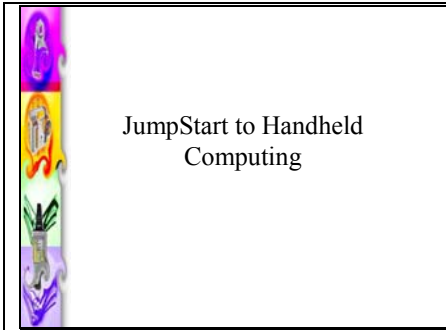


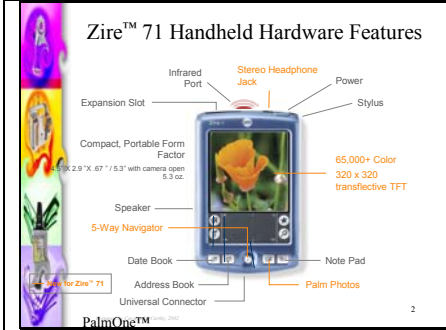
Introduction Part 2: Graffiti2, Address book, Categories, Beaming

Slide 1



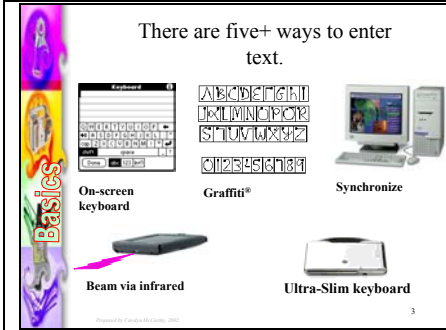
Presentation prepared by Carolyn McCarthy (cmccarthy@voyager.net) Winter 2004. Some images in this presentation are copyright by PalmOne™.

Slide 2



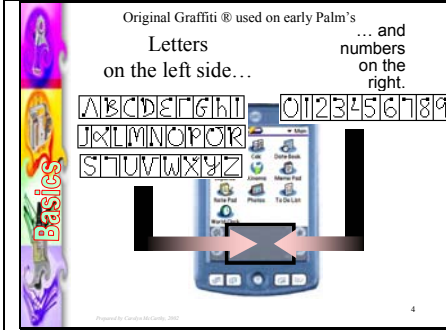
The Zire71 has a 5-way Navigator button which does a variety of actions depending on the program you are using. The camera is exposed when you slide the front body of the handheld upward.

Slide 3



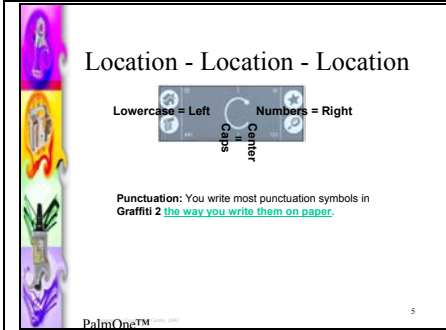
These are all different ways to enter text: on-screen keyboard, Graffiti® or Graffiti ® 2, , synchronizing with your desktop or laptop, beaming, and using a keyboard.

Slide 4



The area outlined with the box is referred to as the Graffiti® area. We write the letters on the left side of the small triangle, and numbers on the right. We will do this in a moment.

Slide 5



With the newer handhelds from PalmOne, such as the Zire and Tungsten models, there are some changes to a few letters and the ability to create capital letters without doing an additional stroke to turn on punctuation mode.

Introduction Part 2: Graffiti2, Address book, Categories, Beaming

Slide 6

Graffiti® 2 is an alphabet designed for handheld computing

A NEW #WFS# ON AN OLD CLASSIC

Writing with Graffiti 2 is similar to writing on paper. It takes one stroke of the stylus to enter some characters, and two strokes to enter others.

= b = B = 3

= k = t

PalmOne™

Slide 7

Launch the Memo Pad application to open it

Tap the Memo Pad icon in the Launcher.

Launcher

This is a good time to launch the Memo Pad application by tapping on the Launcher (house) and then the Memo Pad icon.

Slide 8

Memo

1. Handheld Basics
2. Four Ways to Enter Text
3. Download Free Applications
4. Power Tips

New Tap on: New

My NAME IS ...

Memo 6 of 6
My name is Carolyn.]

NOTE: To make a capital letter, write in the middle

Notice there are some memos already present, preloaded click on New – and try writing “ My name is....” (and add your name) using graffiti

The circle dots show where to start writing. Be sure to keep the stylus down and draw the letter on the left side of the graffiti area.

Write the letters large in the graffiti area.

A **blank space** is a line drawn horizontally from left to right, and to **delete** a letter you draw it horizontally toward the left (like a back space).

We will do some numbers next.

Slide 9

Memo 6 of 6

My name is Carolyn.
My favorite food is Sushi.
I like to read and go to the movies.]

When would I need to use Graffiti?

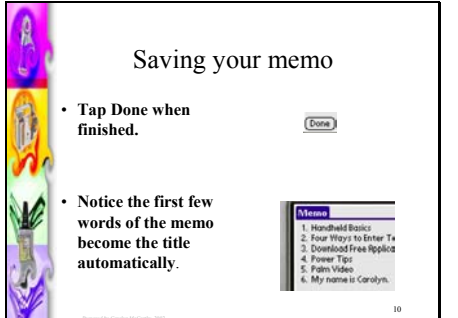
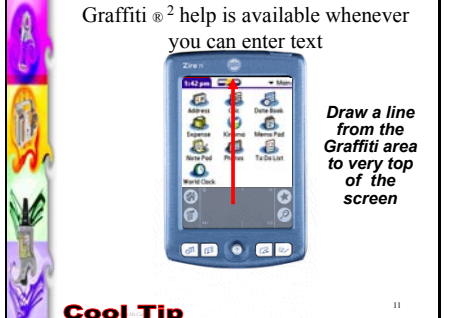
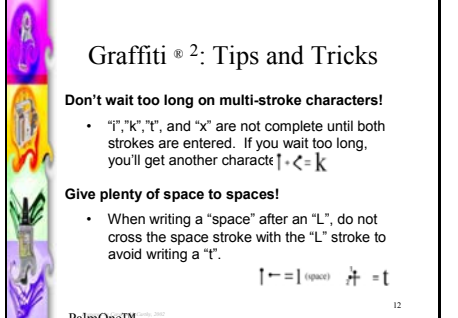
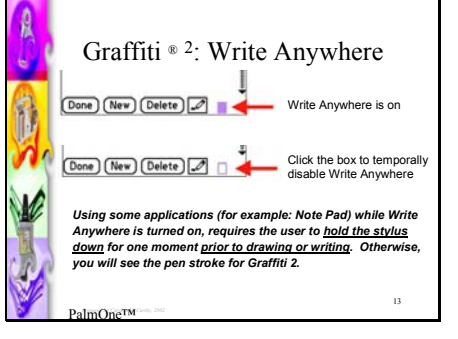
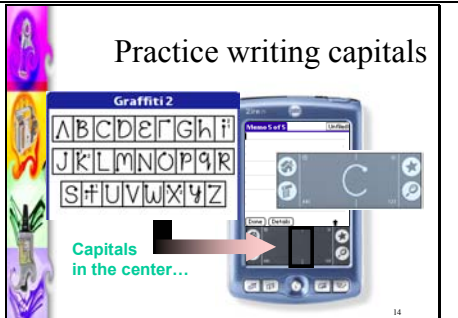
My NAME IS ...
My FAVORITE FOOD IS ...
I LIKE...

To make a period - tap once, then tap again.

To go down a line -

We're ready for a few numbers and a period. To do punctuation, tap once, then do the punctuation desired (or on the newer Palm you can write your capital letters in the middle of the Graffiti® area).

Introduction Part 2: Graffiti2, Address book, Categories, Beaming

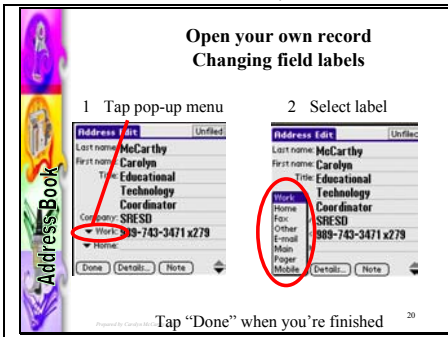
<p>Slide 10</p>	 <p>Saving your memo</p> <ul style="list-style-type: none"> • Tap Done when finished. • Notice the first few words of the memo become the title automatically. 	<p>It is important to tap Done when you are finished. This instantly closes the memo and saves it. Notice the name of the memo automatically is the first line of your text entry. Keeping this in mind when you start a new memo is helpful.</p>
<p>Slide 11</p>	 <p>Graffiti 2 help is available whenever you can enter text</p> <p>Draw a line from the Graffiti area to very top of the screen</p> <p>Cool Tip</p>	<p>Pick up and turn on your handheld computer, and try this secret trick. Be sure to draw it from just below the middle triangle on the silk screen area and keep the stylus on the screen and drag all the way to the top, not just in the Graffiti 2 writing area.</p>
<p>Slide 12</p>	 <p>Graffiti 2: Tips and Tricks</p> <p>Don't wait too long on multi-stroke characters!</p> <ul style="list-style-type: none"> • "i", "k", "t", and "x" are not complete until both strokes are entered. If you wait too long, you'll get another character: $i \rightarrow \zeta = k$ <p>Give plenty of space to spaces!</p> <ul style="list-style-type: none"> • When writing a "space" after an "L", do not cross the space stroke with the "L" stroke to avoid writing a "t". <p>$l \text{ - } =$ (space) $l \text{ - } = t$</p>	<p>Note with the newer Graffiti 2 there are some characters (i, k, t, x) where two strokes need to be entered.</p>
<p>Slide 13</p>	 <p>Graffiti 2: Write Anywhere</p> <p>Write Anywhere is on</p> <p>Click the box to temporarily disable Write Anywhere</p> <p>Using some applications (for example: Note Pad) while Write Anywhere is turned on, requires the user to <u>hold the stylus down</u> for one moment <u>prior to drawing or writing</u>. Otherwise, you will see the pen stroke for Graffiti 2.</p>	<p>Some of these newer handhelds also include a feature for writing anywhere on the screen. The Write Anywhere feature on the newer Palm O/S handheld models lets you write anywhere on the screen, not just in the Graffiti area. Caution: some applications (for example: Note Pad) while Write Anywhere is turned on, requires the user to <u>hold the stylus down</u> for one moment <u>prior to drawing or writing</u>. Otherwise, you will see the pen stroke for Graffiti 2.</p>
<p>Slide 14</p>	 <p>Practice writing capitals</p> <p>Capitals in the center...</p>	<p>These newer models also include the feature of writing capitals without a punctuation shift, by writing them in the middle of the silk-screen area.</p>

Introduction Part 2: Graffiti2, Address book, Categories, Beaming

<p>Slide 15</p>	<p style="text-align: center;">Punctuation</p> <ol style="list-style-type: none"> 1. Most common punctuation is written on the screen without a punctuation shift. 2. Some punctuation is written on the left side of the screen, others on the right. 3. See the Graffiti® 2 Help for a complete list. <p style="text-align: right;"><small>15</small></p>	<p>Most common punctuation is written on the screen without a punctuation shift. Some punctuation is written on the left side of the screen, others on the right. See the Graffiti® 2 Help for a complete list.</p>
<p>Slide 16</p>	<p style="text-align: center;">Beaming your memo!</p> <p style="text-align: right;"><small>16</small></p>	<p>With the memo still open! Tap on the drop-down menu (located in the Graffiti area under the home), or tap at the top left side of the screen.</p> <p>Only one person can beam at a time. One will beam to the other person, who will need to tap to accept it. Then reverse the process.</p>
<p>Slide 17</p>	<p style="text-align: center;">Can you delete a memo?</p> <p style="text-align: right;"><small>17</small></p>	<p>With your memo open on the screen, Click on Details Then Delete Uncheck the “Save archive copy on PC” since this isn’t something we need to save. If you are not sure about any action, click on the I in the small circle to get additional information. Then click on OK to delete it.</p>
<p>Slide 18</p>	<p style="text-align: center;">Address Book</p>	<p>Now for one of the most important features. The address book. When you first set up the Palm desktop software on your computer, it will ask you if you will be synchronizing your contacts with the Palm Desktop, or with alternative software, such as Outlook. Be sure to check the appropriate choice for your situation.</p>
<p>Slide 19</p>	<p style="text-align: center;">Launch the Address Book application</p> <p style="text-align: right;"><i>Or tap the Address Book icon in the Launcher.</i></p> <p style="text-align: left;"><i>Press the Address Book button</i></p> <p style="text-align: right;"><small>19</small></p>	<p>To launch the address book you can either use the hard button with the phone handset picture, or click on the Address icon on the List of Programs onscreen. If you don’t find it, click the top right corner to create a drop-down menu and select All.</p>

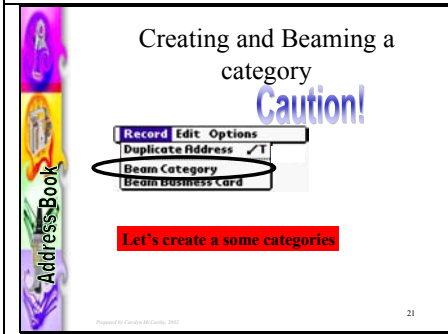
Introduction Part 2: Graffiti2, Address book, Categories, Beaming

Slide 20



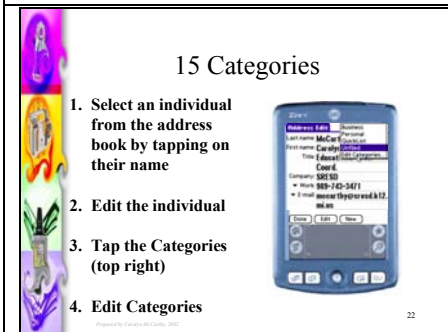
The field labels can be changed by tapping on the downward triangle, and select a different category. This allows you to have more than one mobile number, or several FAX numbers for instance.

Slide 21



Now we are now going to look at categories. This is why we only beamed one other person earlier (hopefully).

Slide 22



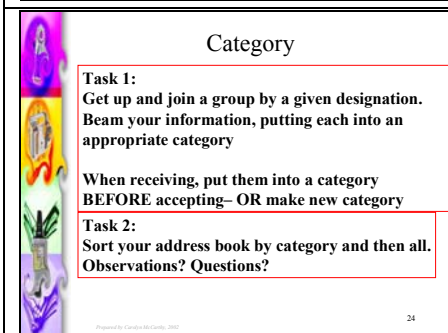
Take one of the people just beamed to you and open their address card. Tap the categories menu and select “edit categories” – we will create a category for this group.

Slide 23



Tap on New
Enter a category name – use PDA CLASS for this class if you want.
Click on OK once that is entered.

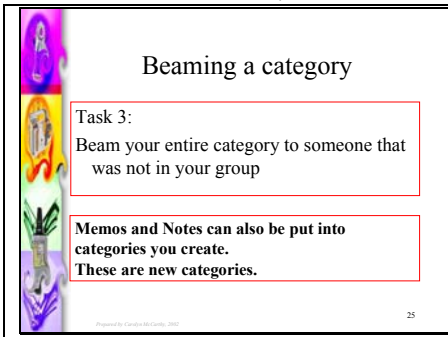
Slide 24



From the main address list menu tap on the category area and view only the PDA class category names in your address book.
Tap the menu button and select Beam Category – and beam to the entire PDA class category list to another person.
The receiver will need to accept these. Before accepting! select a category to put them in upon receiving them. (You don't have to accept them into a category, but it helps keep things organized.)

Introduction Part 2: Graffiti2, Address book, Categories, Beaming

Slide
25



Beaming a category

Task 3:
Beam your entire category to someone that was not in your group

Memos and Notes can also be put into categories you create.
These are new categories.

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Slide
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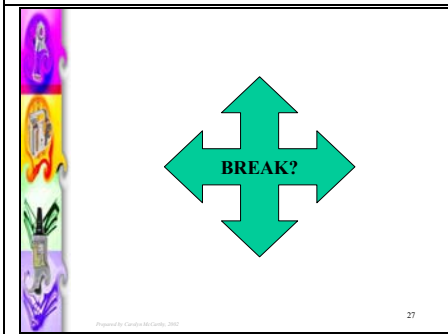
How could I make good use of this?
How could categories be helpful?
What are you using it for?



26

Time for processing. Share your ideas with others.
Would you want a category for NCLB...

Slide
27



27

Time for a break. You've done a lot of new things. Be sure to practice your beaming on your break.