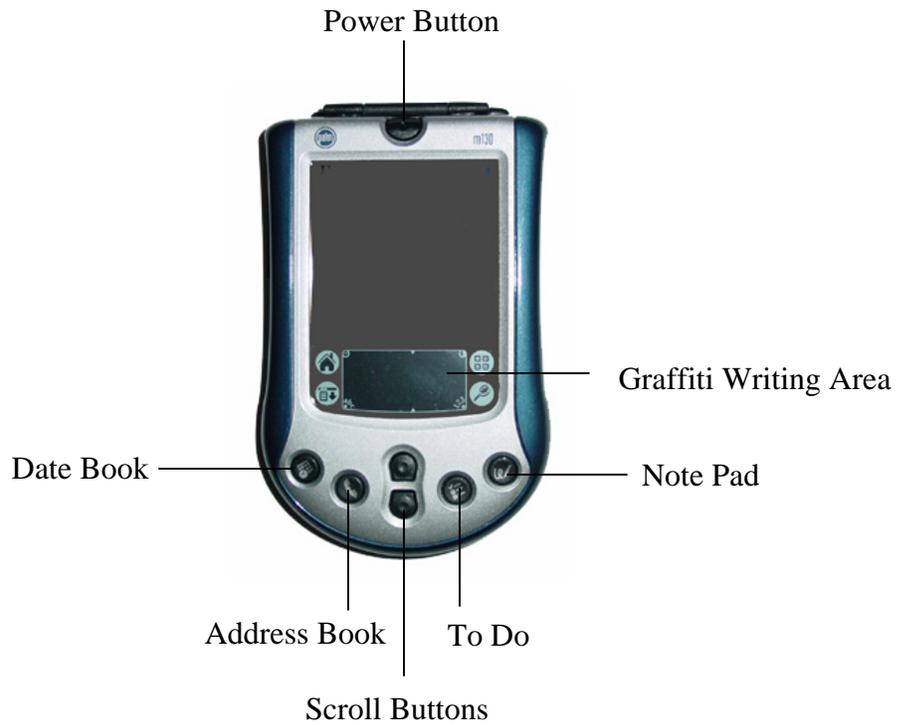
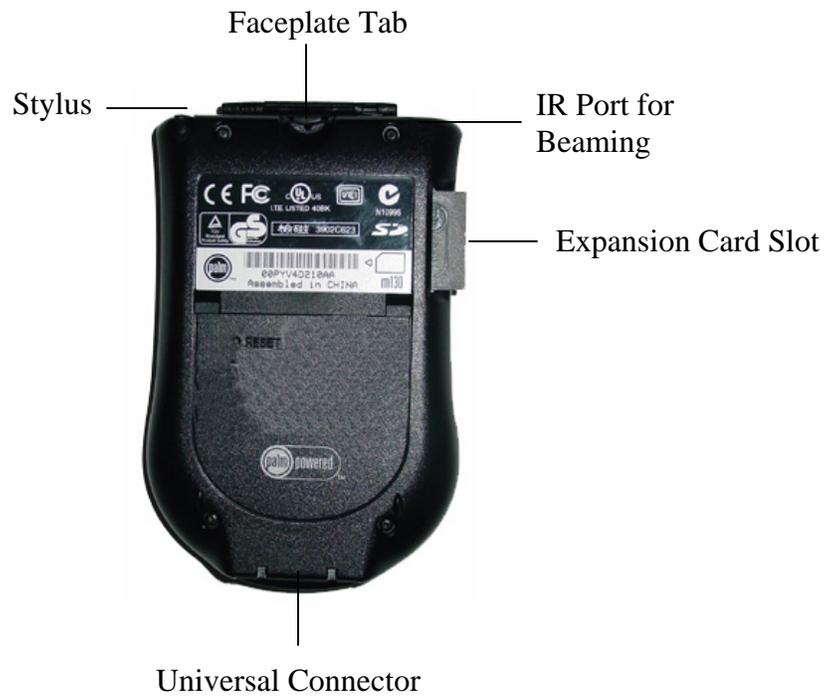


# Getting to Know Your Palm

## Front Panel



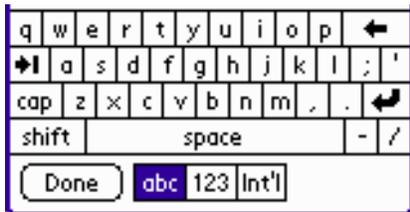
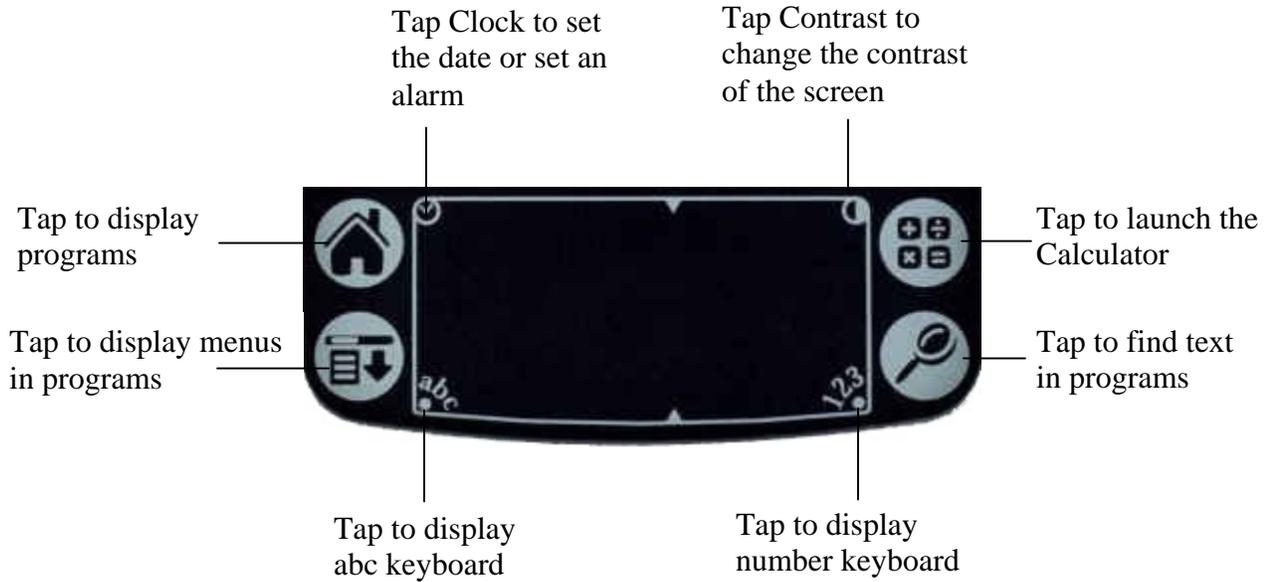
## Back Panel



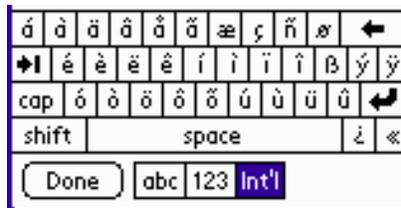
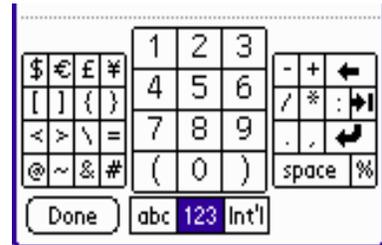
**Practice:** Tap on all of the functions to become familiar with the Palm buttons.

## Graffiti Writing Area and Icons

**Task:** Tap on the functions to become familiar with Palm navigation.



International keyboard



# Applications Launcher

**Task:** Explore the Applications Launcher by tapping, pulling down menus, and scrolling.

	<p>Use the stylus to move up and down the screen.</p>
	<p>By pulling down on this menu you can select which categories of programs to view.</p>
	<p>Tap on the Welcome icon to set up the Palm and go through a beginning tutorial.</p>

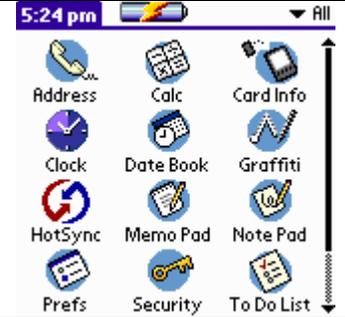
## Practicing Graffiti

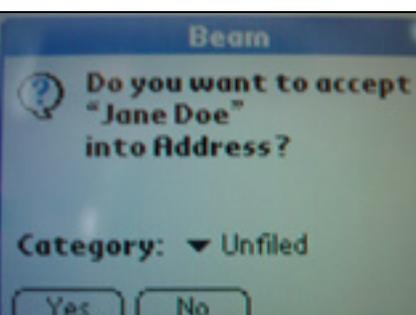
**Task:** Complete the Graffiti tutorial. Tap on the Graffiti icon on the Home/Applications Launcher screen.

<p>5:24 pm   All</p>	<p><b>Graffiti</b> ▾ Where do I write?</p> <p>The Graffiti® writing area is divided into two parts: one for writing letters, the other for writing numbers.</p> <p>Try It! Done</p>	<p><b>Graffiti</b> ▾ Writing</p> <p>If you draw the letters exactly as shown, you will achieve 100% accuracy.</p> <ul style="list-style-type: none"> <li>Begin the stroke at the "heavy dot."</li> <li>Most characters are uppercase, written in a single stroke.</li> </ul> <p>As soon as you lift the stylus, your screen displays the character.</p> <p>Previous Next Done Tips</p>
<p><b>Graffiti</b> ▾ Practice Letters</p> <p>In the Graffiti Letter area below, write these letters.</p> <p>Previous Next Done Tips</p>	<p><b>Graffiti</b> ▾ Practice Capitals</p> <p>To capitalize the next letter, begin with the Caps Shift stroke. To lock, use the Caps Lock Stroke. To return to lowercase from Caps Lock, write the Caps Shift stroke again.</p> <p>Try writing capital 'A':</p> <p>Previous Next Done Tips</p>	<p><b>Graffiti</b> ▾ Practice Numbers</p> <p>In the Graffiti Number area below, write these numbers:</p> <p>Previous Next Done Tips</p>
<p><b>Graffiti</b> ▾ Additional Characters</p> <p>With Graffiti you can also create:</p> <ul style="list-style-type: none"> <li>Punctuation marks ( ! , . )</li> <li>Symbols ( @ \$ &amp; )</li> <li>Accented Characters ( ê è ë )</li> <li>And More! ( œ ç )</li> </ul> <p>Previous Next Done Tips</p>	<p><b>Graffiti</b> ▾ On-screen keyboard</p> <p>To access the onscreen letter keyboard, tap the dot below "abc."</p> <p>For the number keyboard, tap the dot below "123."</p> <p>Call up a keyboard now and tap its keys to generate text.</p> <p>Previous Done Tips</p>	<p><b>Graffiti Tips</b></p> <ul style="list-style-type: none"> <li>Enter data on the correct part of the writing area. Letters go on the left, numbers on the right (see "Where do I write").</li> <li>Write at a natural speed.</li> <li>Do not write on a slant.</li> <li>Write large characters.</li> </ul> <p>Done</p>

## Address Book

**Task:** Create a personal business card (address) and beam it to another Palm.

		
<p>Tap Address in the Applications Launcher.</p>	<p>Tap New</p>	<p>Write your information using Graffiti or the keyboard.</p>
		
<p>Continue writing your information by tapping on the down arrow. Click on Done.</p>	<p>Your information will appear in the address list. Tap Address to view the menus.</p>	<p>Record allows you to duplicate and beam.</p>
		
<p>Edit allows you to undo, cut, copy, and paste records in the list.</p>	<p>Options allow you to change fonts, rename fields, and secure your data.</p>	<p>Tap on your name in the list.</p>

		
<p>To designate a record as a business card, tap on Address View in the record.</p>	<p>Tap on Select Business Card to make the record a business card.</p>	<p>Tap on Yes.</p>
		
<p>To beam your business card to another Palm, tap on Address View in your record.</p>	<p>Tap on Beam Business Card.</p>	<p>Be sure the two IR Ports on the Palms are lined up and the Palms are turned on.</p>
		
<p>The Palm will search for a connection.</p>	<p>Tap Yes on the receiving Palm to accept the address.</p>	

## Calculator

**Task:** Complete four math functions. **TIP:** If you want to use a graphing calculator, you will need to install a program such as ImagiMath from ImagiWorks.

<p>Tap the Calculator icon on the Applications Launcher or the Calculator button.</p>	<p>Basic math functions can be performed with this calculator.</p>

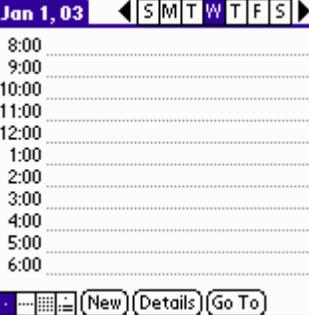
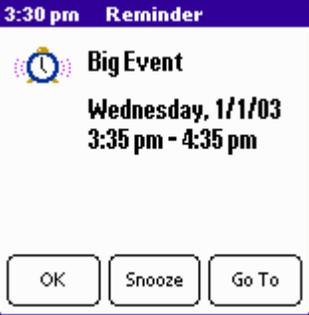
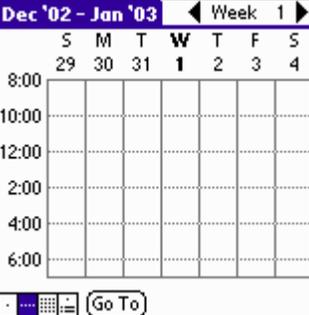
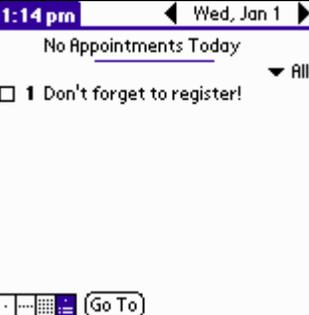
## Clock

**Task:** Set the time, date and alarm.

<p>Tap on Clock.</p>	<p>Tap on Set Date &amp; Time.</p>	<p>Tap in the each box and select the appropriate information.</p>
<p>Tap on clock in the menu to choose Display Options and Alarm Preferences.</p>	<p>Check the option box and tap OK.</p>	<p>Tap on the selection arrows for sound and volume choices. Tap OK.</p>

## Date Book

**Task:** List three events and set the alarm for one of them.

		
<p>Tap on Date Book.</p>	<p>Tap next to time and write the events using Graffiti.</p>	<p>Tap the time next to an event and this screen appears. Set the start and end time of an event.</p>
		
<p>Tap Details to view this screen and set the time. You can also set an alarm by checking the Alarm box.</p>	<p>This screen appears when you set the alarm.</p>	<p>Tap the icons in the lower left hand corner for different calendar views. Tap on the date and time.</p>
		
<p>Tap the icons in the lower left hand corner for different calendar views. Tap on the date.</p>	<p>Tap the icons in the lower left hand corner for the Appointment list.</p>	<p>Tap on Go To and find specific dates.</p>

# Memo Pad

**Task:** Create a memo using Graffiti and beam it to another Palm. **Suggestion:** This is a great way to share Websites.

<p>Tap on Memo Pad.</p>	<p>Tap on New.</p>	<p>Use Graffiti or the keyboard to create a memo.</p>
<p>Tap on Details to choose a category, make the memo private, or delete the memo.</p>	<p>You can also Tap on Unfiled. After choosing the category, tap on Done.</p>	<p>The new memo is added to the list.</p>

# Note Pad

**Task:** Create a note and beam it to another Palm.

<p>Tap on Note Pad.</p>	<p>A new note appears.</p>	<p>Tap on the pencil and select the size of drawing line or eraser.</p>
<p>Write and draw on the screen.</p>	<p>Tap Unfiled and choose a category.</p>	<p>Tap on Note for other menus.</p>

## To Do

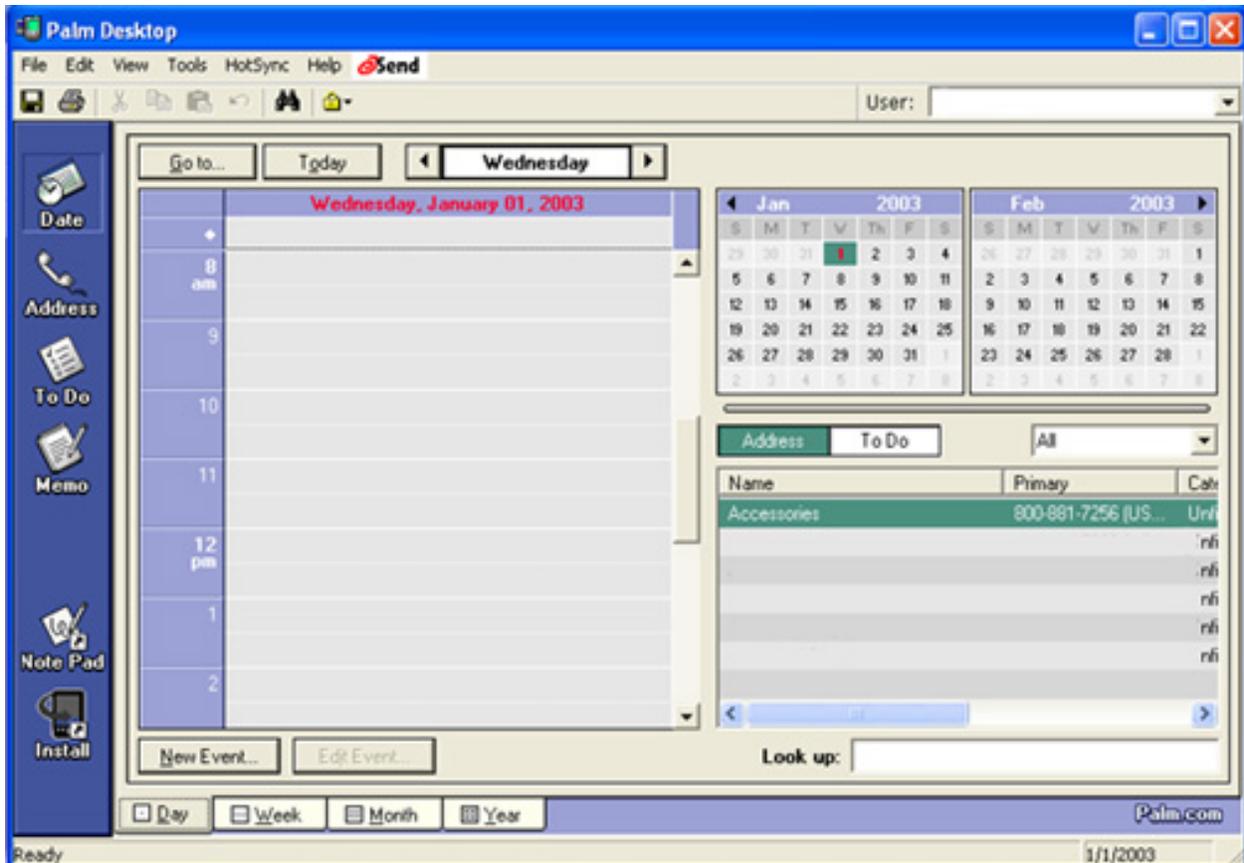
**Task:** Create three items for the To Do list. Create a new category and file the To Do items. Create a note to accompany the To Do List items.

<p>Tap on the arrow next to Unfiled.</p>	<p>Tap on Edit Categories.</p>	<p>Tap on New.</p>
<p>Create a new category. Tap OK,</p>	<p>Tap on the arrow next to No Date. Select a date.</p>	<p>Tap on Note. Make a note to accompany the To Do list item.</p>

## Beaming Information

The infrared (IR) port on your handheld can beam information to another Palm OS ® handheld with an IR port that's close by. You can beam the following information: the record or category of records currently displayed in Address Book, Date Book, Memo Pad, Note Pad, or To Do List.

## Palm Desktop



Here are four important reasons why you should use Palm™ Desktop software:

1. Synchronize to keep your data safe. Develop the habit of performing frequent HotSync operations between your handheld and Palm Desktop software. Then, should anything happen to your handheld, you have a copy of your data in Palm Desktop software.
2. Enter data in an application on your computer. Then perform a HotSync operation. The data shows up in the corresponding application on your handheld, and data from the handheld shows up in the appropriate application in Palm Desktop software.
3. Download applications from the web to the Palm\Add-on folder on your computer. Then:

Windows computer. Click the Install Tool icon.

Mac computer. From the HotSync menu, choose Install Handheld Files. On either platform, add the application to the Install Tool list and indicate whether the application is to be loaded on your handheld or an expansion card. Then perform a HotSync operation. The application is loaded onto your handheld or expansion card.

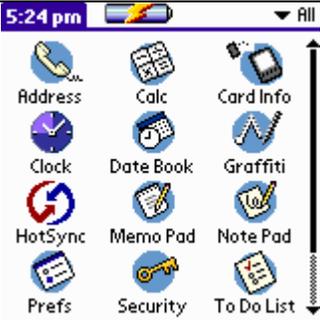
4. Consult the electronic Handbook. Adobe Acrobat Reader opens the comprehensive documentation for your handheld. (If you do not have Acrobat Reader, install it from the CD-ROM labeled Palm Desktop software.) To open the *Handbook*, do one of the following:

Windows computer. From the Help menu of Palm Desktop software, choose Handbook.

Mac computer. Open the Palm folder, and then open the Documentation folder. Double-click the file Handbook.pdf. The *Handbook* table of contents is located in the pane on the left side of Acrobat Reader. To jump to a section of the book, click the section in the table of contents. You can also click Index to find what you're looking for; then click the index entry to jump to the page.

## Hot Sync

Hot Sync operations exchange and update data between your handheld and your computer. You can perform HotSync operations using a cradle or cable, modems attached to your handheld and desktop computer, and the IR ports on your handheld and computer.

		
<p>Tap on Hot Sync or press the Hot Sync button on the cradle.</p>	<p>The Hot Sync will automatically begin when this screen appears.</p>	<p>When synchronization is complete, this screen appears.</p>

## Cooties

**Task:** Install, set up, and play Cooties. Before downloading or installing any software on a school computer, be sure to check with your tech coordinator for procedures. Cooties is a freeware program available from these two sites:

Go Know (Includes Instructions)

<http://www.goknow.com/Products/Cooties/>

Freeware Palm

<http://www.freewarepalm.com/educational/cooties.shtml>

### What is Cooties?

“Cooties is a virus-transfer simulation program designed for PalmOS devices. Cooties supports socio-kinesthetic learning, incorporating social interaction with hands-on activity. Teachers can determine the incubation time of the virus, individual immunity levels to the virus, and how many Cooties characters, called Coodles, will start with the virus. Students have their Coodles meet by beaming their PalmOS devices. The Cooties program will keep track of which Coodles they have already met, and will let the student know if their Coodle is sick. After students have finished meeting each other, they can collaboratively try to solve who was the initial carrier of the virus and trace the path of the transmitted virus between Coodles.” This is a great problem-solving activity that supports inquiry-based learning.