

Quick Reference Sheet for Tired Teachers

Version of OS

Know what Palm OS version you have

1. From the Application Launcher, tap the silk-screened Menu icon.
2. From the App menu, choose Info
3. At the Info screen, tap Version. The Palm OS version is at the top. Tap Done.

Turn Beaming On

So you can beam to another Palm OS handheld

1. From the Applications Launcher, tap Prefs
2. From the drop-down upper right menu, choose General.
3. Use the drop down arrow next to Beam Receive to choose On.

Set Owner Screen

Enter your school and classroom ownership information

1. From the Applications Launcher, tap Prefs
2. From the drop-down upper right menu, choose Owner.
3. Enter the information for your school or classroom.

How Much Memory?

Check frequently when installing applications or beaming

1. From the Application Launcher, tap the silk-screened Menu icon
2. From the App menu, choose Info
3. Check the amount of Free Space by tapping the on-screen Size button.

Deleting Applications

Use deleting with caution!

1. From the Application Launcher, tap the silk-screened Menu icon
2. From the App menu, choose Delete
3. Select an application to be deleted and tap the on-screen Delete button.

Set Date and Time

For accuracy in many applications this must be set correctly

1. From the Applications Launcher, tap Prefs
2. From the drop-down upper right menu, choose Date and Time.
3. Set the correct date, time (and Daylight Saving) and time zone.

Control the Sound

Shut off the tapping or typing sound

1. From the Applications Launcher, tap Prefs
2. From the drop-down upper right menu, choose General.
3. At System Sound, choose your preferred volume or choose OFF.
4. Use the same screen to set your preferences for the Game and Alarm sounds.

Portions taken from Tips and Tricks for Using Handhelds in the Classroom published by Teacher Created Materials. Used with permission. ©Midge Frazel and Joe R. Souza, Jr.

Categorize Applications

Keep organized and know what's installed too

1. From the Application Launcher, tap the silk-screened Menu icon
2. From the App menu, choose Category.
3. For each application name on the left, set a category name on the right.
4. When you are finished setting categories, tap Done.
5. Edit Categories from this list will allow you to rename delete or create New Categories.

Application Quick Beam

Set beam receiving on, and then do this:

1. From the Application Launcher, tap the silk-screened Menu icon
2. From the App menu, choose Beam.
3. Choose an application name, line up the handhelds and tap Beam.

Get Help within an application

Some applications have this, some don't

1. Look for the "circle-i" icon in the upper right of the title bar.
2. Tap it to get more information.

Set a repeating date in the Date Book

Example here is Thanksgiving (fourth Thursday in November)

1. Go to the fourth Thursday in November in the current year.
2. Type Thanksgiving
3. Tap Details
4. Tap Repeat
5. Select the Month (November)
6. Change # in Every 1 Month to 12
7. Select Repeat by Day

Find the HotSync Name

Each handheld needs a unique name

1. From the Application Launcher, tap HotSync
2. The name appears in the upper right corner.
3. Write it down. You may need it to install some applications.

Set an Alarm for an Event

So you don't need an alarm clock anymore

1. Create the event in your Date Book.
2. Tap Details and mark the Alarm checkbox.
3. Choose an amount of time before the alarm is to go off (minutes, hours or days).
4. Set your preferred alarm sound from the Date Book Preferences (Options menu → Preferences).
5. When the alarm goes off, tap OK to dismiss the Reminder screen. Hitting snooze can be risky for those of us who are late.