# IBM

# WorkPad®

## Your PC Companion

## Getting Started

PALM
COMPUTING®
PLATFORM ™
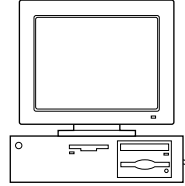
# Get to know your new WorkPad PC companion

**IR Port**
Exchange data and applications with any infrared-enabled WorkPad companions or other Palm Computing® platform devices nearby.

**Applications Launcher**
Tap the Applications icon to see all your applications.

**Contrast Control**

**Stylus**

**Graffiti® Writing Area**
Use Graffiti® writing software to enter text and numbers into your WorkPad PC companion.

**Power Button/Backlight Control**
Press to turn your WorkPad PC companion on and off. Hold for a few seconds to activate the screen backlight.

**Scroll Button**

**Cradle and HotSync® Button**
Attach the cradle to your computer and press the HotSync® button to exchange data back and forth between your WorkPad PC companion and computer.
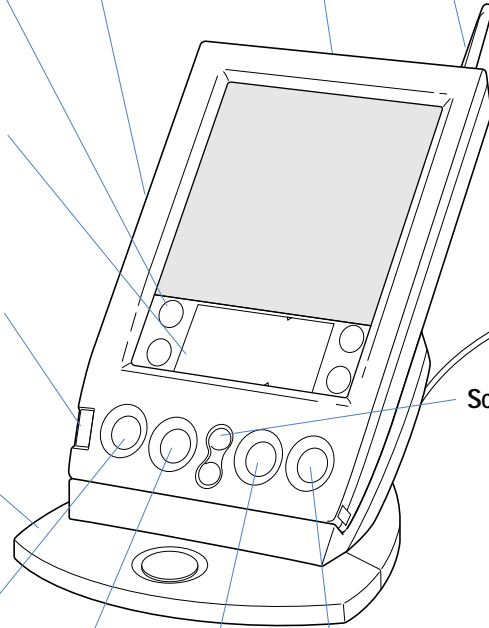
Date Book    Address Book    To Do List    Memo Pad
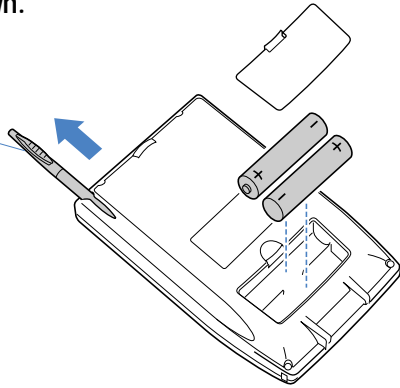
**Applications Buttons**
Press buttons to immediately access your main applications.
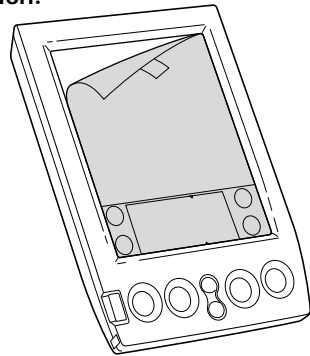
# Set up your WorkPad PC companion

**1.** **Install AAA batteries as shown.**

Push up on the stylus
to remove it.

**2.** **Configure your WorkPad PC companion.**

- Remove the protective screen film.
- Follow the instructions onscreen to
  set up your WorkPad PC companion.

**Hints:** If your WorkPad PC companion does not turn on, try these steps:

- Adjust the contrast control.
- Press the power button. Your WorkPad PC companion turns off
  automatically when it is not in use.
- Make sure the batteries are fresh and properly installed.
- Some models include a reset tip inside the stylus. Simply unscrew
  the tip of the stylus, or use an unfolded paperclip, and gently press
  the reset button on the back of your WorkPad PC companion.
- If your WorkPad PC companion still does not turn on, hold down the
  power button while pressing the reset button and then release it.

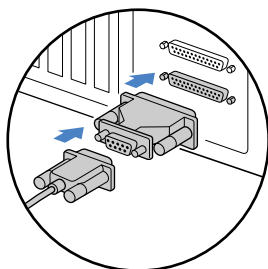# Set up your Palm™ Desktop software for IBM WorkPad

The Palm™ Desktop software for IBM WorkPad you install on your computer includes the same main applications as your WorkPad PC companion: Address Book, Date Book, To Do List, Memo Pad, Expense, and desktop e-mail connectivity. You can use the HotSync® Manager feature of this software to back up and exchange data between your WorkPad PC companion and your computer.

**Notes:** If you are using Microsoft Outlook or other organizer software instead of Palm Desktop for IBM WorkPad, you still need to complete the following process to install HotSync Manager and the connection software (conduit) for the other organizer software.
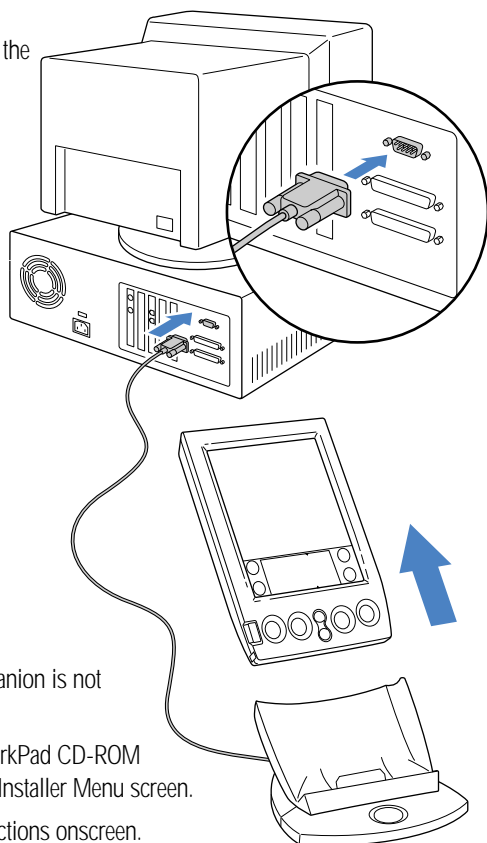
NT users must have write privileges to install new software and should install in their user's account, not the administrator account.

### 3. Make the connection.

- Turn off your computer and connect the cradle to an available COM (serial) port on the back of your computer.

- Turn the computer on when the cradle is connected.



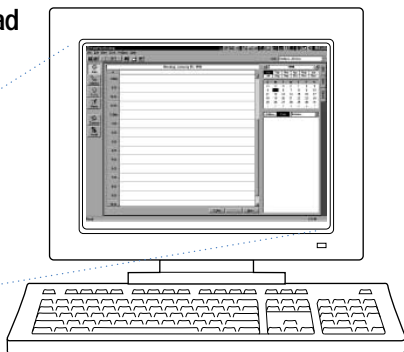If necessary, use the included serial port adapter.

### 4. Install the software.

- Make sure your WorkPad PC companion is not in the cradle.

- Insert the Palm Desktop for IBM WorkPad CD-ROM into your computer and wait for the Installer Menu screen.

- Click INSTALL and follow the instructions onscreen.

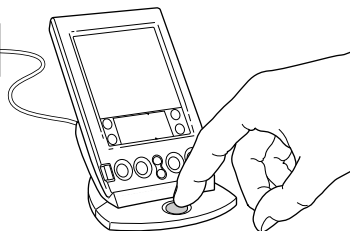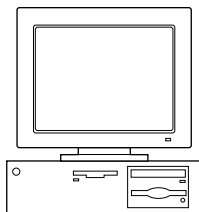# Explore your Palm™ Desktop software for IBM WorkPad

**5.** **Launch Palm™ Desktop for IBM WorkPad**

- Double-click the Palm Desktop for IBM WorkPad icon on your computer.

- To enter data, just click an application icon, click New, and start typing.

**6.** **Synchronize your data.**

- Make sure your WorkPad PC companion is in the cradle.

- Press the Hotsync® button on the cradle.

**Note:** The data that you entered in step 5 now appears on your WorkPad PC companion too.

## Congratulations!

You are up and running with your WorkPad PC companion. Turn to the back of this guide for tips on getting the most out of your WorkPad PC companion.

## Register your WorkPad PC companion

Please take a few moments to provide us with information that will help IBM to better serve you in the future. Your responses are valuable to us in developing products and services that are important to you, as well as in developing better ways to communicate with you.

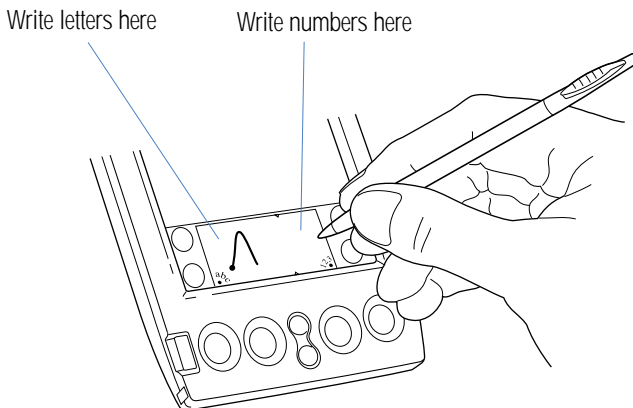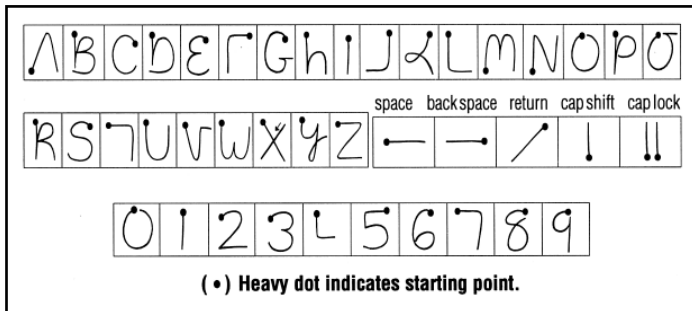- Register today on the World Wide Web!
  http://www.pc.ibm.com/register/

**For IBM HelpCenter service and support information see the "Handbook for the WorkPad PC Companion" for more details.**
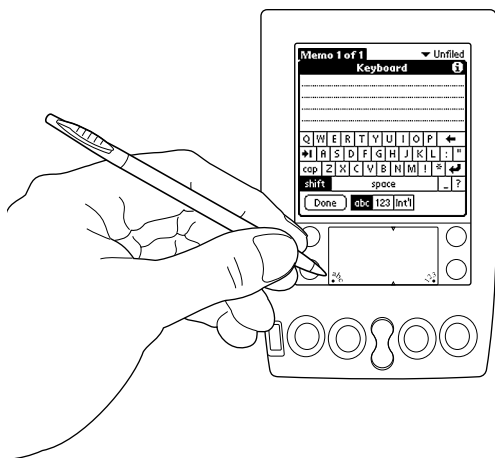
# Enter data three ways

## Graffiti® writing software

Enter text quickly and easily using Graffiti® writing. Graffiti characters consist mainly of single-stroke block letters. Your writing turns into text wherever the blinking cursor appears on the WorkPad PC companion screen. It's fast (up to 30 words per minute), fun, and accurate.



( • ) Heavy dot indicates starting point.



Write letters here

Write numbers here

**Hints:** Write BIG and press firmly. Practice! Play Giraffe to improve your Graffiti writing skills. For instructions on installing Giraffe, see the "Handbook for the WorkPad PC Companion."
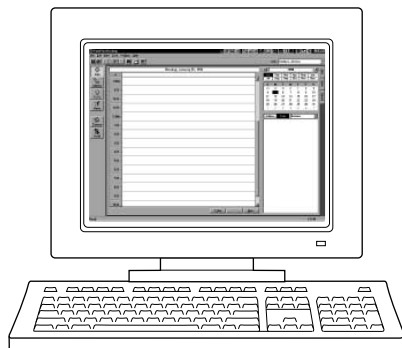
## The onscreen keyboard

- Select an application.

- Tap the screen in the application for editing. You'll see a blinking cursor.

- Tap "abc" for the alphabetic keyboard or "123" for the numeric keyboard.

## Your computer keyboard

Use your computer keyboard to enter text in the Palm™ Desktop software for IBM WorkPad, and then press the HotSync® button to synchronize the data with your WorkPad PC companion.



**Hints:** Perform a HotSync operation regularly to make sure your data is current on both your WorkPad PC companion and your computer. Also use the HotSync feature to back up your data before you change the batteries in your WorkPad PC companion.

# Explore add-on software for your WorkPad PC companion

Your WorkPad PC companion supports much more than just the applications that come with it. You can easily expand your WorkPad PC companion's software capabilities by downloading any of the thousands of applications available on the Internet including a wide variety of freeware, shareware, and commercial applications. Just follow these steps:

*1.* **Download applications** from www.palm.com (or any add-on software web site) to the add-on folder in the Palm™ Desktop software for IBM WorkPad folder (e.g., c:\WorkPad\add-on).

*2.* **Unzip the application** if it is a zipped file.

*3.* **Select the application** you want to install by:

- Opening Palm Desktop for IBM WorkPad, and clicking Install.

— or —

- Running Instapp.exe from the Palm Desktop for IBM WorkPad folder,

Next click Add and select the application you want to install, click Open, and then click Done.

*4.* **Transfer your new applications** to your WorkPad PC companion by placing your WorkPad PC companion in the cradle and pressing the HotSync® button on the cradle.