

HandEra 330 Stuff

Managing Your Applications

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Introduction

We will demonstrate:

- Using the Applications Launcher
 - All installed applications are here
 - You may add or delete applications
- Switching between applications
 - Data automatically saved
- Categorizing applications
 - Add a category
 - Editing categories
 - Moving to a category
- Installing and removing applications

We will review:

- PDA security issues

To Manage Number of Applications Onscreen

- ❑ To categorize an application
 - Tap the Applications icon
 - Tap the Menu icon
 - Tap App, and then tap Category
 - Tap the pick list next to each application to select a category
- ❑ To add a new category use *Edit category*
- ❑ You may display applications by category



To categorize an application:

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.



1. Tap the Applications icon.
2. Tap the Menu icon.
3. Tap App, and then tap Category.
4. Tap the pick list next to each application to select a category.

Changing the Applications Launcher Display

- ❑ To display applications by category
 - ❑ Tap the Applications icon
 - ❑ Do one of the following:
 - ❑ Tap the Applications icon repeatedly to cycle through all your categories
 - ❑ Tap the pick list in the upper-right corner of the screen and select the category you want to display

- ❑ Applications may be displayed as icons or as a list



To display applications by category:

1. Tap the Applications icon.
2. Do one of the following:
 - Tap the Applications icon repeatedly to cycle through all your categories.

Tap the pick list in the upper-right corner of the screen and select the category you want to display.

To change the Applications Launcher display:

1. Tap the Applications icon.
2. Tap the Menu icon.
3. Tap Options, and then tap Preferences.
4. Tap the View By pick list and select List.
5. Tap OK.

Installing Applications

- ❑ Adding applications to those installed and ready to use
- ❑ Use *Install Tool* then do a HotSync
- ❑ Many third-party applications available

Your HandEra handheld computer comes with the Date Book, Address Book, To Do List, Memo Pad, Expense, Calculator, and Mail applications installed and ready to use. You can also install additional applications on your handheld computer, such as games and other software. The Install Tool makes it easy to install software on your handheld computer during a HotSync® operation. There are a variety of third-party applications available for Palm Computing® platform devices. To learn more about these applications, go to a web search engine and search for Palm software.

Installing Applications

- ❑ Adding applications to those installed and ready to use
- ❑ Use *Install Tool* then do a HotSync
- ❑ Many third-party applications available

To install add-on software on your handheld computer:

1. On your computer, copy or download the application you want to install into the add-on folder in your Palm Desktop directory on your computer.

Note: If the software you download is compressed, you need to decompress it into this folder. If you prefer to place the application into another folder, you need to navigate to that folder before you complete step 5.

2. Double-click the Palm Desktop icon on your desktop.

3. Click Install.

Tip: You can also access the Install Tool dialog by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC file extension. Chapter 4, Page 43

4. In the User drop-down list, select the name that corresponds to your TRGpro handheld computer.

5. Click Add.

6. Select the application(s) that you want to install on your handheld computer.

7. Click Open.

Note: Review the list of applications you selected in the Install Tool dialog box. If you do not want to install an application, select it, and then click Remove. (This does not remove the application from your computer; it simply removes it from the list of applications to install.)

8. Click Done.

9. Perform a HotSync operation to install the application(s) you selected in step 6. See “Exchanging and updating data: HotSync operations” in Chapter 4 for details.

Removing Applications

- You may remove only add-on applications, patches, and extensions
 - 1. Tap the Applications icon
 - 2. Tap the Menu icon
 - 3. In the App Menu, tap Delete
 - 4. Tap the application that you want to remove.
 - 5. Tap Delete, then Yes and then Done
- You may not remove applications in the ROM (Date Book, Address Book, To Do List, Memo Pad, Calculator, and Security)

Removing applications

In the event that you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld computer. You can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld computer.

To remove an add-on application:

1. Tap the Applications icon.
2. Tap the Menu icon.
3. In the App Menu, tap Delete.
4. Tap the application that you want to remove.
5. Tap Delete.
6. Tap Yes.
7. Tap Done.

Removing the Palm Desktop

- ...from your PC
- Four steps for uninstall
 - From the Windows Start menu, choose Settings, and then Control Panel
 - Double-click the Add/Remove Programs icon
 - On the Install/Uninstall tab, select Palm Desktop software
 - Click Add/Remove

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your personal computer.

To remove Palm Desktop software:

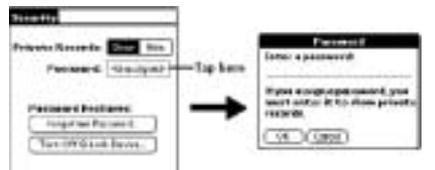
1. From the Windows Start menu, choose Settings, and then Control Panel.
2. Double-click the Add/Remove Programs icon.
3. On the Install/Uninstall tab, select Palm Desktop software.
4. Click Add/Remove.

Note: This removes the Palm Desktop software, but it does not remove your personal data!

Note: You need to install the HotSync Manager from the installation CD if you want to synchronize data with another PIM.

Security

□ PDA security



Security

Your handheld computer comes with a Security application so that unauthorized users cannot view the entries you wish to protect. In Security, you can do the following:

Turn off and lock your handheld computer so that it does not operate until you enter the correct password.

Hide records that you mark as private. You can hide private records with or without a password. Without a password, private records are hidden until you set the Security application to show them. With a password, you must enter the password to view the private entries. See "Making records private" in Chapter 4 for information on making records private.

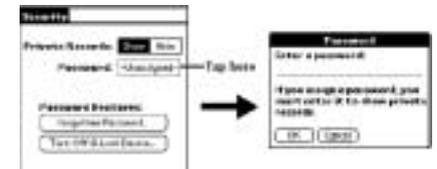
Assigning a password

You can assign a password to protect your private records and to lock your handheld computer.

Security

□ PDA security

- Tap the Applications icon
- Tap the Security icon
- Tap the Password box
- Enter a password and tap OK
- Enter the *same* password a second time, and tap OK



To assign a password:

1. Tap the Applications icon.
2. Tap the Security icon.
3. Tap the Password box.
4. Enter a password.
5. Tap OK.
6. Enter the *same* password a second time, and tap OK.

Tap here

Recovering from a forgotten password

If you did not activate the Off & Lock feature and you forget your password, you can delete the password from your handheld computer. Deleting a forgotten password also deletes all entries and files marked as Private.

Important: If you synchronize with your computer before deleting a forgotten password, your handheld computer restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. Tap Forgotten Password.
2. Tap Yes.