

Sharing Information

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You have to get this memo to your boss—*now*. Or the photo of the grandkids in their Halloween costumes to your mom. After you've used your device to create or capture that important business and personal information, it's time to share it with others.

Your device comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way of sending your info.



Benefits of sharing

- Keep others up-to-date with meaningful business and personal information
- Choose the most convenient sharing method from a variety of options
- Create an informal backup copy of important info

[!] Before You Begin

You must complete all the prerequisites for the **messaging** application.

To use your device's built-in Bluetooth wireless technology, you must **set up a phone connection**. To use it with your device's IR port, run **Phone Link Updater**, and then use the Phone Link application to set up a phone connection.

+ Did You Know?

You can also easily send information from the desktop component of many applications. For example, you can send photos from the palmOne™ Media desktop application. See the online desktop help for information.

*** Tip**

If you are unable to send information to another device, try moving closer to the receiving device.

Using the Send command

You can send information from within an application—such as a photo or video, a contact, or an appointment—to other Palm OS® device users. You can also send a category of information or even an entire application.

You can use the Send command in many applications to send information wirelessly using one of the following methods:

- Using the built-in Bluetooth® wireless technology on your device
- As an attachment to an **email message**
- As part of a **text message**

Sending information from within an application using Bluetooth® technology

You can use your device's built-in Bluetooth technology to send information directly to another device that includes Bluetooth technology. You must be within range of the receiving device to send information using Bluetooth technology. The maximum range is approximately 25–30 feet (8–10 meters); however, the shorter the range, the more quickly and accurately you can send information.

+ Did You Know?

In most applications, the leftmost menu is named Record.

1

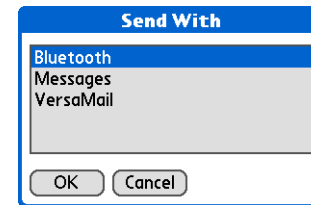
Select the information you want to send:

- a. **Open an application.**
- b. Select the entry you want.

2

Select a sending method:

- a. **Open the menus.**
- b. Select the Send menu item in the leftmost menu. In most applications, the leftmost menu is named Record.
- c. Select Bluetooth, and then select OK.

**3**

Select the receiving device on the Discovery Results screen, and then select OK.

**Done**

The information is sent to the receiving device.

*** Tip**

Create a category of Calendar events such as your child's soccer schedule, and then send the entire category to your spouse's device.

*** Tip**

When you send a category, the individual entries within the category (contacts, memos, photos, and so on) appear as unfiled items on the receiving device.

Sending a category using Bluetooth technology

1

Select the category you want to send:

- a. **Open an application.**
- b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2

Send the category:

- a. **Open the menus.**
- b. Select the Send Category menu item in the leftmost menu.
- c. Select Bluetooth, and then select OK.

3

Select the receiving device on the Discovery Results screen, and then select OK.

**Done**

The information is sent to the receiving device.

* **Tip**

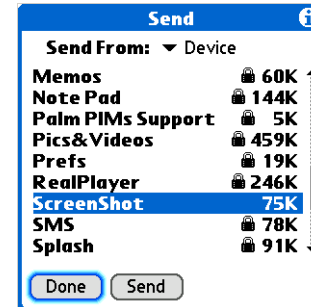
Select the Send From pick list to send an application from an expansion card inserted into the expansion slot.

Sending an application using Bluetooth technology

1

Select the application you want to send:

- a. **Go to Applications.**
- b. **Open the menus.**
- c. Select Send on the App menu.
- d. Select the application you want to send.



NOTE You cannot send an application that has a lock icon next to the application size.

2

Send the application:

- a. Select Send.
- b. Select Bluetooth, and then select OK.

3

Select the receiving device on the Discovery Results screen, and then select OK.



Done

The information is sent to the receiving device.

Using the Send command with the VersaMail® application

You can send information as an attachment to an email message using the Send command. Follow the procedures for sending **information**, a **category**, or an **application**. Select VersaMail in the Send With dialog box. The VersaMail® application opens, displaying a blank message with the information you want to send as an attachment. **Address the message**, enter a subject line, and then select Send or Get & Send.

Using the Send command with SMS

NOTE You cannot send a category or an application with SMS.

You can send information as part of a text message using the Send command. Follow the procedure for sending **information**. Select SMS in the Send With dialog box. The SMS application opens, displaying a new text message with the information you want to send as the body of the message. **Address the message**, and then select Send.

*** Tip**

For best results when beaming, the devices should be between 4 and 39 inches (10 centimeters and one meter) apart, and there should be a clear path between them.

*** Tip**

Beaming works best for smaller items. If you have larger items, you can use [Bluetooth® wireless technology. Expansion cards](#) are convenient for sharing very large items.

Beaming

Using the [IR port](#) on your device, you can beam information from within an application, such as a photo or video, a contact, an appointment, or a task, to other Palm Powered™ devices. You can also beam a category of information or even an entire application.

NOTE The receiving device must be turned on. Depending on the receiving device model, not all information may be sent correctly.

Beaming information from within an application

1

Select the information you want to beam:

- a. **Open an application.**
- b. Select the entry you want.

↘ Continued

- * **Tip**
The leftmost menu in most applications is named Record.
- * **Tip**
In Contacts, you can create a contact with your own information and select it as your business card by **opening the Record Menu** and selecting Business Card. Beam your business card to other devices by holding down the Contacts Quick button until the Beam dialog box appears.

2

Beam the information:

- a. **Open the menus.**
- b. Select the Beam menu item in the leftmost menu. The leftmost menu in most applications is named Record.
- c. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

*** Tip**

Create a category of Calendar events such as your meeting schedule, and then beam the entire category to your business partner's device.

*** Tip**

When you receive a beamed item, you can file the item in a category using the Receive dialog box.

Beaming a category

1

Select the category you want to beam:

- a. **Open an application.**
- b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2

Beam the category:

- a. **Open the menus.**
- b. Select the Beam Category menu item in the leftmost menu.
- c. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

*** Tip**

Select the Beam From pick list to beam an application from an expansion card inserted into the expansion slot.

Beaming an application**1**

Select the application you want to beam:

- a. **Go to Applications.**
- b. **Open the menus.**
- c. Select Beam in the App menu.
- d. Select the location of the app from the Beam From pick list.
- e. Select the application you want to beam.

NOTE You cannot beam an application that has a lock icon next to the application size.

➤ **Continued**



2

Beam the application:

- a. Select Beam.
- b. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

Other ways of sharing information

Here are some other ways of sharing information:

- Copy information or an application onto an **expansion card** inserted into the expansion slot, and view the information by inserting the card into the slot on another Palm Powered device.
- Copy information such as a photo or video from your device to your computer, or from your computer to your device by **synchronizing**.

Tips & Tricks

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

Support

If you're having problems with sharing information or with anything else on your device, go to www.palmOne.com/support.

Related topics

Click a link below to learn about these related topics:

- | | |
|--------------------------------|--|
| <u>Moving Info</u> | Sharing information by synchronizing your device with your computer |
| <u>Expansion</u> | Sharing information by saving it to an expansion card that can be viewed from another device |
| <u>Connecting</u> | Setting up a connection with a phone to share information wirelessly |
| <u>VersaMail</u> | Sending information as an attachment to an email message |
| <u>SMS</u> | Sending information as part of a text message |
| <u>Common Questions</u> | Answers to frequently asked questions about sharing information |