



## Pocket PC Basics

(last updated October 2005)

### INTRODUCTION

To familiarize you with the iPAQ we will go through a few simple steps to understand some necessary tasks to use the iPAQ successfully with a GPS and for other file management purposes.

The layout on a Pocket PC is similar to what you see with a traditional laptop/desktop Microsoft Windows computer. However, there is no desktop with shortcuts or links to programs. The 'today' screen shows pertinent information regarding appointments and status of battery, memory and backlight. It can also be customizable to show what you want. You get to programs by clicking on the start menu and selecting the programs folder. There is also a file explorer similar to what the Windows Explorer does, but with limited functionality.

### USING THE STYLUS

The screen is a touch screen so all the input is done with your stylus. Touching it with your stylus is equivalent to clicking with your left mouse button – it will open the file or program you touch. If you desire to do the equivalent of a right mouse click, then you need to hold the stylus down on the icon or file to open a pop up menu. You will then be able to select one of the options from the pop up menu.

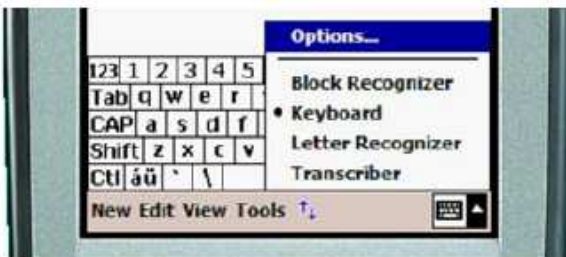
### EXERCISES

#### Exercise 1 – Opening a Program

- Tap the **Start** menu with your stylus
- Tap the **Programs** folder
- Tap **Calculator**
- Use the calculator to do a math function
- Close the calculator by clicking on the X in the upper right hand corner

#### Exercise 2 – Creating a file / Text entry

- Open **Pocket Word** in the **Programs** folder
- Tap on **New** at the bottom left part of the screen
- A **keyboard** pops up to type in information (do so if you would like)
- To select another method of entering data, tap the **triangle** next to the keyboard symbol
- **Transcriber** is used to input information by writing rather than typing the input
- Select **Transcriber** and try writing a sentence to be input into the document
- **Close** the document.
- **Tap and hold** your stylus on the file to bring up menu. This is one method to rename/delete/move the file. However, we will do it using file explorer.



### Exercise 3 – Using File Explorer

- Tap the **Start** menu with your stylus
- Tap **File Explorer**
- Under the File Explorer title bar, the upside-down triangle shows your current location in the folder structure. Selecting this will allow you to move up the folder structure.
- You need to move to the highest location (My Device), then select **My Documents** to find the file you created in Pocket Word
- **Tap and hold** the file you created to bring up the menu of options.
- Select **cut**
- Go back up to **My Device**
- Tap **SD Card**
- **Tap and hold** in a blank space on the screen to bring up the menu options
- Select **paste**

### Exercise 4 – Transferring files between Pocket PC and Laptop/Desktop

- Transferring files is done in a few different methods
  - Method 1 – Using the memory card
    - ⌚ The files should reside or be copied to the memory card
    - ⌚ The card can be removed and inserted into the host computer for copying and pasting just as you would with any file on your hard drive
  - Method 2 – Using ActiveSync



- ⌚ By clicking on the Explore button in the ActiveSync window you will open up an Explorer window
- ⌚ With the Explorer window open, you can copy and paste just as you would any file on your hard drive by selecting the file on your device and then copying it to your local hard drive.
- Method 3 – Using Windows Explorer
  - ⌚ This is nearly identical to Method 2, but you open the explorer window in a different method.
  - ⌚ By opening either the File Explorer or My Computer on the desktop, there will be an icon that says Mobile Device.
  - ⌚ As long as the device is connected, you can click on this and copy files in the same manner as previously described.