Manual for

Acer n10 Handheld

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Acer n10 Handheld Manual
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NOTES

Record the serial number, purchase date, and place of purchase information in the space provided below. The serial number is recorded on the label affixed to your Acer n10. All correspondence concerning your unit should include the serial number, and purchase information.

Acer n10 Handheld

S/N: _____

Purchase Date: _____

Place of Purchase: _____

About this Manual

Welcome to the Acer n10 Handheld Manual. This Manual is designed to help you get up and running quickly with your new Acer n10—a Windows® Powered Pocket PC 2002 handheld. It describes all you need to know about how to use your handheld as well as the application programs that come with it.

This Manual will discuss the following topics:

- A tour of the Acer n10 system
- Setup and maintenance procedures
- Viewing and entering data
- Using the application programs bundled with you handheld
- Taking advantage of your handheld's expansion features
- Synchronising data between your handheld and your computer
- Connecting your handheld to a computer, a network, or the Internet
- Personalising your handheld with your own preference settings

This Manual introduces you to the many ways your Acer n10 can help you organise and manage both business and personal information to make your everyday activities a more productive and satisfying experience.

First things first

We would like to thank you for making Acer n10 your choice for your handheld needs. Your new sleek Acer n10 is a multi-functional tool packed with user-friendly features and high-performance applications designed to make organising work-related information and synchronising it with your personal activities a time-efficient task. We hope you enjoy using your Acer n10 as much as we enjoyed creating it for you.

Use your Acer n10 to effectively manage information related to both business and personal tasks.

- Use the Microsoft® Pocket PC 2002 software to perform organising and computing tasks
- Synchronise the information on your computer with the information on your handheld using Microsoft® ActiveSync®
- Get connected to the Internet with the Microsoft® Pocket Internet Explorer
- Create an on-the-go backup file
- Expand your handheld's capabilities using either the built-in SD/MMC slot or the CF slot
- Beam information to another IR-enabled device
- Customise your handheld based on your personal requirements and preferences

Your guides

To help you use your Acer n10, we have designed a set of guides:

For information on:	Refer to:
Programs on your handheld	This Manual. Bundled in the Acer n10 Handheld Companion CD, it provides online reference for using your Acer n10. The Acer n10 Handheld Help. To view Help, tap and then Help.
Programs on your handheld Additional programs that can be installed on your handheld	The Acer n10 Handheld Companion CD.
Connecting to and synchronising with your computer	The Just for Starters... poster. ActiveSync Help on your computer. To view Help, click Help and then Microsoft ActiveSync Help.

For information on:	Refer to:
Last-minute updates and detailed technical information	The Read Me files. Located in the Microsoft ActiveSync folder on your computer and on the Acer n10 Handheld Companion CD.
Up-to-date information regarding your handheld	http://www.acer.com/

Package contents

Your Acer n10 comes packed in a cardboard box. Carefully unpack the box and remove the contents. If any of the following items are missing or damaged, contact your dealer immediately:

- Acer n10 handheld
- Stylus
- USB Sync Cable
- AC Adapter
- Cover
- Just for Starters... poster
- Acer n10 Handheld Quick Guide
- Acer n10 Handheld Companion CD
- Acer Handheld Accessories Catalogue
- End User License Agreement
- Warranty Agreement

Maintaining your Acer n10

This section provides information on the following:

- Proper care and usage of your handheld
- Resetting your handheld

Proper care and usage of your Acer n10

Your Acer n10's rugged and tough construction is designed to provide you with years of reliable and trouble-free service. Observing the following general maintenance procedures will help ensure this:

1. Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with touch-sensitive screens. Never use an actual pen or pencil or other sharp object on the screen surface.
2. Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons or expansion slots. In general, treat your handheld as you would a pocket calculator or other small electronic device.
3. Take care not to drop your handheld or subject it to any strong impact. Do not place your handheld in your back pocket; if you sit on it, you may damage it.

4 Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below the freezing point. Also, keep it away from heaters and other sources of heat.

5 Do not use or store your handheld in any location that is extremely dusty, damp or wet. Always use the (included) CF dummy card to protect the connectors when not in use.

6 Use a soft, damp cloth to clean your handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with diluted window-cleaning solution.

Resetting your Acer n10

You may have to perform a reset if your handheld no longer responds to the buttons on the screen.

Performing a soft reset

A soft reset allows your handheld to get a fresh start, similar to rebooting a computer. All records and entries are retained after a soft reset.

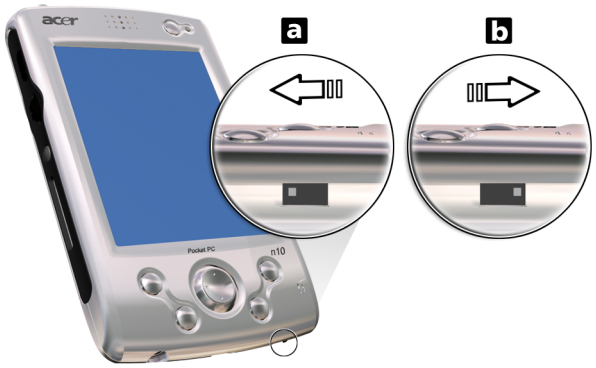
To perform a soft reset:

- Using the tip of your stylus, lightly press the reset button inside the hole on the rear panel of your handheld.

Performing a hard reset

A hard reset will erase all records and entries stored in your handheld. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next ActiveSync operation, you can restore any data that you previously synchronised to your computer. To perform a hard reset:

1 Use the tip of your stylus to toggle the reset switch to the left (**a**) and back to the right (**b**) on the bottom of your handheld.



NOTE: When you perform a hard reset, formats, preferences, and other settings including date and time are restored to their factory default settings. **All data, records, and entries will be erased.**

Locking your Acer n10

Your handheld is not just a financial investment but a wealthy source of personal information, some of which may be confidential so it is only logical to protect it from any unauthorized access. The security setting of your handheld gives you the option of assigning a lock password that will be required for access after a set period of inactivity.

To assign a password

1 Tap , Settings.

2 On the Personal tab, tap Password.

3 Select a password option.

- Simple 4 digit password
- Strong alphanumeric password

4 Define the period of inactivity before the password will be required for access.

5 Enter password then retype it to confirm.

For more information, refer to "Password" on page 110.

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1 Getting started

This chapter will discuss the following topics:

- Basic requirements
- Feature highlights of your Acer n10
- Acer n10 system tour
- Step-by-step procedures on how to prepare your handheld for use
- Basic concepts in using your handheld

System requirements

In order to install the Microsoft® ActiveSync® software and use your new Acer n10 with a computer at work or at home, be sure the system(s) meet the following minimum system and program requirements.

- Intel® Pentium processor (minimum 233 MHz)
- 64 MB RAM
- 120 MB disk space
- CD-ROM drive
- USB port or Infrared port
- SVGA (or compatible) graphics card supporting 256 colours
- Microsoft® Windows XP, 2000, ME or 98SE
- Microsoft® Internet Explorer 4.01

Features summary

Performance

- Intel PXA255 Application Processor with Intel XScale technology
- System memory:
  - 64 MB SDRAM for application storage
  - 32 MB Flash ROM for operating system
- Microsoft® Pocket PC 2002 Premium with Microsoft®Outlook 2000

Display

- 3.5" Transflective TFT LCD
- 240 x 320 resolution
- 65536 colour support
- Microsoft® ClearType technology for clearer, crisper font display

Audio

- Embedded AC '97 CODEC with CD-quality stereo output
- Built-in industry standard 3.5 mm earphone jack
- Built-in microphone

Connectivity

- Mini USB connector
- SIR (Serial Infrared) capability

Expansion

- Integrated Compact Flash slot (type I/type II)
- Integrated (dual-usage) Secure Digital/MultiMedia Card (SD/MMC) slot

Battery

- Rechargeable 1500 mAH Lithium polymer battery
- 12 hours operation time for normal usage (when backlight is inactive)

NOTE: Length of battery operation will depend on power consumption which is based on system resource use. For example, constantly using the backlight or using power-demanding applications will shorten battery life between charges.

- 3 hour charging time from empty to full capacity

Design and ergonomics

- Stylish, light and thin design

Specifications	Dimensions
Height	130 mm
Width	78 mm
Depth	16.9 mm
Weight	165 g (including stylus)

- User-friendly navigation features
  - Scroll wheel for one-hand operation
  - Directional pad for multi-directional scrolling in various menus and applications
  - Quick buttons for easy launch of commonly-used applications
  - Start button for one-tap access to all available applications
  - Hold switch to allow users to lock all buttons and the LCD touchscreen from being accidentally pressed when handheld is placed in pocket or in a bag. Power saving features darken and disable the touchscreen.

Acer n10 tour

Front view

No.	Component	Description
1	Power button/ LED indicator	Press to turn on your handheld on (LED lights up green) if it is off) and returns to the last screen that was displayed and off if it is on. LED status description. • Flashing green - Charging • Steady green - Charging complete • Flashing red - Alarm indicator, email receive
2	Internal Speaker	Outputs sounds from your handheld.
3	LCD touchscreen	Displays the applications and data stored in your handheld. It is touch-sensitive and responds to the stylus or your finger.
4	Quick button for Today	Displays the Today screen. For more information on this screen, refer to page 12.
5	Quick button for Calendar	Activates the Calendar program. For more information on this program, refer to page 31.

No.	Component	Description
6	Directional pad	Enables multi-directional scrolling in various menus and applications. Pressing the middle of the pad simulates the function of a keyboard's Enter key.
7	Quick button for Contacts	Activates the Contacts program. For more information on this program, refer to page 35.
8	Quick button for Inbox	Activates the inbox program. For more information on this program, refer to page 41.
9	Microphone	Inputs audio into your handheld.

NOTE:
Refer to "Personal" on page 108 for instructions on how to reassign the hardware buttons to other applications installed on your handheld.

If your handheld is turned off, pressing any Quick button turns on the handheld and opens the program assigned to that button.

Using the backlight

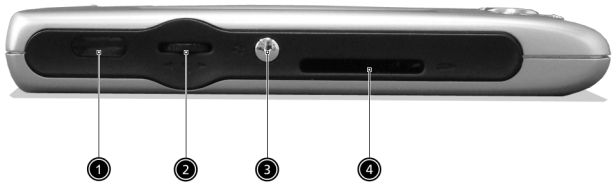
If lighting conditions make it difficult for you to see the information on your handheld, use the backlight to illuminate your screen.

You can change the backlight settings. Refer to "System" on page 112.

To activate the backlight:

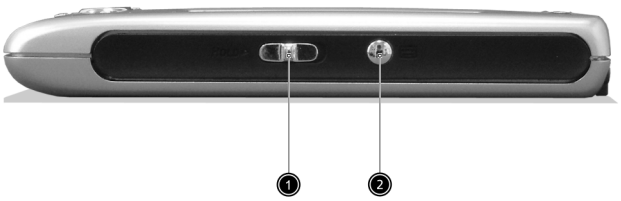
- Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.
- To turn off the backlight, press the power button and hold it down for two seconds. Release the button when the backlight turns off.

Left view



No.	Label	Description
1	IR port	Uses infrared techbology to transmit and receive data from other IR-enabled devices.
2	Scroll wheel ▲ ● ▼	Scroll up or down to display text and other information that extends beyond the area of the LCD touchscreen. Scroll through icons and pull down menus, press to open files/applications (same as double tapping with the stylus).
3	Start hardware button	Hardware button to display the Start menu.
4	SD/MMC slot	Accepts a Secure Digital or MultiMedia Card, allowing you to add more memory, install add-on applications or use audio or text files stored on it with internal applications. You can also use expansion cards to back up data from your handheld.

Right view



No.	Label	Description
1	Hold switch	Slide to lock all buttons from being accidentally pressed when handheld is placed in pocket or b ag. A red dot is visible on the hold switch when in hold state.
2	Record button	Activates the Microsoft® Pocket PC's Record program.

Top view

No.	Label	Description
1	Stylus holder	Secures the stylus to your handheld. To use the stylus, remove from its holder and hold it as you would hold a pen or pencil.
2	CF slot	Accepts a Compact Flash card (type I or type II), allowing you to add more memory, install add-on applications or use audio or text files stored on it with internal applications. You can also use expansion cards to back up data from your handheld.

No.	Label	Description
3	Dummy CF card	Use this to protect the CF connector when no card is installed.
4	Earphone jack	Connects to audio line-out devices (earphones/headphones).

Bottom view

No.	Label	Description
1	2.5 mm DC power connector	Connects your handheld's DC power supply to an AC wall outlet to charge the battery.
2	Mini USB connector	Connects your handheld to a portable or desktop computer.
3	Hard reset switch	Toggle to return you handheld settings to the factory defaults. See "Performing a hard reset" on page vii.

Preparing to use your Acer n10

Perform first the following easy installation tasks to begin using your handheld:

- Install the Microsoft® ActiveSync® software in your computer
- Connect the cable
- Charge your handheld
- Set up your handheld
- Perform the first ActiveSync operation

Installing the Microsoft® ActiveSync® software

The main function of the Microsoft® ActiveSync® software is to synchronise the information on your computer with the information on your handheld. Synchronisation compares the data on your handheld with your computer and updates the information on both locations. This will then served as a backup data in case something happens to your handheld.

The following instructions tells you how to install the ActiveSync® software.

Important installation notes

- Before installing ActiveSync, make sure that your handheld cradle is not yet connected to your computer. Connect the cradle only after you have finished installing ActiveSync.
- If you don't have Microsoft® Outlook® 98 or later installed, please install Microsoft® Outlook® 2002 now. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to upgrade to Outlook 2002.
- It is recommended that users install Outlook 2002 from this CD before installing ActiveSync.
- Do not copy the ActiveSync files to your computer's hard disk. You must use the Acer n10 Handheld Companion CD to place the files in their proper locations and to decompress the files.

To install the Microsoft® ActiveSync® software

1. Exit any open programs, including those that run at startup, and disable any virus-scanning software.
2. Insert the Acer n10 Handheld Companion CD into the computer's CD-ROM drive.

   The CD's welcome page appears.
3. Click the animated forward icon to go to the next screen.
4. Click the Start Here tab on the right side of the screen.
5. Read the instructions and installation notes indicated on the Start Here screen.
6. Click the buttons on the left pane to install each of the individual applications.
   - Outlook 2000 (recommended)
   - ActiveSync® 3.5

   After installation, the ActiveSync icon will appear on your computer's system tray (on the lower right-hand corner of the screen).

   Refer to the ActiveSync software online Help for information on how to use the software. If at any time, you would like to restart this setup program, simply re-insert the CD into the CD-ROM drive.

Connecting the computer

The USB sync cable that comes with your handheld enables you to synchronise the information on your handheld with the data in your computer using ActiveSync technology.

To connect the computer

Plug the USB sync cable into the mini USB port on the bottom of your handheld and plug the other end into an available USB port on your computer.

Charging your Acer n10

For initial use, you need to charge your handheld for three hours. After that, you can charge it for a few minutes each day to recharge the battery to full capacity. Normally, you can use your handheld for 12 straight hours of operation (backlight disactive) before you need to recharge the battery.

To charge your Acer n10

- Connect the AC adapter connector to the handheld, then plug the other end of the AC adapter into any AC current outlet.

LED status during charging:

- Charging: LED indicator flashes green
- Charging complete: LED indicator steady green

If the battery level becomes low in the course of normal use, a status icon appears on the handheld screen indicating low or very low battery status (refer to "Status icons" on page 13). Perform an ActiveSync operation to back up your data; then recharge the battery.

If your handheld shuts down (i.e., battery is completely drained out) you have about 72 hours (3 days) to recharge the battery before you lose all data on your handheld's internal memory.

Setting up your Acer n10

After you have initially charged your handheld for three hours, you can now set it up. Refer to the instructions below.

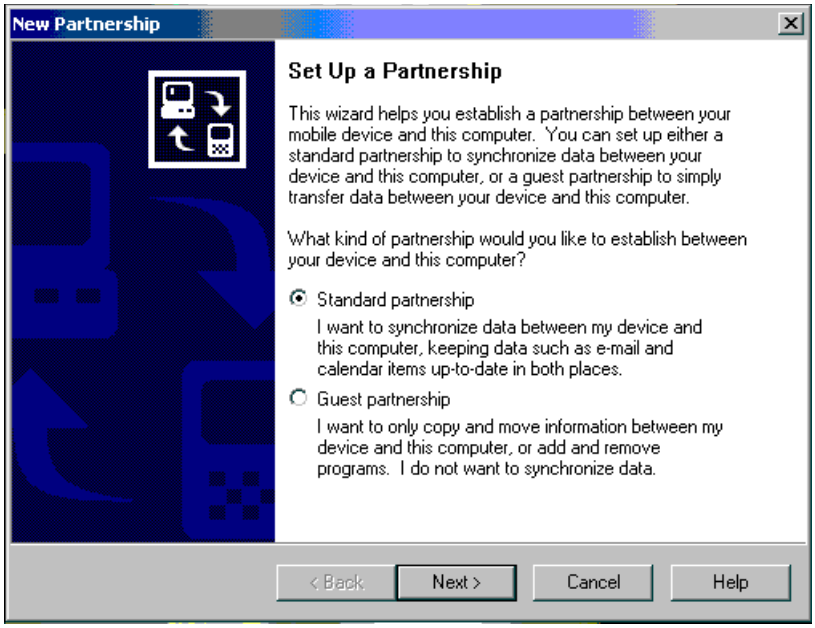
To set up your Acer n10

1 Turn on your handheld by pressing the power button on the front panel.See "Front view" on page 3, for the location of the power button.

2 Follow the onscreen instructions to set up your handheld.

Performing the first synchronisation process

After completing the setup procedures you can now perform the first ActiveSync operation with the help of the 'New Partnership' setup wizard.



This wizard will help you:

- Set up a partnership so you can synchronise information between your handheld and your computer
- Customise your synchronisation settings

To perform the first synchronisation process

1 Connect the USB sync cable to your handheld.

2 Plug the USB connector into a USB port on your computer.

The 'New Partnership' setup wizard will automatically start on your computer screen.

NOTE: If the wizard does not automatically appear, launch ActiveSync on your computer by clicking on its icon from Start>Programs.

3 Follow the onscreen instructions.

The first synchronisation process will automatically begin when you finish using the wizard.

After your first synchronisation, take a look at Calendar, Contacts, and Tasks on your handheld. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your handheld, and you didn't have to type a word. Disconnect your handheld from your computer and you're ready to go!

Once you have set up ActiveSync and completed the first synchronisation process, you can initiate synchronisation from your handheld. To switch to ActiveSync on your handheld, tap , and then tap ActiveSync.

Command interface

Handheld buttons and the stylus

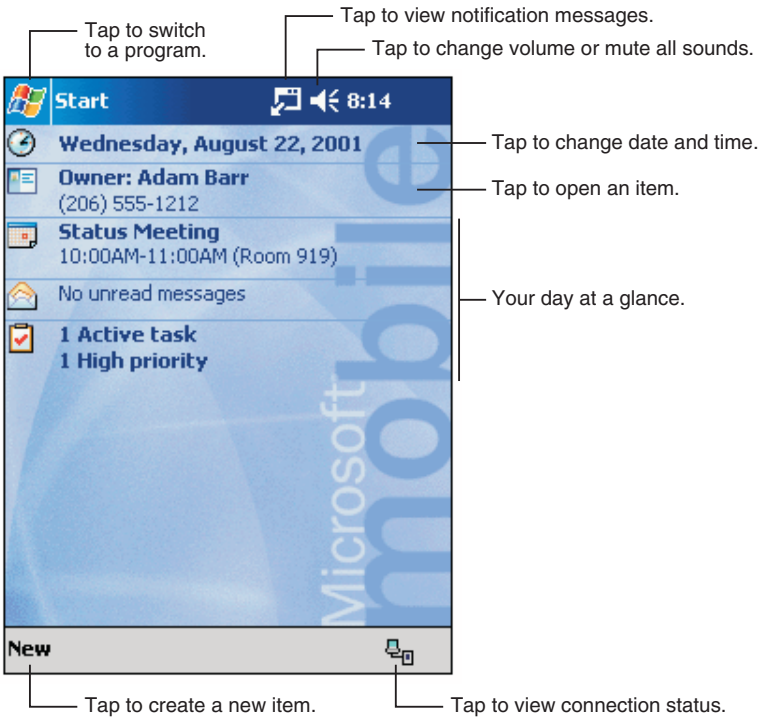
Your handheld has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

On your handheld, the stylus replaces the mouse.

- Tap. Touch the screen once with the stylus to open items and select options.
- Drag. Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- Tap and hold. Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

Today screen

When you turn on your handheld for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping and then Today. On the Today screen, you can see at a glance important information for the day.



Status icons

Following are some of the status icons you may see.

Status icon	Description
	Turns all sounds on and off
	Backup battery is low
	Battery is charging
	Battery is low
	Battery is very low
	Battery is full
	Synchronisation is beginning or ending
	Synchronisation is occurring
	Notification[1] that one or more instant messages were received
	Notification that one or more email messages were received

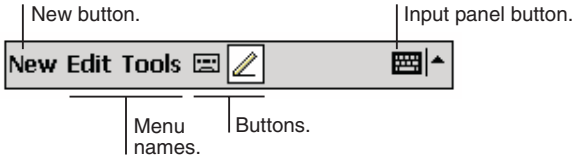
[1] If more notification icons need to be displayed than there is room to display them, the Notification icon, ,will display. Tap the icon to view all notification icons.

Navigation bar and command bar

The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to other programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button.

- To create a new item in the current program, tap New.
- To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-up menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the Contact list to quickly delete a contact, make a copy of a contact, or send an email message to a contact. The actions in the pop-up menus vary from program to program.

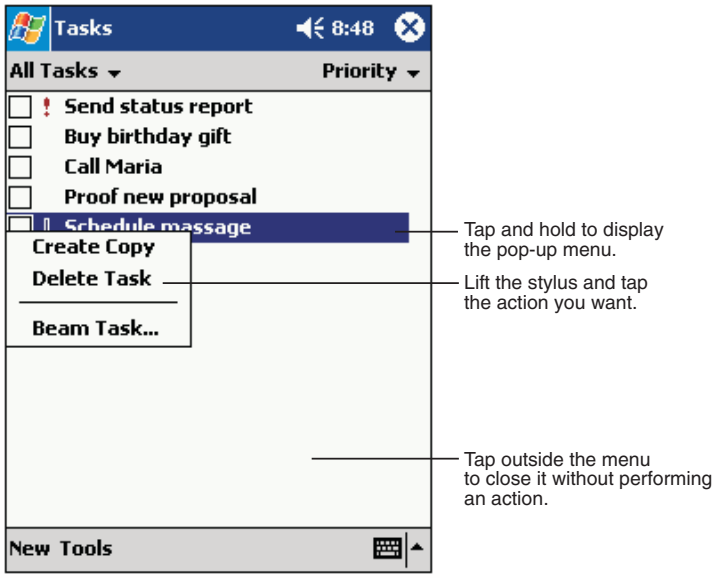
To access a pop-up menu:

1 Tap and hold the stylus on the item name that you want to perform the action on.

2 When the menu appears, lift the stylus, then do any of the following:

- Tap the action you want to perform.

- Tap anywhere outside the menu to close the menu without performing an action.



Notifications

Your handheld reminds you in a variety of ways when you have something to do. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- The LED indicator on the front panel of your handheld flashes red.

To choose reminder types and sounds for your handheld, tap and then Settings. In the Personal tab, tap Sounds & Notifications. The options you choose here apply globally in your handheld.

2 Entering data in your Acer n10

You can enter data into your handheld in several ways:

- Use the input panel to enter typed text, either by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your handheld's microphone to record a message.
- Use Microsoft® ActiveSync® to synchronise or copy information from your computer to your handheld.

  Refer to page 91 for detailed information on using Microsoft® ActiveSync®.

Using the input panel

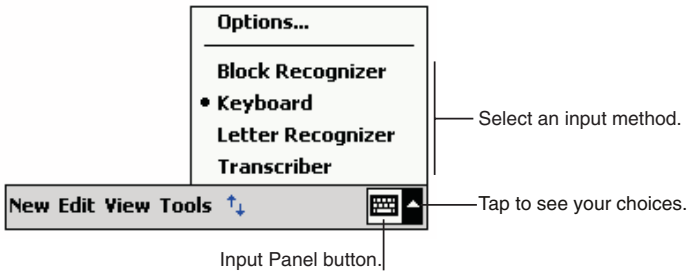
Use the input panel to enter information in any program on your handheld. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

NOTE: Transcriber is available only for the English and European Acer n10 models.

To show or hide the input panel

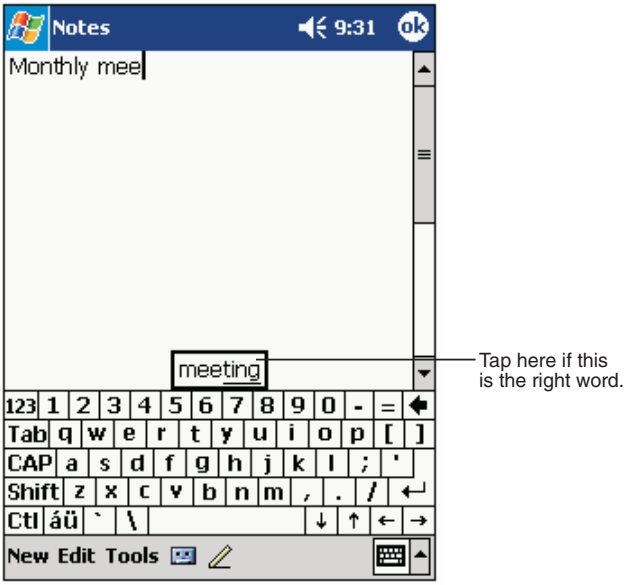
1 Tap the Input Panel button.

2 Tap the arrow next to the Input Panel button to see your choices.



When you use the input panel, your handheld anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is

inserted into your text at the insertion point. The more you use your handheld, the more words it learns to anticipate.



To change word suggestion options

- To set word suggestion options such as the number of words suggested at one time, tap , Settings, Personal tab, Input, and then the Word Completion tab.

To type with the soft keyboard

1 Tap the arrow next to the Input Panel button, then Keyboard.

2 On the soft keyboard that is displayed, tap the keys with your stylus.

To use Letter Recognizer

With Letter Recognizer you can write letters using the stylus just as you would on paper.

1 Tap the arrow next to the Input Panel button, then Letter Recognizer.

2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen.

NOTE: For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer

With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1 Tap the arrow next to the Input Panel button, then Block Recognizer.

2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen.

NOTE: For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper.

NOTE: Transcriber is available only for the English and European Acer n10 models.

Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

1 Tap the arrow next to the Input Panel button and then Transcriber.

2 Write anywhere on the screen.

NOTE: For specific instructions on using Transcriber, with the Transcriber Input Panel open, tap the question mark in the lower right hand corner of the screen.

To select and edit typed text

If you want to edit or format typed text, you must select it first.

1 Drag the stylus across the text to select it.

2 To cut, copy, and paste typed text:

   a Tap and hold the selected words

   b Tapping an editing command on the pop-up menu, or tap a command on the Edit menu.

Writing on the screen

In any program that accepts writing, such as the Notes program, and in the Notes tab of Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

To write on the screen

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To select and edit written text

If you want to edit or format written text, you must select it first.

1 Tap and hold the stylus next to the text you want to select until the insertion point appears.

2 Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap Tools, then Undo and try again.

-or-

You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

3 You cut, copy, and paste written text in the same way you work with typed text:

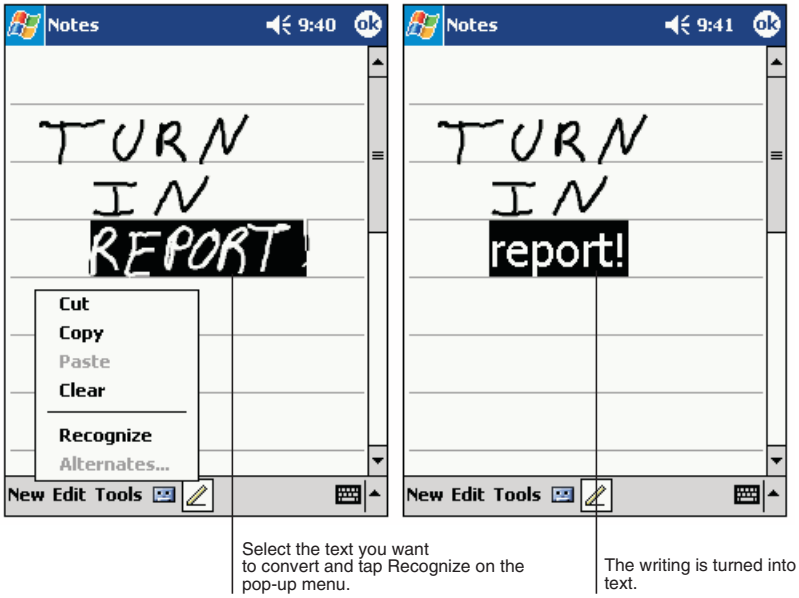
a Tap and hold the selected words

b Tapping an editing command on the pop-up menu, or tap a command on the Edit menu.

To convert writing to text

- Tap Tools and then Recognize.

  If you want to convert only certain words, select them before tapping Recognize on the Tools menu (or tap and hold the selected words and then tap Recognize on the pop-up menu). If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so:

1 Tap and hold the incorrect word (tap one word at a time).

2 On the pop-up menu, tap Alternates.

  A menu with a list of alternate words appears.

3 Do either of the following:

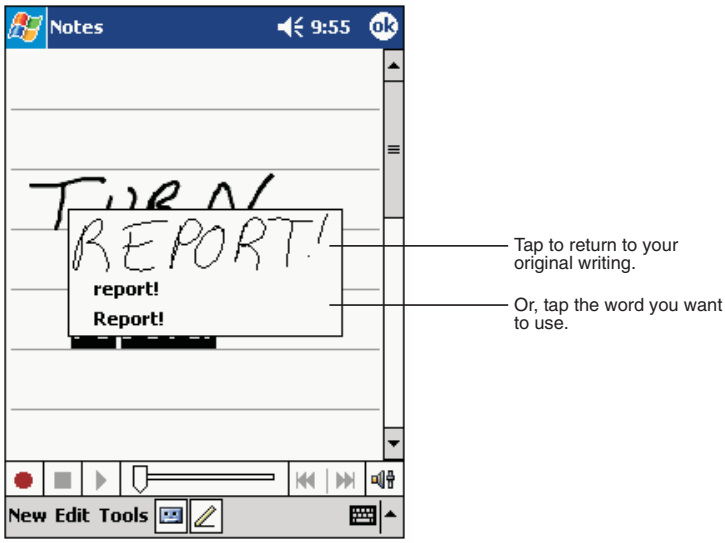
  a Tap the word you want to use.

  b Tap the writing at the top of the menu to return to the original writing.

NOTE:
Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognise the word, the writing you add will not be included if you attempt to recognise the writing again.

.



Tips for getting good recognition

- Write neatly.
- Write on the lines. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that your handheld can easily tell where words begin and end.

Drawing on the screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

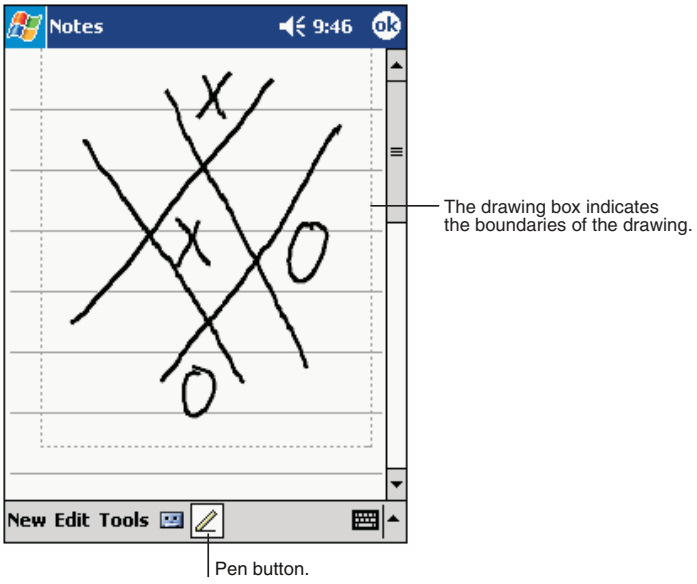
To create a drawing

1 Cross three ruled lines on your first stroke.

A drawing box appears.

2 Subsequent strokes in or touching the drawing box become part of the drawing.

Drawings that do not cross three ruled lines will be treated as writing.



TIP: You may want to change the zoom level so that you can more easily work on or view your drawing. Tap Tools and then select a zoom level.

To select a drawing

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears.
- To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.

To edit a drawing

- To cut, copy, and paste selected drawings:
  - Tap and hold the selected drawing.
  - Tap an editing command on the pop-up menu, or tap a command on the Edit menu.
- To resize a drawing:
  - Make sure the Pen button is not selected.
  - Drag a selection handle until required size is attained.

Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

- In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab.
- In Notes, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.
- In Inbox, you can add a recording to an email message.

To create a recording

1 Hold your handheld's microphone near your mouth or other source of sound.

NOTE: Refer to "Front view" on page 3 for the location of your handheld's microphone.

2 Start recording by doing either of the following:

- Press and hold (do not release) the Record hardware button on the right side of your handheld until you hear a beep.
- Tap the Record button on the Recording toolbar.

3 Make your recording.

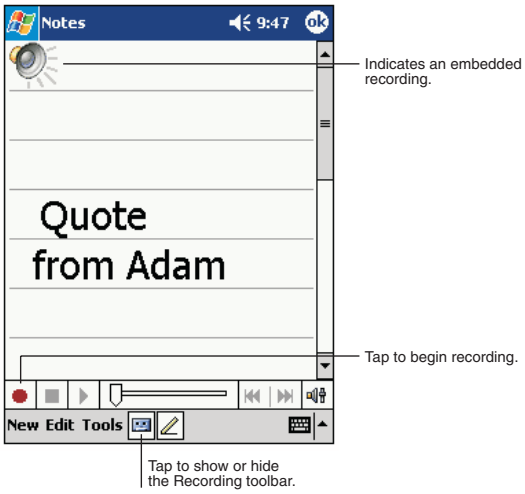
4 To stop recording:

- Recording via Record hardware button: Release the Record button. Two beeps will sound.
- Recording via the Record software button: Tap the Stop button on the Recording toolbar.

The new recording appears in the note list or as an embedded icon.

To play a recording

- Tap it in the list or tap its icon in the note.



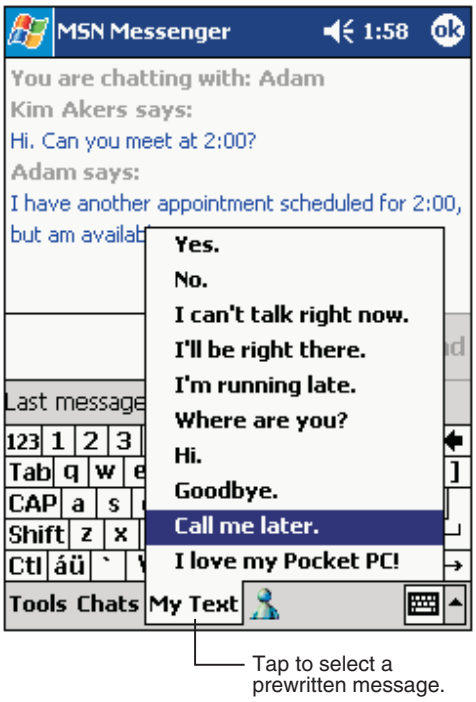
Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area.

To insert a My Text message

1 Tap My Text on the screen's command bar.

2 Tap a message.



NOTE: You can add text after inserting a My Text message before sending it.

To edit a My Text message

1 In the Tools menu, tap Edit and then tap My Text Messages.

2 Select the message you wish to edit and make desired changes.

3 Managing applications and information

This chapter will discuss the following topics:

- Opening and switching between applications in your handheld
- Using File Explorer to manage files
- Using the Find function to look for a specific file

Opening an application

You can open applications by doing either of the following:

- Tap , Programs, and then the program name.
  If you have many applications installed on your handheld, tap the scroll bar to see all the available applications.

NOTE: You can customise which programs you see on the menu. For information, see "Personal" on page 108.

- Press any of the Quick buttons on the front panel of your handheld.
  The icons on the buttons identify the programs.

NOTE: Based on your working style and common tasks, you can reassign the Quick buttons to other applications on your handheld. Refer to "Personal" on page 108 for instructions.

Switching between applications

Choose from the following options to switch between applications:

- Select another program from the menu.
- Press any of the Quick buttons on the front panel of your handheld.

NOTE: Some program names have been abbreviated in check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following table contains a partial list of programs that are on available on your handheld. Refer to the Acer n10 Handheld Companion CD for additional programs that you can install into your handheld.

Icon	Program	Usage
	ActiveSync	Synchronise information between your handheld and computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive email messages.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your computer.

Finding and organising information

Using the Find function and the File Explorer window will allow you to find and manage your files easily.

To use Find

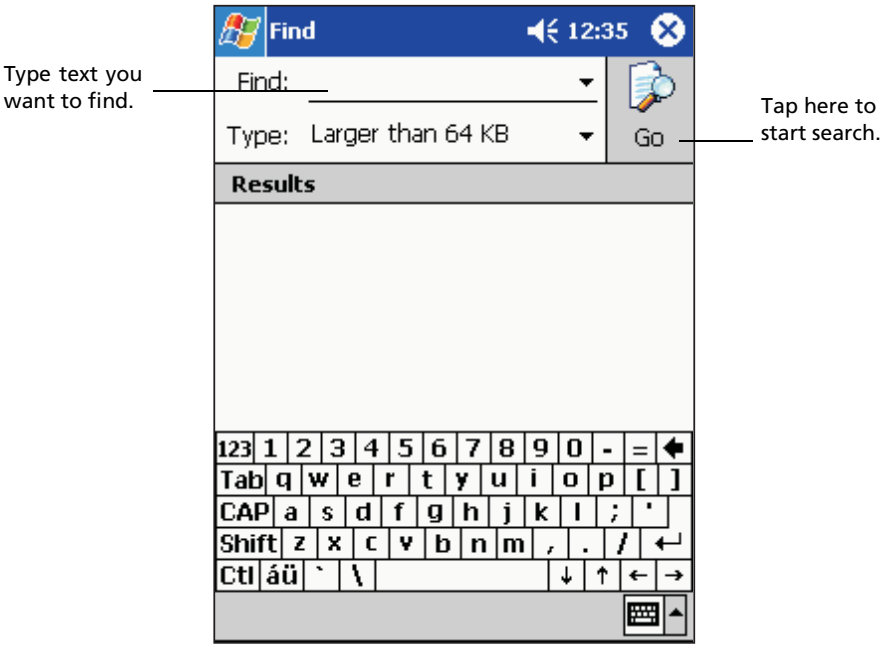
The Find function on your handheld helps you quickly locate information.

1 On the menu, tap Find.

2 Enter the text you want to find, then select a data type.

TIP: To quickly find information that is taking up storage space on your handheld, select Larger than 64 KB in Type.

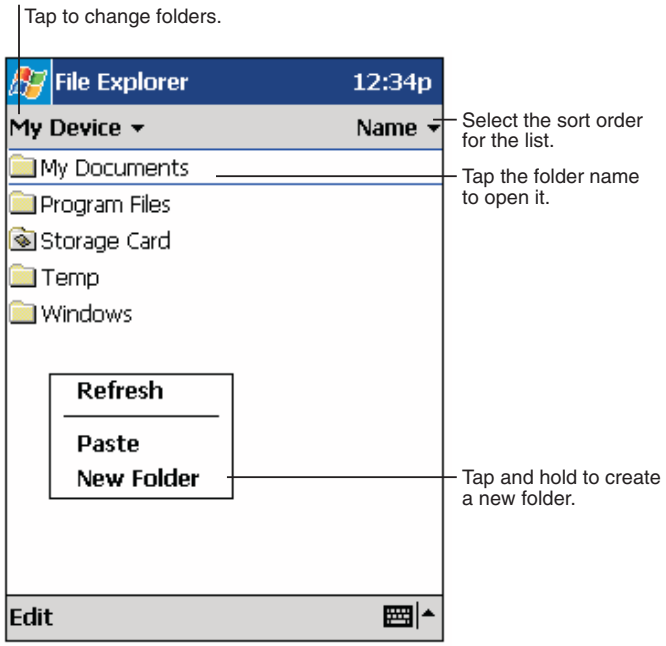
3 Tap Go to start the search.



To use File Explorer

Use File Explorer to locate files on your handheld and to organise these files into folders.

- On the menu, tap Programs, and then File Explorer.



4 Managing Microsoft® Pocket Outlook applications

This chapter will discuss the basic applications included in the Microsoft® Pocket Outlook program installed in your handheld. This discussion will include:

- Calendar - schedule meetings and remind yourself of set appointments
- Contacts - keep at hand a directory of contact information
- Tasks - make a to-do list
- Notes - create textual or recorded notes of your thoughts and ideas
- Inbox - write, edit, and view your emails on the road

You can use these programs individually or together. For example, email addresses stored in Contacts can be used to address e-mail messages in Inbox.

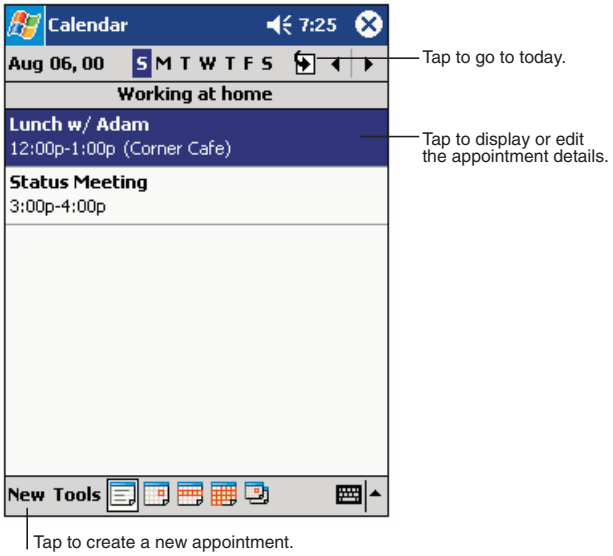
Calendar

Calendar enables you to conveniently manage your schedules and appointments or any other activities associated with a time and date. You can schedule appointments, including meetings and other events. Checking your appointments is easy using one of several views—Agenda, Day, Week, Month, and Year.

NOTE: Switch view options by using the View menu.

To open Calendar

- Press the Calendar Quick button on the front panel of your handheld. Calendar will open to today's schedule.



NOTE: You can customise the Calendar display, such as changing the first day of the week, by tapping Options on the Tools menu.

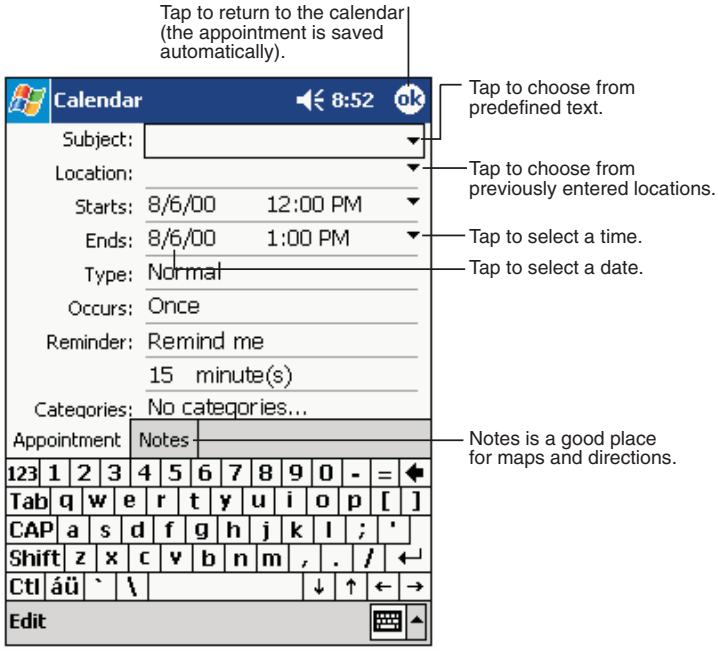
Scheduling an appointment

You can use Calendar to create or review appointments.

To create an appointment

1 If you are in Day or Week view, tap the desired date and time for the appointment.

2 Tap New.



3 Using the input panel, enter a description and a location.

Tap first to select the field.

4 If needed, tap the date and time to change them.

5 Enter other desired information.

You will need to hide the input panel to see all available fields.

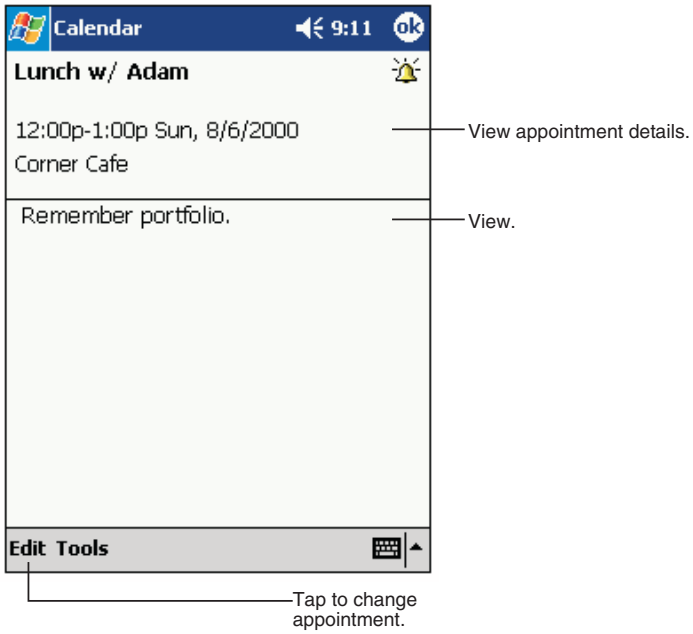
6 To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes" later in this chapter.

7 After entering the desired information, tap OK.

TIP: If you select Remind me in an appointment, your handheld will remind you according to the options set in , Settings, Personal tab, Sounds & Reminders.

Using the Calendar summary screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap Edit.



Creating a meeting request

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronise Inbox or when you connect to your email server. Indicate how you want meeting requests sent by tapping Tools and then Options. If you send and receive email messages through ActiveSync, select ActiveSync.

To schedule a meeting

1 Create an appointment.

2 In the appointment details, hide the input panel, and then tap Attendees.

3 From the list of email addresses you've entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see the Help menu of Calendar and Inbox in your handheld.

Contacts

Contacts maintains a list of your friends' and colleagues' contact information. Using your handheld's infrared (IR) port, you can quickly share some or all of this information with other device users.

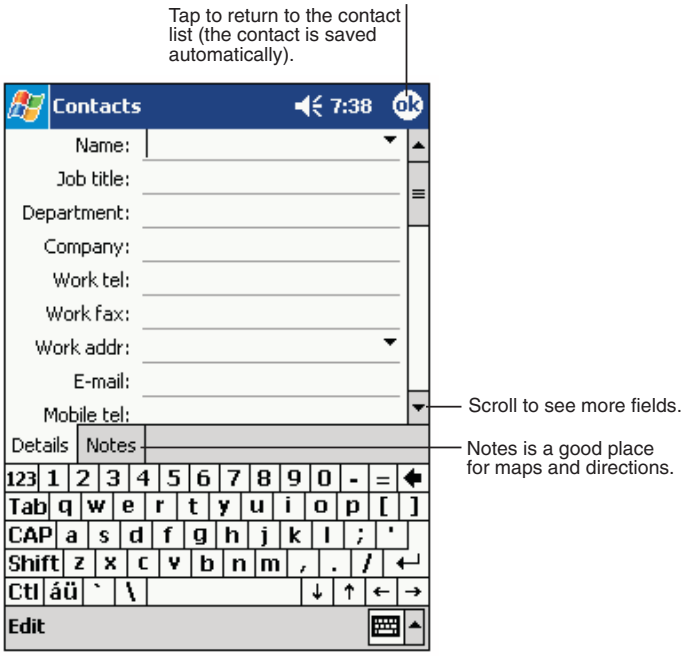
To open Contacts

- Press the Contacts Quick button on the front panel of your handheld. Contacts will open to the Contacts list.

NOTE: To change the way information is displayed in the list, tap Tools and then Options.

Creating a contact

1 Tap New.



2 Using the input panel, enter a name and other contact information.

You will need to scroll down to see all available fields.

3 To assign the contact to a category, scroll to and tap Categories and select a category from the list.

In the contact list, you can display contacts by category.

4 To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes," later in this chapter.

5 After entering the desired information, tap OK to return to the Contact list.

Finding a contact

There are four ways to find a contact:

- In the Contact list, enter a contact name in the box under the navigation bar.

  To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the Contact list, tap the category list (labeled All Contacts by default) and select the type of contact that you want displayed.

  To show all contacts again, select All Contacts.

  To view a contact not assigned to a category, select None.

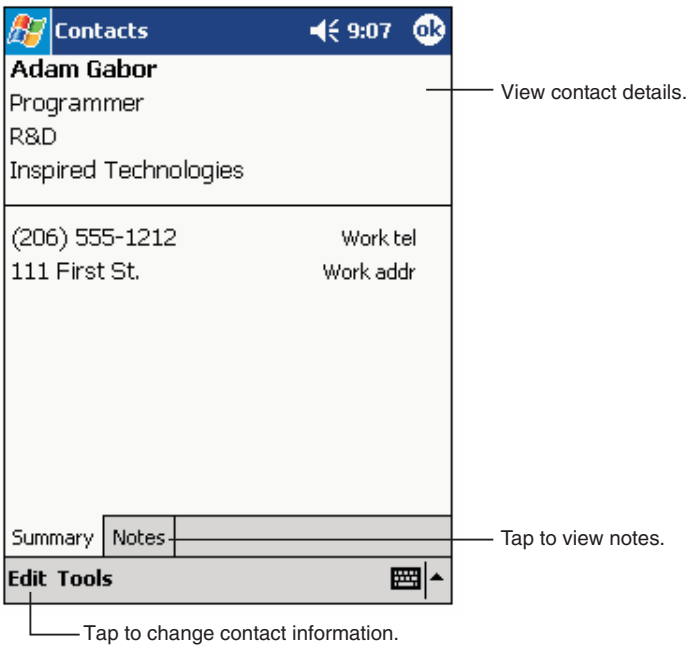
- To view the names of companies your contacts work for, in the contact list, tap *View > By Company*.

  The number of contacts that work for that company will be displayed to the right of the company name.

- Tap , Find, enter the contact name, select Contacts for the type, and then tap Go.

Using the Contacts summary screen

When you tap a contact in the Contact list, a summary screen is displayed. To change the contact information, tap Edit.

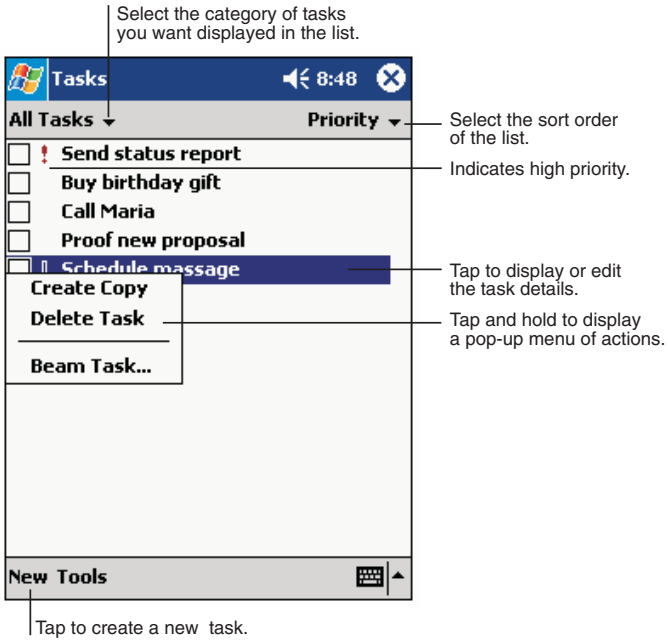


Tasks

Use Tasks to keep track of what you have to do and prioritise them based on their importance and urgency.

To open Tasks

- Tap then, Tasks.
  Tasks will open to the Tasks list.



NOTE: To change the way information is displayed in the list, tap Tools and then Options.

Creating a task

1 Tap New.

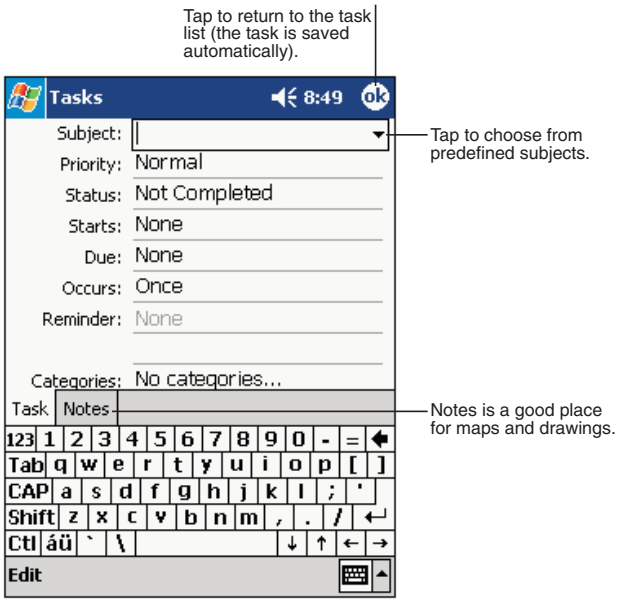
2 Using the input panel, enter a description.

3 You can enter a start date and due date or enter other information by first tapping the field.
If the input panel is open, you will need to hide it to see all available fields.

4 To assign the task to a category, tap Categories and select a category from the list.
In the task list, you can display tasks by category.

5 To add notes, tap the Notes tab.

You can enter text, draw, or create a recording. For more information on creating notes, see "Notes" later in this chapter.

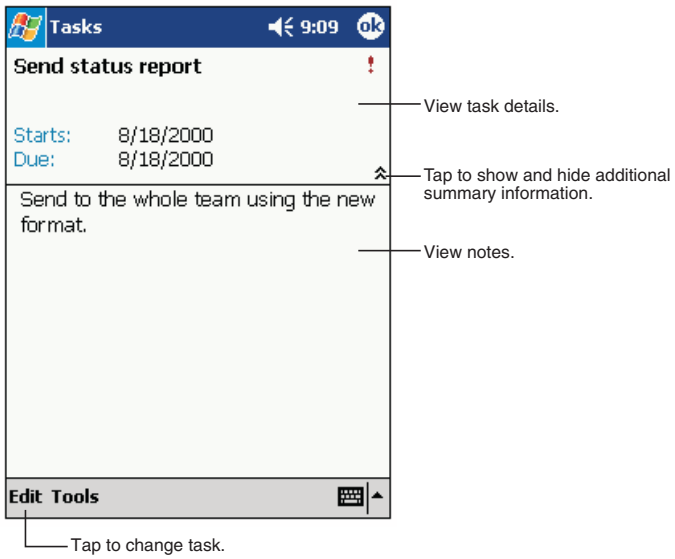


6 After entering the desired information, tap OK to return to the task list.

TIP: To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Then, tap Tap Here to add a new task and enter your task information.

Using the summary screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap Edit.



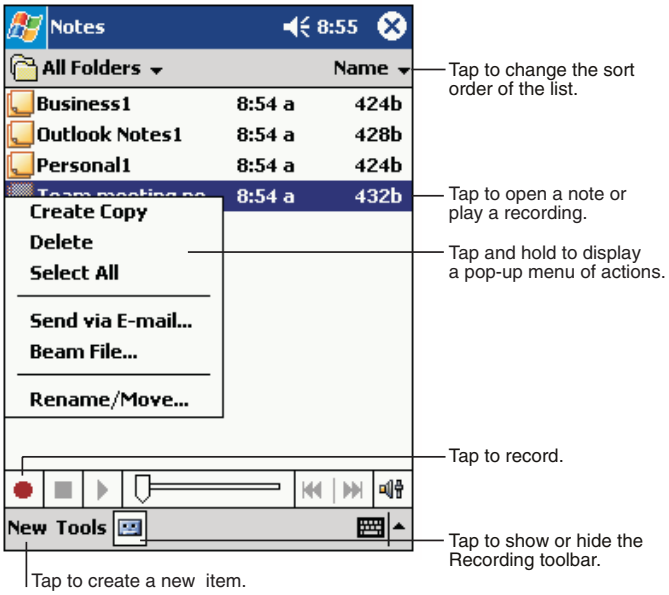
Notes

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

To open Notes

- Tap then, Notes.

  Notes will open to the Notes list.



Creating a note

1 Tap New.

2 Create a note by writing, drawing, typing, or recording.

NOTE: For more information about using the input panel, writing and drawing on the screen, and creating recordings, see "2 Entering data in your Acer n10" on page 17.

Inbox

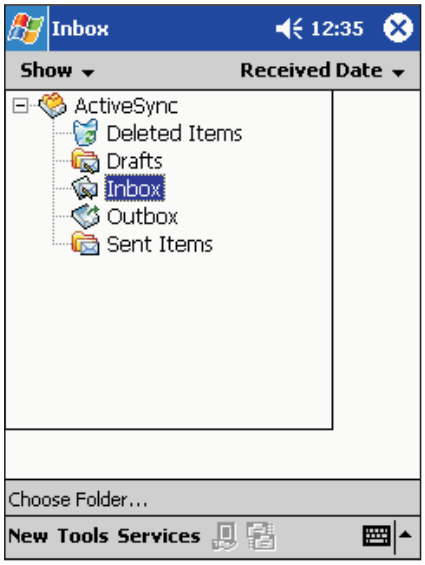
Use Inbox to send and receive e-mail messages by doing either of the following:

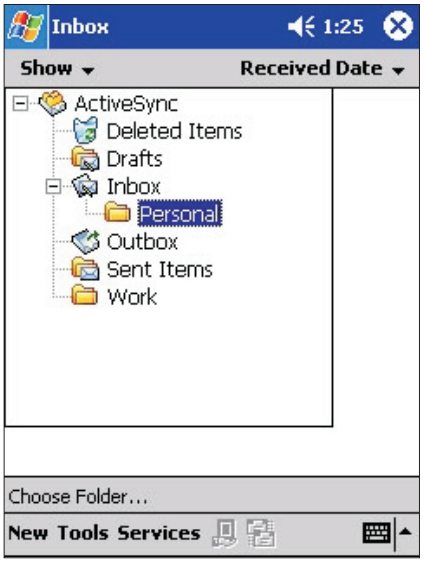
- Synchronise e-mail messages with Microsoft Exchange or Microsoft Outlook on your computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

Opening the Inbox

- Press the Inbox Quick button on the front panel of your handheld.

Inbox will open to the Inbox' folder navigator.





Synchronising email messages

Email messages can be synchronised as part of the general synchronisation process. You will need to enable Inbox synchronisation in ActiveSync.

For information on enabling Inbox synchronisation, see ActiveSync Help on your computer.

During synchronisation:

- Messages are copied from the mail folders of Exchange or Outlook on your computer to the ActiveSync folder in Inbox on your handheld. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- Email messages in the Outbox folder on your handheld are transferred to Exchange or Outlook, and then sent from those programs.
- Email messages in subfolders must be selected in ActiveSync on your computer in order to be transferred.

TIP: You can also synchronise email messages with your computer from a remote location. For more information, see the ActiveSync Help menu in your computer.

Connecting directly to an email server

In addition to synchronising email messages with your computer, you can send and receive email messages by connecting to an email server using a modem or a network card connected to your handheld. You'll need to set up a remote connection to a network or an ISP, and a connection to your email server. For more information, refer to "9 Getting connected" on page 93.

When you connect to the email server, new messages are downloaded to your handheld's Inbox folder, messages in the handheld's Outbox folder are sent, and messages that have been deleted on the email server are removed from the handheld's Inbox folder.

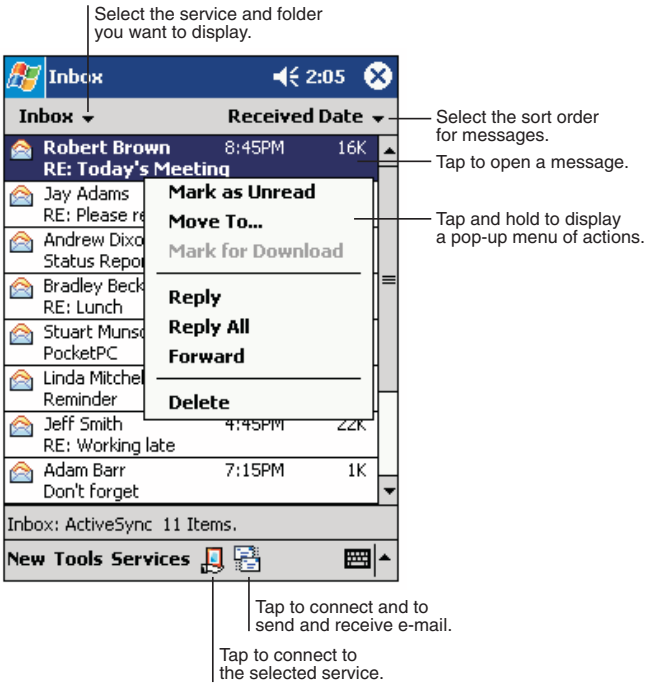
Messages that you receive directly from an email server are linked to your email server rather than your computer. When you delete a message on your handheld, it is also deleted from the email server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the email server. Messages are sent as soon as you tap Send, which saves space on your handheld.

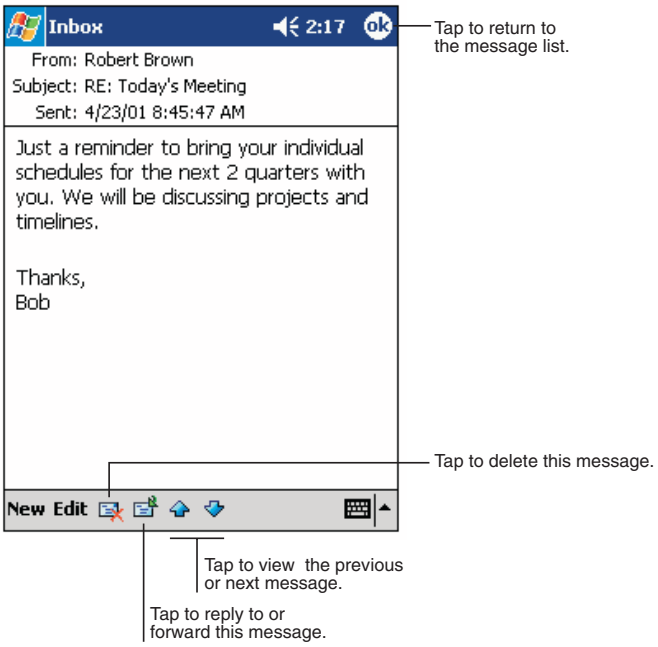
When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the email server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

Using the Message list

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



When you receive a message, tap it to open it. Unread messages are displayed in bold.



When you connect to your email server or synchronise with your computer, by default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the email server or your computer.

You can mark the messages that you want to retrieve in full during your next synchronisation or email server connection. Follow the steps below.

1 In the message list, tap and hold the message you want to retrieve.

2 On the pop-up menu, tap Mark for Download. The icons in the Inbox message list give you visual indications of message status.

Specify your downloading preferences when you set up the service or select your synchronisation options. You can change them at any time:

- Change options for Inbox synchronisation using ActiveSync options. For more information, see ActiveSync Help.
- To change options for direct email server connections in Inbox on your handheld.
  a Tap Tools and then tap Options.
  b On the Service tab, tap the service you want to change.
  c Tap and hold the service and select Delete to remove a service.

Composing a message

1 Tap New.

2 In the To field, enter an email or SMS address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the Address Book button.

All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

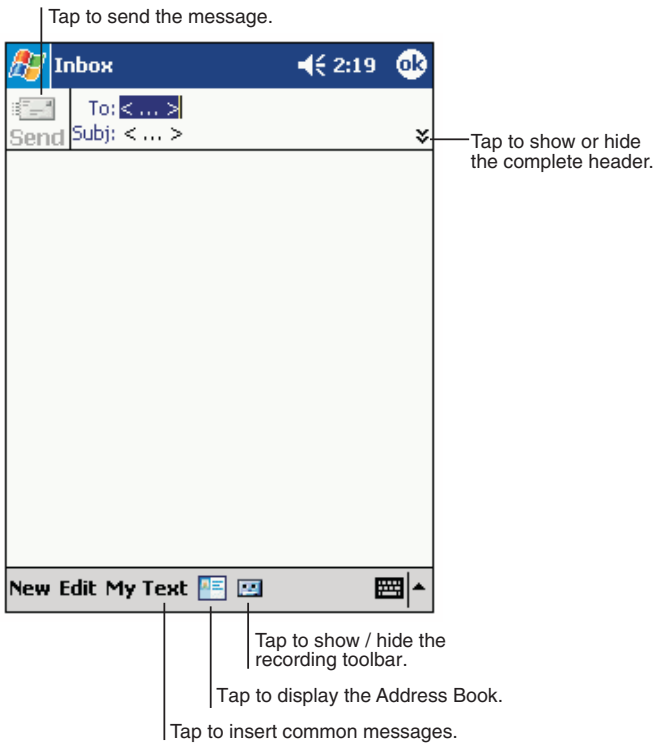
3 Compose your message.

To enter preset or frequently used messages, tap My Text and select a message.

If you are sending an SMS message and want to know if it was received, tap Edit, Options, and select Request SMS text message delivery notification.

4 Tap Send when you've finished the message.

If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.



Managing email messages and folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items.

- The behavior of the Deleted and Sent Items folders depends on the options you have chosen. To set these options, in the message list:
  a Tap Tools and then Options.
  b On the Message tab, select your options.
- If you want to organise messages into additional folders tap Tools, and then Manage Folders to create new folders.
- To move a message to another folder, in the message list, tap and hold the message and then tap Move to on the pop-up menu.

Folder behavior with a direct connection to an email server

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, email messages in the Inbox folder in Outlook will automatically be synchronised with your handheld. You can select to synchronise additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronisation, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your computer.
- If you use SMS, messages are stored in the Inbox folder.
- If you use POP3 and you move email messages to a folder you created, the link is broken between the messages on your handheld and their copies on the email server. The next time you connect, the email server will see that the messages are missing from the handheld's Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except your handheld.
- If you use IMAP4, the folders you create and the email messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your email server, whether it is from your handheld or from your computer. This synchronisation of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

5 Managing Microsoft® Pocket PC 2002 companion programs

Perform your usual computing tasks on-the-road using the Microsoft® Pocket PC 2002 companion programs which includes:

- Pocket Word
- Pocket Excel
- MSN® Messenger
- Microsoft® Windows Media™ Player for Pocket PC
- Microsoft® Reader for Pocket PC

NOTE: Microsoft® Reader is available only for the English and European Acer n10 models.

To open a companion program on your handheld, tap Programs on the menu, and then tap the program name.

Pocket Word

Pocket Word works with Microsoft Word on your computer to give you easy access to copies of your documents. You can:

- Create new documents on your handheld, such as letters, meeting minutes, and trip reports, or you can copy documents from your computer to your handheld.
- Synchronise documents between your computer and your handheld so that you have the most up-to-date content in both locations.

To create a new file

- Tap , Programs, Pocket Word, and then New.
  A blank document appears. Or, if you've selected a template for new documents in the Options dialog box, that template appears with appropriate text and formatting already provided.

You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including:

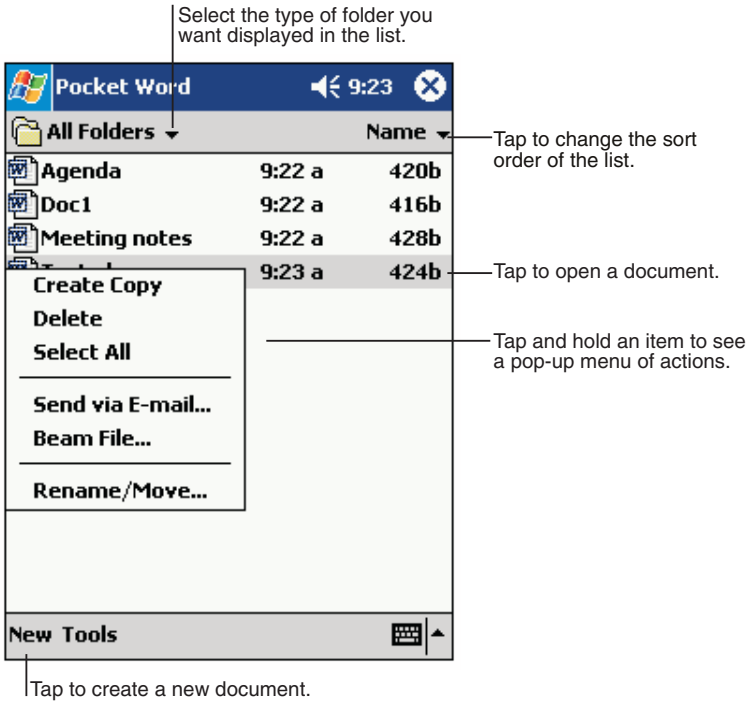
- Word (.doc)
- Pocket Word (.psw)
- Rich Text Format (.rtf)
- Plain Text (.txt)

NOTE: When you choose to create a new document, you will be prompted to save any already open document.

To use the Pocket Word file list

Pocket Word contains a list of the files stored on your handheld.

- Tap a file in the list to open it.
- 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.



To enter information

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

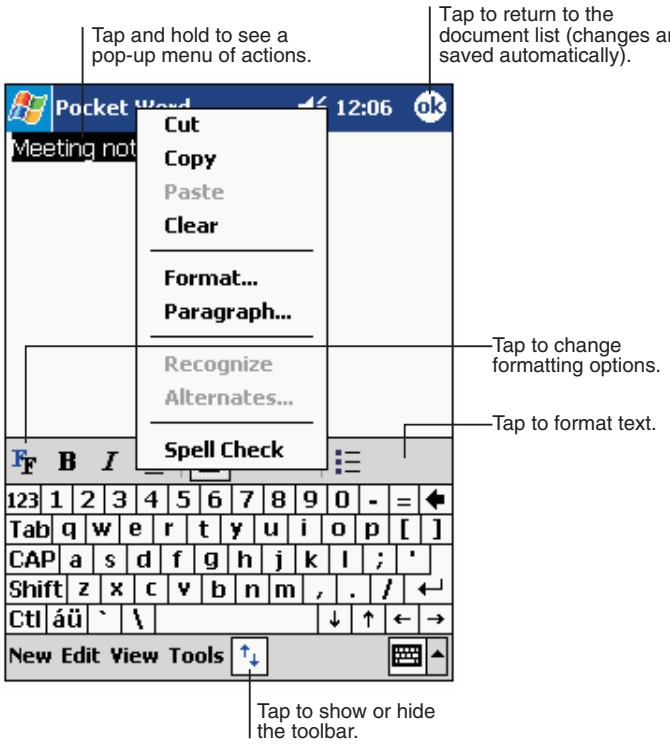
If you're opening a Word document created on a computer, select Wrap to Window on the View menu so that you can see the entire document.

TIP: You can change the zoom magnification by tapping View and then Zoom. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

Typing mode

- Using the input panel, enter typed text into the document.

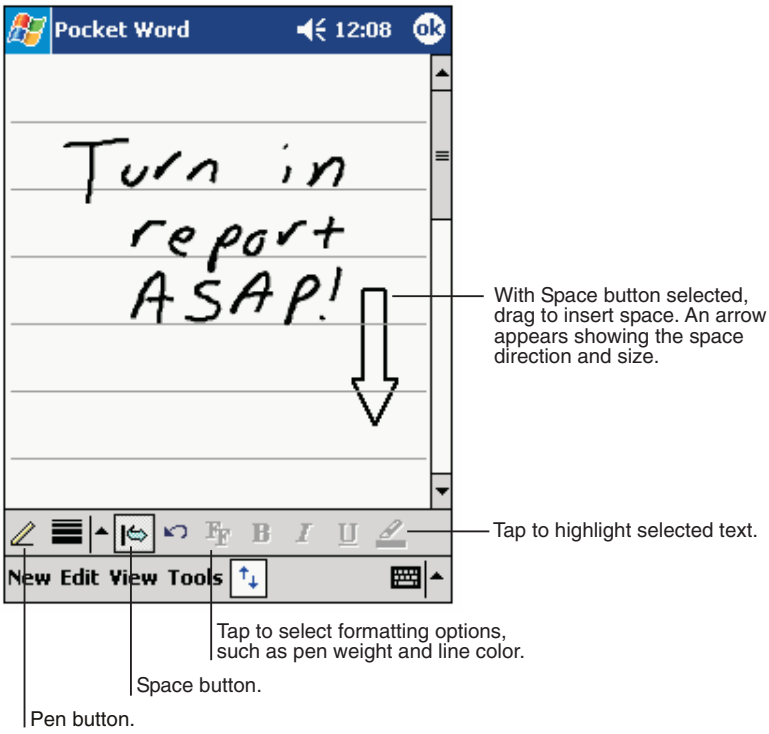
  For more information on entering typed text, see "Using the input panel" on page 17.
- To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select.
- You can search a document to find text by tapping Edit and then Find/ Replace.



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 "Writing on the screen" on page 19.



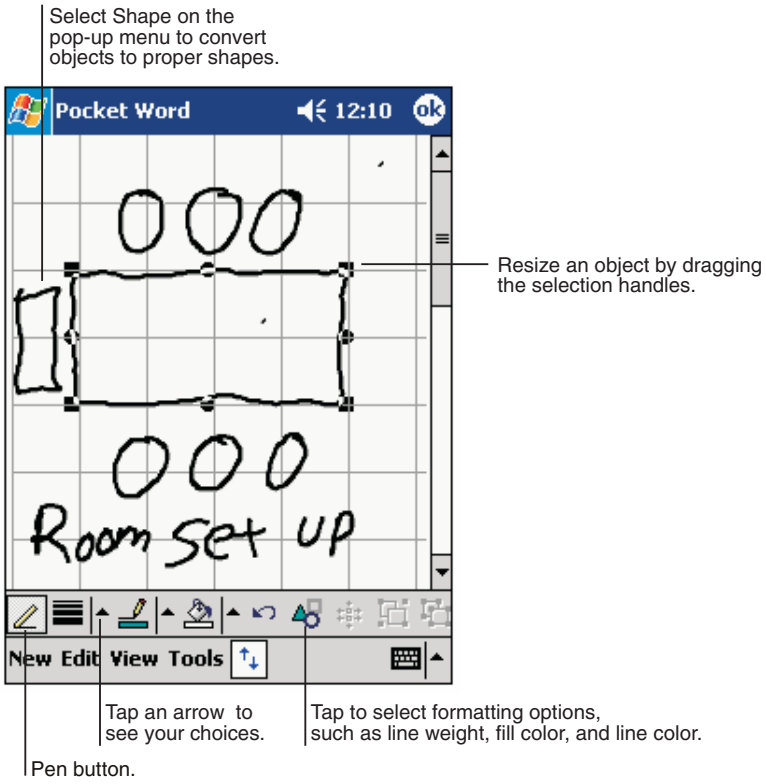
If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

NOTE: Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your 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'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing.

For more information on drawing and selecting drawings, see "Drawing on the screen" on page 22.



Recording mode

In recording mode, embed a recording into your document. Recordings are saved as .wav files.

For more information on recording, see "Recording a message" on page 24.

For more information on using Pocket Word, tap > Programs > Pocket Word then, tap Help from the menu.

Pocket Excel

Pocket Excel works with Microsoft Excel on your computer to give you easy access to copies of your workbooks. You can:

- Create new workbooks on your handheld, such as expense reports and mileage logs, or you can copy workbooks from your computer to your handheld.
- Synchronise workbooks between your computer and your handheld so that you have the most up-to-date content in both locations.

Creating a new workbook

- Tap , Programs, Pocket Excel, and then New.

  A blank workbook appears. Or, if you've selected a template for new workbooks in the Options dialog box, that template appears with appropriate text and formatting already provided.

You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including:

- Pocket Excel (.pxl)
- Excel (.xls).

NOTE: When you choose to create a new document, you will be prompted to save any already open document.

To create a Pocket Excel file list

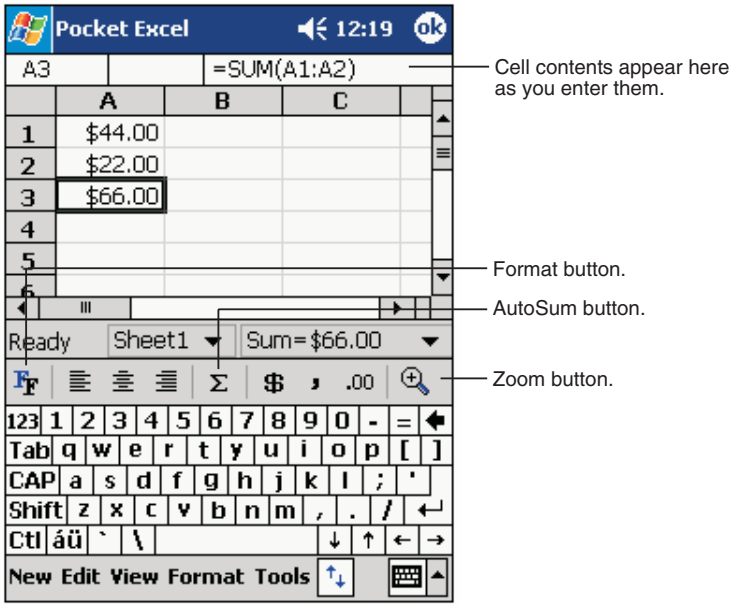
Pocket Excel contains a list of the files stored on your handheld.

- Tap a file in the list to open it.
- To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Displaying the toolbar

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering, in its toolbar.

- Tap View and then Toolbar.



Protecting your workbooks

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

- Open the workbook, tap Edit, and then Password.

  Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

Tips for working in Pocket Excel

Note 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 and then Full Screen.
  - To exit full-screen mode, tap Restore.
- Show and hide window elements.
  - Tap View and then tap the elements you want to show or hide.
- You might want to freeze the top and left most panes in a worksheet to keep row and column labels visible as you scroll through a sheet.

  a Select the cell where you want to freeze panes.

  b Tap View and then Freeze Panes.
- Split panes to view different areas of a large worksheet.

  a Tap View and then Split.

  b Then drag the split bar to where you want it.

  To remove the split, tap View and then Remove Split.

- Show and hide rows and columns.
  - To hide a hidden row or column:
    a Select a cell in the row or column you want to hide.
    b Tap Format, then Row or Column, and then Hide.
  - To show a hidden row or column:
    a Tap Tools, then Go To, and then type a reference that is in the hidden row or column.
    b Then tap Format, then Row or Column, and then Unhide.

For more information on using Pocket Excel, tap > Programs > Pocket Excel then, tap Help from the menu.

MSN® Messenger

MSN® Messenger on your handheld is an instant messaging program that lets you:

- See who is online
- Send and receive instant messages
- Have instant message conversations with groups of contacts

Requirements to use MSN Messenger

- Microsoft Passport™ account or a Microsoft Exchange email account.
- Passport to use 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 a Microsoft Exchange account, you are ready to set up your account.

TIP: Sign up for a Microsoft Passport account at (http://www.passport.com/). Get a free Microsoft Hotmail email address at (http://www.hotmail.com/).

Setting up

Before you can connect, you must enter Passport or Exchange account information.

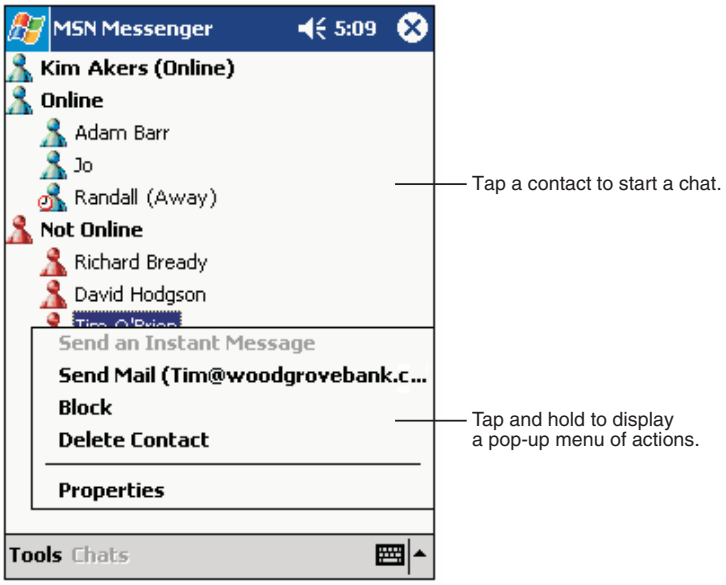
To set up an account and sign in:

1 In the Tools menu, tap Options.
2 In the Accounts tab, enter your Passport or Exchange account information.
3 To sign in, tap the sign-in screen and enter your email address and password.

NOTE: If you already use MSN Messenger on your computer, your contacts will show up on your handheld 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 a email, 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, in the Tools menu, tap My Status 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

1. Tap a contact name to open a chat window.
2. Enter your message in the text entry area at the bottom of the screen, or tap My Text to enter a preset message.

3 Tap Send.

Tips when chatting with contacts

- To invite another contact to a multi-user chat, in the Tools menu, tap Invite and tap the contact you want to invite.
- To switch back to the main window without closing a chat, tap the Contacts button.
- To revert 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 > Programs > MSN Messenger then, tap Help from the menu.

Microsoft® Windows Media™ Player for Pocket PC

Use Microsoft® Windows Media™ Player for Pocket PC to play digital audio and video files (Windows Media and MP3 files) that are:

- Stored on your handheld
- Copied from Microsoft Windows Media Player on your computer to your handheld

- On a network

For more information about using Windows Media Player for Pocket PC, tap , and then tap Help.

Microsoft® Reader for Pocket PC

Use Microsoft® Reader for Pocket PC to read eBooks on your handheld.

You can also download books from your favorite eBook Web site to your computer. Then, use ActiveSync to copy the book files to your handheld. The books appear in the Reader Library, where you can tap them in the list to open them.

NOTE: Microsoft® Reader is available only for the English and European Acer n10 models.

Using the Guidebook

The Guidebook contains all the information you'll need to use the Microsoft Reader.

To open the Guidebook:

- Tap Help on the Reader command bar.

  -or-

- On a book page, tap and hold on the book title, and then tap Help on the pop-up menu.

Getting books on your Acer n10

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Acer n10 Handheld Companion CD.

Use ActiveSync to download the files from your computer to your handheld as described in the Read Me file in the MSReader folder.

Using the Library

The Library is your Reader home page; it displays a list of all books stored on your handheld or storage card.

To open the Library:

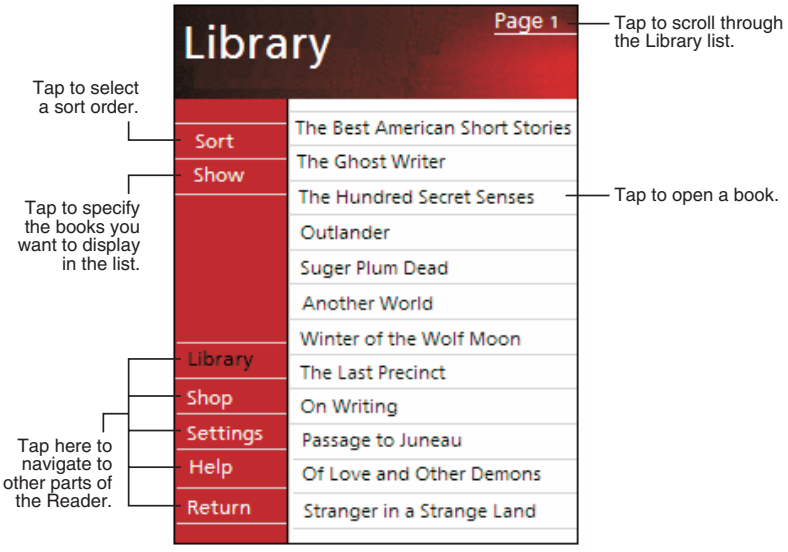
- On the Reader command bar, tap Library.

  -or-

- On a book page, tap the book title, and then tap Library on the pop-up menu.

Opening a book

- Tap a book title in the Library list.



Reading a book

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

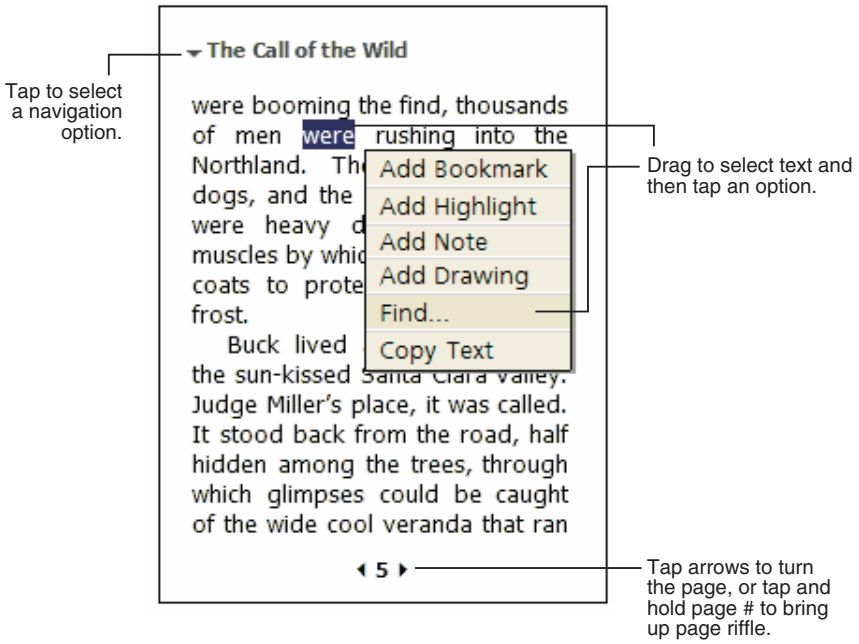
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

In addition to the text, each book page includes a page number and book title.

Navigation options are listed in the bottom portion of the cover page. Page through the book by:

- Using the Directional pad or the Scroll wheel on your handheld
- Tapping the page number on each page

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read.



Using Reader features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described in the following sections.

Search for text

1 Tap Find on the pop-up menu.

2 Enter the word you want to search for.

3 Tap the desired Find option.

Reader highlights found text on the page.

- To close Find, tap outside the box.
- To return to your original page, tap the title and then tap Return on the pop-up menu.

Copy text

You can copy text from books that support this feature into any program that accepts text.

1 On a book page, select the text you want to copy.

2 Tap Copy Text on the pop-up menu.

The text can be pasted into the program of your choice.

Book annotations

To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings:

1 Tap Annotations Index on the book's cover page.

2 Tap an entry in the list to go to the annotated page.

To use bookmarks

- When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. From anywhere in the book, tap the bookmark icon to go to the bookmarked page.

NOTE: You can add multiple bookmarks to a book.

To use highlights

- When you highlight text, it appears with a colored background.

To use notes

- When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.

To add drawings

- When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

Removing a book

When you finish reading a book, you can delete it to conserve space on your handheld. If a copy of the book is stored on your computer, you can download it again at any time.

1 Tap and hold the title in the Library list.

2 Tap Delete on the pop-up menu.

6 Using third-party applications

Several third-party applications are included in the Acer n10 Handheld Companion CD. These applications are designed to complement the functions of your handheld and provide you with a more versatile work environment.

RecentDo	Provides a quick way to relaunch the most recently accessed programs, documents and websites.
Backup/Restore	Backs up data files and applications in your handheld's internal memory to a storage card and restores these back when you need them.
IA Album LE	Views and edits standard image files such as JPEG, BMP, and GIF files.
Acrobat Reader for Pocket PC	Views Acrobat Reader (.pdf) files
Pocket*TV*	Allows playback of standard MPEG 1 files

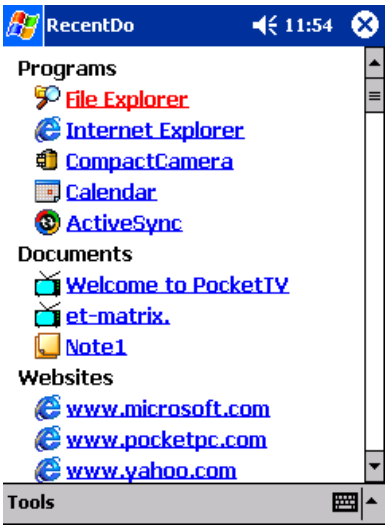
RecentDo

Using RecentDo, you can conveniently scan a list of the most recently accessed programs, documents and websites.

Documents that have been edited and saved will be listed in RecentDo as well as documents opened by Microsoft Media Player or Pocket*TV*; Documents that were only opened and viewed will not be included.

To launch RecentDo, tap , and select RecentDo.

Items in the RecentDo window are categorised into three—Programs, Documents, and Websites. The listed items are in hypertext format so you can easily relaunch them.



NOTE: Each category can display a maximum of five items.

Backup/Restore

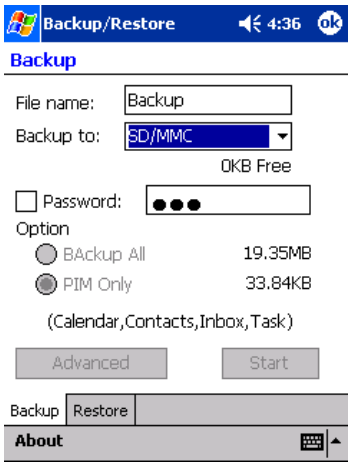
Backup/Restore enables you to back up data files and applications from your handheld's internal memory to a storage card and to restore data to your handheld. Advanced security features offer password protection of sensitive documents/ applications during Backup and/or Restore operations. The expansion features of your handheld allow you to use any of the following storage cards:

- Compact Flash
- Secure Digital
- MultiMedia Card

During a backup or restore operation:

- All hardware buttons and the automatic handheld off feature are disabled
- The power button serves as a pause/resume button to control the pace of operation

There are two tabs in the program window corresponding to the two function of Backup and Restore.



To launch Backup/Restore:

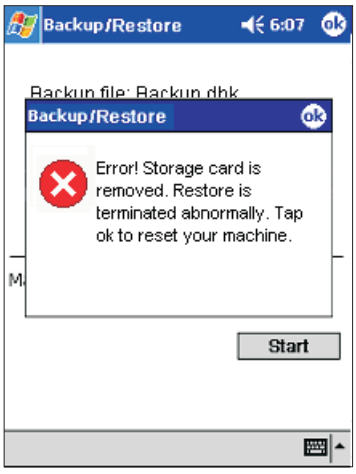
1 Insert a storage card into the appropriate slot.

For instructions on how to insert expansion cards, refer to the Chapter entitled "7 Using expansion features" on page 87.

2 Tap , Programs, and then Backup/Restore.

Note that when you attempt to launch Backup/Restore without any storage card available in the system, option for that unavailable storage card will be disabled.

When selected storage card is removed during the backup or restore process, a warning message will pop up.

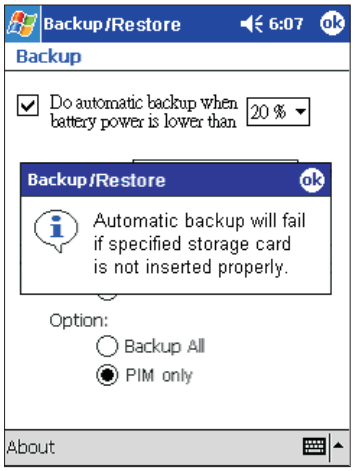


Tap ok to reset your machine, then relaunch Backup/Restore.

Backup function

The Backup function has two operating modes—Normal Backup and Advanced Backup. With the Advanced mode, you can set to perform an automatic data backup when the system is running on *x* battery power; *x* being the set battery capacity defined in the Advanced window.

Note that when Advanced backup settings is activated and the specified storage card is not attached to your handheld when *x* battery level is reached, then no backup procedure will be performed.



NOTE: 'AutoBackup' is the default file name of the backup file generated using the Advanced mode.

To perform data backup

1 Close all running programs except for Backup/Restore.

2 In the Backup tab, choose whether to accept the default filename (backup) or type a a new one by tapping on the keyboard icon on the bottom of the screen.

3 Select a storage card from the 'Backup to' radio buttons.

4 Define the backup scope (default: PIM only) from Option' radio buttons.

If free space in the selected storage card is less than the size of the data to be copied from the handheld's internal memory, a warning message will pop up.

Tap ok to revert to the Backup tab, then either delete files from the selected storage card to increase its free space or select a new storage card with a larger free space enough to accommodate the size of the intended backup data.

Refer to page 70 for instructions on how to delete a file from a storage card.

5 Tap Start to proceed with the backup process.

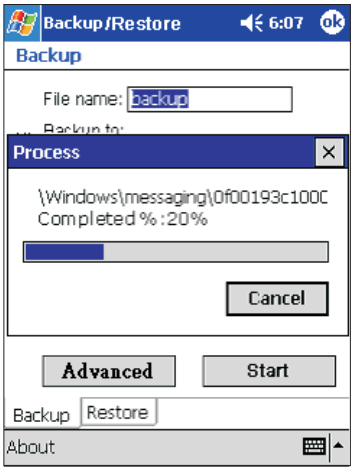
When a backup file of the same filename as set exists in the selected storage card, a pop-up message appears.

Tap Yes to replace existing file, or tap No, then either define a new filename or select another storage card.

A pop-up message will appears prior to beginning the Backup operation.

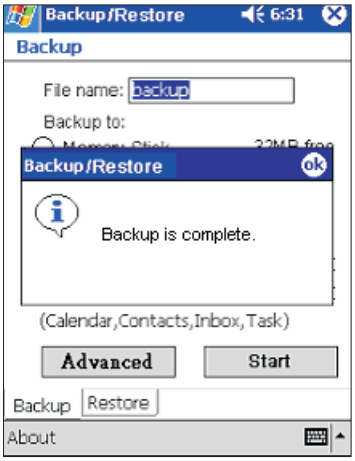
6 Tap OK.

During the backup process, a progress screen will appear displaying backup status.



Tap Cancel to stop the backup process.

7 When the backup process is completed, a message box appears.



Tap ok to revert to the Backup tab screen.

Restore function

You can only restore backup files that are generated by Backup/Restore; file format is *.abk (Acer backup).

To perform data restoration

1 Close all running programs except for Backup/Restore.

2 Select a source storage card from the 'Restore from' radio buttons.

The lower half of the screen will display a list of files contained in the selected storage card. Filename, file size and date when the backup file was created are indicated in the list.

3 Tap a filename to select the file you wish to restore.

Non-.abk files are not shown.

Tap ok then, select a .abk file

When a .abk file is selected, the window will shift to display file information including:

- Backup file - filename of the selected .dbk file.
- Created on - date when the selected .dbk file was created.
- Backup option.

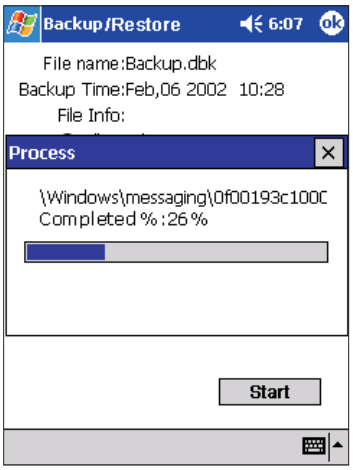
- Main memory free size - free space in your handheld's main storage memory. This should be bigger than the file size of the selected .abk file for the restore process to continue.

4 Tap Start to proceed with the restore process.

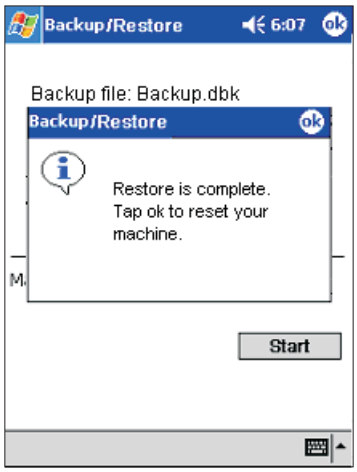
A pop-up message appears.

5 Tap OK.

6 During the restore process, a progress screen will appear displaying restore status.



7 When the restore process is completed, a message box appears.



Tap ok to revert to the Restore tab screen.

To delete a file from a storage card

To increase the size of available free space in a storage card, you have the option to delete files that you no longer need.

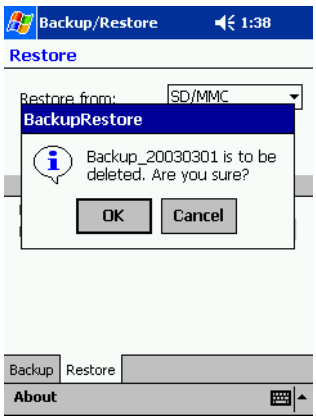
1 Tap the Restore tab.

2 Tap a menu item to select a storage card.

3 From the list, tap a filename to display a pop-up menu.

4 Tap Delete.

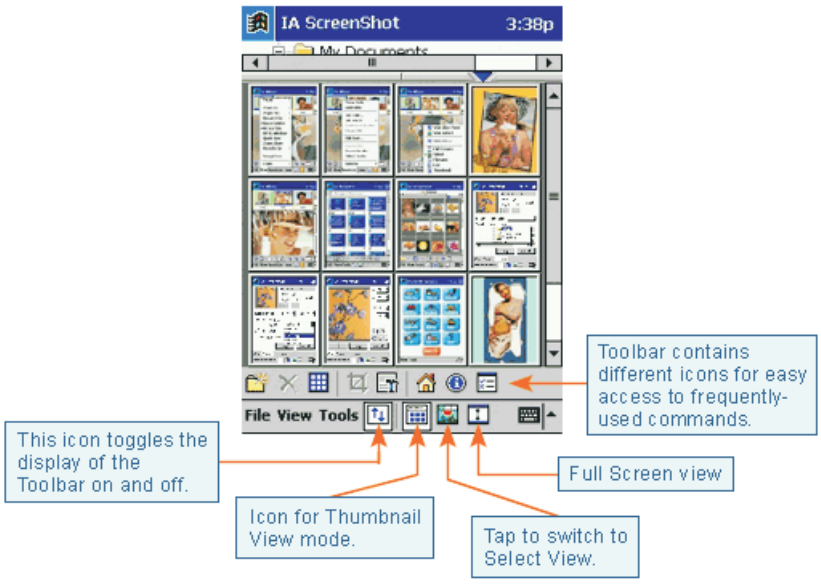
A message confirming deletion will appear.



5 Tap OK.

IA Album LE

IA Album LE (Lite Edition) is a convenient image viewing tool for file management, browsing and viewing.

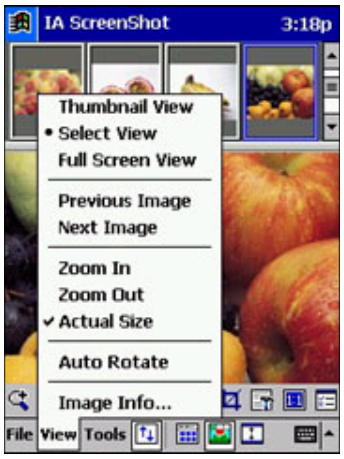


Key features include:

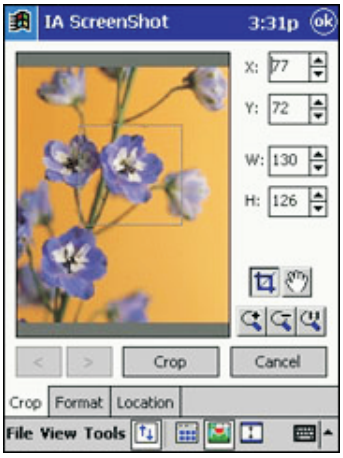
- Built-in Screen Capture function with option to enable a capture sound.
- Image viewing for BMP, 2BP, PNG, JPEG and GIF files.

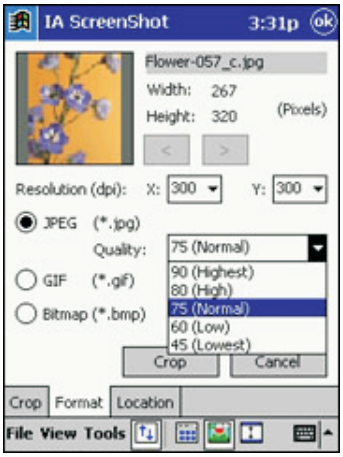
- Image file and folder management capabilities.

  View and manage any image on your handheld from any source (BMP, 2BP, PNG, JPEG, CMYK JPEG, or GIF format), whether or not they are screen-capture files created by IA ScreenShot.
- Image browsing and viewing modes include Thumbnail, Select, and Full Screen views.

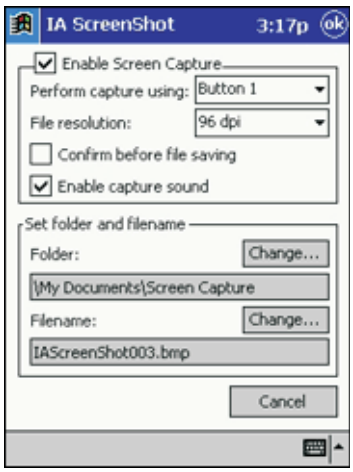


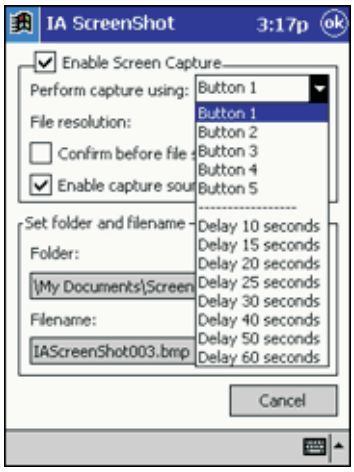
- Optimise colors for 24-bit, 16-bit, 12-bit, 8-bit, and grayscale displays.
- Crop and Save (i.e.,designate any portion of an image and then save that portion to a new file).





- Option to:
  - Select one of your hardware buttons to function as your Capture button, or specify a delay-time.





  - Convert an existing file to a different format (JPEG, GIF, or Bitmap) and resolution.
  - Save a captured screen image as a Bitmap, GIF, or JPEG file (desired resolution between 60 and 300 dpi).
- Specify a Home Folder and then quick-jump to that folder or any other folder you have accessed during the current IA ScreenShot session.

IA Album LE menus

The user interface provides three menus on the Command Bar—File, Tools, and View.

File menu

The File menu provides a convenient way to switch folders, create or delete folders, delete images, select all images in a folder, and quit the IA Album LE program.

Go To

- The Go To command provides a convenient way to switch folders. Any folders you have accessed during the current IA Album LE session will be available on the menu that appears when you tap Go To.
- You can access the GoTo menu by tapping the Go To icon on the Toolbar when in the Thumbnail View mode.
- There is also a Home command on the GoTo menu. By default, the Home Folder is set to the \My Documents folder. You can change the Home Folder to any folder you by:
  a Selecting Options... from the Tools menu.
  b Tapping the Change... button in the Home field.

New Folder...

The New Folder... command allows you to create a new folder on your handheld that you can use to store images.

1 Select the folder (in the upper pane) under which you want the new folder to reside.

2 Select the New Folder... command.

3 Enter the name for the new folder in the dialog box.

Note that this command is also on the Toolbar, and on the pop-up menu that appears when you tap-and-hold in the folder pane, when in Thumbnail View mode.

Delete Folder

The Delete Folder command allows you to delete an existing folder on your handheld.

1 Select the folder you want to delete.

2 Select Delete Folder from the File menu or the pop-up menu that appears when you tap-and-hold in the Folder pane when in Thumbnail View mode.

Delete

- After you have selected one or more image files, the Delete command becomes available. It allows you to permanently delete the file or files from the folder.
- You can also select this command from the Toolbar, or the pop-up menu that appears when you tap-and-hold in the lower pane, during Thumbnail View mode.

Select All

- This command selects all images in the current folder. When in Thumbnail View mode, you can also use the Select All icon on the Toolbar.
- If you wish to deselect all images after multiple images have been selected, simply tap anywhere within an empty portion of the Thumbnail image pane.

Exit

The Exit command terminates IA Album LE and removes it from the programs running in memory on your handheld.

View menu

The View menu allows you to choose view modes, display your images in various ways such as zoom/rotate, and view data concerning the attributes of the images.

Thumbnail View

- Thumbnail view can be invoked by selecting Thumbnail View on the View menu, or by tapping its icon on the Toolbar.

- Thumbnail view displays the images in the current folder as thumbnails.

- To display an additional row of thumbnail images, tap the upward-pointing red triangle. Conversely, each time you tap a downward-pointing blue triangle, a row of thumbnail images will be hidden.
- To change the position of an image in the thumbnail display, tap the stylus on the desired image and then drag the image to the desired position.
- To select multiple thumbnail images for mass-editing such as Delete, place your stylus within the edge at the far left or far right of the screen and then drag the stylus over the desired images.
- Pressing the Right Arrow button or Down button on your handheld's Directional pad will select the next Thumbnail image in the current folder. Pressing the Left Arrow or Up button will select the previous thumbnail.
- If you double-tap an image in Thumbnail view, IA Album LE will switch to Select View mode, with the tapped thumbnail shown as the enlarged image.

Select View

- You can switch to Select View mode by:
  - Double-tapping on the desired image while in Thumbnail View mode
  - Tapping the Select View command on the View menu
  - Tapping the Select View icon on the Toolbar
  - Pressing the Directional pad on your handheld.

  The selected image will be enlarged.
- When you are in Select View, you can zoom, pan, and crop an image. To pan an image that does not fit in the display area in its entirety, press your stylus on the image and drag it in the desired direction.
- A different Toolbar displays when Select View is the active view mode, providing convenient access to ten of the more common commands for Select view. To learn the function of any Toolbar icon, press your stylus on the icon to view its Tooltip.
- Pressing the Right Arrow button on your handheld will display the next image in the current folder, and pressing the Left Arrow button will display the previous image.
- You can press the Up button to zoom in on the currently displayed image, and press the Down button to zoom out.

Full Screen View

- Full Screen View mode maximises the selected image so that the entire screen is used to display it. If you tap on an image while in Full Screen View, you will be returned to the previous view mode.
- You may activate the Full Screen View mode by either:
  - Selecting the Full Screen View command on the View menu.
  - Tapping the Full Screen View icon on the Toolbar.
  - Pressing on the center of the Directional pad until Full Screen view is activated.
- In addition, pressing the Right Arrow button on your handheld while in Full Screen View mode will display the next image in the current folder. Pressing the Left Arrow button will display the previous image.
- You can press the Up button to zoom in on the currently displayed image. Press the Down button to zoom out.

Previous/Next Image

- The Previous and Next Image commands on the View menu (and the Previous Image icon on the Toolbar) is available only during Select View mode.
- It selects the image previous to, or next to the current image (sequentially in the current folder) for display.

Zoom In/Zoom Out

- The Zoom In command on the View menu (and Zoom In icon, the left most icon on the Toolbar for Select View), is available only in Select View mode.
- Each time you select this command, the current image is incrementally magnified or reduced.

Actual Size

- The Actual Size command on the View menu (and Actual Size icon on the Toolbar), is available only in Select View mode.
- When you select this command, the current image will be displayed in its actual size; that is, a one-to-one pixel ratio.

Auto Rotate

- If Auto Rotate is selected, images will automatically be displayed in the most appropriate orientation on the screen.
- If active, a check mark will be shown to the left of the command name on the View menu.

Image Info...

- You can view various image attributes, folder information, and system resource usage status by selecting the desired image and then tapping Image Info... on the View menu.
- The Image Info screen consists of the Image, Size, Folder, and System tabs. When you are finished viewing the info, click OK in the upper right corner of the screen.
- The Image Info feature is also available on the Toolbar in the form of an icon. When an image is being displayed in its Actual Size in Select View mode, the Image Info icon is shown as "1:1" instead of its standard appearance (the letter "i" inside a blue circle).

Tools menu

The Tools menu is where you set up your preferences for Screen Captures and general IA Album LE behaviors. It also allows you to crop an image, save it in a different format, send via infrared beaming, and access the main Help contents.

Crop...

- The Crop... command allows you to specify a portion of a file and then save that portion of the file to a new individual file.
- It also lets you save a file to a different format and/or location. First select the image you want to crop (in either Thumbnail View or Select View). A thumbnail image will be shown in the Crop tab after you select Crop... from the Tools menu (or the Crop icon on the Toolbar).

Crop tab

- In the Crop tab, you can drag your stylus on the image to manually specify a square/rectangular area, or you can specify values in the X and Y (origin) and W and H (area) fields. After a Crop region has been defined, you can drag it around using your stylus if desired. You can also Pan or Zoom In/Out using the icons in the Crop tab.
- To save the cropped portion as a new file immediately to the same file type as the original, tap the Crop button. The default file-naming convention appends an underscore and a "c" (_c) prior to the extension, and places it in the current folder.

Format tab

- To save to a different file type and/or resolution, open the Format tab. You can save as JPEG, GIF, or Bitmap.
- Depending on which format you choose, Quality and Color choices will also be available. You can also save the new image at a different resolution if desired.

Location tab

- To save the file to a different folder, open the Location tab and select the folder.
- You can also change the filename in this tab prior to tapping the Crop button to save the image to the new location.

Capture Settings...

The Capture Settings... command on the Tools menu allows you to set any of your handheld's system buttons to act as a "capture" button. Then by simply pushing the capture button that you have designated, whatever is currently displayed on your handheld screen will be saved as an image file.

Initial setup

To set the preferences and attributes that will control the behavior of your Screen Captures:

1 Tap Capture Settings... on the Tools menu, or its icon on the Toolbar.

2 Make sure the Enable Screen Capture check box is checked.

3 In the Perform Capture Using field, select the desired button or time-delay from the drop-down list.

If you select a button, that button on your handheld will be used as your Screen Capture button. The buttons in the drop-down list refer to the hardware buttons on your handheld.

If you select a Delay Time value from the list, the screen capture will take place after the chosen number of seconds passes.

4 In the File Resolution field, you can select a different pre-defined resolution from the drop-down list box.

Your screen captures will be saved to the resolution you choose in this field. However, you cannot change the resolution if you choose to save screen captures in the GIF format.

5 Choose whether or not you want a Confirmation screen to appear each time you create a screen-capture file.

By default, the Confirm Before File Saving check box is selected. If you remove the check from this check box, the screen capture process will take place immediately with no confirmation.

6 Choose whether or not you want to trigger a sound each time you perform a screen capture. If so, check the Enable Capture Sound check box.

7 In the bottom half of the screen, a default name and default location for the screen-capture file is automatically specified. The default location is the \My Documents folder.

If you want to specify a different folder in which to save the screen-capture file, tap the Change... button next to the Folder field and select the desired folder in the screen that appears.

8 Likewise, if you want to specify a different filename prefix or suffix, tap the Change... button next to the Filename field and make the desired change.

The name iasnap001 will be given to the first screen-capture file by default. The next screen-capture file would be sequentially named iasnap002, etc.

9 By default, screen-capture files will be saved in the Bitmap (.bmp) format. You can optionally choose to save screen-capture files in the JPEG or GIF format.

JPEG format is suitable for saving a screen on which a photo or video is displayed.

GIF can produce the smallest file size when used to store regular screen shots.

Specify the desired format in the Select the capture file format field. When finished, tap OK in the upper right corner. This will return you to the previous screen.

10 Tap OK.

Capturing screens

- As long as the Enable Screen Capture check box is selected, and IA Album LE is running (even in the background), you can perform a Screen Capture anytime you want, just by pressing the "capture" button you have specified. When IA Album LE is not running, the original function of that handheld button will be restored.
- If the Confirm Before File Saving check box is checked in the initial Screen Capture setup screen, a confirmation screen will appear and ask you to confirm the filename and destination after you press your "capture" button.

Tap OK in the upper right corner of the Confirmation screen to save the file. You can assign a new filename if desired.

- If the Confirm Before File Saving check box is not checked in the initial Screen Capture setup screen, the filename prefix, suffix (format), and location you specified earlier will be used to automatically save the file.

Send via Infrared...

- The Send via Infrared... command allows you to send the selected file to another device via infrared beaming, without having to leave IA Album LE.
- After the receiving device has started its "Receive via Infrared" process, tap Send via Infrared.... You will have approximately 30 seconds in which to line up the infrared port of your handheld with the infrared port of the receiving device.

Options...

Tapping Options... on the Tools menu, or its icon on the Toolbar, opens a screen that contains settings for color dithering, auto-rotation, size of thumbnail images, and your Home Folder.

- Color Optimization

  The choices in the Color Optimization drop-down list are related to output fidelity of the images displayed on your handheld. If you have an 8-bit, 12-bit, or 16-bit color handheld, you should select the appropriate item from the list so that IA Album LE can map the images to 16-bit, 12-bit, or 8-bit color displays. This will enable IA Album LE to perform optimum dithering for you in the event that an image contains a color not supported by your handheld screen.

  Automatic is the default setting, meaning that IA Album LE will do its best to detect your Pocket PC's display capabilities according to the system, and automatically optimise colors. None does not optimise any of the images' colors. The image will be displayed without any modification if None is selected.

- Auto Rotate

  The Auto Rotate buttons control whether the intelligent 90-degree rotation will occur to the Left or to the Right when in Full Screen view. This function is activated when the Auto Rotate command on the View menu is selected.

- Thumbnail Size

  The Thumbnail Size buttons control whether thumbnail images display in Large or Small size when IA Album LE is in Thumbnail View or Select View. The Small button is selected by default.

Acrobat® Reader® for Pocket PC®

Acrobat® Reader® for Pocket PC® is a software that lets you view, Adobe Portable Document Format (PDF) files from your handheld.

Acrobat Reader for Pocket PC includes two components that work together:

- The ActiveSync® filter runs on the Windows platform. It prepares untagged Adobe PDF files for the Pocket PC and transports them to your handheld.
- The Reader is the Pocket PC application, designed to accommodate the characteristics of small-screen devices.

Acrobat® Reader® for Pocket PC® allows you to choose between two ways to view Adobe PDF files.

- One allows you to view the Adobe PDF file exactly as intended.
- The second utilises tagged Adobe PDF files, which provide the best reading experience on handhelds because text and images can be easily reflowed to fit the screen size.

For more information about Acrobat® Reader® for Pocket PC®, refer to (http://www.adobe.com/products/acrobat/readerforppc.html/).

Pocket*TV*™

Pocket*TV*™ allows you to playback standard MPEG-1 video files (i.e. extension .mpeg, .mpe or .mpg) as well as MPEG-1 video elementary streams (i.e. video only, no audio), with extension .m1v.

The program also supports .m1u files (MPEG-1 URL). These are text files that contain the URL of an MPEG file. These files can be used to trigger streaming from web pages. For more information, see (http://www.pockettv.com/html.html/).

NOTE: Pocket*TV* can be launched from the File Explorer, by tapping on an MPEG file.

Refer to the subsequent sections for a brief description of Pocket*TV*'s menus and commands.

Command bar

The Command bar contains the usual media player commands including:

- Stop
- Play
- Pause
- Step
- Fast-forward
- Volume control
- Mute
- Repeat (loop)
- Open file
- Fullscreen/Landscape switch
  Pocket*TV* automatically detects the screen orientation when a third-party Landscape driver is used (JSLandscape or Nyditot Virtual Display).

TIP: You can also tap on the video to switch between normal mode and Fullscreen/ Landscape mode.

Seek/Progress bar

Allows you to control display pace and shows the playback progress.

Status bar

Shows time information (estimated time elapsed, estimated total play time), fps indicator (actual frames-per-second) and bit-rate indicator.

Menu

Includes the following commands:

- **Open File** — Select a file to open.

  There are two possible ways to open a file depending on whether the option Options>Files>OpenWithTGetFile is selected or not.

  If selected, you can open a file located anywhere, otherwise it uses the standard Microsoft dialog which only shows the files located in '\My Documents\' and in one level of subfolders.

- **Open URL** — Specify an http URL for streaming.

  Built-in streaming protocols include http and ftp.

- **Save Frame** — Capture and save the current frame.

  The frame is saved in RGB 'Targa' format and can be viewed or converted using the popular PQView image viewer.

- **Properties** — Show the file parameters.

- **About** — Show copyright and registration information.

- **Exit** — Terminate the application.

  This is different from the (X) 'Smart Minimize' button, which merely deactivates Pocket*TV* and pushes it back to the background.

Options

Includes the following commands:

- **Audio Channels** — Stereo, Mono (left), Mono (right)
- **Audio Quality** — High, Medium, Low
- **Size** — Auto - fit screen if video is larger than screen

  Nominal - fit screen if video is smaller than screen

  Fit screen

  Fill screen

- **Fullscreen** — 90 deg Left
  90 deg Right
  Auto at Play - switch to Fullscreen when it starts playing
  Always when Playing - links play mode with Fullscreen
- **Color** — Opens the Color Adjustment dialog.
  You can adjust the Brightness (Gamma), Contrast, Color (saturation) and color balance (red, green and blue gamma).
  There are options to set each individual value to neutral or default (i.e. adjusted for optimum quality).

NOTE: The Default and Neutral options in the Colors menu act on all the values.

Files

Includes the following commands:

- Play at Open — File is in automatic playback mode when opened.
- Microdrive — Additional buffering is use to reduce battery usage when playing from a hard drive or Microdrive.
- Open with tGetFile — Change the format of the Open File dialog.
- Save with tGatFile — Change the format of the Save File dialog.
- Remember Last — Last opened file before exiting Pocket*TV* is automatically on the next session.
- File Association — Check file association.

NOTE: If Pocket*TV* file association was modified by another application, you have the option to restore it.

- Button — Open the Hardware Button Mapping dialog box.
  Any hardware button can be mapped to commonly used Pocket*TV* commands. Buttons can be individually unmapped. Buttons that are not mapped keep their normal shell mapping (e.g. start Contact application etc.).
  You can restore default mapping or clear all mapping. Normal button mapping is restored when Pocket*TV* is deactivated
- Status Bar — Show or hide the Status bar.

• Fast Video	If ON, Pocket*TV* uses the GAPI library for direct access to the display buffer for better performance.
• Dither	If ON, Pocket*TV* uses an advanced dithering algorithm that improves video quality noticeably by removing contouring/banding at no cost in performance.

NOTE: For more information on Pocket*TV* usage and troubleshooting, see (http://www.mpegtv.com/wince/pockettv/faq.html/).

7 Using expansion features

The slim and lightweight design of your Acer n10 belies the impressive expansion features that it is capable of. These expansion features include the following:

- Integrated dual usage SD/MMC slot
- CF Type I/Type II slot

These expansion features allow you to:

- Install additional applications
- Increase storage capacity
- Perform backup procedures

NOTE: In using any peripheral device with your handheld, please refer to the documentation accompanying each device for information on how to install and operate it.

Using a Compact Flash type I/type II card

On the top of your handheld is a Compact Flash type I/type II slot. This allows you to install additional applications, expand your handheld memory, and perform data backup/restore operations.

Refer to "Top view" on page 6 for the location of the CF slot.

For instructions on how to use a CF card to perform data backup, refer to "Backup/Restore" on page 62.

Inserting a Compact Flash card

1 Hold your handheld securely.

2 Remove the dummy CF card from the card slot

3 Insert the CF card into the CF slot.

4 Push the card into the slot using your finger until you feel the card lock and hear an audible system sound; this will signal that the card is already properly seated within the slot.

Removing a Compact Flash card

1 Hold your handheld securely.

2 Gently remove the card from the slot.

3 When your handheld emts a two-tone beep you have properly removed the card. Reinsert the dummy CF card to protect the connectors.

Using an SD/MMC card

On the left side of your handheld is an SD/MMC slot. This allows you to expand your handheld memory and perform data backup.

Refer to "Left view" on page 5 for the location of the SD/MMC slot.

Inserting an SD/MMC card

1 Hold your handheld securely.

2 Insert the card into the SD/MMC slot.

3 Push the card into the slot using your finger until you feel the card lock and hear an audible system sound. This indicates that the card is properly seated within the slot.

Removing an SD/MMC card

1 Hold your handheld securely.

2 Release the card from the slot by using your thumb to push against the top of the card, as if you were pushing it further into the slot (**a**). An audible system sound and a click will signal that the card has been released.

3 Gently remove the card from the slot (**b**).

8 Exchanging and updating data using ActiveSync®

Using ActiveSync®, you can synchronise information in Microsoft Outlook or Microsoft Exchange on your computer with your handheld. You can also synchronise this information directly with a Microsoft Exchange server. Each time you synchronise, ActiveSync compares the changes you made on your handheld and computer or server and updates both locations with the latest information. For example:

- Keep Pocket Outlook data up-to-date by synchronising your handheld with the Microsoft Outlook data on your computer.
- Synchronise Microsoft Word and Microsoft Excel files between your handheld and computer. Your files are automatically converted to the correct format.

For information on using ActiveSync, see ActiveSync Help on the your computer.

NOTE: By default, ActiveSync does not automatically synchronise all types of information. Use ActiveSync options to turn synchronisation on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your handheld data.
- Copy (rather than synchronise) files between your handheld and computer.
- Control when synchronisation occurs by selecting a synchronisation mode.
  For example, you can synchronise continually while connected to your computer or only when you choose the synchronise command.
- Select which information types are synchronised and control how much data is synchronised.
  For example, you can choose how many weeks of past appointments you want synchronised.

Using ActiveSync®

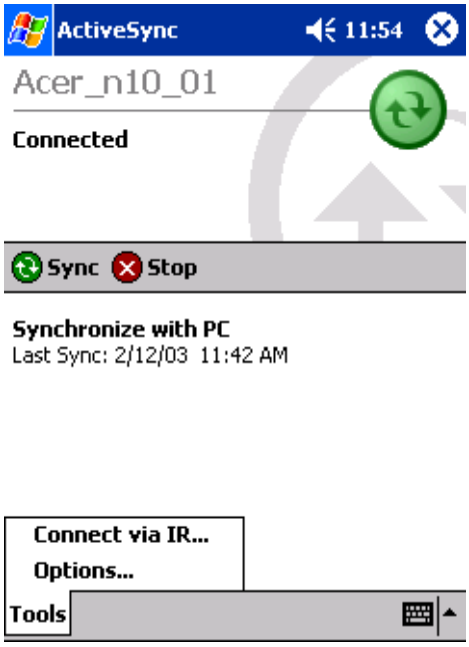
Before you begin synchronisation, install ActiveSync on your computer from the Acer n10 Handheld Companion CD.

NOTE: ActiveSync is already installed on your handheld.

For more information on installing ActiveSync, see "Installing the Microsoft® ActiveSync® software" on page 8 or you could refer to the Just for Starters... poster included in the package contents.

To open ActiveSync on your handheld, tap , and then tap ActiveSync.

For information about using ActiveSync on your computer, start ActiveSync on your computer, and then see ActiveSync Help.



9 Getting connected

You can use your handheld to exchange information with other mobile devices as well as your computer, a network, or the Internet. You have the following connection options:

- Use the infrared (IR) port on your handheld to send and receive files from another IR-enable device.
- Connect to your Internet service provider (ISP). Once connected, you can send and receive email messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer.

  The communication software for creating an ISP connection is already installed on your handheld. Your service provider will provide software needed to install other services, such as paging and fax services.
- Connect to the network at your company or organisation where you work. Once connected, you can send and receive email messages by using Inbox, view Web or WAP pages by using Microsoft® Pocket Internet Explorer, and synchronise with your computer.
- Connect to your computer to synchronise remotely. Once connected, you can synchronise information such as your Pocket Outlook information.

Transferring items using infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments to/from other IR-enabled devices.

Refer to "Left view" on page 5 for the location of your handheld's IR port.

To send information

1 Switch to the program where you created the item you want to send and locate the item in the list.

2 Align the IR port of your handheld with that of the receiving IR-enabled device so that they are unobstructed and within a close range.

3 Tap and hold the item, and then tap Beam Item on the pop-up menu.

-or-

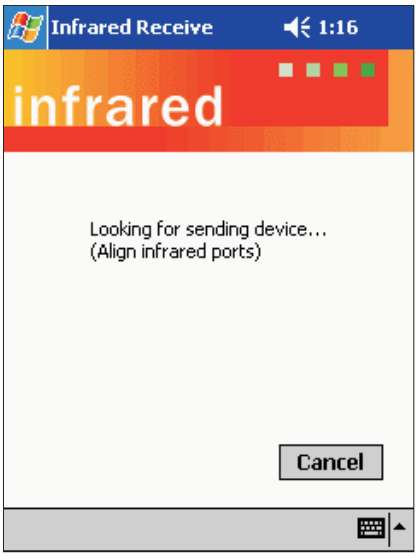
Send items (but not folders) using File Explorer.

- Tap and hold the item you want to send and then tap Beam File on the pop-up menu.

To receive information

1 Align the IR port of your handheld with that of the sending IR-enabled device so that they are unobstructed and within a close range.

2 Have the owner of the sending device transmit the information to you. Your handheld will automatically receive it.



Connecting to the Internet

You can connect to your ISP, and use the connection to send and receive email messages and view Web or WAP pages.

You can connect to the Internet work in one of two ways:

- Create a modem connection.

  If this is the method you want to use, see "To create a modem connection to an ISP" later on this page.

- Use an Ethernet card and a net tap to connect to the network.

  If this is the method you want to use, see "To create an Ethernet connection to an ISP" on page 96.

  Your n10 handheld supports a Compact Flash Ethernet card or a Compact Flash Modem card.

To create a modem connection to an ISP

1 Obtain the following information from your ISP:

- ISP dial-up access telephone number
- User name and password

  Some ISPs require information in front of the user name, such as MSN/ username.

- TCP/IP settings.

2 Insert a Compact Flash Modem card (purchased seperately) into your handheld's CF slot.

NOTE: For instructions on inserting and using a CF Modem card, see the documentation that came with the card.

3 Tap and then Settings.

In the Connections tab, tap Connections. Under The Internet settings, select Internet Settings and tap Modify.

4 In the Modem tab, tap New.

5 Enter a name for the connection, such as "ISP Connection".

6 In the Select a modem list, select your modem type.

If your modem type does not appear, try re-inserting the modem card.

7 You should not need to change any settings in Advanced. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap Advanced and then the TCP/IP tab, and enter the address. When finished, tap OK and then Next.

8 Enter the access phone number, and tap Next.

9 Select other desired options, and tap Finish.

10 In the Dialing Locations tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection

To start the connection, simply start using one of the following programs. Your handheld will automatically begin connecting. Once connected, you can:

- Send and receive email messages by using Inbox.

  Before you can use Inbox, you need to provide the information it needs to communicate with the email server. For instructions, see "Connecting directly to an email server" on page 99.
- Visit Web and WAP pages by using Pocket Internet Explorer.

  For more information, refer to "10 Using Microsoft® Pocket Internet Explorer" on page 101.
- Send and receive instant messages with MSN Messenger.

  For more information, refer to "MSN® Messenger" on page 54.

To create an Ethernet connection to an ISP

1 Obtain the following information from your ISP:

- User name and password
- Domain name

2 Insert the Compact Flash Ethernet card (purchased seperately) into your handheld's CF slot.

NOTE: For instructions on inserting and using a CF Ethernet card, see the documentation that came with the card.

The first time you insert the card, Network Settings will appear automatically so that you can configure the Ethernet settings. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

NOTE: If Network Settings does not appear or you wish to change settings later, tap and then Settings. On the Connections tab, tap Network, tap the adapter you want to change, and then tap Properties.

3 Tap OK.

4 Connect the Ethernet card to the network by using a network cable.

5 Tap , Settings, Connections tab, and then Connections.

6 From the My network card connects to list, select Internet.

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

Connecting to a network

If you have access to a network at work, you can send email messages, view Intranet pages, synchronise your handheld, and possibly access the Internet. You can connect to a network in one of two ways:

- Create a modem connection by using an RAS account.

  Before you can create this modem connection, your network administrator will need to set up an RAS account for you. If this is the method you want to use, see "To create a modem connection to a network" later on this page. Your network administrator may also give you VPN settings.

- Use an Ethernet card and a net tap to connect to the network.

  If this is the method you want to use, see "To create an Ethernet connection to a network" on page 98.

  Your n10 handheld supports a Compact Flash Ethernet card or a Compact Flash Modem card.

To create a modem connection to a network

1 Get the following information from your network administrator:

- Dial-up access telephone number
- User name and password
- Domain name
- TCP/IP settings

2 Insert a Compact Flash Modem card (purchased seperately) into your handheld's CF slot.

NOTE: For instructions on inserting and using a CF Modem card, see the documentation that came with the card.

3 Tap and then Settings. In the Connections tab, tap Connections. Under The Internet settings, select Internet Settings and tap Modify.

4 In the Modem tab, tap New.

5 Enter a name for the connection, such as "Company Connection."

6 In the Select a modem list, select your modem type.

If your modem type does not appear, try reinserting the modem card.

7 You should not need to change any settings in Advanced. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap Advanced and then the TCP/IP tab and enter the address. When finished, tap OK and then Next.

8 Enter the access phone number, and tap Next.

9 Select other desired options, and tap Finish.

10 In the Dialing Locations tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection

To start the connection, simply start using one of the following programs. Your handheld will automatically begin connecting. Once connected, you can:

- Send and receive email messages by using Inbox.

  Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server.

  For specific instructions, refer to "Connecting directly to an email server" on page 99.
- Visit Internet or and intranet Web or WAP pages by using Pocket Internet Explorer.

  For more information, refer to"10 Using Microsoft® Pocket Internet Explorer" on page 101.
- Send and receive instant messages with MSN Messenger.

  For more information, refer to "MSN® Messenger" on page 54.
- Synchronise.

  For more information, see ActiveSync Help on the your computer.

To create an Ethernet connection to a network

1 Get the following information from your network administrator:

- User name and password
- Domain name

2 Insert the Compact Flash Ethernet card (purchased seperately) into your handheld's CF slot.

NOTE: For instructions on inserting and using a CF Ethernet card, see the documentation that came with the card.

The first time you insert the card, Network Settings will appear automatically so that you can configure the Ethernet settings. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

NOTE: If Network Settings does not appear or you wish to change settings later, tap and then Settings. On the Connections tab, tap Network, tap the adapter you want to change, and then tap Properties.

---

3 Tap OK.

4 Connect the Ethernet card to the network by using a network cable.

5 Tap , Settings, Connections tab, and then Connections.

6 From the My network card connects to list, select Work.

To start the connection

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

To remotely synchronise your handheld

1 Tap , and then ActiveSync.

2 In the Tools menu, tap Options.

3 In the PC tab, select Include PC when synchronising remotely then select your computer's name.

Remote synchronisation with a computer will work only if you have set up a partnership with that computer through ActiveSync and have set ActiveSync to allow remote connections. Other restrictions apply.

For more information on synchronising remotely, see ActiveSync Help on the your computer.

End a connection

To disconnect, do one of the following:

- When connected via cable, detach your handheld from the cable.
- When connected via Infrared, move your handheld away from the computer.
- When connected via a network (Ethernet) card, remove the card from your handheld.

Connecting directly to an email server

You can set up a connection to an email server so that you can send and receive email messages by using a modem or network connection and Inbox on your handheld.

NOTE: The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

You can use multiple email services to receive your messages. For each email service you intend to use, first set up and name the email service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

To set up an email service

1 In Inbox on your handheld, tap Services.

2 Tap New Service.

3 Follow the directions in the New Service wizard.

For an explanation of a screen, tap and then Help. When finished connecting to your email server, tap Services and then Connect.

For more information on using the Inbox program, see "Inbox" on page 41.

Get help on connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- The section on "Inbox" on page 41.
- Online Help of your handheld. Tap and then Help. Tap View, All Installed Help, and then Inbox or Connections.
- ActiveSync Help on the your computer. In ActiveSync, click Microsoft ActiveSync Help on the Help menu.
- For troubleshooting information, see the Pocket PC Web site at (http://www.microsoft.com/mobile/pocketpc/).

10 Using Microsoft® Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronisation with your computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder of Internet Explorer on your computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in "9 Getting connected" on page 93.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Mobile Favorites folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder of Internet Explorer on your computer will be synchronised with your handheld. This folder was created automatically when you installed ActiveSync.

Favorite links

During synchronisation, the list of favorite links in the Mobile Favorites folder on your computer is synchronised with Pocket Internet Explorer on your handheld. Both locations are updated with changes made to either list each time you synchronise. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your handheld, and you will need to connect to your ISP or network to view the content.

For more information on synchronisation, see ActiveSync Help on your computer.

Mobile favorites

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your handheld. Synchronising mobile favorites downloads Web content to your handheld enable you to view pages while you are disconnected from your ISP and computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite

1 In Internet Explorer on your computer, click Tools and then Create Mobile Favorite.

2 To change the link name, enter a new name in the Name box.

3 Optionally, in Update, select a desired update schedule.

NOTE: If you did not specify an update schedule, you will need to manually download content to keep the information updated on both your computer and handheld. Before synchronising with your handheld, in Internet Explorer on your computer, click Tools and then Synchronise. You will see the last time content was downloaded to the computer, and you can manually download content if needed.

4 Click OK.

Internet Explorer downloads the latest version of the page to your computer.

TIP: You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your computer, click View, Toolbars, and then Customise.

To download a mobile favorite

1 Right-click the mobile favorite and then click Properties.

2 In the Download tab, specify the number of links deep you want to download.

To conserve handheld memory, go only one level deep.

3 Synchronise your handheld and computer.

Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your handheld.

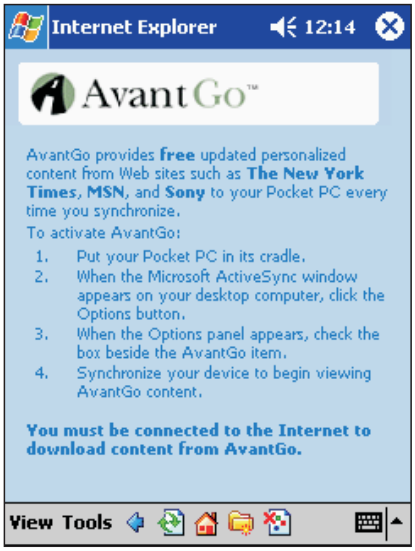
To save handheld memory

Mobile favorites take up storage memory on your handheld. To minimise the amount of memory used, observe the following:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to your handheld.
- Limit the number of downloaded linked pages.
  a In Internet Explorer on the computer, right-click the mobile favorite you want to change and then click Properties.
  b In the Download tab, specify 0 or 1 for the number of linked pages you want to download.

AvantGo channels

AvantGo is a free interactive service that gives you access to personalised content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your handheld. Then, you synchronise your handheld and computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.



To sign up for AvantGo

1 In ActiveSync options on your computer, turn on synchronisation for the AvantGo information type.

2 In Pocket Internet Explorer on your handheld, tap the Favorites button to display your list of favorites.

3 Tap the AvantGo Channels link.

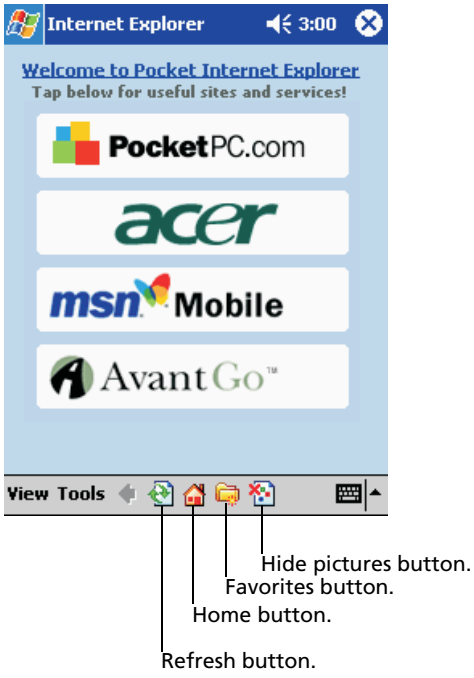
4 Tap the Activate button.

5 Follow the directions on the screen.

- You will need to synchronise your handheld with your computer and then tap the My Channels button to complete the AvantGo setup.
- When synchronisation is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels.
- To add or remove channels, tap the Add or Remove link.

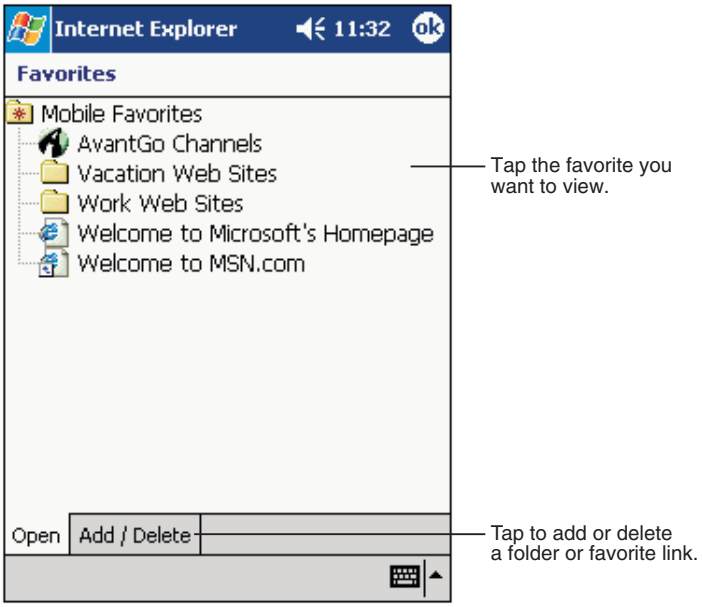
Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your handheld without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



To view mobile favorites and channels

1 Tap the Favorites button to display your list of favorites.



2 Tap the page you want to view.

You'll see the page that was downloaded the last time you synchronised with your computer. If the page is not on your handheld, the favorite will be dimmed. You will need to synchronise with your computer again to download the page to your handheld, or connect to the Internet to view the page.

To browse the Internet

1 Set up a connection to your ISP or corporate network, as described in"9 Getting connected" on page 93.

2 To connect and start browsing, do one of the following:

- Tap the Favorites button, and then tap the favorite you want to view.
- Tap View and then Address Bar. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap Go. Tap the arrow to choose from previously entered addresses.
- To add a favorite link while using the handheld:
  a Go to the page you want to add.
  b Tap and hold on the page.
  c Tap Add to Favorites.

11 Customising your handheld

You can customise your handheld based on your personal requirements and preferences as well as depending on your usual work modes. Customise your handheld by doing either of the following:

- Adjust the handheld settings
- Add or remove programs

Adjusting handheld settings

You can adjust the settings of your handheld to suit the way you work.

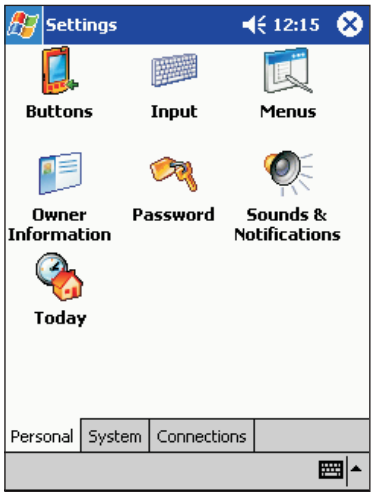
To access Settings

- Tap , then Settings.
  Tap an available Settings option to open the corresponding adjustment page.

The Settings window has three tabs—Personal, System, and Connections, each of which has its own set of options.

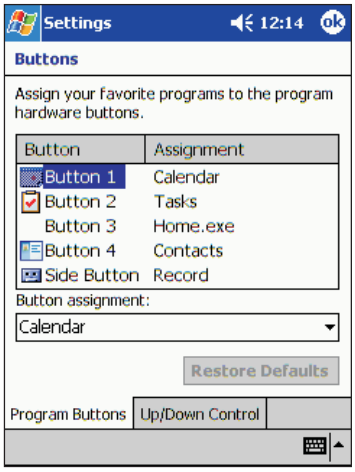
The succeeding sections shows the configuration page of each the Settings options. For detailed instructions on these pages, access the page then tap then, Help.

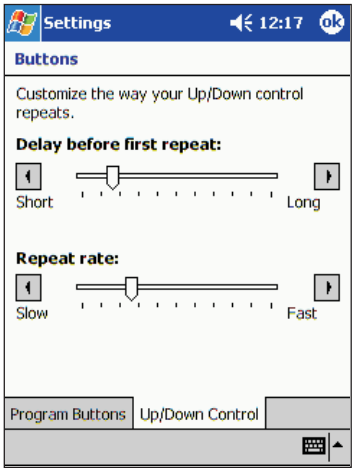
Personal



Buttons

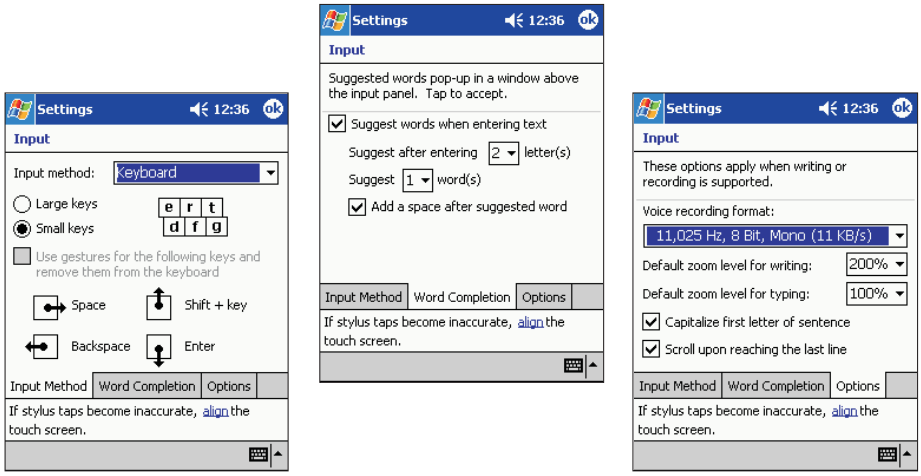
Assign your favorite programs to any of the Quick buttons.





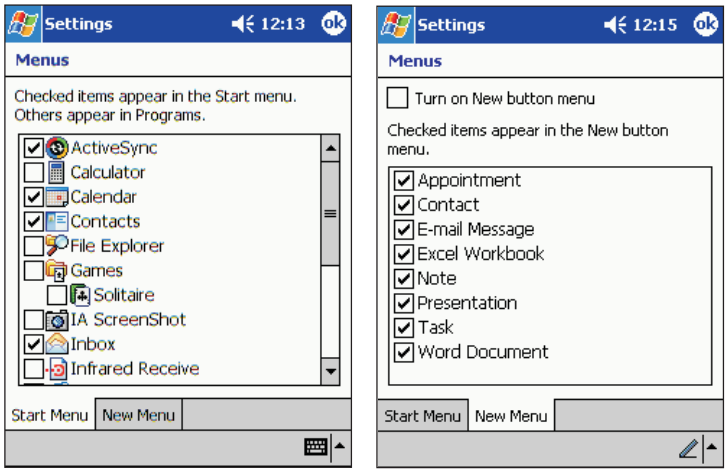
Input

Select an input method, options for word completion and other related settings.



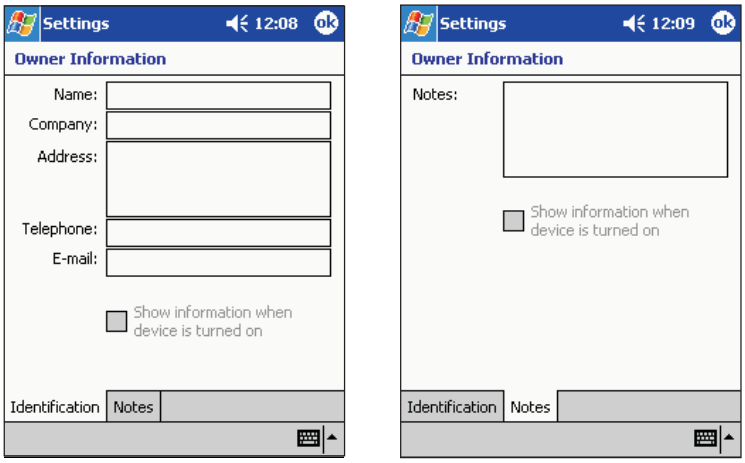
Menus

Customise what appears on the menu, and enable a pop-up menu from the New button.



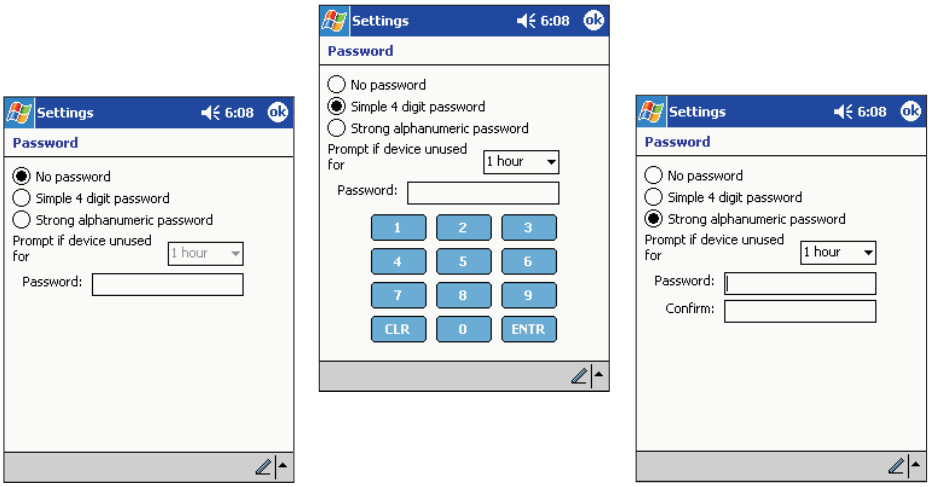
Owner Information

Enter your personal information and customise text display when handheld is turned on.



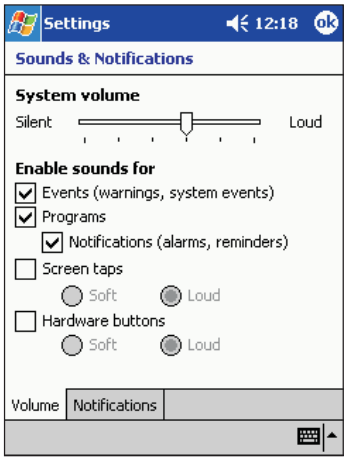
Password

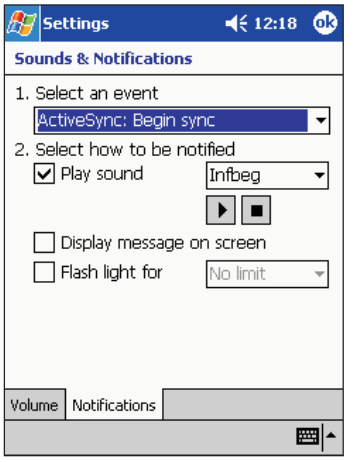
Set password to limit access to your handheld.



Sounds & Notification

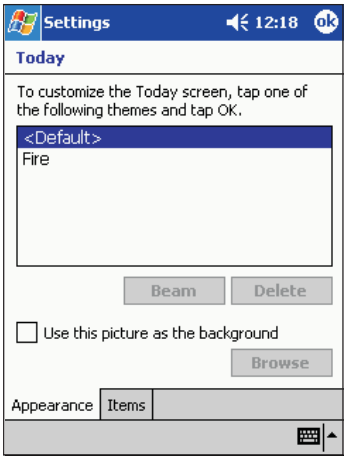
Select the types of action you want to hear sounds for and define how you want to be notified about different events.

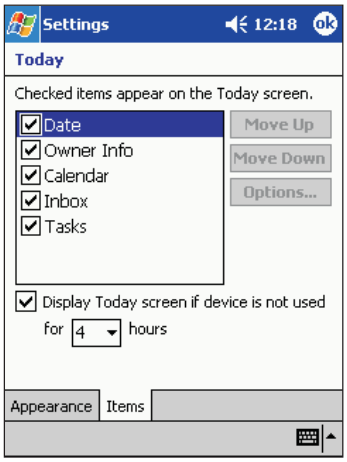




Today

Customise the look and the information that is displayed on the Today screen.

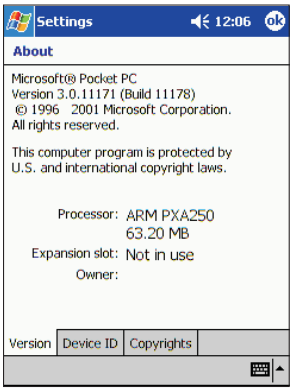


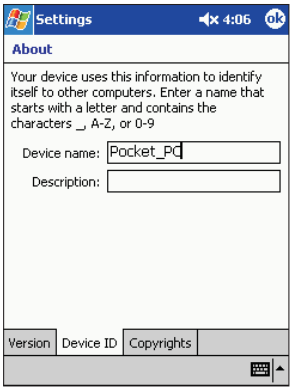


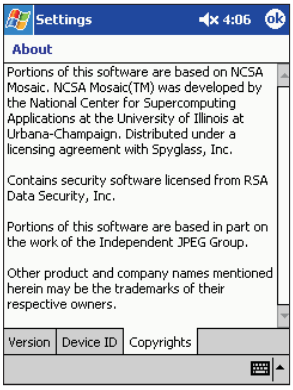
System

About

Displays your handheld's version and copyright information; includes an option to define a device ID.

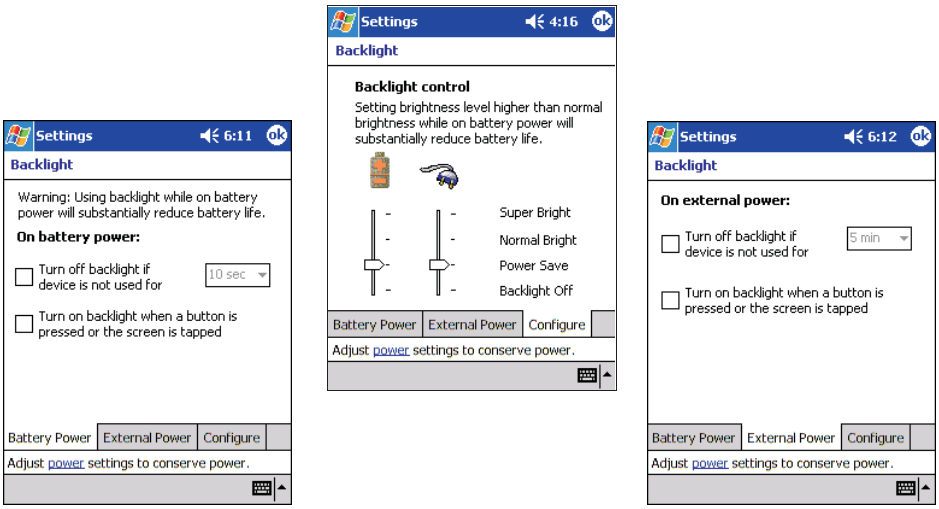






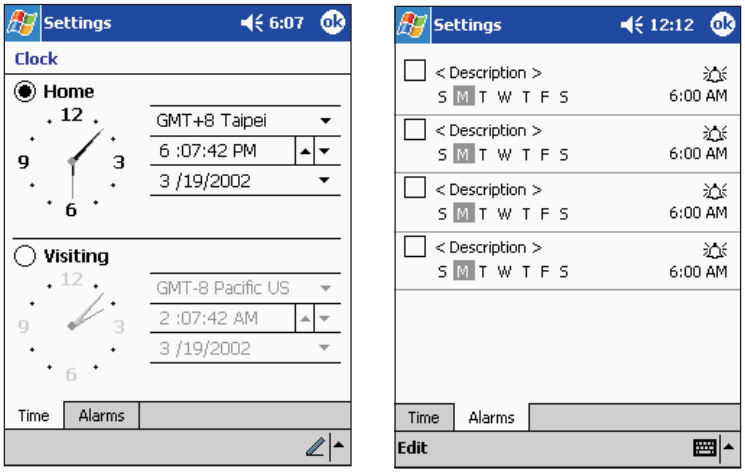
Backlight

Define settings for backlight control.



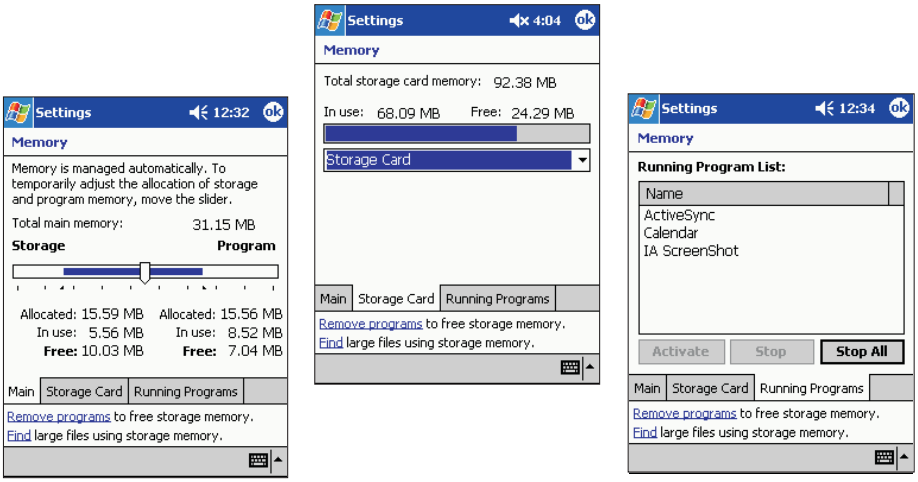
Clock

Change the time or set alarms.



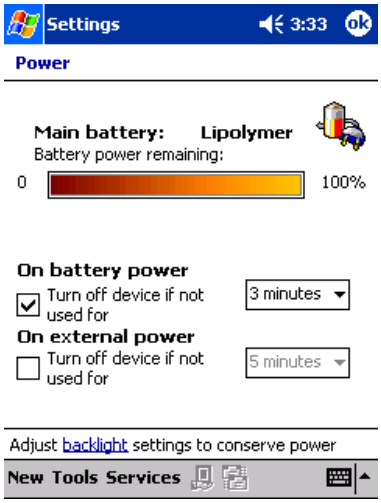
Memory

Adjust allocation of storage and main memory.



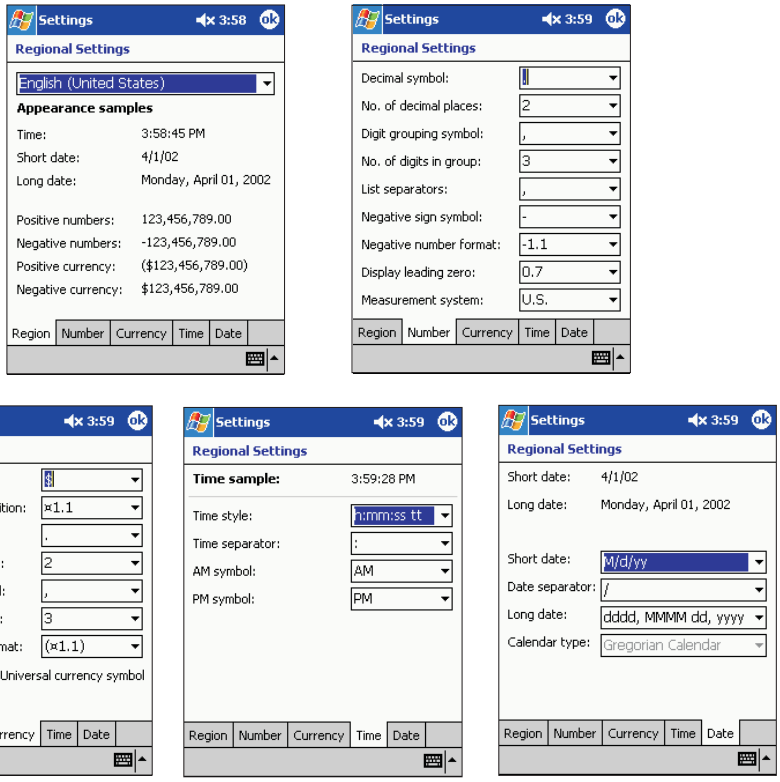
Power

Define settings to minimise power consumption.



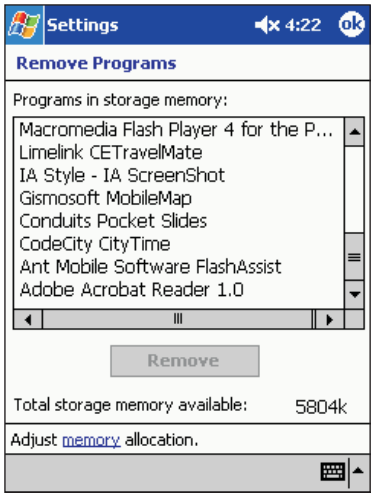
Regional Settings

Set default number and time display formats and other related options.



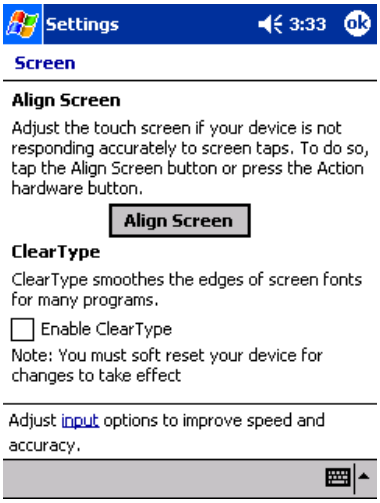
Remove Programs

Remove programs from storage memory.



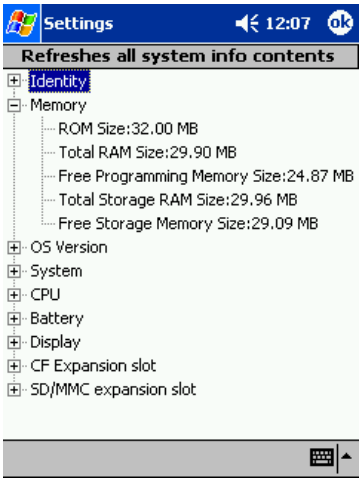
Screen

Align screen and enable the ClearType feature.

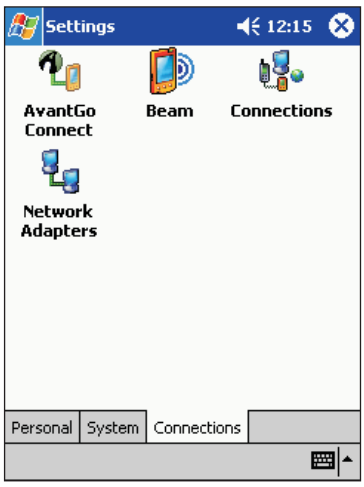


System Info

System information provides a way to quickly inspect the hardware and software status of your handheld.



Connections

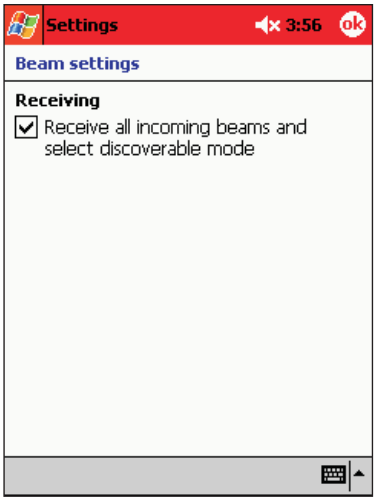


AvantGo Connect

Set server settings and related options for AvantGo.

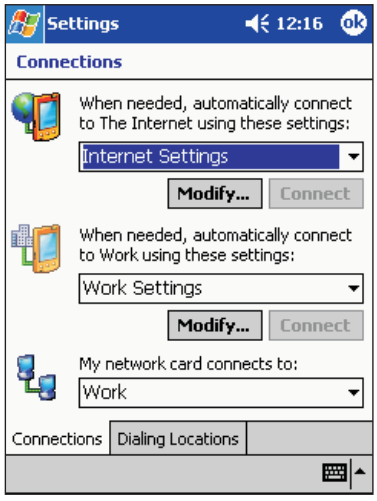
Beam

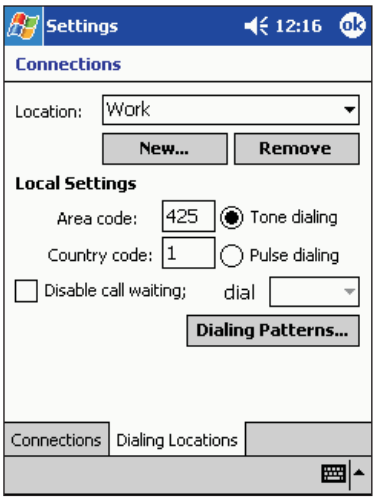
Define settings for the beam function.



Connections

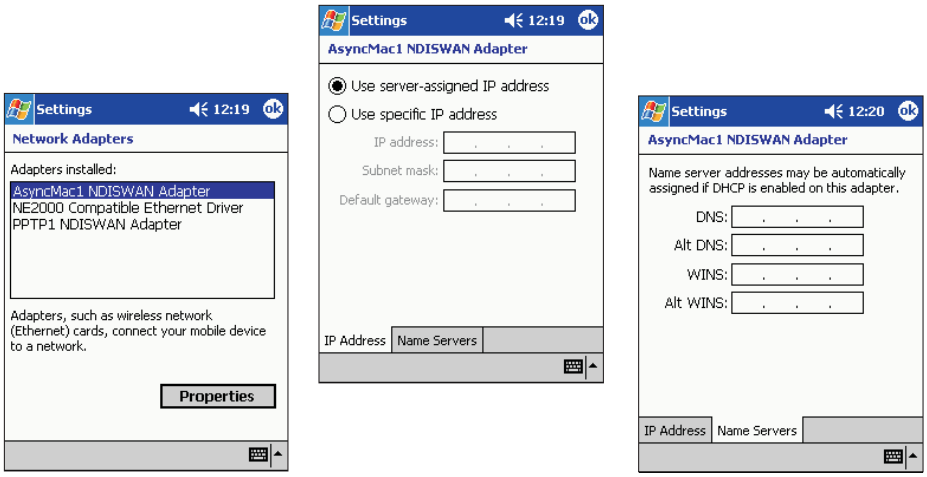
Adjust settings for connecting to the Internet, local network including dialing options.





Network Adapters

Select your handheld's network adapter and set its properties.



Adding and removing programs

Programs bundled with your handheld at the factory are stored in ROM (read-only memory). You cannot remove these programs, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs. All other programs and data files installed to your handheld after factory installation are stored in RAM (random access memory).

You can install any program created for your handheld, as long as it has enough memory. The most popular place to find software for your handheld is on the Pocket PC Web site (http://www.microsoft.com/mobile/pocketpc/).

Adding programs

You could add programs to your handheld either by using ActiveSync or by downloading the program from the Internet.

To add programs using ActiveSync

You'll need to install the appropriate software for your handheld on your computer before installing it on your handheld.

1 Determine your handheld and processor type so that you know which version of the software to install.

a Tap and then Settings.

b On the System tab, tap About.

c In the Version tab, make a note of the information in Processor.

2 Download the program to your computer (or insert the CD or disk that contains the program into your computer).

You may see a single *.xip, *.exe, *.cab, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your handheld's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

3 Connect your handheld to your computer.

4 Double-click the *.exe file.

- If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your computer, the installer will automatically transfer the software to your handheld.
- If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your handheld. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your handheld. For more information on copying files using ActiveSync, see ActiveSync Help.

5 Once installation is complete, tap , Programs, and then the program icon to launch it.

To add a program directly from the Internet

1 Determine your handheld and processor type so that you know which version of the software to install.

a Tap and then Settings.

b On the System tab, tap About.

c In the Version tab, make a note of the information in Processor.

2 Download the program to your handheld straight from the Internet using Pocket Internet Explorer.

You may see a single *.xip, *.exe, *.cab, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your handheld's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

3 Tap the file, such as a *.xip or *.exe file.

The installation wizard will begin.

4 Follow the directions on the screen.

To add a program to the Start menu

- Tap , Settings, Menus, the Start Menu tab, and then the check box for the program.

  If you do not see the program listed, you can either use File Explorer on your handheld to move the program to the Start Menu folder, or use ActiveSync on your computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

  – Using File Explorer on your handheld

    a Tap , Programs, File Explorer, and locate the program (tap the folder list, labeled My Documents by default, and then My Device to see a list of all folders on your handheld).

    b Tap and hold the program and tap Cut on the pop-up menu.

    c Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window.

    d Tap Paste on the pop-up menu.

    The program will now appear on the menu.

  For more information on using File Explorer, see "To use File Explorer" on page 30.

  – Using ActiveSync on your computer

    a Use the Explorer in ActiveSync to explore your handheld files and locate the program.

    b Right-click the program, and then click Create Shortcut.

    c Move the shortcut to the Start Menu folder in the Windows folder.

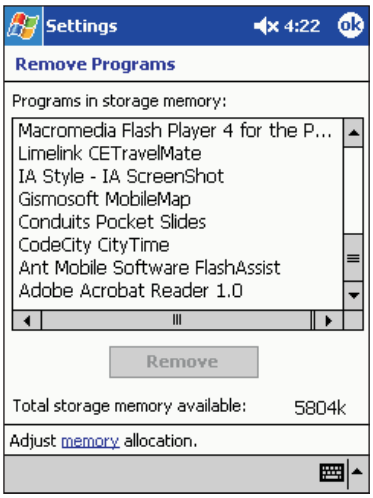
    The shortcut now appears on the Start Menu.

  For more information on using ActiveSync, see ActiveSync Help on your computer.

Removing programs

1 Tap and then Settings.

2 On the System tab, tap Remove Programs.



3 Tap the program you wish to remove.

4 Tap Remove.

If the program does not appear in the list of installed programs, use File Explorer on your handheld to locate the program:

1 Tap and hold the program.

2 Tap Delete on the pop-up menu.

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