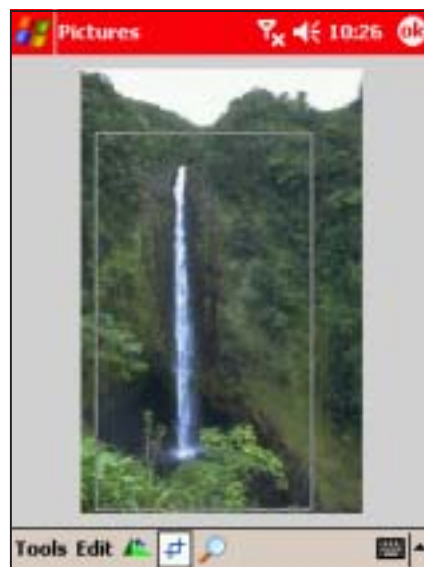
3. Tap  to save the changes.

## To rotate the photo:

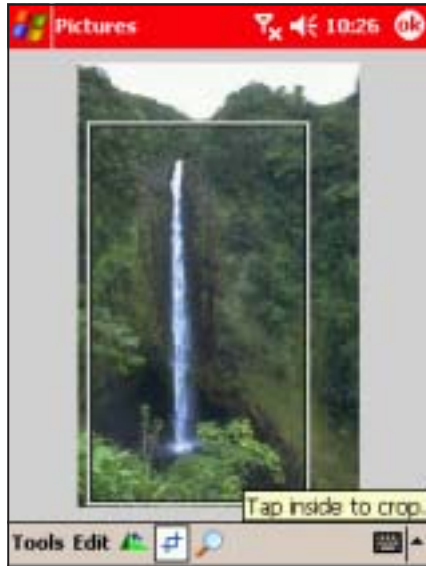
1. From the Pictures main screen, tap a photo to display, then tap the crop button.
2. Use the stylus to select the photo area you want to retain after cropping.



Crop button



- When prompted, tap inside the crop to crop the photo.



- The screen displays the cropped photo. Tap **OK** to save the changes.



## To zoom in/out a photo:

- From the Pictures main screen, tap a photo to display, then tap the zoom button.
- From the zoom navigator window, tap the zoom in or out button to magnify the photo.



Tap to zoom in/out



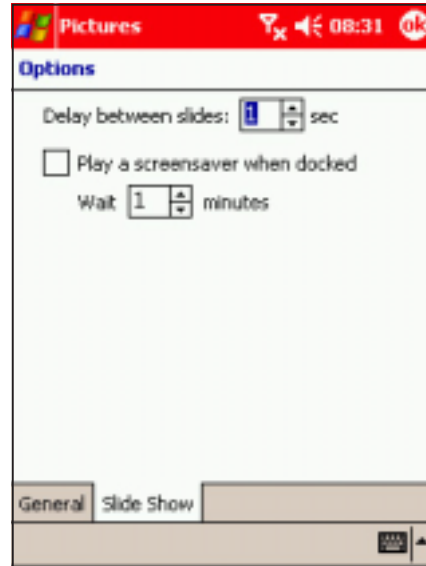
Zoom out  
Zoom in  
Fit in screen view

**NOTE** Use the stylus to drag the red square inside the navigator window to the area you want to zoom.

# Starting a photo slide show

## To adjust the slide show settings:

1. From the Pictures main screen, tap **Tools > Options**.
2. Tap the Slide Show tab to display the slide show settings.



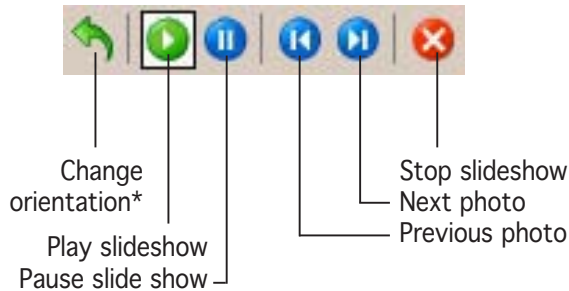
3. Adjust the slide show settings from this window, then tap **OK** to effect your changes.

## To start a photo slide show:

1. From the Pictures main screen, tap the slide show button to begin the slide show.



2. During the slide show, tap the screen to display the slide show control buttons. Refer to the illustration below for the button description.



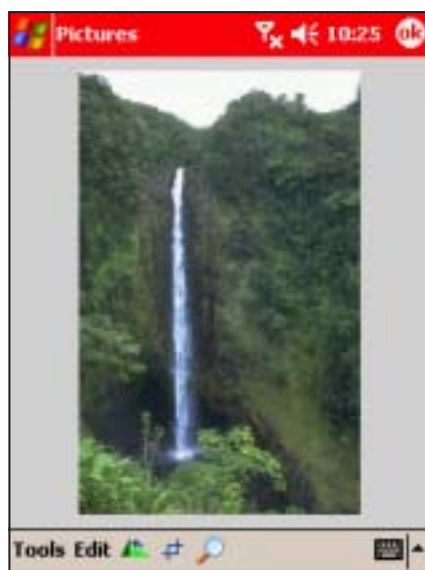
\* Portrait or landscape

## Using the Tools menu

The Tools menu allows you to share photos via e-mail or beam, set the photo as wallpaper, or revert to the original photo.

### To access the Tools menu:

1. From the Pictures main screen, tap a photo to display, then **Tools**.
2. Select from the available options, then follow screen instructions to continue.

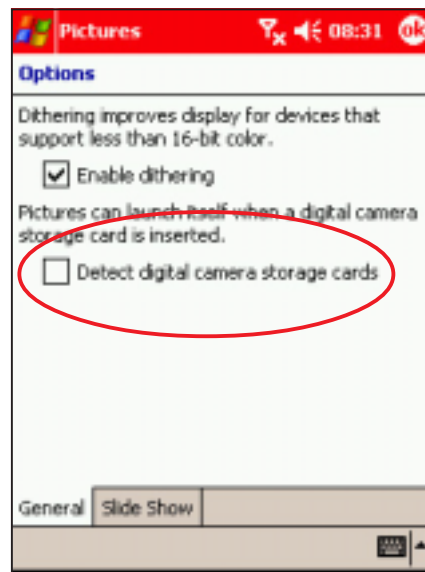


# Auto-launching Pictures

You can auto-launch Pictures everytime you insert a digital camera SD card to the Pocket PC SD card slot.

## To auto-launch Pictures:

1. From the Pictures main screen, tap **Tools > Options**.
2. Tap the **General** tab, then check the option **Detect digital camera storage cards**.



3. Tap **ok** to save your settings.



# Chapter 8


This chapter includes basic information on how to use Pocket Word, Pocket Excel, MSN Messenger, and Windows Media Player for Pocket PC.

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# Companion applications

The companion applications consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, Microsoft® Internet Explorer, and Voice Commander.

To switch to a companion program on your device, tap , then select **Programs**. Tap the icon of the program that you want to open.


## Pocket Word

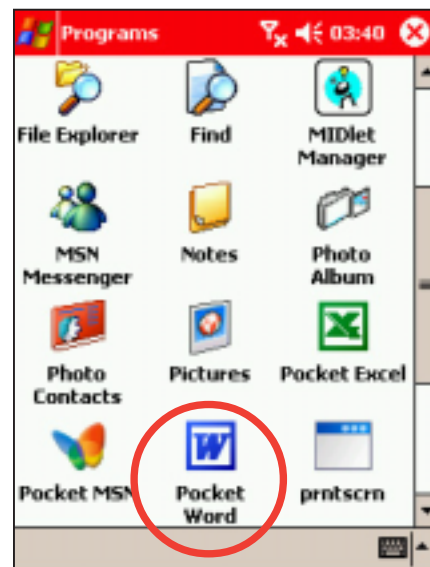
Pocket Word works with Microsoft® Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronise documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, or trip reports.

## Creating Pocket Word documents

To create a new Word document:

1. Tap , tap **Programs**, tap **Pocket Word** to launch the application.  
If you have existing Microsoft® Word or Pocket Word documents in your device, a list of the documents appears.

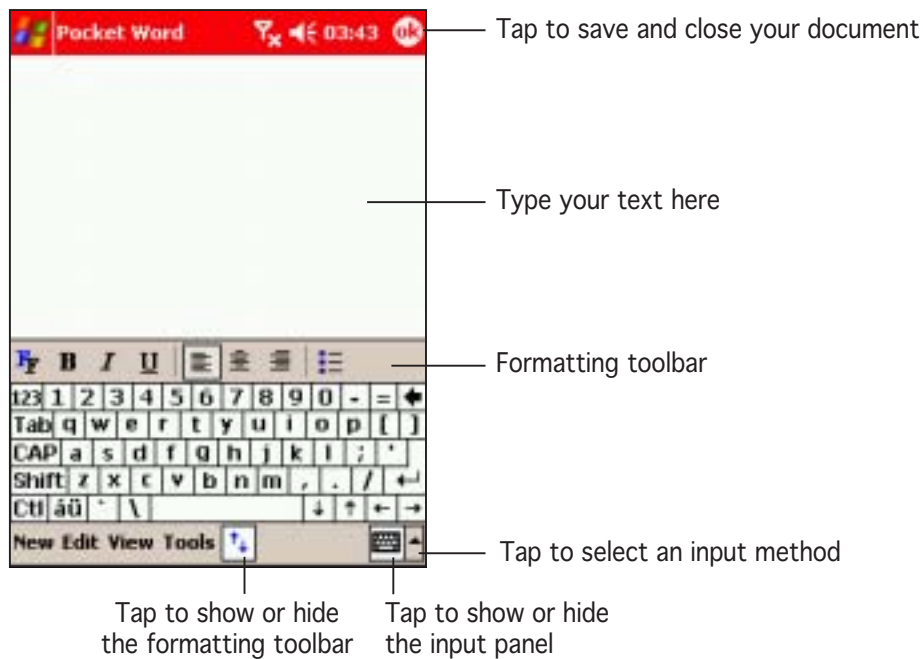


2. Tap **New** to display a blank document.

**NOTE**

Tap on **Tools**, then **Options** to change the format of blank documents.

3. Use any of the input modes to enter your text. Refer to the section “Modes of entering information” for details.



## Modes of entering information

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

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

### To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.  
Select a higher percentage to enter text and lower one to see more of your document.

## Typing Mode

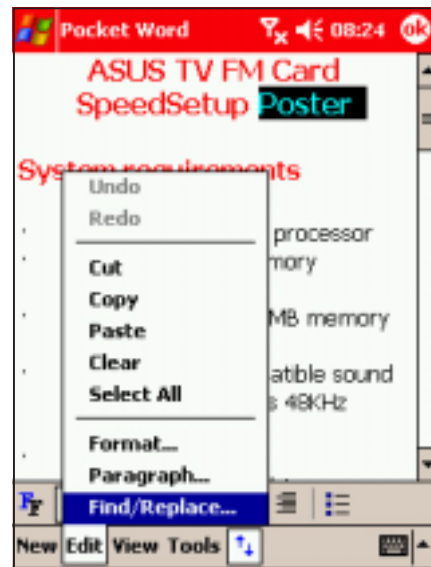
Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

### To find and replace text:

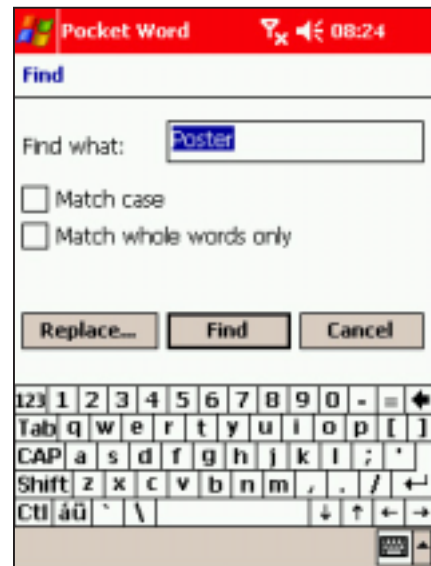
1. Highlight the text you wish to change by dragging the stylus across the text.
2. Press the Back bar to remove the text and enter new text.

**OR**

Tap **Edit > Find/Replace.**

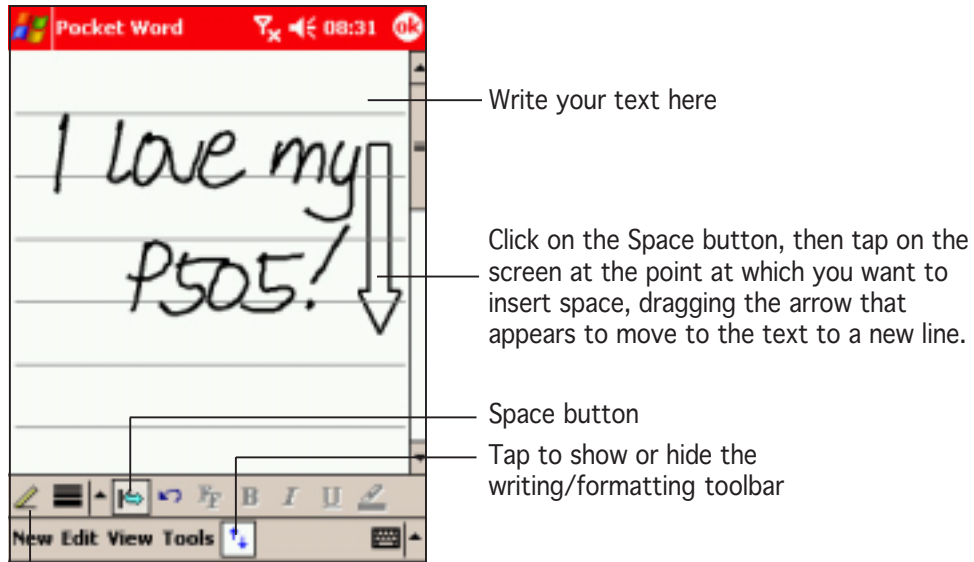


3. Tap **Replace** or **Find**, then follow screen instructions to continue.

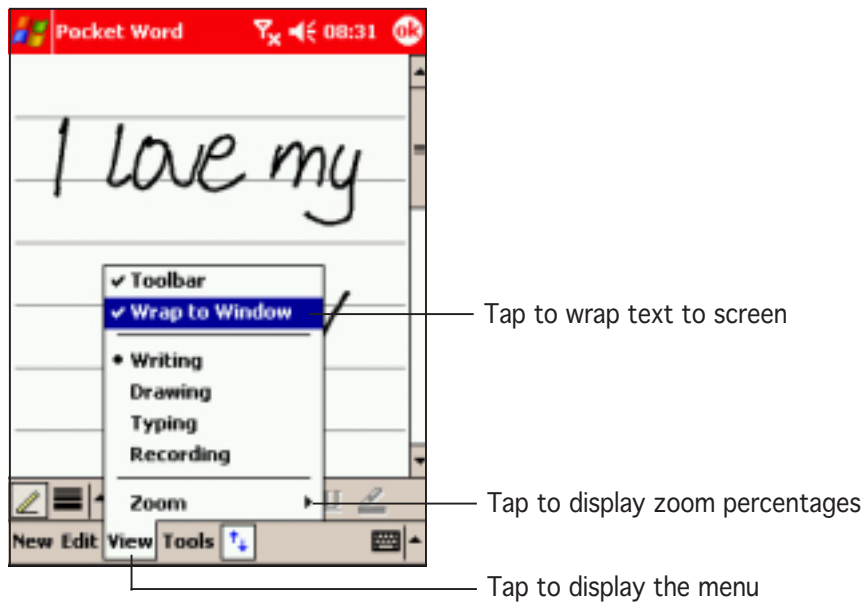


## Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.



Pen button



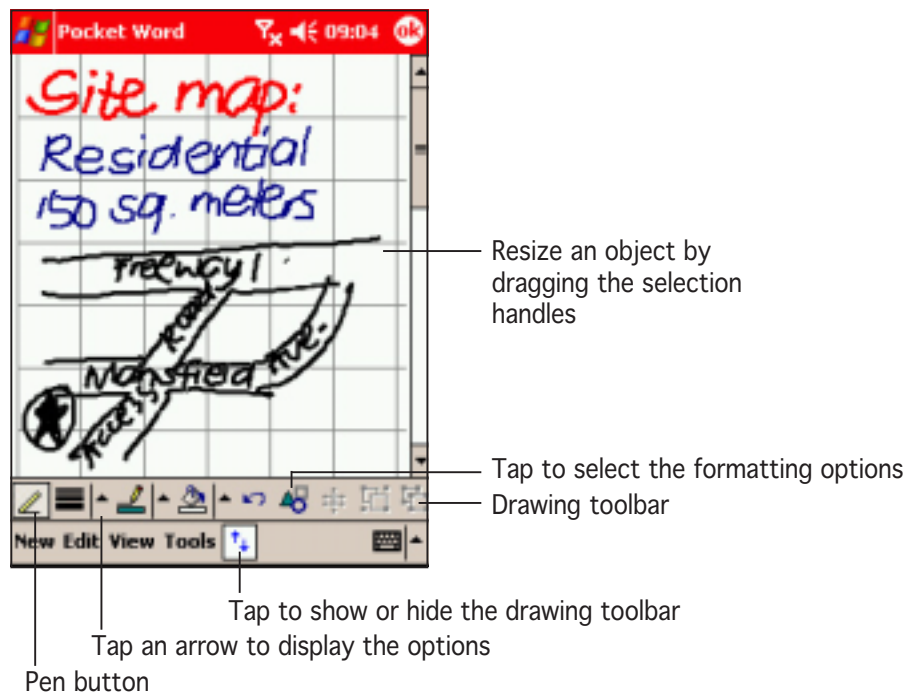
### NOTE

- If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.
- Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

## Drawing mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you will see a drawing box indicating the boundaries of the drawing.

Every subsequent stroke within or touching the drawing bounding box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.




## Recording mode

In recording mode, you can embed a recording into your document. Recordings are saved as **.wav** files. For more information on recording, see Chapter 2.



# Saving Pocket Word documents

## To save a Pocket Word document:

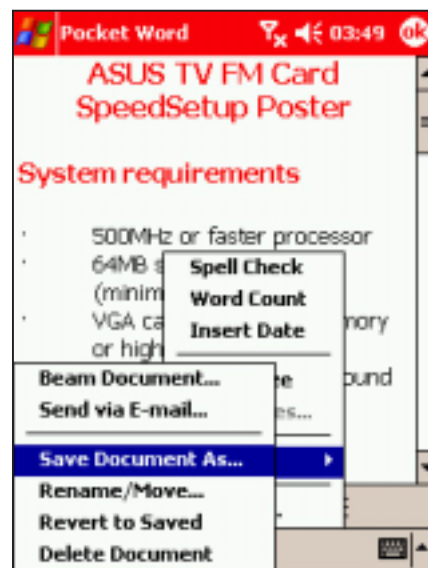
When you have finished editing your document, tap .

**NOTE** If you do not specify a file name for the document using the steps below, then the first line of the document is used as the file name.



## To name a file:

1. With the document open, tap **Tools**.
2. From the pop-up menu, tap **File**, then tap **Save Document As...** option. The **Save As** window appears.





3. Change the file name by typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you want to save the file.



5. Tap the down arrow in the **Type** field to select a file format.

You can save the document you create or edit in a variety of file formats including:

- Pocket Word Document (.psw)
- Rich Text Format (.rtf)
- Plain Text (.txt)
- Word 97/2000 Template
- Word 97/2000 Document



6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
7. Tap **OK** when done.

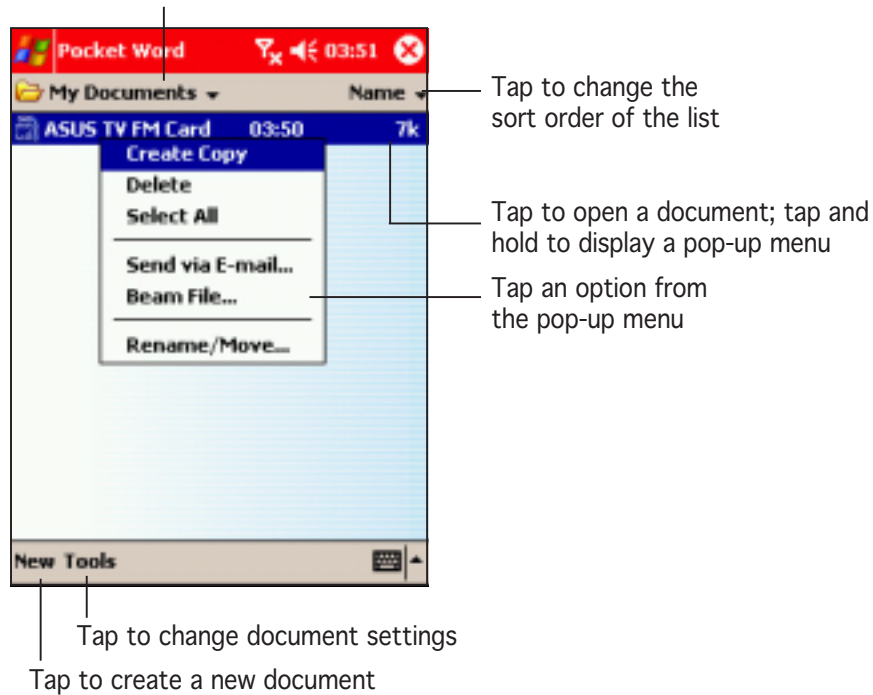
## To change a file name:

1. Hold the stylus down on the name of the file in the document list, then select Rename/Move from the pop-up menu.
2. Enter the new name of the file, then tap **ok**.

# Opening an existing Pocket Word document

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Tap to select the folder you want to display



## NOTE

You can open only one Pocket Word document at a time; when you open a second document, you will be asked to save the first.

# Pocket Excel

Use Pocket Excel to create spreadsheets such as expense reports and mileage logs. You can transfer spreadsheets between your device and desktop computer and vice versa. You can also synchronise spreadsheets between your desktop computer and your device so that you have the most up-to-date contents in both locations.

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Pocket Excel provides basic spreadsheet tools such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View**, then tap **Toolbar**.

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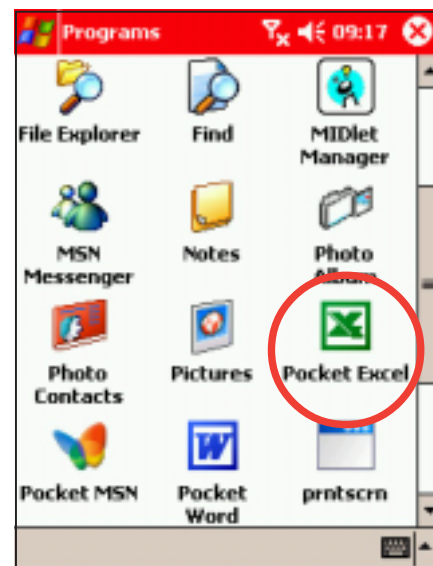
**NOTE** Some Excel spreadsheets may be too complex for viewing and editing in Pocket Excel.

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## Creating Pocket Excel documents

To create a new Excel document:

1. Tap , tap **Programs**, tap **Pocket Excel**.



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**NOTE** You can open only one Pocket Excel document at a time; when you open a second document, you will be asked to save the first.

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- By default, your spreadsheet will be saved with the file name **Book1**. You can change the file name to one that is more descriptive of your document. See next section for saving options.



## To specify save options:

- With the document open, tap **Tools**.
- From the pop-up menu, tap **File**, then tap **Save Workbook As...** to display the **Save As** screen.
- Change the file name by simply typing a new one in the **Name** field.
- Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.
- Tap the down arrow in the **Type** field to select a file format. You can save the document you create or edit in a variety of formats:
  - Pocket Excel Workbook (.pxl)
  - Pocket Excel 1.0 Workbook (.xls)
  - Pocket Excel Template
  - Excel 97/2000 Workbook
  - Excel 97/2000 Template



6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
7. Tap **OK** when done.



#### NOTE

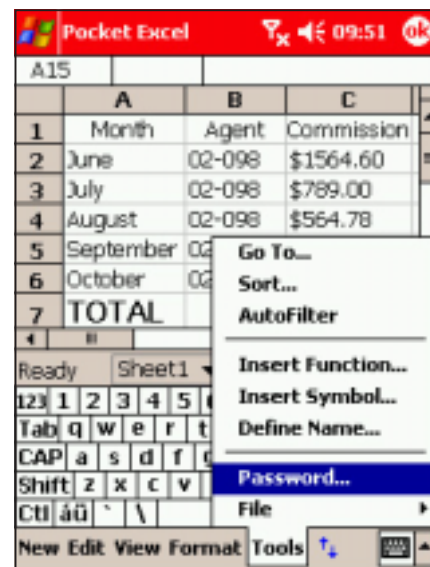
If you do not wish to save your workbook to a different format, but would like to change the file name, folder, and location of your document, simply tap and hold the file from the File Explorer window, then tap **Rename/Move...** from the pop-up menu to make your changes.


## Securing your Excel document

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

### To set a password for your workbook:

1. Open the workbook.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.



3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap  when done.



If you have set a password for your workbook, a password screen appears asking you to type your password whenever you try to open the workbook.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.



**NOTE**

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DO NOT forget your password! You cannot open your workbook unless you type in the correct password.

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## Tips for working in Pocket Excel

Take note of the following when working in large worksheets in Pocket Excel:

- **View in full-screen mode** to see as much of your worksheet as possible. Tap **View**, then tap **Full Screen**. To exit full-screen mode, tap **Restore**.
- **Show and hide window elements**. Tap **View**, then tap the elements to show or hide.
- **Freeze panes on a worksheet**. First select the cell where you want to freeze panes. Tap **View**, then tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- **Split panes** to view different areas of a large worksheet. Tap **View**, then tap **Split**. Drag the split bar to where you want it. To remove the split, tap **View**, then tap **Remove Split**.
- **Show and hide rows and columns**. To hide a row or column, select a cell in the row or column that you want to hide. Tap **Format**, then tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, then tap **Go To**, and type a reference that is in the hidden row or column. Tap **Format**, then tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap  , then tap **Help**.



# MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

- See online friends and colleagues
- Send and receive instant messages
- Have instant message conversations with groups of contacts

## To use MSN Messenger:

You must have a **Microsoft Passport™ account** or a **Microsoft Exchange e-mail account**.

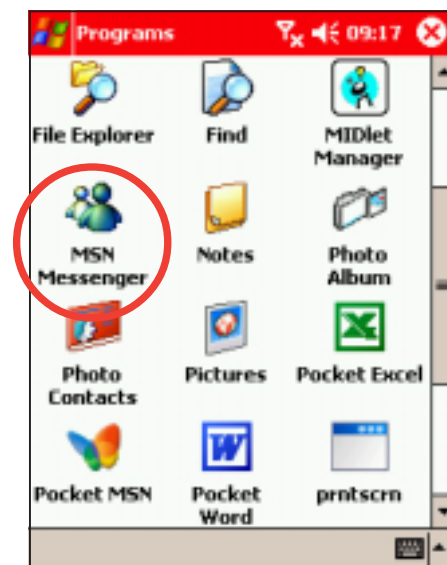
You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at <http://www.passport.com>.

Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

## To launch MSN Messenger:

1. Tap , then tap **Programs**.
2. Tap **MSN Messenger**.



# Signing up

## To sign in to MSN Messenger service:

1. Tap **Tools** then tap **Sign in...** from the menu.  
**OR**  
Simply tap the screen.
2. In the sign-in screen, enter your e-mail address and password, then tap **Sign In**.



### NOTE

If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

## Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.



To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.


If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

# Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, then tap **Send**. To invite another contact to a multi-user chat, tap **Invite** in the **Tools** menu, then tap the contact that you want to invite.



**NOTE** To switch back to the main window without closing a chat, tap the **Contacts** button. To go back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap , then tap **Help**.

