

Moving Around in Applications

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Have you ever been to a new city and felt a bit lost until you figured out that the numbered streets run north/south and the avenues run east/west? Learning to move around on your handheld is similar. Most Palm OS® applications use the same set of application controls. So once you learn how to use these standard controls, you'll be driving all over town and you won't even need a map.



Benefits

- Find and open applications quickly
- Access extra features with menus
- Move around in applications with one hand, using the 5-way navigator
- Locate information in any application with the Find feature

- + **Did You Know?**
 You can [use a favorite photo as the background](#) for your Favorites or Applications View.


Opening applications

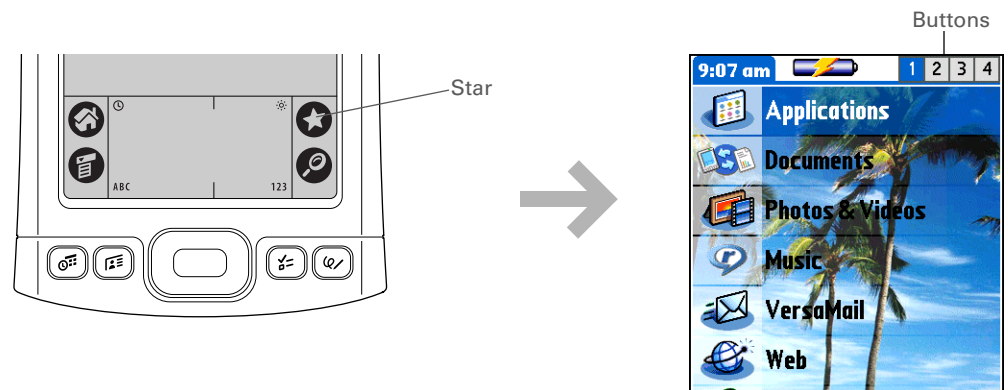
Your handheld lets you display two views to quickly see and open applications. Favorites lets you create a list of the items you want to quickly access, while Applications displays all applications on your handheld.

NOTE Some applications are listed differently in Favorites and Applications views. For example, the Photos & Videos entry in Favorites opens the Media application, which is listed as Media in Applications View. The application icons are similar in both Favorites and Applications.

Using Favorites

Favorites View can include applications and links to the web. Certain items are included in Favorites by default, but you can [customize the list](#) to contain any items you want.

To access an item from Favorites, tap Star  and select from the list. Use the 5-way navigator or tap the buttons in the upper-right corner of the screen to move to another page of favorites.




+ **Did You Know?**
You can also open applications using the **quick buttons** on the front of your handheld.

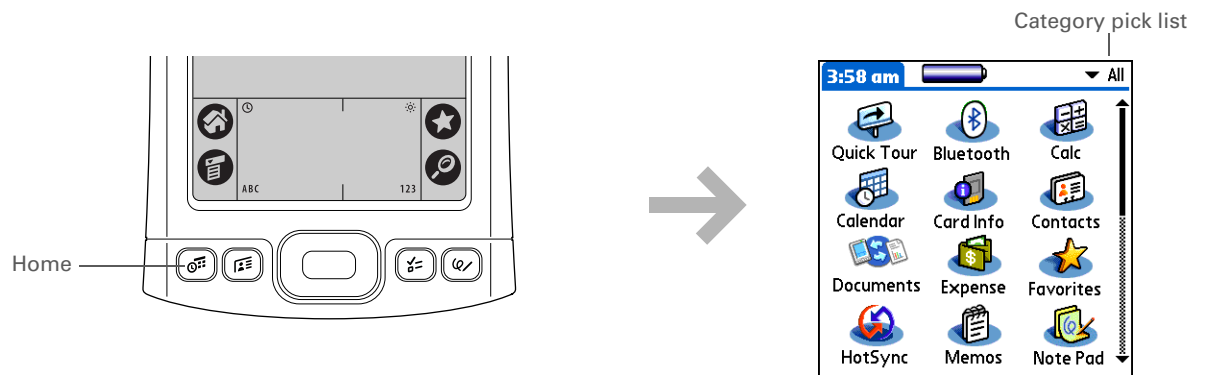
* **Tip**
When no item is selected, press Right or Left on the **5-way** to scroll through application categories.

+ **Did You Know?**
Applications View displays an icon for opening Favorites. Favorites View contains an entry for opening Applications.



Using Applications

Applications View shows all of the applications on your handheld. Use the category pick list in the upper-right corner of the screen to view applications by category or to see all applications.

To access an item from Applications, tap Home  and select an icon.



Switching between applications

You can switch between applications at any time. Just tap Home  or Star  and select an icon from Applications or Favorites, or press a quick button. Your handheld automatically saves your work in the current application and switches to the other application.

* **Tip**

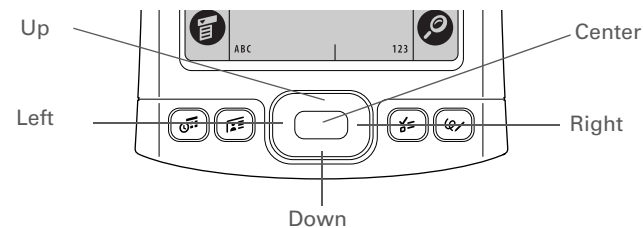
To remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner) and then press Left on the 5-way, or enter the Backspace character using **Graffiti® 2 writing**.

* **Tip**

When an entire screen is highlighted, only the top and bottom borders acquire the glow; the right and left borders do not show the highlight.

Using the 5-way navigator

The 5-way navigator lets you access information quickly with one hand and without the stylus. The 5-way does various things based on which type of screen is displayed. To use the 5-way, press Up, Down, Right, Left, or Center.



Moving around with the 5-way

On most screens, one item—a button, a list entry, or an entire screen—is highlighted by default. Use the 5-way to move the highlight around to different items on the screen so that you can open or activate them. To locate the highlight, look for the following.

NOTE Individual applications may contain application-specific elements that can also be highlighted by the 5-way. You can locate the highlight on these items by looking for either the glow or the reverse text described here.

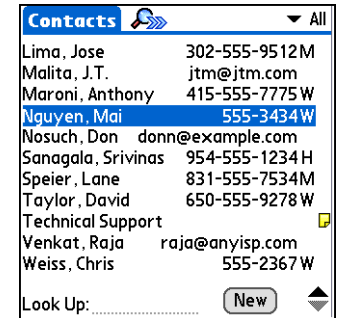
- These items acquire a glow around their border when highlighted:
 - An onscreen button (OK, Cancel, and so on)
 - A pick list; this includes the category pick list in the upper-right corner of many screens
 - An entire screen, such as a full list of contacts or memos
 - A check box
 - Arrows in the title bar of screens such as a list of memos or an email Inbox



Button with highlight

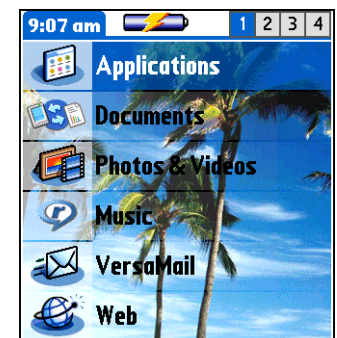
* **Tip**
 You must use the stylus to tap icons in the **input area**.

- These items appear as text in reverse type (light text on a dark background) when highlighted:
 - An entry on a list screen
 - A phone number, email address, or web link on a web page or in a message
- When the highlight moves to a text entry field—a blank line at which you enter text—it changes to a blinking cursor. On some screens, you must tap with the stylus to place a cursor at the beginning of a text field.



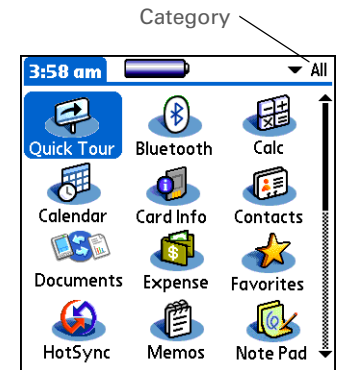
Moving around in Favorites View

- | | |
|----------------------|--|
| Right or Left | Displays the next or previous page of favorites. |
| Up or Down | Scrolls to the next favorite in the corresponding direction. |
| Center | Opens the selected item. |



Moving around in Applications View

- Up or Down** Scrolls to display another screen of application icons.
- Right or Left** Scrolls to the next or previous application category.
- Center** Inserts the selection highlight. When the selection highlight is present:
- Up, Down, Right, or Left** Scrolls to the next item in the corresponding direction.
- Center** Opens the selected item.



Moving around in list screens and entry screens

In list screens, use the 5-way to select and move between entries such as notes, memos, contacts, or photos. In individual entry screens—such as a single photo or email message—use the 5-way to move among the items on the screen or to move to another entry.

The behavior of the 5-way for list screens and entry screens varies among each application. Follow the guidelines for [moving around with the 5-way](#) for general tips; as you become familiar with each application, learning the specific behavior of the 5-way is easy.

Moving around in dialog boxes

Dialog boxes appear when you select a button or option that requires you to provide additional information. In dialog boxes, use the 5-way to select a button or to make a selection from items such as boxes and pick lists.

Up, Down, Right, or Left

Highlights the next item in the dialog box (pick list, box, button) in the corresponding direction.

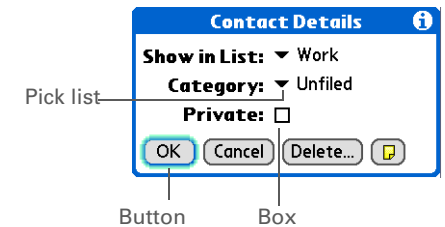
Center

- If highlight is on a box: Checks or unchecks the box.
- If highlight is on a pick list: Opens the pick list. When a pick list is open:

Up or Down Scrolls to the previous or next entry.

Center Selects the highlighted entry.

- If highlight is on a button: Activates the button, and then closes the dialog box.



[!] IMPORTANT Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.

Moving around in menus

After you **open the menus** you can use the 5-way to move between and to select menu items:

Up or Down

Scrolls within the current menu list.

Right or Left

Scrolls to the next or previous menu on the menu bar.

Center

Selects the highlighted menu item.




* Tip

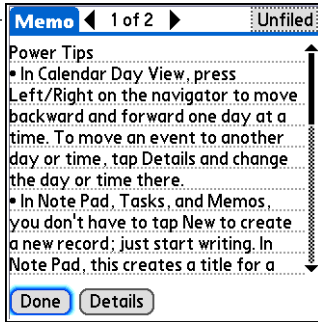
You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.


When the menus are open, you can **use the 5-way** to select menus and menu items.


Using menus


Menus let you access additional features and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

- 1** **Open an application.**
- 2** Tap Menu  to open the menus.

Application title — 

Menu — 

Menu item — 
- 3** Select a menu title, and then select a menu item.

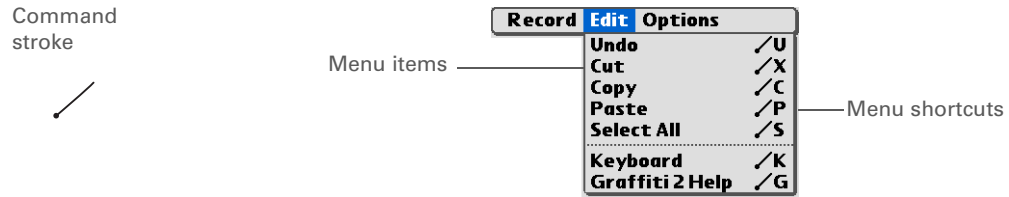
 Done

* **Tip**
 Command mode is active for just a few seconds, so write the menu shortcut or tap an icon on the Command toolbar quickly.

Using the Command stroke

Most menu items also have a menu shortcut, which is similar to the keyboard shortcuts used on computers. The menu shortcut appears to the right of the menu item.

To use a menu shortcut, first write the Graffiti® 2 Command stroke on the left side of the **input area** or the **full screen**, and then write the shortcut letter. For example, to select Paste from the Edit menu, write the Command stroke, followed by the letter *p*. You do not have to open a menu to use the command stroke.

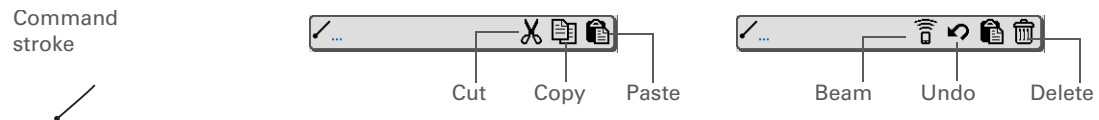


NOTE When you write the Command stroke, the Command toolbar appears. See the next section for info on using the Command toolbar.

Using the Command toolbar

The Command toolbar displays different icons based on the active screen. For example, if you have text selected, the icons might be Cut, Copy, and Paste. If no text is selected, the icons might be Beam, Undo, and Delete.

To use the Command toolbar, write the Command stroke to display the Command toolbar, and then tap an icon to select its command.




- * **Tip**
If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.
- * **Tip**
Open an application before you tap Find to display results from that application at the top of the results list.
- * **Tip**
Want to stop searching? Select Stop at any time during a search. To continue the search, select Find More.

Finding information

You can use Find to locate any word or phrase in any application on your handheld.

Find locates any words that begin with the text you enter, and it is not case-sensitive. For example, searching for "plane" finds "planet" but not "airplane." Searching for "bell" also finds "Bell."

- 1 Tap Find .
- 2 Enter the text that you want to find, and then select OK.

Find

Find: palmOne

OK Cancel

→

Find

Matches for "palmOne"

Memos

Download Applications

Extend Your Handheld Coverage (...)

Contacts

Accessories www.palmone.com/M

Technical Su www.palmone.com/...M

Calendar

Tasks

Don't forget to register!

Cancel Find More
- 3 Select the text that you want to review.

↓ Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstene2.

Support

If you're having problems with your handheld, go to www.palmOne.com/support.

Related topics

Click a link below to learn about these related topics:

Your Handheld

- Locating the controls on your handheld
- Discovering the built-in software on your handheld and the additional software on the CD

Entering Information

- Getting familiar with the input area and onscreen application controls
- Entering information with Graffiti 2 characters and shortcuts
- Entering contact information in other applications

Sharing

- Beaming information and applications to other Palm Powered™ devices
- Sending information and applications to other Bluetooth® devices by using Bluetooth technology on your handheld

Privacy

Keeping information private by turning on security options

Categories

Creating categories and organizing your applications and information

Synchronizing

- Adding and deleting applications on your handheld
- Viewing application information

Customizing

- Using a photo as the Applications View background
- Displaying Applications View in list format

Maintaining

Caring for your handheld

Common Questions

Answers to frequently asked questions about using your handheld and its applications