

# Windows Mobile 2003

## *Tips & Tricks*





## Table of Contents

1. Calendar: Show Half-Hour Slots
2. Calendar: 5, 6, or 7 Day Week View
3. Calendar: Change Appointment Reminder Defaults!
4. Calendar: Turn Off Icons Individually
5. Calendar: Filter Appointments by any Keyword
6. Contacts: Sort by Name or Company Name
7. Contacts: Sort by City, State, Country, and more!
8. Contacts: Show/Hide ABC Navigation Tabs
9. Contacts: Change Primary Contact Information
10. Contacts: Show Contact Names Only
11. Contacts: Change Default Area Code!
12. Inbox: Indent Message in Replies
13. Inbox: Keep Local Copies of Sent Messages
14. Inbox: Deleted Items Gone Forever!
15. Inbox: Save E-mail Attachments to Storage Card
16. Inbox: Search Content Inbox Messages
17. Inbox: Check Outgoing E-mail Status Easily
18. Inbox: Check E-mail Word Count
19. Inbox: Mark E-mail Messages as Unread
20. Inbox: Speed Short E-mails with "My Text"
21. Inbox: Customize "My Text" Template Wording!
22. PocketIE: Disable "Fit to Screen" Mode
23. PocketIE: Display the Address Bar
24. PocketIE: Send Current Web Address via E-mail
25. PocketIE: Change Default Homepage
26. PocketIE: Delete Temporary Internet Files
27. PocketIE: Disable Cookies for Security
28. PocketIE: Adding Sites to a Favorites List!
29. PocketIE: Hide Images to Speed Page Load!
30. Notes: Change Default Data Entry Type
31. Notes: Save Notes & Voice Memos to Storage Card
32. Notes: Filter Notes By Any Keyword!
33. Tasks: Display Tasks Entry Bar!
34. Tasks: View Task Start and Due Dates!



35. Tasks: Disable Default Task Reminders
36. Tasks: Search Tasks for Keyword(s)
37. Word: Save Documents to Storage Card
38. Word: Only View Word Documents
39. Word: Search Contents of all Word Documents!
40. Word: Send Current Word Document Via E-mail
41. Excel: Save Workbooks to Storage Card
42. Excel: Only View Excel Workbooks
43. Excel: Search Contents of all Workbooks!
44. Excel: Send Current Excel Workbook Via E-mail
45. Excel: Password Protect a Workbook
46. WMP: How to Create a Media Playlist
47. WMP: Check Media File Information
48. WMP: Set Media Files to Repeat
49. WMP: Set Media Files to Shuffle
50. WMP: Turn Off Screen While Playing Media!
51. Input: Enable Large Keys for On-screen Keyboard
52. Input: Use Gestures to Speed Data Entry!
53. Input: Set Word Completion to Four Words!
54. Input: Change Transcriber Ink Color!
55. Input: Transcriber Recognition Speed vs. Quality
56. Input: Transcriber Recognition Start Time
57. Sounds: Turn Audio On/Off for Individual Sounds
58. Sounds: Choose Alternate Event Sounds
59. Sounds: Add/Remove Visual Notifications!
60. Security: Create a Password for Device Startup
61. Security: Display Owner Information at Startup
62. Security: Display Today Screen After Inactivity
63. Storage: Check Pocket PC Free Memory
64. Storage: Check Storage Card Free Memory
65. Storage: Find Large Files to Free Memory
66. Storage: Remove Unwanted Pocket PC Software
67. System: Re-mapping Pocket PC Hardware Buttons
68. System: Customize Pocket PC Auto-Off Settings
69. System: Change Screen Brightness to Save Power
70. System: Align Screen and Stylus Digitizer
71. System: Enable ClearType for Smooth Fonts



## 1. Calendar: Show Half-Hour Slots

Simplify scheduling events that start or end at half-hour times. Here's how to split one-hour time slots into half-hour slots:

1. Today Screen
2. Open "Start Menu"
3. Select "Calendar"
4. Select the "Day View" Icon
5. Open the "Tools" Menu
6. Select "Options..."
7. Check "Show half-hour slots"
8. Click "OK"



## 2. Calendar: 5, 6, or 7 Day Week View

Do you preview the appointments of all seven days of the week? Perhaps you prefer five or six days. Here is how to change the default:

1. Today Screen
2. Open "Start Menu"
3. Select "Calendar"
4. Select the "Week View" Icon
5. Open the "Tools" Menu
6. Select "Options..."
7. Open "Week View" drop down menu
8. Select 5-day, 6-day, or 7-day week
9. Click "Ok"



### 3. Calendar: Change Appointment Reminder Defaults!

Pocket Calendar always sets a 15 minute reminder for appointments by default. You have the option to edit or turn off the default reminder time. A big time saver!

1. Today Screen
2. Open "Start Menu"
3. Select "Calendar"
4. Open the "Tools" Menu
5. Select "Options..."
6. Check or Uncheck the "Set reminders for new items"
7. If checked, set the time in the drop down menus below.
8. Click "Ok"



#### **4. Calendar: Turn Off Icons Individually**

Pocket Calendar enables you to turn off each of the six appointment icons individually. By default you see the following icons in appointments: reminder, recurs, note, location, attendees, private. Here is how to turn off any icons you don't find useful:

1. Today Screen
2. Open "Start Menu"
3. Select "Calendar"
4. Open the "Tools" Menu
5. Select "Options..."
6. Tap icons beside "show icons" to disable them
7. Likewise, tap an icon again to re-enable it
8. Click "Ok"



## 5. Calendar: Filter Appointments by any Keyword

Do you need to find all the appointments relating to a specific contact or company? Here's how you can filter your appointments easily:

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Calendar" to limit the filter's scope
7. Click "Go" to filter your contacts





## 6. Contacts: Sort by Name or Company Name

Do you need to find all the contacts of a particular company? Do you prefer to browse by a contact's name? Here's how to toggle the two sort orders:

1. Today Screen
2. Open "Start Menu"
3. Select "Contacts"
4. Open the "View Menu"
5. Select By Name or Company



## 7. Contacts: Sort by City, State, Country, and more!

Are you looking a place to stay for a road trip? Easily filter contacts by City, State, Country, or Area Code to locate a friend. Anything that is stored in a contact field can be your filter criteria!

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Contacts" to limit the filter's scope
7. Click "Go" to filter your contacts



## 8. Contacts: Show/Hide ABC Navigation Tabs

By default a list of ABC letter tabs are along the top of Pocket Contacts. Here is how to disable or re-enable the tabs:

1. Today Screen
2. Open "Start Menu"
3. Select "Contacts"
4. Open the "Tools" Menu
5. Select "Options..."
6. Check or uncheck "Show ABC Tabs"
7. Click "Ok"



## 9. Contacts: Change Primary Contact Information

When you open Pocket Contacts a list of contacts are displayed with a phone, fax, or e-mail address to the right of each name. Sometimes the telephone number that appears may not be your **primary** method of contacting that individual. Here's how you can change the number displayed:

1. Today Screen
2. Open "Start Menu"
3. Select "Contacts"
4. Click on the letter beside the contact info (w, h, m, f, or e)
5. Select alternative contact info from the drop down menu.



## 10. Contacts: Show Contact Names Only

Sometimes you will have several contacts with names that are too long to be seen beside phone, fax, or e-mail information. Pocket Contacts enables you to show contact names only. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Contacts"
4. Open the "Tools" Menu
5. Select "Options..."
6. Check or uncheck "Show contact names only"
7. Click "Ok"



## 11. Contacts: Change Default Area Code!

When adding a new contact to Pocket Contacts, phone numbers are set to a "425" area code unless you fill type in the complete 10-digit number. Fortunately, you can change the default area code to be anything you want. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Contacts"
4. Open the "Tools" Menu
5. Select "Options..."
6. Change the "Country/Region" settings
7. Click "Ok"



## 12. Inbox: Indent Message in Replies

When you reply to an e-mail message, Pocket Outlook includes the original message by default. Here is how you can alter the settings to indent the original message, provide a leading character (example: ">"), or not include the original message at all:

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Open the "Tools" Menu
5. Select "Options..."
6. Open the "Message" tab
7. Check "When replying, include body" (optional)
8. Check "indent" (optional)
9. Check "add leading character" (optional)
10. Click "OK"



### **13. Inbox: Keep Local Copies of Sent Messages**

Messages that you send from your Pocket PC are, by default, not stored on your Pocket PC. Here is how to enable all outgoing e-mail message to be saved for future reference:

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Open the "Tools" Menu
5. Select "Options..."
6. Open the "Message" tab
7. Check "Keep copy of sent mail in Sent Folder"
8. Tap "Ok"





## 14. Inbox: Deleted Items Gone Forever!

Whenever you delete an e-mail item it is sent to the "Deleted Items" e-mail folder by default. However, you can set Pocket Inbox to permanently delete the item or auto delete it once you connect or disconnect from your e-mail service. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Open the "Tools" Menu
5. Select "Options..."
6. Open the "Message" tab
7. Open the "Empty deleted items" drop down menu
8. Select an option for permanently deleting items
9. Tap "Ok"



## **15. Inbox: Save E-mail Attachments to Storage Card**

If you receive too many e-mail attachments to store on your device, have Pocket Outlook store them on a Storage Card (memory expansion). Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Open the "Tools" Menu
5. Select "Options..."
6. Open the "Storage" tab
7. Check "Keep Store attachments on storage card"
8. Tap "Ok"



## 16. Inbox: Search Content Inbox Messages

Searching through your Inbox e-mail no longer has to be a slow process. Here's how you can search all your e-mails for any specified keyword(s):

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Inbox" to limit the filter's scope
7. Click "Go" to search your e-mails!



## 17. Inbox: Check Outgoing E-mail Status Easily

Here is a quick way to check the status of outgoing e-mail. A quick way to ensure your message was sent.

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Open the "Tools" Menu
5. Select "Status..."
6. Check Status of Outgoing E-mails.
7. Tap "Ok"



## 18. Inbox: Check E-mail Word Count

Here is an easy way to check word count of any e-mail you receive in Pocket Inbox. This can help determine if you have time to read the entire message.

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Tap any e-mail to open it.
5. Tap the "Expand" Icon (right side of screen)
6. Check "Size" for word count
7. Tap the icon again to close.



## 19. Inbox: Mark E-mail Messages as Unread

Like Outlook XP for Windows, you can mark e-mail messages as "Unread" in Pocket Inbox. If you haven't had time to finish reading an e-mail, you may want to mark it as Unread to remind yourself to finish it later.

1. Today Screen
2. Open "Start Menu"
3. Select "Inbox"
4. Tap-N-Hold any e-mail message.
5. Select "Mark as Unread" from the menu.
6. The e-mail will be bolded as Unread.



## **20. Inbox: Speed Short E-mails with “My Text”**

Need to send a simple reply to an incoming e-mail message. Here's a fast and easy way to do just that:

1. Today Screen
2. Open “Start Menu”
3. Select “Inbox”
4. Tap any e-mail to open it.
5. Click the “Reply” Icon
6. Select “Reply” from the menu
7. Open the “My Text” menu
8. Select any of the response templates.
9. Tap “Send” to send your e-mail



## 21. Inbox: Customize “My Text” Template Wording!

Need to customize the “My Text” default templates to take further advantage of it?  
It's simple:

1. Today Screen
2. Open “Start Menu”
3. Select “Inbox”
4. Open the “Tools” Menu
5. Select “Edit My Text Messages...”
6. Select a Template to edit.
7. Type your new template in the box below.
8. Click “Ok”





## 22. PocketIE: Disable “Fit to Screen” Mode

Sometimes Pocket Internet Explorer’s “Fit to Screen” feature makes a website impossible to read or browse. Fortunately, you can disable this feature to view pages at full size:

1. Today Screen
2. Open “Start Menu”
3. Select “Internet Explorer”
4. Open the “View” Menu
5. Tap “Fit To Screen” to enable/disable it.
6. The page will reflect the change.



### **23. PocketIE: Display the Address Bar**

By default, the internet explorer address bar is disabled on most Pocket PC devices. Here is how you can enable it to easily enter a website address:

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Open the "View" Menu
5. Tap "Address Bar" to enable it
6. Address Bar is now visible.



## **24. PocketIE: Send Current Web Address via E-mail**

While browsing the web, you can easily e-mail a friend the web address of the current website you are visiting. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Browse to a favorite site.
5. Open the "Tools" menu
6. Tap "Send Link via E-mail"
7. Type e-mail address in E-mail Message
8. Type Subject in E-mail message
9. Click the "Send" icon



## 25. PocketIE: Change Default Homepage

Have a favorite website you would like to use as your Pocket IE homepage? Here how:

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Browse to the new homepage site.
5. Open the "Tools" menu
6. Tap "Options..."
7. Click the "Use Current" button
8. Click "Ok"



## 26. PocketIE: Delete Temporary Internet Files

Here is a simple way to free up storage space on your Pocket PC. This is most useful for anyone that uses Pocket IE on a regular basis, as you will have more files to remove.

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Open the "Tools" menu
5. Tap "Options..."
6. Tap "Delete Files" to clear Temporary Internet Files
7. Tap "Ok"



## 27. PocketIE: Disable Cookies for Security

Internet Cookies are bits of data stored on your handheld or desktop PC that webpage's use to track when you visit their website. Unfortunately, some websites have used malicious code to steal user and password information from cookies. Here is how you can ensure security by disabling cookies in Pocket IE.

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Open the "Tools" menu
5. Tap "Options..."
6. Open the "Advanced" tab
7. Uncheck "Allow cookies"
8. Tap the "Clear Cookies" button
9. Tap "Ok"



## 28. PocketIE: Adding Sites to a Favorites List!

Have a favorite site you visit often, and want to save the time you spend typing the web address? Add the link to your Favorites List to simplify your day:

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Browse to a favorite site.
5. Tap the "Favorites" icon
6. Open the "Add/Delete" tab
7. Tap the "Add..." button
8. Type a descriptive name
9. Tap the "Add" button
10. Tap "Ok"



## 29. PocketIE: Hide Images to Speed Page Load!

Here is a simple way to speed up the way you browse the web on your Pocket PC. When images aren't necessary to download, have PocketIE disable them:

1. Today Screen
2. Open "Start Menu"
3. Select "Internet Explorer"
4. Browse to a favorite site.
5. Open the "View" menu.
6. Uncheck "Show Images"
7. The page will reflect the change.





### 30. Notes: Change Default Data Entry Type

By default, on most Pocket PC 2003 devices, Pocket Notes uses "handwriting" for all new notes. However, if you prefer to "type" the contents of your notes, you can change the default. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Notes"
4. Open the "Tools" menu
5. Tap "Options..."
6. Change "Writing" to "Typing" in the first drop down menu.
7. Tap "Ok"



### **31. Notes: Save Notes & Voice Memos to Storage Card**

Notes, especially those with voice memos, can take up precious storage space in your Pocket PCs internal memory storage. Luckily, Pocket Notes gives you an option to store all notes to a Storage Card. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Notes"
4. Open the "Tools" menu
5. Tap "Options..."
6. Change "Main Memory" to "Storage Card" in the third drop down menu.
7. Tap "Ok"



## 32. Notes: Filter Notes By Any Keyword!

Here is a simple way to search hundreds of notes for any specified keyword(s)

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Notes" to limit the filter's scope
7. Click "Go" to filter your Notes



### **33. Tasks: Display Tasks Entry Bar!**

By default, on most Pocket PC 2003 devices, the Entry Bar is hidden when you first open Pocket Tasks. Here is how you can display it to simplify adding tasks:

1. Today Screen
2. Open "Start Menu"
3. Select "Tasks"
4. Open the "Tools" menu
5. Tap "Entry Bar"
6. The Entry Bar is now visible!



### **34. Tasks: View Task Start and Due Dates!**

Pocket Tasks displays each task with status, priority, and title. Here is an easy way to have it also display start and due dates without having to open each task individually:

1. Today Screen
2. Open "Start Menu"
3. Select "Tasks"
4. Open the "Tools" menu
5. Tap "Options..."
6. Check the "Show start and due date" box
7. Tap "Ok"



### **35. Tasks: Disable Default Task Reminders**

Each new task you create in Pocket Tasks is set with a reminder by default. If you find these un-necessary or annoying, here is how to disable them:

1. Today Screen
2. Open "Start Menu"
3. Select "Tasks"
4. Open the "Tools" menu
5. Tap "Options..."
6. Un-check the "Set reminders for new items" box
7. Tap "Ok"



### **36. Tasks: Search Tasks for Keyword(s)**

Here is a simple way to perform a keyword search on all the tasks listed on your Pocket PC:

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Tasks" to limit the filter's scope
7. Click "Go" to search your tasks!



### **37. Word: Save Documents to Storage Card**

By default, Pocket Word documents are stored to the internal memory on your Pocket PC. Here is how to have them save directly to your Storage Card:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Word" icon
5. Close any open documents
6. Open the "Tools" menu
7. Tap "Options..."
8. Open the "Save To" drop-down menu
9. Select "Storage Card"
10. Tap "Ok"





### **38. Word: Only View Word Documents**

Pocket Word lists HTML files, text-only documents, and other known formats. If you wish to only see Word documents, follow these simple steps:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Word" icon
5. Close any open documents
6. Open the "Tools" menu
7. Tap "Options..."
8. Open the "Display in list view" drop-down menu
9. Select "Pocket Word only"
10. Tap "Ok"



### **39. Word: Search Contents of all Word Documents!**

The powerful search feature on your Pocket PC enables you to search every Pocket Word document for any keyword(s). Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Pocket Word" to limit the filter's scope
7. Click "Go" to search your documents!



#### **40. Word: Send Current Word Document Via E-mail**

There is an easier way to e-mail a Pocket Word document. You can do it from within the document! Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Word" icon
5. Open a Word Document
6. Open the "Tools" menu
7. Tap "Send via E-mail..." drop-down menu
8. Type e-mail address in E-mail Message
9. Type Subject in E-mail message
10. Click the "Send" icon



## 41. Excel: Save Workbooks to Storage Card

By default, Pocket Excel workbooks are stored to the internal memory on your Pocket PC. Here is how to have them save directly to your Storage Card:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Excel" icon
5. Close any open workbooks
6. Open the "Tools" menu
7. Tap "Options..."
8. Open the "Save new workbooks to" drop-down menu
9. Select "Storage Card"
10. Tap "Ok"



## 42. Excel: Only View Excel Workbooks

Pocket Excel sometimes lists HTML non-Excel files in list view. If you wish to only see workbooks, follow these simple steps:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Excel" icon
5. Close any open workbooks
6. Open the "Tools" menu
7. Tap "Options..."
8. Open the "Files to display in list view" drop-down menu
9. Select "Pocket Excel only"
10. Tap "Ok"



### **43. Excel: Search Contents of all Workbooks!**

It is possible to search every workbook saved on your Pocket PC. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Type your filter criteria in the "Find" field
5. Click the "Type" drop down menu
6. Select "Pocket Excel" to limit the filter's scope
7. Click "Go" to search your workbooks!



#### **44. Excel: Send Current Excel Workbook Via E-mail**

You can send Excel documents via e-mail without leaving Pocket Excel. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Excel" icon
5. Open a Excel Workbook
6. Open the "Tools" menu
7. Tap "Send via E-mail..." drop-down menu
8. Type e-mail address in E-mail Message
9. Type Subject in E-mail message
10. Click the "Send" icon



## 45. Excel: Password Protect a Workbook

Pocket Excel offers password security for workbook files. Here's how to protect a file:

1. Today Screen
2. Open "Start Menu"
3. Select "Programs"
4. Tap the "Pocket Excel" icon
5. Open a Excel Workbook
6. Open the "Edit" menu
7. Tap "Password..." drop-down menu
8. Type your password in the first field
9. Re-type it in the second to verify
10. Tap "Ok"





## 46. WMP: How to Create a Media Playlist

Windows Media Player for Pocket PC has the ability to create Playlists. If you have 30 MP3s on your Pocket PC, but only want to have 10 of them play in a specified order, you need a Playlist. Here's how to make one.

1. Today Screen
2. Open "Start Menu"
3. Select "Windows Media"
4. Tap the "Playlist" button
5. Open the drop down menu at the top of the screen
6. Tap "Organize Playlists"
7. Tap the "New" button
8. Type a name for your Playlist
9. Check the box beside files you want include
10. Your Playlist is now displayed
11. Tap the first media title in the list
12. Click the "Play" icon to start playback.



## 47. WMP: Check Media File Information

Need to find out track details such as: Title, Artist, Copyright Info, Duration, File Name, Storage Location, Bit Rate, Audio Codec, Audio Description, Video Codec, Video Size, and Protection Status. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Windows Media"
4. Tap the "Playlist" button
5. Open the drop down menu at the top of the screen
6. Tap "Local Content"
7. Select any file with a single tap
8. Click the "Properties" (i) icon
9. The file information is now displayed.



## 48. WMP: Set Media Files to Repeat

Here is a simple way to have all media files, or a specified playlist, repeat over and over:

1. Today Screen
2. Open "Start Menu"
3. Select "Windows Media"
4. Tap the "Playlist" button
5. Open the drop down menu at the top of the screen
6. Tap "Local Content" or a Playlist of your choice
7. Select any file with a single tap
8. Click the "Play" icon
9. Open the "Tools" Menu
10. Tap the "Repeat" item to enable/disable



## 49. WMP: Set Media Files to Shuffle

Play-back all media files, or a specified playlist, in a random order. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Windows Media"
4. Tap the "Playlist" button
5. Open the drop down menu at the top of the screen
6. Tap "Local Content" or a playlist of your choice
7. Select any file with a single tap
8. Click the "Play" icon
9. Open the "Tools" Menu
10. Tap the "Shuffle" item to enable/disable



## 50. WMP: Turn Off Screen While Playing Media!

Playing back music can be a drain on the battery, but the screen drains significantly more. Here's how you can toggle the screen on/off while listening to your music:

1. Today Screen
2. Open "Start Menu"
3. Select "Windows Media"
4. Open the "Tools" Menu
5. Select the "Settings" sub-menu
6. Select the "Buttons" option
7. Open the "Select Function" drop-down menu
8. Select the "Screen Toggle" option
9. Press any Hardware button on your Pocket PC
10. Check "Un-map buttons..." if you want to be able to use your hardware buttons when the Media Player is minimized.
11. Tap "Ok"
12. Press the same hardware button to toggle screen off
13. Press the same hardware button to toggle screen on
14. By replacing step "8" with another menu item, you can program other hardware buttons to play, stop, and affect your media in other ways.



## 51. Input: Enable Large Keys for On-screen Keyboard

By default, the onscreen keyboard uses small keys for the on-screen keyboard. Here's how you make them larger:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Open the "Input Method" drop-down menu
6. Select the "Keyboard" option
7. Tap the "Large Keys" option button
8. Tap "Ok"



## 52. Input: Use Gestures to Speed Data Entry!

Our last Input related tip/trick showed you how to set the on-screen keyboard to large keys. Gestures go hand-in-hand with the large keys to speed data entry. Here's how to enable it:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Open the "Input Method" drop-down menu
6. Select the "Keyboard" option
7. Check the "Use Gestures..." box
8. Read the Gestures instructions below the box
9. Whenever you want to space, slide the stylus forward on the keyboard
10. To backspace, do the opposite, slide the stylus backwards.
11. To use the shift key with a keyboard key, slide the stylus up from the key.
12. To skip down a line, slide the stylus down
13. Tap "Ok"



### **53. Input: Set Word Completion to Four Words!**

By default, the on-screen keyboard tries to guess what you are typing. Word Completion can be configured to guess up to four words.

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Tap the "Word Completion" tab
6. Be sure "Suggest words..." is checked
7. Tap the "Suggest \_\_\_ word(s)" drop-down box
8. Select "4", or any number of words you prefer
9. Tap "Ok" (top right corner of screen)
10. Now, when you start typing something, Word completion will display 4 guess words above the onscreen keyboard.
11. Tap one to finish typing the word!
12. This can really speed text entry.





## 54. Input: Change Transcriber Ink Color!

If Transcribers blue ink doesn't suit your needs, change it. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Open the "Input Method" drop-down menu
6. Select the "Transcriber" option
7. Tap the "Options..." button
8. Tap the "General" tab (if not selected)
9. Tap the "Color" button
10. Select a color from the pop-up menu.
11. Tap "Ok"
12. Tap "Ok" again



## 55. Input: Transcriber Recognition Speed vs. Quality

Transcriber allows you to customize recognition speed vs. quality. Increasing speed naturally decreases quality, as Transcriber doesn't have as long to interpret your writing. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Open the "Input Method" drop-down menu
6. Select the "Transcriber" option
7. Tap the "Options..." button
8. Tap the "Recognizer" tab (if not selected)
9. Adjust the "Speed vs. Quality" slider
10. Tap "Ok" (top right corner of screen)
11. Tap "Ok" again



## 56. Input: Transcriber Recognition Start Time

Transcriber tries to recognize your handwriting after a specified pause in writing. You can customize this wait to be shorter or longer. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Input" icon
5. Open the "Input Method" drop-down menu
6. Select the "Transcriber" option
7. Tap the "Options..." button
8. Tap the "Recognizer" tab (if not selected)
9. Adjust the "Recognition start time" slider
10. Tap "Ok"
11. Tap "Ok" again



## 57. Sounds: Turn Audio On/Off for Individual Sounds

Different types of sounds can be enabled/disabled independently. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Sounds & Notifications" icon
5. Uncheck the "Events" box to disable (optional)
6. Uncheck the "Program" box to disable (optional)
7. Warning: disabling "Program" sounds will mute alarms and reminders!
8. Uncheck the "Screen taps" box to disable, or set to "soft" (optional)
9. Uncheck the "Hardware buttons" box to disable, or set to "soft" (optional)
10. Tap "Ok"



## 58. Sounds: Choose Alternate Event Sounds

If you don't like the sounds an application or event makes, you can change or disable it. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Sounds & Notifications" icon
5. Open the "Notifications" tab
6. Open the "Select an Event" drop-down menu
7. Select an event you wish to modify
8. Uncheck "Play Sound" to disable it (optional) or...
9. Open the sound drop-down menu
10. Select a new sound
11. Test it by pressing the "Play" button (optional)
12. Tap "Ok"



## 59. Sounds: Add/Remove Visual Notifications!

Pocket PC 2002 allows you to customize what application events display a message on screen and/or flash the LED notification light. Here's how you can customize your application events:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Sounds & Notifications" icon
5. Open the "Notifications" tab
6. Open the "Select an Event" drop-down menu
7. Select an event you wish to modify
8. Check "Display message on screen" to enable
9. Check "Flash light for" to enable LED light
10. Open the "LED Flashing Time" drop-down menu
11. Select a the length of time the LED should flash.
12. Tap "Ok"



## 60. Security: Create a Password for Device Startup

Often times, the data stored on a Pocket PC is more valuable than handheld's purchase price. Here is how you can password protect your data:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Password" icon
5. Option 1: Select "Simple 4 digit password"
6. Use large blue keys to type a 4 digit password
7. Option 2: Select "Strong alpha-numeric password"
8. Use on-screen keyboard to type password
9. Retype password for confirmation
10. Tap "Ok"



## 61. Security: Display Owner Information at Startup

Filling out "Owner Information" may help someone return a lost Pocket PC. You can have it displayed each time your Pocket PC is turned on. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Owner Information" icon
5. Be sure your information is filled in correctly. In the interests of your personal security, it is recommended that you not include your address. Phone numbers and email address(es), along with any reward you might wish to offer for the return of your Pocket PC should suffice.
6. Check the "Show information when device is turned on" box
7. Tap "Ok"





## 62. Security: Display Today Screen After Inactivity

By default, your Pocket PC will return to the last application you had open each time you turn on your Pocket PC. Anyone who picks up your Pocket PC can see what you've been working on. Fortunately, you can have it return to the "Today Screen" after specified inactivity. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Today" icon
5. Tap the "Items" tab
6. Check the "Show Display Today screen..." box
7. Open the time drop-down box
8. Specify the length of inactivity time.
9. Tap "Ok"



### **63. Storage: Check Pocket PC Free Memory**

You can easily check the status of your Pocket PCs internal memory. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Memory" icon
6. Check Storage Statistics



## 64. Storage: Check Storage Card Free Memory

You can check the status of storage card memory. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Memory" icon
6. Open the "Storage Card" tab
7. Check Storage Statistics



## 65. Storage: Find Large Files to Free Memory

The Pocket PCs powerful search tool can locate large files stored on your Pocket PC. If you aren't using the, you can remove them to free storage space. Here's how to find them:

1. Today Screen
2. Open "Start Menu"
3. Select "Find"
4. Click the "Type" drop down menu
5. Select "Larger than 64KB"
6. Click "Go" to find the large files



## 66. Storage: Remove Unwanted Pocket PC Software

It is always smart to remove unused third-party apps from your Pocket PC. Unless you make use of them, they are just taking up valuable storage space. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Remove Programs" icon
6. Select an unused application from the list
7. Click the "Remove" application
8. Follow any onscreen instructions.
9. Click "Ok"



## 67. System: Re-mapping Pocket PC Hardware Buttons

The hardware buttons on the front of your Pocket PC launch applications are designated by the device manufacturer. Now, you can re-map the buttons to launch any applications YOU want. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Tap the "Buttons" icon
5. Select a button to re-map from the list.
6. Open the "Button Assignment" drop-down menu
7. Select a new application to launch
8. Click "Ok"



## 68. System: Customize Pocket PC Auto-Off Settings

You can customize your Pocket PC to turn itself off after a specified time of inactivity. Follow the instructions below to set the inactivity time:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Power" icon
6. Check the "On battery power" box
7. Open the time delay drop-down menu
8. Set your inactivity time
9. Click "Ok"



## **69. System: Change Screen Brightness to Save Power**

You can turn up/down the brightness of your screen to consume more/less power. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Backlight", "Brightness", or "Frontlight" icon (device specific)
6. Customize the "Brightness" Level"
7. Click "Ok"





## 70. System: Align Screen and Stylus Digitizer

If you ever notice your taps are little off the mark, re-align your screen. Here's how:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Screen" icon
6. Tap the "Align Screen" button
7. Tap the targets as they appear
8. Click "Ok"



## 71. System: Enable ClearType for Smooth Fonts

ClearType is a font display technology that smoothes out fonts to improve readability. By default it is disabled in Pocket PC 2002. Here's how to enable it:

1. Today Screen
2. Open "Start Menu"
3. Select "Settings"
4. Open the "System" tab
5. Tap the "Screen" icon
6. Check the "Enable ClearType" box
7. Click "Ok"
8. Soft-reset your Pocket PC