

PAC Mate BNS

By Freedom Scientific

Owner's Manual

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Index 1

Welcome

Congratulations on your purchase of the PAC Mate BNS. The PAC Mate BNS is the first in the series of Personal Data Computers designed and developed by Freedom Scientific.

What is PAC Mate?

The PAC Mate line of computers combines the Windows® Pocket PC platform with JAWS® screen reading technology. It offers the latest in mobile technology making it a powerful portable information management tool.

Key features include:

- JAWS screen reader for Windows CE
- Four sided cursor cross for easy navigation and command execution
- Four function keys for execution of specific application commands
- 64 MB RAM
- 32 MB Flash
- Slots for Compact Flash Cards and PC Cards
- Support for both dial up and broadband Internet access (requires modem or network card)
- USB Port
- ActiveSync
- Infrared Wireless Input/Output Port
- User Replaceable Battery
- Serial Port
- Internal microphone and external microphone jack making for quick voice notes
- Internal speaker and stereo headphone jack

- Dual stereo mixer so you can listen to a media file and JAWS at the same time

Getting Help

PAC Mate provides a variety of ways to get help and provides this help as conveniently as possible.

One of the ways PAC Mate provides help is through Tutor Messages. Tutor Messages provide information on how to navigate and use various controls. This can be very useful for beginners who are not familiar with JAWS. In addition, these messages can be repeated by pressing **G CHORD (DOTS 1-2-4-5 CHORD)**. Tutor Messages are enabled by default, but you can disable this feature and still access Tutor Messages with **G CHORD (DOTS 1-2-4-5 CHORD)**. For more information on Tutor Messages, please see [Setting Up PAC Mate, Verbosity](#).

Another way PAC Mate provides help is with Access Key Messages. Access keys are the keys you press to move directly to a control or an item in a menu. Access Key Messages, like Tutor Messages, are enabled by default and are announced automatically. You can disable this control in the Verbosity Settings dialog. Once disabled, you can press **Dropped G CHORD (DOTS 2-3-5-6 CHORD)** to hear the access key message. Press **DOTS 2-3-4-5-6 CHORD** followed by the access key to move directly to that control. For more information on Access Key Messages, please see [Setting Up PAC Mate, Verbosity](#).

Help at Your Fingertips

The following commands provide quick access to Help as you use PAC Mate.

Description	Command
Control Help	Question Mark CHORD, C (DOTS 1-4-5-6 CHORD, DOTS 1-4)
Keyboard Help	Question Mark CHORD, K (DOTS 1-4-5-6 CHORD, DOTS 1-3)

Context Help	Question Mark CHORD, H (DOTS 1-4-5-6 CHORD, DOTS 1-2-5)
Basics for PAC Mate Help	Question Mark CHORD, T (DOTS 1-4-5-6 CHORD, DOTS 2-3-4-5)
PAC Mate Keystrokes	Question Mark CHORD, P (DOTS 1-4-5-6 CHORD, DOTS 1-2-3-4)

Control Help

Use **Question Mark CHORD, C** when you want to know how and what commands are used to change, enable, or set a control in a dialog.

Keyboard Help

Turn on this feature to explore PAC Mate commands. As you press key combinations, PAC Mate tells you which keyboard commands do what, safely - without actually performing the command. Press **Question Mark CHORD, K** again to exit keyboard help.

Context Help

Use **Question Mark CHORD, H** when you want to know information and the commands for the current application, window, or dialog.

Basics for PAC Mate Help

The command **Question Mark CHORD, T** opens the online help file, [Basics for PAC Mate Help](#), when you need to review topics such as navigation, PAC Mate Commands, or how to access the Settings Menu.

PAC Mate Keystrokes

Press **Question Mark CHORD, P** when you want to open Help to PAC Mate's online table of commands.

Using PAC Mate's Online Help

Tip: The fastest way to open Help is to go to the Start Menu (**F3**), press the **UP ARROW** once and then press **ENTER (DOT 8)** or press **F3, H (DOTS 1-2-5)**.

PAC Mate's online help uses a task-oriented approach and briefly covers the steps necessary to complete a task. To aid you, the online help is specific to the program that is running. For example, while in FSEdit when you open Help from the Start Menu, only FSEdit Help opens.

In addition, because PAC Mate's online help is written in HTML, you can use many of Internet Explorer's commands to navigate and read each help topic. For example, you can navigate to a topic quickly by opening a list of links with the command **H CHORD, L**. Or you can move easily through a table using **DOT 8** plus the cursor cross.

For added convenience, next links have been added to Help so you can easily move to the next consecutive topic. To move back, just press **DOT 2-4-6 CHORD**. If, after you go back to the previous help topic, you are not at the top of the page, press **L CHORD (DOTS 1-2-3 CHORD)** and then use the reading commands.

The table below lists the Internet Explorer commands that you can use to navigate the online help.

Description	Command
Back	DOTS 2-4-6 CHORD
Refresh Page	SH CHORD, R (DOTS 1-4-6 CHORD, DOTS 1-2-3-5)
Next Link	DOTS 4-5 CHORD
Prior Link	DOTS 1-2 CHORD
Link List	H CHORD, L (DOTS 1-2-5 CHORD, DOTS 1-2-3)
Move to Next Non-Link Text	N (DOTS 1-3-4-5)

List Headings	H CHORD, H (DOTS 1-2-5 CHORD, DOTS 1-2-5)
Next Heading	H (DOTS 1-2-5)
Prior Heading	DOTS 1-2-5-7
First Heading	H CHORD, UP ARROW
Last Heading	H CHORD, DOWN ARROW
Read Current Cell	H CHORD, C
Next Cell	DOT 8+RIGHT ARROW
Prior Cell	DOT 8+Left ARROW
Cell Above	DOT 8+UP ARROW
Cell Below	DOT 8+DOWN ARROW
First Cell	DOTS 1-3-8
Last Cell	DOTS 4-6-8

Visit our Web Site

At Freedom Scientific, we are continually updating and improving PAC Mate documentation. To access the latest and most complete PAC Mate documentation, visit our web site at http://www.freedomscientific.com/fs_support/support_documentation.asp

Documentation Conventions

Commands are documented in two formats, the Braille letter or sign is listed, or the Braille dot pattern is specified. When dot patterns are specified, the dot numbers are joined by dashes. All dots must be pressed at the same time.

A plus sign (+) is used to indicate that keys are pressed together. For example, "Press **DOT 5+RIGHT ARROW** to move to and read the next word."

A chorded command is a command that includes the **SPACEBAR**.

A layered command is a two-part command. Press the keys in the first sequence, release them all, and press the keys in the second sequence. For example, "press **I CHORD, T (DOTS 2-4 CHORD, DOTS 2-3-4-5)** to read the current window title."

The term program is synonymous with the term application and may be used interchangeably in this manual.

Another convention is the reference regarding the active state of an item. When an item is in the active state, this means that PAC Mate is focusing on the item and certain keystrokes performed affect that item. PAC Mate gives auditory feedback to indicate the active state.

Using Windows CE with PAC Mate

Using Windows CE with PAC Mate is quite easy once you master the basic skills. It is recommended that you read and learn this section as it teaches you basic PAC Mate skills needed to operate Windows CE.

Starting PAC Mate

Before you start your PAC Mate for the first time, plug the AC adapter into a wall plug and then plug the other end into PAC Mate using the jack in the upper left corner of the case. Next, press the On/Off switch on the upper right side of the case. To indicate that it is on, the PAC Mate uses an audible low high sound and to indicate that it is off, it uses a high low sound.

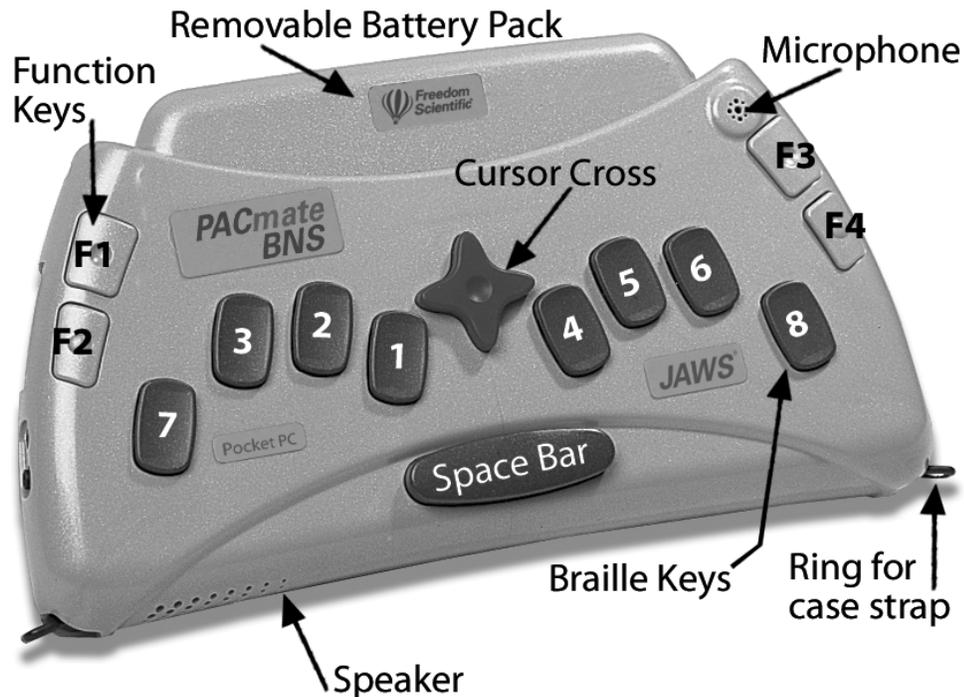
After a few seconds you will hear, "JAWS for Pocket PC is ready."

You can immediately start using your PAC Mate while it is charging, **but let the initial charge of your battery last for at least three hours.**

Keyboard Orientation and Basic Commands

The PAC Mate BNS keyboard consists of eight keys, a spacebar, four function keys, and the cursor cross. The eight keys from left to right are: 7, 3, 2, 1, 4, 5, 6, and 8. The spacebar is near the front, in the center of the keyboard. Between keys 1

and 4 is the cursor cross. Towards the rear on the left and right edges of the unit are the four function keys. Function key one (F1) is the top left key with function key two (F2) below it. Function key three (F3) is the top right key with function key four (F4) below it.



To use PAC Mate you only need to know the four basic keys and six common commands:

- **F1** (Cancel or ESC)
- **F2** (Menu Bar)
- **F3** (Start Menu)
- **Cursor cross** (UP, DOWN, LEFT, and RIGHT ARROW)
- **DOT 8** (ENTER)
- **DOTS 4-5 CHORD** (TAB)
- **DOTS 1-2 CHORD** (SHIFT+TAB)
- **DOTS 6-8** (Stop Speech)
- **S CHORD, UP ARROW** (Increase Volume)
- **S CHORD, DOWN ARROW** (Decrease Volume)

Note: A CHORD is created anytime you press the SPACEBAR in conjunction with a keystroke.

In addition, many of the PAC Mate menus allow first letter navigation.

These nine commands are the foundation from which you will become familiar with your PAC Mate. For more information on commands, please see [Appendix A: PAC Mate Commands](#).

Another command you should get familiar with right away is the **F2 CHORD**. This command activates the Context Menu, which allows you to quickly perform an action on an item. For example, you can use a Context Menu to cut, copy, select all, paste, delete or create a new folder. To access a Context Menu, select an item such as a word in a document, a date in the Calendar View, or a file in a list view and press **F2 CHORD**. A menu opens with a variety of commands, select a command with the cursor cross and press **ENTER**. Or press **F1** to escape the menu without performing the action.

Today Screen Orientation and Program Layout

When you turn PAC Mate on, your Today Screen is immediately available. On your Today Screen are five items: owner's information, appointments messages, tasks, and battery charge. You move to these items using the **UP** or **DOWN ARROWS**, which are on the cursor cross in the center of the keyboard. To open any of these items, press **DOT 8 (ENTER)**. To cancel the item and return to the Today Screen, press **F1**. You handle all menu navigation, including the Start Menu (**F3**), in this manner as well. Regardless of where you are or what you are doing on the PAC Mate, the Start Menu is always accessible with the **F3** key.

There is one more component to the Today Screen that you may find convenient. Like all programs on the PAC Mate, the Today Screen has a menu. To access this menu, press **F2**. From this menu you can quickly; create an appointment, task or note, enter a contact, write an e-mail message, and open a Word document or Excel spreadsheet.

Note: As you explore your PAC Mate, you will occasionally come across unsupported features or phrases such as the words, “tap here.” In this instance, instead of tapping, press **DOT 8**. For more information about unsupported features, refer to [Appendix C](#).

Typically, most programs have a menu bar with menus such as New, Edit, or Tools. The menus on the menu bar are accessed with the **F2** command. Press **ENTER** on the menu you want to open. Many menus have submenus, which frequently are announced. For submenus that are announced, you can press **ENTER** or the **RIGHT ARROW** to open the submenu and use the **LEFT ARROW** to return to the menu.

For submenus that are unannounced, you cannot return to the menu with the **LEFT ARROW**, but must press **F2** again. Similarly, once you press **ENTER** to open a menu you cannot use the arrow keys to move to and from other menus as you can on a desktop or laptop computer. Instead you must press **F2** again.

Working with Dialogs and Controls

Dialogs are smaller windows that usually appear from a menu choice. They contain controls used to configure various settings.

There are many types of controls in a dialog, such as edit fields, combo boxes, and slide controls.

In dialogs, **DOTS 4-5 CHORD (TAB)** moves you forward through the controls, while **DOTS 1-2 CHORD (SHIFT+TAB)** moves you backwards.

Radio Buttons

Radio buttons are presented in a dialog as two or more small circles. This control type allows exclusive selections in that only one radio button in a group can be selected. Use **DOWN ARROW** to move through the radio buttons, and when you land on the appropriate choice, press **DOTS 4-5 CHORD** to move to the next control.

Note: Only one radio button in a group can be selected at a time.

Edit Fields

Edit fields are similar to the edit fields in word processors. You can type text into an edit field, and typically you can use the same navigation keystrokes here, as you would in a document edit field. A multi-line edit field allows you to type more than one line in an edit field.

Edit Combo Box

An edit combo box is a combination of two controls: an edit field and a list box. You can either type in a value or press **DOT 7+DOWN ARROW** to open a list box. The list contains suggestions for the contents of this field. Use the **UP** and **DOWN ARROW** keys to move through the list, and use **DOT 7+UP ARROW** or **F1** to close the list box. If you do not find your choice in the list box, type it in the edit field.

Combo Box

A plain combo box differs from the edit combo box. You must make your selection from suggestions provided by the program. Either press **DOWN ARROW** to move through the choices, or press the first letter of the choice you want to make.

Note: When you encounter a combo box you may need to press **DOWN ARROW** twice in order to move to the next item.

Edit Spin Box

The edit spin box is also a combination of two controls. You can type in this field, or use the arrow keys to move through the list of suggestions. Edit spin boxes are common for fields that require numeric values.

Left/Right Slider

Left/right sliders are oriented horizontally. You can use your **LEFT** and **RIGHT ARROWS** to adjust this control. For some controls, the commands, **DOT 2+UP ARROW** and **DOT 2+DOWN ARROW**, are implemented so you can move by larger increments.

Check Box

A check box can be checked or unchecked. PAC Mate announces the current state of a check box when you move to it. Press **SPACEBAR** to check or clear a check box.

In an extended select list box, use the arrow keys to navigate the list of options that have check boxes related to them, and press **SPACEBAR** to check or clear the check boxes.

Buttons

Buttons are common to dialogs and in the Pocket PC environment require special consideration. In most dialogs, pressing the **SPACEBAR** activates a button. However, there are instances where a button does not respond to the **SPACEBAR**. When you encounter these instances, press **ENTER** instead. Also, the default button in a dialog always responds to **ENTER**, even if another control is active. For example, in the JAWS Voice Settings dialog, just press **ENTER** after adjusting the speech rate to activate the OK button, which closes the dialog and saves your changes.

Multi-Page Dialogs

A Multi-Page dialog is a dialog with multiple pages. When you open a multi-page dialog, the name of the current page is announced after the name of the dialog. For example, "Sounds and Notifications, Volume page."

Multi-page dialogs contain an extra control, the page tab control. Move to this control the same as any other control, by pressing **DOTS 4-5 CHORD (TAB)** or **DOTS 1-2 CHORD (SHIFT+TAB)** until it is reached. Press **RIGHT ARROW** or **LEFT ARROW** to

move between the pages of the dialog, and press **DOTS 4-5 CHORD** to move to the first control on that dialog page.

You can also press **DOTS 5-6 CHORD** or **DOTS 2-3 CHORD** to switch pages in a multi-page dialog.

List View

This control lists items such as files and folders, and may contain several columns of information. To hear the available items in a list view, press **UP** or **DOWN ARROW**. As you move through the list, the first column of information is read. To hear information from all columns for the current item, press **DOTS 1-4 CHORD**, the Read Current Line command.

In a list view, the current item is selected. You can select multiple items as long as they are listed one after the other. Press and hold **DOT 7**, then press **DOT 4 CHORD** to select the current item. Continue holding **DOT 7**, and press **DOT 4 CHORD** again to select the next item as well.

Tree View

In a tree view, items are presented in a hierarchical format, which is organized vertically on the screen. Press **UP** or **DOWN ARROW** to move through the tree view. When you hear, "level zero closed," you press **RIGHT ARROW** to open that level. You are then presented with more information beneath it. Press **DOWN ARROW** to move through the next level. One of those items may also be closed so you would press **RIGHT ARROW** again to open that item. If you want to close a level, press **LEFT ARROW** or **DOT 7**.

Note: The PAC Mate only announces the level number when it changes.

Using File Explorer

File Explorer, like Windows Explorer, gives you access to all the files on your PAC Mate. To open File Explorer, go to the Start Menu (**F3**) and press **P (DOTS 1-2-3-4)** to open the Programs

submenu. Then press **F (DOTS 1-2-4)** and **ENTER (DOT 8)** to open File Explorer.

When you first launch File Explorer, you hear “My Documents list view, Business folder, one of three.” The phrase, “My Documents list view,” means that the My Documents folder is open listing all of its folders and files. The phrases, “Business folder, one of three,” means that the Business folder is selected and it is one of the three subfolders in the My Documents folder.

To view all the files and folders on your PAC Mate, from the list view press **F2**. Move to Show By and press **ENTER**. Then move to My Device and press **ENTER** again.

To navigate among the folders and files, use the commands listed in the following table.

Description	Command
Prior File/Folder	UP ARROW
Next File/Folder	DOWN ARROW
Open File/Folder	RIGHT ARROW or ENTER
Up One Folder Level	LEFT ARROW
Select File or Folder	SPACEBAR
Show By	SH CHORD, W (DOTS 1-4-6 CHORD, DOTS 2-4-5-6)
Sort By	SH CHORD, Y (DOTS 1-4-6 CHORD, DOTS 1-3-4-5-6)

In File Explorer, the menu bar (**F2**) contains: Edit, Open My Documents, Flash Disk, Show By, and Sort By. To open a file or folder, select it from the list view and press **ENTER**.

To quickly delete, rename, copy, or move a file or folder, select it from the list view by pressing the **SPACEBAR** and press **E CHORD, D** or open the Context Menu with **F2 CHORD** and choose Delete. To select multiple items, use the **SPACEBAR+DOWN ARROW**.

Here are some examples of how File Explorer can help you maintain and manage your files.

Moving or copying a file(s) to your compact flash card:

1. Select the file(s) you want to move.
2. Open the Context Menu.
3. Use the cursor cross to select copy or move a file and press **ENTER**.
4. Next, press **F2** to access the menu bar and select FlashFX Disk.
5. Navigate to the folder you want to store them in and open it.
6. Press **F2** again and select Edit, and paste.

Sorting files by their type:

1. From the list view, press **F2**.
2. Use the cursor cross to select Sort By and press **ENTER**.
3. Again, use the cursor cross, but this time select Type and press **ENTER**.

Creating a new folder:

1. In File Explorer, decide where you want to create a new folder. You can create folders at every level except at My Device.
2. Press **F2** and press **ENTER** on Edit.
3. Use the cursor cross to move to New Folder and press **ENTER**.
4. When you hear the prompt, "New Folder," type in a name for the folder you have just created.

Using the Find Feature

1. Open the Start menu (**F3**), move to Find, and press **ENTER**.
2. Enter the text, topic or subject you are trying to find

Tip: If you have looked for this text before, press **DOWN ARROW** in the Find box and select the name from the list.

3. In the Type combo box, use your cursor cross to narrow your search by selecting the appropriate item in the combo where you will find it.
4. Press **TAB** to move to the Go button and press **SPACEBAR**.

Press **TAB** to move to the Results list, use the cursor cross to select what you are looking for and then press **ENTER** on the to open it.

Personalizing Your PAC Mate

If you are a person who will be using your PAC Mate in public places, then this section will be important to you because it discusses how to personalize, password protect, and identify your PAC Mate.

This section is also important if you want to purchase any of the off the shelf programs available for PAC Mate as it discusses how to locate hardware and software information.

Entering Owner Information

In addition to placing an identification card in the ID pocket of your carrying case, you can also enter this information in the Owner Information dialog of the PAC Mate.

To do this, go to the Start Menu (**F3**) and press **S (DOTS 2-3-4)**. This opens the Settings multi-page dialog. Use the **ARROW** keys to move to Owner Information and press **ENTER (DOT 8)** or press **O (DOTS 1-3-5)** for Owner Information and then press **ENTER**.

When this dialog opens, the Identification page is active for you to enter your personal information. Place a check (**SPACEBAR**) in the “Show information when device is turned on” check box so that if you lose your PAC Mate, it may be returned to you.

If you want to add any additional information, press **TAB (DOTS 4-5 CHORD)** until you hear, "Identification tab." Now, use the **RIGHT ARROW** to move to the Notes tab. Type in the information you want to add and press the **SPACEBAR** to enable the check box if you want to display this information when the PAC Mate is on. Press **ENTER** to save the changes and close the dialog and then press **F1** to return to the Today Screen.

Protecting PAC Mate Information

As you become familiar with PAC Mate and begin to truly use it as your personal data assistant, you may find that you are storing more and more personal or confidential information. For example, names and phone numbers of important contacts, credit card numbers, and work or school related documents. To protect you from data theft, your PAC Mate allows you to password protect your information.

Go to the Start Menu (**F3**), move to Settings and press **ENTER** or just press **S (DOTS 2-3-4)**. Use the cursor cross to move to Password or just press **P (DOTS 1-2-3-4)** and then **ENTER**.

On the Password Settings dialog, use the cursor cross to select one of the three radio button password options you would like to use; no password, 4 digit, or alphanumeric.

To type the password, press **TAB** twice to move to the edit box and, if necessary, confirm the password. It is helpful to record this password and store it elsewhere for safekeeping.

Note: If you choose to use an alphanumeric password it must be at least seven characters long and contain a combination of uppercase and lowercase letters, numerals, or punctuation. Press and hold **DOT 7** to type uppercase letters.

Next, press **SHIFT+TAB** to select how long your PAC Mate must be idle before the password is required to use it again. When you are done press **ENTER**, then **F1** to return to the Today Screen. Now, when you turn your PAC Mate on it will require the password to access it.

Caution: If you forget your password, you must perform a hard reset to clear the memory before you can access your PAC Mate. This erases all files and data you have created and programs you have installed. For this reason, it is recommended that you use ActiveSync to create a backup file of all of your programs and data so they can be restored.

Locating the PAC Mate Serial Number

The PAC Mate serial number identifies your PAC Mate in Freedom Scientific's product database. This number, found in the center of the bottom surface, is printed and brailled. It may be helpful to record and store this number for safekeeping.

Finding Firmware Information

Anytime you call Freedom Scientific's [Technical Support](#), you will need to have your serial number and other information available. This information is found in the Version Information dialog, which is accessed using the command **Question Mark CHORD, A**.

Knowing About Pocket PC

To learn more about your PAC Mate system go to the About multi-page dialog. Here you will find information on Pocket PC software version, processor type, memory amount, device ID, and Copyright notifications.

To view this information, go to the Start Menu (**F3**) and press **S** to open the Settings multi-page dialog. Press **SHIFT+TAB** to move to the System tab, then press the **RIGHT ARROW** to move to Systems page. If About is not selected in the list view, press **SPACEBAR**, then **A**. If it is selected, press **ENTER**.

When the About dialog first opens, you are on the Version page. PAC Mate will automatically read the contents of this page, which includes software version, processor, memory, expansion slot and owner information.

When you are done with this page press **TAB** to move to the Version tab and use the **RIGHT ARROW** to move to the Device ID tab. On this page there is a “Device name edit field” and a “Description edit field.” PAC Mate uses the Device name to identify itself when connecting to other computers. If you cannot connect to a network because another device is already connected using the same name, type a new name in this edit field. You may include a description to go with the identification.

To read the copyright notice follow the steps above to move to the Copyright tab.

Adjusting Speech Settings

The Voice Settings dialog configures PAC Mate to speak the way that suits you best. There are three approaches you can take to adjust speech.

The first approach uses general keyboard navigation.

Go to the Start Menu (**F3**), and then press the **UP ARROW** three times to move to Settings. Press **ENTER (DOT 8)** and use the **DOWN ARROW** to select “Voice Settings.” Press **ENTER** again.

This second approach uses first letter navigation.

Press the Start Menu key, and then press **S (DOTS 2-3-4)** to open the Settings multi-page dialog. Next, press **V (DOTS 1-2-3-6)** twice to move to Voice Settings and press **ENTER**.

As you can see the second approach is more direct and faster.

When the Voice Settings dialog opens, the speech rate control is active. This is a slide control and requires that you use the **LEFT** and **RIGHT ARROWS** to increase or decrease the speech rate. To move forward to the next control, press **TAB (DOTS 4-5 CHORD)**.

The voices control is a combo box that allows you to choose from a selection of eight voices. With combo boxes, use the **UP** or **DOWN ARROW** keys to make your selection. You will hear the actual voice as you arrow through this list.

Each time you move to a control, you should notice that JAWS indicates what type of control it is. For the voice pitch slide control, use the **LEFT** and **RIGHT ARROWS** to adjust the pitch to your liking. When you are done, press **TAB** to move forward to the next control.

This control, Upper Case Pitch, is a little different than anything discussed so far. It is an edit box and when you pressed **TAB** to move to it, you should have heard JAWS say, “Upper Case Pitch increment edit twenty.” This means that the number twenty is the

increment that JAWS uses when it reads an upper case letter. To change the pitch, type in a new number using Computer Braille. When you are done, press **TAB (DOTS 4-5 CHORD)** to move to the next control.

The last control in this dialog is the punctuation combo box. This control has four choices that you can use to control the amount of punctuation that you hear. They are none, some, most or all. Use the cursor cross to select your choice. When you are done, press **ENTER (DOT 8)** to return to the Settings Multi-page dialog. To exit the Settings dialog and return to the Today Screen, press **F1**.

The third approach to adjust speech settings uses **S CHORD**, which you can press at anytime, in any program.

Note: If you adjust speech with **S CHORD** and later perform a warm reset (**DOTS 1-2-3-4-6-7-8 CHORD**) or refresh the screen (**F1 CHORD**), your speech settings will revert to the previous adjustments made from the Settings dialog.

The commands introduced here are called layered commands because you only have to press **S CHORD** once to have all the speech parameters settings available. For example, press **S CHORD**, then use the cursor cross to adjust the voice rate and volume. When you are done, press **P** until you set the punctuation to the level you want, etc. To move out of settings, press **TAB**. To read more information on layered commands, please see [PAC Mate Basics, Understanding Layered Commands](#).

The table below lists all the commands used to adjust speech.

Description	Command
Increase Voice Rate	S CHORD, RIGHT ARROW (DOTS 2-3-4 CHORD, RIGHT ARROW)
Decrease Voice Rate	S CHORD, LEFT ARROW (DOTS 2-3-4 CHORD, LEFT ARROW)
Increase Volume	S CHORD, UP ARROW (DOTS 2-3-4 CHORD, UP ARROW)

Decrease Volume	S CHORD, DOWN ARROW (DOTS 2-3-4 CHORD, DOWN ARROW)
Punctuation Level	S CHORD, P (DOTS 2-3-4 CHORD, DOTS 1-2-3-4)
Speech Output Level	S CHORD, S (DOTS 2-3-4 CHORD, DOTS 2-3-4)
Keyboard Echo	S CHORD, K (DOTS 2-3-4 CHORD, DOTS 1-3)
Grade 2 Braille	S CHORD, G (DOTS 2-3-4 CHORD, DOTS 1-2-4-5)

Understanding Layered Commands

There are several types of keyboard combinations in the PAC Mate. Most key combinations are pressed once and released, and the command runs.

There are also layered commands. These are layered key combinations, where one set of keys is pressed and released, then another set of keys are pressed and released, and the command runs. For example, press **I CHORD, T (DOTS 2-4 CHORD, DOTS 2-3-4-5)** to read the current window title.

Repeating layered commands allow you to press the second key combination in the sequence multiple times. For example, press **S CHORD, RIGHT ARROW** to increase the speech rate. After pressing **S CHORD (DOTS 2-3-4 CHORD)**, press **RIGHT ARROW** repeatedly until the speech rate you desire is reached. If you think it's too fast, press **LEFT ARROW** to decrease the rate. You don't have to press **S CHORD** again unless you pressed a key combination that is not assigned to the second layer for repeating commands that start with **S CHORD**.

If you do press the first key combination in a layered command, followed by a key combination that is not assigned to the second layer, the PAC Mate plays a sound to indicate that the command is invalid.

The PAC Mate also provides help for Layered Commands. Press the first layer command sequence followed by **QUESTION MARK** to display a listing of all the commands in that layer. Move to a command in the list and press **ENTER** to activate the command. For example, press **S CHORD, QUESTION MARK** to list the settings commands. Adjust the speech rate and volume right from the list.

Working with Text

This section introduces you to PAC Mate's Grade 2 Braille feature, explains how to read and manipulate text, lists all the associated commands and provides examples on the more frequently used actions performed with text.

Braille in Grade 2

Currently, [Grade 2 Braille](#) is available in the following applications: FSEdit, Pocket Word and Pocket Outlook (i.e., Inbox, Contacts, Tasks, Calendar, Notes). For each new file created in an application, Grade 2 Braille must be enabled, as [Computer Braille](#) is the default in PAC Mate.

Note: If you want to write literary braille using Grade 1, you should enable Grade 2 and write using the rules for Grade 2. For example, single letters should be preceded by a letter sign (**DOTS 5-6**).

Because FSEdit was developed to include Braille input and output, the Grade 2 Braille feature in FSEdit works differently than it does in Pocket PC applications. For more information on FSEdit and Grade 2 Braille, please see [Using PAC Mate Programs, FSEdit](#).

For Pocket Word and Pocket Outlook, pressing **S CHORD, G** enables Grade 2 Braille. But, unlike the other speech commands, this is not a [repeating layered command](#), which means you can immediately begin brailleing your text in the [multi-line edit field](#) (i.e., a Pocket Word document).

In edit fields where you can only type a single line of text, such as the To: or Subject: fields of an e-mail header or the

[Appointment Information dialog of Calendar](#), you must type in computer Braille as the PAC Mate (with [Tutor Messages](#) enabled) announces, "Computer Braille only."

Inserting Computer Braille into a Grade 2 File

When writing in Grade 2, it is sometimes necessary to insert symbols so the text will be read or translated as Computer Braille. To mark the beginning of Computer Braille text, use **DOTS 4-5-6, DOTS 3-4-6**. To mark the end of the Computer Braille text, use **DOTS 4-5-6, DOTS 1-5-6**.

Translating a Document

To translate a file from one grade to another:

1. Make sure the grade is set properly. If you have written text in Grade 2, press **S CHORD, G** and set the file to Grade 2.
2. Press **T CHORD** to translate the file.

Sharing Grade 2 Files

Once your Grade 2 Braille document, message, or note is complete, you should translate to computer Braille before saving or synchronizing it. To translate, press **T CHORD**. Although **T CHORD** works for translating an e-mail message, the command **SH CHORD, T** is more convenient as it translates and sends the e-mail message. See [Using PAC Mate Programs, Inbox](#) for more information about creating or sending e-mail.

Grade 2 back translation (**T CHORD**) is important because when you, your friend, or colleague opens an untranslated Grade 2 Braille file on an other device or desktop computer, the text is recognized and read as Computer Braille. Similarly, any e-mail or document composed in Grade 2 Braille that is sent to a friend or colleague who uses JAWS and/or a Braille display with Grade 2 translation enabled will read a Grade 2 translation of Grade 2 Braille.

When working in Pocket PC applications that support Grade 2 Braille it is important to remember that this feature has been

implemented for input convenience only. Thus, in situations where you are co-creating or co-editing a document with a colleague, it is recommended that when working on the PAC Mate BNS you use [FSEdit](#) as your word processor.

Reading

Depending on what you are trying to achieve, you may find reading by character, sentence or paragraph more suitable than reading with the Say All command (**DOTS 4-5-6-8 CHORD**). For instance, if you are trying to understand the syntax of a paragraph, you may want to read by line or by sentence. If you want to know how a word is spelled, you would want to read by character or press the command for “Spell Current Word” (**DOTS 2-5 CHORD** twice quickly). The table below lists all the reading/moving commands available on PAC Mate.

Description	Command
Prior Character	DOT 3 CHORD
Next Character	DOT 6 CHORD
Current Character	DOTS 3-6 CHORD
Current Character Phonetic	DOTS 3-6 CHORD twice quickly
Prior Word	DOT 2 CHORD
Next Word	DOT 5 CHORD
Current Word	DOTS 2-5 CHORD
Spell Current Word	DOTS 2-5 CHORD twice quickly
Prior Line	DOT 1 CHORD
Next Line	DOT 4 CHORD
Current Line	DOTS 1-4 CHORD
Prior Sentence	DOT 4+LEFT ARROW
Next Sentence	DOT 4+RIGHT ARROW
Current Sentence	DOT 4+LEFT+RIGHT ARROW
Prior Paragraph	DOT 1+UP ARROW

Next Paragraph	DOT 1+DOWN ARROW
Current Paragraph	DOT 1+UP+DOWN ARROW
Page Up	DOT 2+UP ARROW
Page Down	DOT 2+DOWN ARROW

Alternate Reading Commands

Alternate reading commands use the arrow keys. **LEFT** and **RIGHT ARROW** move and read horizontally. **LEFT ARROW** is for prior, **RIGHT ARROW** is for next, and when pressed together read the current line. Press them alone for character, or add **DOT 5** for word or **DOT 4** for sentence.

The **UP** and **DOWN ARROW** move and read vertically. **UP ARROW** is for prior; **DOWN ARROW** is for next, and when pressed together read the current line. Press them individually for line, add **DOT 1** for paragraph, or add **DOT 2** to move by page.

File Edges

Adding **DOT 3** to your cursor cross movement lets you move to the edges of your document (i.e., beginning/end of the current line, or top/bottom of the file). Just press **DOT 3** plus the arrow key that points in the direction you want to move. If you don't want to move the cursor, but want to read what's between that edge of the file and the cursor, add **DOT 7** to the command. For example, **DOTS 3-7+RIGHT ARROW** reads to the end of the line.

Below is a table that lists the commands used for moving about the edges of a text document.

Description	Command
Move to Beginning of Line	DOT 3+LEFT ARROW
Move to End of Line	DOT 3+RIGHT ARROW
Move to Top of File	DOT 3+UP ARROW

Move to Bottom of File	DOT 3+DOWN ARROW
Read from Beginning of Line	DOTS 3-7+LEFT ARROW
Read to End of Line	DOTS 3-7+RIGHT ARROW

Say All

When you want to read text in its entirety without stopping, use the Say All command (**DOTS 4-5-6-8 CHORD**). With Say All, PAC Mate reads text from the point where you initiate the command to the end of the document or until you press the Stop Speech command (**DOTS 6-8**). During a “Say All” there are several commands you can use to move swiftly through the text you are reading. For example, you can press the **LEFT** or **RIGHT ARROW** to rewind or fast-forward through a document. In addition, you can decrease or increase the speech rate and volume. This table lists the commands available during a Say All.

Description	Command
Say All	DOTS 4-5-6-8 CHORD
Rewind	LEFT ARROW
Fast Forward	RIGHT ARROW
Increase Speech Rate	DOTS 4-8
Decrease Speech Rate	DOTS 1-8
Increase Volume	DOTS 5-8
Decrease Volume	DOTS 2-8
Stop Speech	DOTS 6-8

Editing

While there are many aspects to editing a document, this section focuses on the commands used to edit text and provides an example with their implementation.

First, it is helpful to know that while most programs have an Edit Menu from which you can select an action, the PAC Mate has its own keyboard commands. The table below lists PAC Mate's editing commands, which can be used in any program.

Description	Command
Undo	E CHORD, U (DOTS 1-5 CHORD, DOTS 1-3-6)
Cut	E CHORD, X (DOTS 1-5 CHORD, DOTS 1-3-4-6)
Copy	E CHORD, C (DOTS 1-5 CHORD, DOTS 1-4)
Paste	E CHORD, P (DOTS 1-5 CHORD, DOTS 1-2-3-4)
Select All	E CHORD, A (DOTS 1-5 CHORD, DOT 1)
Find	E CHORD, F (DOTS 1-5 CHORD, DOTS 1-2-4)
Find Next	E CHORD, N (DOTS 1-5 CHORD, DOTS 1-3-4-5)
Replace	E CHORD, R (DOTS 1-5 CHORD, DOTS 1-2-3-5)
Delete	E CHORD, D (DOTS 1-5 CHORD, DOTS 1-4-5)
Delete Current Word	DOTS 1-2-3-4-5-6-8 CHORD
Delete Prior Word	DOTS 1-2-3-4-5-6-7 CHORD

In many cases, any editing that you do requires that you select text.

Example1: In the following two sentences, copy the word "stylus," cut the word "pen" and then paste the word "stylus" in the place of "pen."

Do you have a pen?

No, I have a stylus.

If you typed these sentences into one of the word processing applications on your PAC Mate and then followed the directions, you would have had to select text twice. (Once to cut pen, and once to copy stylus.)

1. Open FSEdit (**F3, P, F, F, F, ENTER**).
2. In the Name edit field type: Example1 (to capitalize a letter press **DOT 7**). When done, press **ENTER**.
3. Type the sentence: Do you have a pen? When you are done, press **ENTER**. Then type: No, I have a stylus.
4. Press **DOT 3 CHORD** or **LEFT ARROW** to move left one character.
5. Next, select the word, stylus, by pressing **DOTS 2-7 CHORD** and copy it with **E CHORD, C**.
6. Press the **UP ARROW** or **DOT 1 CHORD** to move up to the prior sentence.
7. Press **DOT 5 CHORD** or **DOT 2 CHORD** until you hear the word "pen," then press **DOTS 5-7 CHORD** to select pen or you can press **DOTS 6-7 CHORD** to select it by character so the question mark is not included.
8. Now, press **E CHORD, X** to cut the word pen, then press **E CHORD, P** to paste the word stylus.

The following two tables present all of the selecting commands available on PAC Mate.

Selecting Commands

Description	Command
Select Prior Character	DOTS 3-7 CHORD
Select to Next Character	DOTS 6-7 CHORD
Select Prior Word	DOTS 2-7 CHORD
Select to Next Word	DOTS 5-7 CHORD

Select Prior Line	UP ARROW CHORD
Select Next Line	DOWN ARROW CHORD
Select Prior Sentence	DOT 4+LEFT ARROW CHORD
Select to Next Sentence	DOT 4+RIGHT ARROW CHORD
Select Prior Paragraph	DOT 1+UP ARROW CHORD
Select to Next Paragraph	DOT 1+DOWN ARROW CHORD
Select Page Up	DOT 2+UP ARROW CHORD
Select Page Down	DOT 2+DOWN ARROW CHORD
Read Selected Text	DOTS 4-5-6-7-8 CHORD

Alternate Selecting Commands

Alternate selection commands are extensions of the alternate reading commands with the **SPACEBAR** added to make it a chorded command. For example, **LEFT ARROW CHORD** selects the prior character, and **RIGHT ARROW CHORD** selects to the next character. Add **DOT 5** to select by word, or add **DOT 4** to select by sentence.

UP ARROW CHORD selects the prior line, and **DOWN ARROW CHORD** selects to the next line. Add **DOT 1** to select by paragraph, or add **DOT 2** to select by page.

Selecting File Edges Commands

Description	Command
Select to Beginning of Line	DOT 3+LEFT ARROW CHORD
Select to End of Line	DOT 3+RIGHT ARROW CHORD
Select to Top of File	DOT 3+UP ARROW CHORD
Select to Bottom of File	DOT 3+DOWN ARROW CHORD

Alternate Selecting File Edges Commands

The alternates for these selection commands are based on the notetaker reading commands. Just add **DOT 7** to the equivalent reading command. **DOTS 1-3-7 CHORD** selects to the beginning of the line, and **DOTS 4-6-7 CHORD** selects to the end of the line. **DOTS 1-2-3-7 CHORD** selects to the top of the file, and **DOTS 4-5-6-7 CHORD** selects to the end of the file.

Formatting

Like the Edit Menu, many programs provide a Format Menu or dialog where you can change the appearance of text. But rather than use a menu or dialog, you should get familiar with PAC Mate's keyboard formatting commands as they are quick and easy to use. The tables below list the formatting commands available on PAC Mate.

Formatting Commands

Description	Command
Bold	F+DOT 8, B (DOTS 1-2-4-8, DOTS 1-2)
Italic	F+DOT 8, I (DOTS 1-2-4-8, DOTS 2-4)
Underline	F+DOT 8, U (DOTS 1-2-4-8, DOTS 1-3-6)
Strikethrough	F+DOT 8, S (DOTS 1-2-4-8, DOTS 2-3-4)
Center	F+DOT 8, C (DOTS 1-2-4-8, DOTS 1-4)
Left Justify	F+DOT 8, L (DOTS 1-2-4-8, DOTS 1-2-3)
Right Justify	F+DOT 8, R (DOTS 1-2-4-8, DOTS 1-2-3-5)

Set Font	F+DOT 8, F CHORD (DOTS 1-2-4-8, DOTS 1-2-4 CHORD)
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Uppercase

Description	Command
Caps Lock On	U CHORD, U (DOTS 1-3-6 CHORD, DOTS 1-3-6)
Caps Lock Off	U CHORD, L (DOTS 1-3-6 CHORD, DOTS 1-2-3)

Inserting Information

Description	Command DOT Pattern
Insert Date and Time	I+DOT 8, D (DOTS 2-4-8, DOTS 1-4-5)
Insert Numbering	I+DOT 8, N (DOTS 2-4-8, DOTS 1-3-4-5)
New Paragraph	DOT 8 pressed twice

Much of the process used to format text is similar to the process involved in editing text.

Example2: Center the following word “pac mate.” Capitalize p, a, c and m. Then bold the whole word.

1. Open FSEdit (**F3, P, F, F, F, ENTER**).
2. In the Name edit field type: Example2 (to capitalize a letter press **DOT 7**). When done, press **ENTER**.
3. Type the word: pac mate.
4. Press **F+DOT 8, C** to center the word. (There is no need to move to the beginning of the word to center it.)
5. Press the **LEFT ARROW** or **DOT 3 CHORD** to move left by character. Stop when you hear the letter “a.”

6. Then select to the beginning of the line with **DOT 3+LEFT ARROW CHORD**.
7. Next, press **U CHORD, U** to change p, a, c and m to uppercase.
8. Now, press **DOT 3+LEFT ARROW**, and **DOT 3+RIGHT ARROW CHORD**. This moves you to the beginning of the line so you can select all the text to the end of the line.
9. Last, to make everything bold, press **F+DOT 8, B**. (To unselect PAC Mate, press the cursor cross.)

Now, that you have created a title for your document, you are on your way to writing its content. When you press **ENTER** to start your first sentence, it will be centered. To left justify, press **F+DOT 8, L**.

Embossing

Embossing a document can be done only in the FSEdit program. This section covers only the basics of embossing. For more information on this topic, please see [FSEdit, Embossing a Document](#).

Embossing is initiated from FSEdit's Emboss dialog. To open the Emboss dialog you must open the File Menu (**SH CHORD, F**) (**DOTS 1-4-6 CHORD, DOTS 1-2-4**) and select Emboss (**E**) (**DOTS 1-5**). With the Emboss dialog open, you have several controls that allow you to change the way your document is embossed. If you do not want to change any of the parameters and are ready to emboss, press **ENTER**.

Printing

Currently, all PAC Mate documents must be synchronized and printed with your desktop or laptop computer and printer. For more information on synchronizing documents, please see [Connecting the PAC Mate, Connecting to a PC with ActiveSync](#).

For printing .brl files as text files, please see [FSEdit, Printing in FSEdit](#).

Adding Programs

Before you purchase an off-the-shelf program for your PAC Mate, make sure JAWS supports it and that it is compatible with the Pocket PC 2002 platform and your PAC Mate's processor. For more information on the processor, please see [Personalizing Your PAC Mate, Knowing About Pocket PC](#).

Any application that you want to add to your PAC Mate must be installed using ActiveSync and your computer. For more information on ActiveSync, please see [Connecting the PAC Mate, Connecting to a PC with ActiveSync](#)

Before you can add a program to PAC Mate, you must install it on your PC. You do not need to be connected or have a partnership established. After you install the program, it remains on your PC in ActiveSync so you can add or remove it from your PAC Mate when needed.

If you have yet to make a connection between your PAC Mate and your PC and only want to add or remove programs, establish a guest partnership in ActiveSync. If you want to synchronize and add or remove programs, establish a standard partnership.

With a guest partnership, the Add/Remove Programs dialog automatically launches to your PC desktop where you can check the box next to the program(s) you want added to your PAC Mate. With a standard partnership, you go to the Tools Menu (**ALT+T**) in ActiveSync on your PC and select Add/Remove Programs. Once you have checked the program(s) you want to add, press **TAB** to move to the OK button and press **ENTER** to close the dialog.

Note: Any listed program that does not have a check in the box is removed from PAC Mate.

If additional installation is required, installation dialogs will automatically open on your PAC Mate and step you through the rest of the process.

Removing Programs

Programs that come with your PAC mate cannot be removed. Only programs that you install can be removed.

There are a couple of ways to remove programs from your PAC Mate. The easiest way is to use the Add/Remove Programs dialog in ActiveSync on your PC. This dialog lets you remove any applications you are not currently using, but because they remain on your PC, you can re-add them to your PAC Mate at anytime.

To remove programs, establish a partnership in ActiveSync. With ActiveSync open on your PC desktop, go to the Tools Menu (**ALT+T**) and select Add/Remove Programs from the menu. In the Add/Remove Programs dialog, uncheck the box next to the program(s) you want removed from your PAC Mate. Once you have unchecked the program(s) you want removed, move to the OK button and press **ENTER**. The program(s) are automatically removed from your PAC Mate.

Note: Any listed program that has a check in the box remains on PAC Mate.

The second way to remove programs installed is to use the Remove Programs dialog on your PAC Mate. To do this, go to Settings on the Start Menu and press **ENTER (DOT 8)**. Press **SHIFT+TAB (DOTS 1-2 CHORD)** until you hear, "Personal tab." Then use the **RIGHT ARROW** to move to the System tab. Next, press **TAB (DOTS 4-5 CHORD)** once, then press **R (DOTS 1-2-3-5)** twice to move to Remove Programs and press **ENTER**.

On the Remove Programs dialog use the **DOWN ARROW** to select the program(s) you want removed. Press **TAB** to move to the Remove button and press **SPACEBAR**.

PAC Mate Hardware

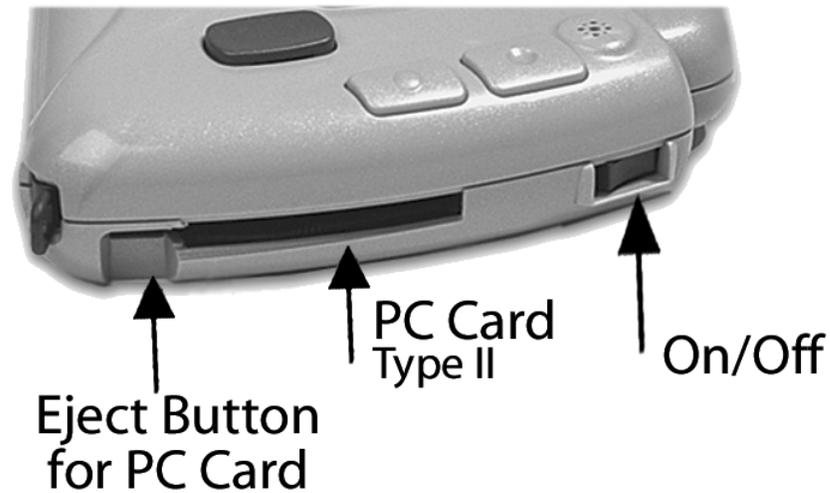
The PAC Mate has buttons and keys on the top, ports and switches on the sides, and the battery in the back. The overall size of the PAC Mate is 5.4 inches x 9.75 inches x 1.25 inches and weighs 1.5 lbs.

Ports and Switches

On the right edge of the PAC Mate, near the front is the PC card slot for I/O devices. Behind this is the On/Off switch. On the left end of the unit, from front to back, are the compact flash slot, the nine-pin serial port, the USB port, and the AC adapter jack. Above the compact flash slot are two audio jacks. The one nearest the front of the unit is a 1/8th inch audio output jack, and behind that is a 1/16th inch audio input jack. On the back of the unit is the removable battery pack, which takes up most of the space along the back. On the left side of the battery pack is the infrared port.

There is a reset button inset on the bottom of the PAC Mate. To find the reset button, place your index finger near or on the On/Off switch and turn the PAC Mate bottom side up. Next to the rubber pad, closest to the On/Off switch, is a raised round ridge with a hole in its center. This is the reset button.

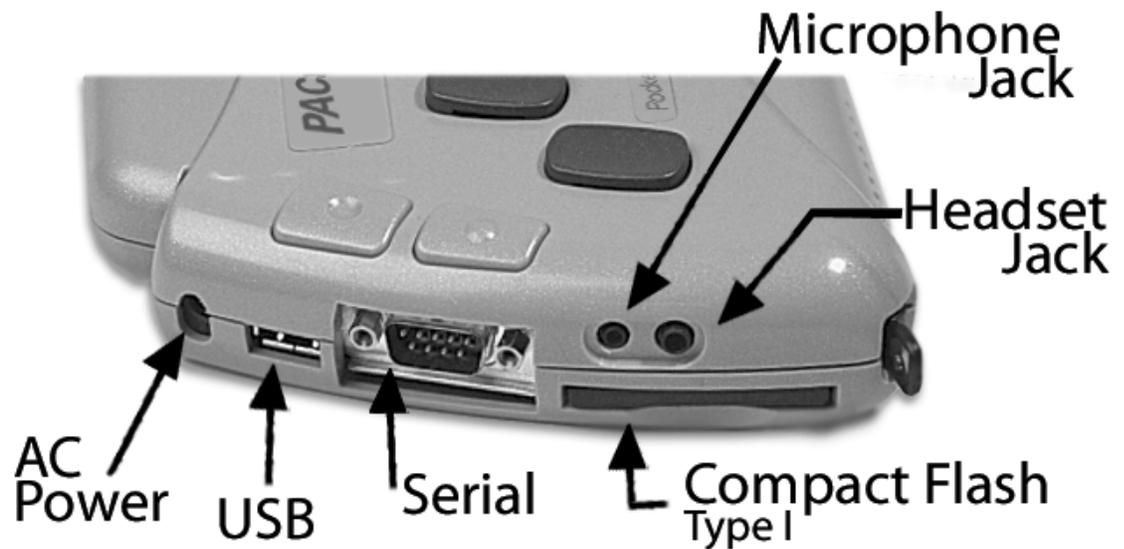
Caution: The reset button erases all data and deletes all programs. For more information, please see [PAC Mate Hardware, Resetting the PAC Mate](#).



Note: PC cards must be inserted label side down.
Compact Flash cards must be inserted label side up.

Both the compact flash and PC card plug into the PAC Mate in one direction only. If you insert the card(s) the wrong way, simply remove the card, turn it over and gently reinsert the card(s). Never push or jam the card. When you correctly insert the card(s), you can feel it gently plug into place.

To remove the compact flash card, grasp and pull the card with your index finger and thumb. To remove the PC card, push the button that is next to the PC card slot. You can find this button only when a PC card is inserted into its slot and by running your index finger along the right side of the unit, feeling for a cut away in the plastic. The button is in line with the PC card and is near the front of the unit.

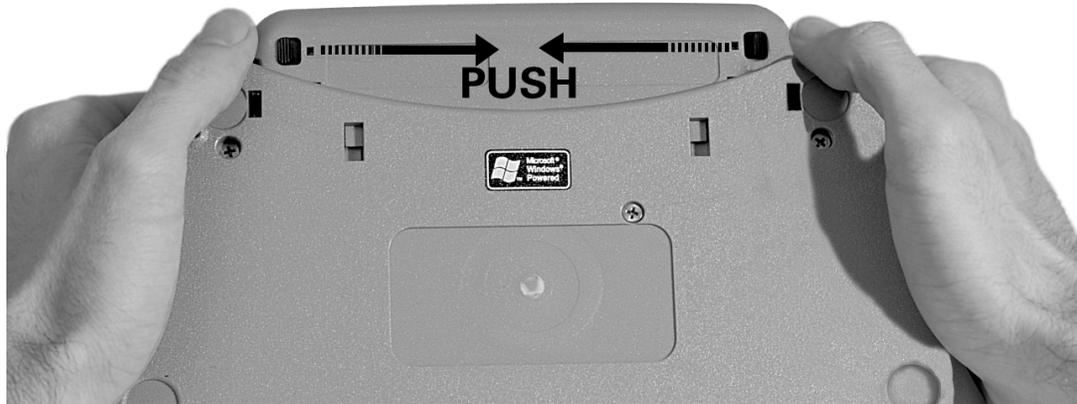


Battery

The PAC Mate is powered with a lightweight, high-density lithium ion battery that, with continuous use, holds its charge for 12 hours. It may be charged repeatedly and at any time within the battery cycle without losing capacity. When the battery has only 20% of its charge remaining, the PAC Mate announces a warning that the battery is low. At 12% of battery life, the PAC Mate alerts you that the battery is critically low and after 2 minutes the PAC Mate will automatically turn off. Once the battery charger is connected, the battery takes approximately 4 hours to recharge. You can work with your PAC Mate while your battery is recharging without harming the unit. When you get ready to charge your PAC Mate, **you must charge the battery with the AC adapter supplied with the unit.** When you switch battery packs, you should turn your PAC Mate off, insert the new battery pack, and then turn your PAC Mate on.

To remove your battery pack, turn the PAC Mate bottom side up so that the battery pack is farthest away from you. Next, use your thumbs and feel for the spring-loaded buttons on either end of the battery. To disengage the battery, push these buttons towards each other or towards the center of the battery using your thumbs.

Then with the buttons held in this position, slide the battery out of its compartment.



Warning: To prevent data loss, do not remove the battery and the AC power source at the same time, as the life of the backup battery is approximately 30 minutes.

Inserting the battery is easier as it fits into its compartment one way only. Once you have it positioned correctly, the battery slides in easily with two positive clicks.

For convenience, the Today Screen indicates the percentage of battery charge available. To refresh the Today Screen so that it reflects the most current battery charge, press **F1 CHORD**. For more information, please see [PAC Mate Hardware, Power Management](#).

If you own a spare battery pack we recommend that you store it in a dry place away from heat or direct sunlight.

Power Management

Whenever possible, use your PAC Mate with the AC adapter plugged to external power, especially when connecting to a PC, using a compact flash card, a modem or other peripheral. This will save your battery for those situations when you are mobile and away from a power source.

Regardless of whether you are using an external power source or battery, you can conserve the amount of energy your PAC Mate is using by enabling the controls available to you in the Power

Settings dialog. There are two ways to access this dialog. The easiest way is to move down and press **ENTER** on the last of the five items on the Today Screen, which indicates the battery charge. The other way is from the Start Menu.

From the Start Menu (**F3**), move to Settings and press **ENTER** (**DOT 8**). Press **SHIFT+TAB** (**DOTS 1-2 CHORD**) until you hear, "Personal tab." Then, use the **RIGHT ARROW** to move to the System tab. Now, press **TAB** (**DOTS 4-5 CHORD**) once to move onto the page and press **P** (**DOTS 1-2-3-4**) to select Power. With Power selected press **ENTER**.

With the Power Settings dialog open, press **TAB** to move to the "On battery power: Turn off device if not used for" check box. Press the **SPACEBAR** to enable this control, then move to the associated combo box to select the number of minutes. Follow this same procedure for the next control, which turns PAC Mate off when using external power. For additional information on the PAC Mate battery, please see [PAC Mate Hardware, Battery](#) and [Appendix B: Special Considerations, Lithium Ion Battery](#).

Resetting the PAC Mate

Occasionally it may be necessary for you to reset your PAC Mate. Particularly, if it is operating slow and sluggish or if it stops responding completely. If this occurs often, contact Freedom Scientific's hardware [technical support](#). However, if this occurs infrequently, perform the following to get your PAC Mate running without delay.

Performing a Warm Reset

A warm reset does not affect your files, programs or settings. Instead, it closes all running applications and returns you to the Today Screen. To perform a warm reset, press **DOTS 1-2-3-4-6-7-8 CHORD** (i.e., every key except 5).

Performing a Hard Reset

A hard reset should be used only as a last resort as this erases all files and data you have created and programs you have installed. For this reason, it is recommended that you use

ActiveSync to create a backup file of all of your programs and data. For more information on using ActiveSync, please see [Connecting the PAC Mate, Connecting to a PC with ActiveSync.](#)

To find the reset button, place your index finger near or on the On/Off switch and turn the PAC Mate bottom side up. Next to the rubber pad, closest to the On/Off switch, is a raised round ridge with a hole in its center. This is the reset button. To reset your PAC Mate, use a straightened paper clip or a toothpick and press down gently. You should feel the button move slightly as you press.

Carrying Case

To use the carrying case, locate the front of the case by feeling for the Freedom Scientific logo on the lower right front of the case. Across the top of the case are two rows of Velcro, the first is for the case cover, while the second Velcro fastening can be opened to allow you to slide the PAC Mate inside.

Turn the PAC Mate with the battery down and slip it into the case with the keypad side to the front of the case.

Locate the strap for the case and connect each end to the rings at the bottom corners of the PAC Mate.

Close the Velcro opening securely.

Now open the front flap of the case. There is access to each of the connections through the top and sides of the case. On the front flap's exterior there is a zippered pocket and on the flap's interior is a pocket to slide in your ID card.

General Care of PAC Mate

The plastic body of PAC Mate is made of a blend of high impact polycarbonate and heat resistant polymers that meet strict environmental standards. In order to keep your PAC Mate in good working condition, it is recommend that you store your unit in a dry place away from direct sunlight, avoid operating the unit around liquids or food, and always operate the unit with clean, dry hands.

Clean the unit with a dry cloth and do not use commercial cleaners on any part of the unit.

Never use the PAC Mate in an environment where it will be exposed to extremes of light, temperature, moisture or vibration.

Setting Up PAC Mate

PAC Mate allows you to modify many settings that determine what and how much information JAWS reads. In addition: you can set alarm notifications, choose to read time in different formats, select what programs appear in the Start Menu and in the Programs submenu, and customize the Today Screen to view only those item you want.

Verbosity

Use the JAWS Verbosity dialog to set JAWS verbosity levels: Beginner, Intermediate, or Advanced. This determines how much information JAWS speaks.

Go to the Start Menu (**F3**), move to Settings. When you press **ENTER (DOT 8)** on Settings you are in the Settings dialog on the Personal page list view. If nothing is selected, first press the **SPACEBAR**. Once an item is selected you can use first letter navigation. Press **V (DOTS 1-2-3-6)** once or use the cursor cross to move to Verbosity Settings. Once you have found it, press **ENTER**.

With the JAWS Verbosity Settings dialog open, use the cursor cross to select the Verbosity Level. Move to the Preferences button with the **TAB** command and press **SPACEBAR**. This opens the Preferences dialog, where you can choose how much information JAWS speaks. Press **TAB** to move about the dialog. Use the **SPACEBAR** to check the boxes next to the type of message you want to hear. In the Message Length combo box, use the cursor cross to select long or short. If you want to restore the default settings, move to the Restore Default Settings button and press **SPACEBAR**. To close the Preferences dialog and save the settings, press **ENTER**.

Before you exit out of JAWS Verbosity Settings, there are two more controls in this dialog that you should know about. They are the Tutor Messages and the Access Key Messages. These check boxes are checked by default. Tutor Messages provide navigational tips, while Access Key Messages provide information

on the access key that moves you directly to a control or to an item in a menu. If you prefer to disable this additional verbosity, use the **SPACEBAR** and uncheck these controls.

If you want to continue adjusting features on your PAC Mate, return to the Settings dialog by pressing **ENTER (DOT 8)** and use first letter navigation or the cursor cross to move through the list view.

To escape the Settings dialog, press **F1**.

Text

Use the Text Settings dialog to set preferences for how the Say All command (**DOTS 4-5-6-8 CHORD**) works.

To use this dialog, go to the Start Menu (**F3**), move to Settings. When you press **ENTER** on Settings you are on the Personal page list view of the Settings multi-page dialog.

If nothing is selected in the list view, press the **SPACEBAR**. If an item is selected when you first open the Settings dialog, press **T** once or use the cursor cross to move to Text Settings, then press **ENTER**.

With the Text Settings dialog open, use the cursor cross to make a selection in the Say All combo box. Your choices in this box are:

- **Line with Pauses:** This option reads by line, pausing slightly at the end of each line.
- **Line without Pauses:** This option allows for smoother reading.
- **Sentence:** Select this option for applications in which Say All sounds choppy. This moves the pauses between elements to the ends of sentences, and makes the reading sound smoother.
- **Paragraph:** This option is very useful in large documents as you can press **DOTS 5-6 CHORD** to quickly move through the paragraphs without needing to interrupt Say All.

As you move forward (**TAB**) in this dialog you arrive on the Say Blank Lines check box, use the **SPACEBAR** to check it if you want

blank lines announced when using the Say All command. This control is unchecked by default.

If you want JAWS to speak numeric dates in a different format, use the Numeric Date Processing combo box to select a format. Your choices are:

- **No Translation:** If this option is selected, numeric dates are read as numbers. This option is selected by default.
- **Some Translation:** If this option is selected, numeric dates of month followed by day followed by year and separated by slashes or dashes are translated. For example, 03-16-00 is read as "March sixteenth two thousand."
- **Full Translation:** If this option is selected, numeric dates of month followed by day and separated by slashes or dashes are translated in addition to those dates translated with Some Translation selected. For example, 03-16 is read as "March sixteen."

Use the **TAB** command again to move to the Number Processing combo box. This combo box allows you to determine how numbers are read. Use the cursor cross to make your selection. Your choices are:

- **Digits:** If this option is selected, numbers are read as a series of single numbers. For example, 123 is read "one two three."
- **Pairs:** If this option is selected, numbers are read as a series of paired numbers. For example, 1050 is read as "ten fifty." If the number has an odd number of digits, the first digit is read as a single digit and the rest are paired. For example, 123 is read "one twenty three."
- **Whole Numbers:** If this option is selected, numbers are always read as complete numbers. For example, 123 is read as "one hundred twenty three." This is the default option.

The next control in this dialog is called Mixed Case Processing. This control causes JAWS to speak words that are joined together with capital letters, such as SayAll, as two words. This check box is enabled by default. To disable, use the **SPACEBAR**.

Immediately after the Mixed Case Processing check box, is the Speak Dollars check box. With this check box enabled, JAWS reads numbers preceded by a dollar sign (\$) in the format of number of dollars and number of cents. For example, \$9.95 is read as "nine dollars and ninety five cents." For monetary values less than a dollar, type a zero to the left of the decimal. For example, \$0.02 is read as "two cents." This check box is disabled by default.

To close this dialog, press **ENTER (DOT 8)**. If you want to explore the other pages in the Settings dialog, press **SHIFT+TAB (DOTS 1-2 CHORD)** until you hear, "Personal tab," then **RIGHT ARROW** to the other pages.

Format

There may be times when you will find it necessary to know how a document is formatted, particularly if you are editing a document. For instance, a bibliography requires book and article titles. It includes authors, publishers and dates, which all require different attributes such as italic, underline, capitalization and indentation. With PAC Mate, you can enable these items in the Format Settings dialog.

To use the Format Setting dialog, go to the Start Menu (**F3**), move to Settings and press **ENTER**. When you open the Settings dialog you are on the Personal page list view of the Settings multi-page dialog. If nothing is selected in the list view, press the **SPACEBAR**. If an item is selected when you first open the Settings dialog, press **F** and **ENTER** to open Format Settings.

When you open Format Settings, you will hear PAC Mate say, "JAWS Format Settings dialog, speak text formatting check box, not checked." Before you can enable any item in this dialog, you must enable this check box with the **SPACEBAR**. After, the following items can be enabled:

- **Attributes:** Enable this check box if you want PAC Mate to announce when text is bold, italic, or underlined.
- **Font:** Enable this check box if you want PAC Mate to announce the font name (such as Arial or Times New Roman).

- **Point Size:** Enable this check box when you want PAC Mate to announce text point size.
- **Capitalization:** If this check box is checked, capitalized letters are indicated. PAC Mate says "cap" to indicate one character is capitalized, and "all caps" to indicate an entire word is capitalized.
- **Indented Characters:** If this check box is checked, changes in indentation are indicated. PAC Mate announces the indent in pixels from the left side of the window.
- **Repeat Characters:** Enable this check box to have PAC Mate filter out repeating characters, such as dashes or stars. To choose how many times you want to hear a character spoken, move to the combo box that accompanies this control. Your options are: Three, Four, Five, Six, All. Three is the default.

When you are done with this dialog, press **ENTER** to return to the Settings dialog where you can continue adjusting other features of your PAC Mate. Remember, since JAWS Format Settings is already selected, you can use first letter navigation or the cursor cross to move through the list view.

To escape the Settings dialog, press **F1**.

HTML

This dialog controls the way PAC Mate reads pages written in html. If you intend to browse the web, getting familiar and understanding this dialog is imperative.

Go to the Start Menu (**F3**), move to Settings and press **ENTER**. When you open the Settings dialog, you are on the Personal page of the Settings multi-page dialog. If the Settings dialog opens with one of the thirteen items selected in the list view, press **H** once to select HTML Settings or use the cursor cross to select it. If an item is not selected, press **SPACEBAR** first, and then use first letter navigation. Once HTML Settings is selected, press **ENTER**.

When you open HTML Settings, you will hear PAC Mate say, "JAWS HTML Settings dialog, Skip Past Repeated Text On New

Pages check box, checked.” With this control checked, PAC Mate skips text that is repeated on web pages within the same web site and automatically moves the cursor to new text found on the page.

When you press **TAB** to move forward, the next control you encounter is the “Lines Per Page” edit field. This setting determines how many lines the cursor moves when pressing **PAGE UP (DOT 2+UP ARROW)** or **PAGE DOWN (DOT 2+DOWN ARROW)**. With the default value set to twenty-four, the cursor moves twenty-four lines. For more information on moving through and reading text, please see [PAC Mate Basics, Working with Text](#).

The next control is the “Maximum Line Length” edit field, which controls how many characters the cursor treats as one line of text. The default value is 150 characters.

Headings are used to understand how each section of text relates to the web page as a whole. Press **TAB** to move to the “Headings Verbosity” combo box. With the Headings Verbosity combo box, use the cursor cross to choose whether PAC Mate announces headings and whether this includes heading levels. The default setting is Headings with levels indicated.

Many web sites use Graphics as links. If you want PAC Mate to announce only graphical links that use alternate text, use the cursor cross to select Tagged Graphical Links in the Graphical Link Verbosity combo box.

In addition to graphical links, frames are another web structure you will encounter. To control how PAC Mate responds to frames, choose one of the three options in the New Frame Indication combo box. Your options are:

- **No Indication:** PAC Mate does not indicate when frames are entered or exited.
- **Say Frame Name:** PAC Mate announces the frame name when it is entered or exited. This is the default option.
- **Say New Frame:** PAC Mate announces when a frame is entered only.

If you want to continue with adjusting HTML settings, press **TAB** to move to the Advanced button and press **SPACEBAR**. If you are

done with this dialog, press **ENTER** to return to the Settings dialog. Press **F1** to return to the Today Screen.

Advanced HTML Settings

When you press **SPACEBAR** on the Advanced button in the JAWS HTML Settings dialog, you open the HTML Advanced dialog. The first three controls in this dialog are check boxes, which are checked by default. To uncheck the boxes, press the **SPACEBAR**.

The first check box of this dialog is the “Say Link Type” check box, which sets PAC Mate to announce the type of links encountered when navigating an HTML document. To move to the next control, press **TAB**.

With the “Identify Same Page Links” check box checked, PAC Mate announces when links point to other locations on the same page by stating, "same page link."

The “Indicate Tables” check box sets PAC Mate to announce the start of a table by declaring its number of columns and rows and when the end of the table is reached. To move to the next control, press **TAB**.

The “Text Block Length” edit box lets you specify the number of characters in a block of text. This control affects the **H CHORD**, **T** command used in Pocket Internet Explorer. When you press this command, PAC Mate moves to the next block of non-link text that is equal to or greater than the number of characters specified in this edit box. The default value is 25.

The “Text Link Verbosity” combo box determines what information PAC Mate speaks when a text-based link is encountered. The following options are available:

- **Speak Title Text:** When this option is selected, PAC Mate speaks information provided by the HTML title attribute, which is not displayed on the screen. If no title text is found, PAC Mate reads the on-screen text.
- **Speak Screen Text:** PAC Mate reads the on-screen text of the link only. This is the default option.

- **Speak Longest:** PAC Mate reads the longer string of text whether it is the on-screen text displayed as a link or a title tag attribute. This option is meant to provide you with the most information possibly available on an HTML page.

To move to the next control, press **TAB**.

Similar to the “Text Link Verbosity” combo box, the “Graphic Verbosity” combo box allows you to specify how you want PAC Mate to announce graphics within HTML documents. The following options are available:

- **No Graphics:** Graphics are not announced.
- **Tagged Graphics:** Graphics that have alternate text specified within the HTML document are announced. PAC Mate states "graphic" and then reads the alternate text. This is the default option.
- **All Graphics:** All graphics are announced.

The last control in this dialog is the “Image Map Link Verbosity” combo box. This control determines how images, mapped with coordinates for use as links, are announced. PAC Mate offers the following options:

- **No Image Map Links:** Image map links are not announced.
- **Tagged Image Map Links:** Image map links that have Alternate text specified within the HTML document are announced.
- **All Image Map Links:** All image map links are announced. This is the default option.

If you are done, press **ENTER** twice to return to the Settings dialog. Then press **F1** to return to the Today Screen.

Keyboard

When you want to adjust the amount of feedback you receive as you type in an edit field, use the “JAWS Keyboard Settings” dialog.

To use this dialog, go to the Start Menu (**F3**), press **S** to open the Settings dialog. The Settings dialog opens to the Personal page of

a multi-page dialog. A list view of thirteen items is the first control on this page.

If nothing is selected in the list view, press the **SPACEBAR**. If an item is selected when you first open the Settings dialog, press **K** once or use the cursor cross to move to Keyboard Settings, then press **ENTER**.

When you open this dialog, the “Typing Echo” combo box is active and ready for you to use the cursor cross to select an option. Your options in this combo box are:

- **Off**: PAC Mate is silent as you type.
- **Characters**: Each character you type is echoed.
- **Words**: Each word you type is echoed after pressing **SPACEBAR** or **ENTER**.
- **Characters and Words**: Characters are echoed as you type them and words are echoed after you press **SPACEBAR** or **ENTER**.

When you are done making your selection, press **TAB** to move to the next control.

Tip: You can also change these options with **S CHORD**, **K**. Continue to press **K** until you select the option you want.

The next two controls, “Typing Interrupt” and “Reading Interrupt,” stop speech when typing or reading keys are pressed. These two controls are enabled by default. To disable either control, press the **SPACEBAR**.

To save your settings and return to the Settings dialog, press **ENTER**. To close the Settings dialog and return to the Today Screen, press **F1**. Or if you want to explore the other pages in the Settings dialog, press **SHIFT+TAB** until you hear, “Personal tab,” then **RIGHT ARROW** to the other pages.

Today

Use the Today dialog to change the items and their information listed on your Today Screen.

To use the Today dialog, go to the Start Menu (**F3**), move to Settings and press **ENTER**. Next, press the **SPACEBAR** once to activate the Settings list view on the Personal page. From there, press **T** twice and **ENTER** to open the Today dialog.

Note: When the Today dialog opens, PAC Mate announces “Today dialog, Appearance page.” This page allows you to change the Appearance of Pocket PC’s user interface and is unsupported in PAC Mate.

Press **SHIFT+TAB** until you hear “Appearance tab,” then press the **RIGHT ARROW** to move to the Items tab. From the Items tab, press **TAB** to activate the Items page. Use the cursor cross to move up and down the list of items and press the **SPACEBAR** to check or uncheck the associated boxes.

You can rearrange the order in which the items appear on the Today Screen. Use the cursor cross to move to each item in the list view. Press **TAB** to see which of the three buttons, the Move Down, Move Up, and Options, become available for each item. Use the **SPACEBAR** to activate the buttons. The Options button lets you alter the information that is displayed for Calendar and Tasks.

To save your settings and return to the Settings dialog, press **ENTER**. To close the Settings dialog and return to the Today Screen, press **F1**.

Input

While this Settings dialog has limited support, it does contain two controls that may be beneficial for you to know about. The first control is the “Voice Recording Format” combo box. The settings in this combo box determine the quality of your voice recording. The default setting is 8000 Hz, Mono (2 KB/s), which gives you the longest possible recording time, but with the least amount of recording quality. Naturally, Pocket PC offers you a wide variety of settings to choose from. To learn more about the Voice Recording Feature, please see [Using PAC Mate Programs, Creating a Recording](#).

The second control in this dialog is the “Capitalize first letter of sentence” check box. With a check in this box, anytime you press **ENTER** to start a new line in an edit field, the first letter of the line is capitalized. This control works only with Pocket PC programs.

To access these controls, go to the Input dialog (**F3, S, I, ENTER**) and move over to the Options page with **CTRL+TAB**. As the page opens the first active control is the “Voice Recording Format” combo box. Make your selection using the arrow keys and then press **TAB** until you reach the “Capitalize the first letter of sentence” check box. Use the **SPACEBAR** to disable or enable this control.

Memory

When a program becomes unstable or when program memory is low, the first step to take is to free memory manually by stopping any active programs on your PAC Mate.

To do this, open the Settings dialog from the Start Menu (**F3, S**). Press **CTRL+TAB** until you hear, “System page,” then press **M, ENTER** to open the Memory multi-page dialog. Next, move to the Running Programs page (**CTRL+TAB**). Select the Program(s) in the list using the **DOWN ARROW**. Last, move to (**TAB**) and activate (**SPACEBAR**) either the Stop button or Stop All button.

The second step would be to store files on a compact flash card. Press **F3**, move to Programs and press **ENTER**. Move to File Explorer and press **ENTER** again. Select the file with the **DOWN** or **UP ARROW**, or select multiple files with **DOWN** or **UP ARROW+SPACEBAR**. Next, press **F2 CHORD** and from the context menu, choose Cut and press **ENTER**. Press **F2**, use the **DOWN ARROW** to select Flash Disk and press **ENTER**. With Flash Disk open, press **F2 CHORD** again, choose Paste and press **ENTER**. For more information on working with File Explorer, please see [Using Windows CE with PAC Mate, Using File Explorer](#).

If the first two steps do not free enough memory, the third step would be to delete unnecessary files. In File Explorer, choose a file(s), press **F2 CHORD**, and select Delete.

To find and delete your largest files, Go to the Start Menu (**F3**) and choose Find. Press **TAB** to move into the Type combo box, and select Larger than 64 KB, then press **SPACEBAR** on the Go button.

In Internet Explorer, delete all files and clear history.

The last step would be to remove the programs you are not currently using. For more information on removing programs, please see [PAC Mate Basics, Removing Programs](#).

System Sounds & Notifications

The Notification System on PAC Mate is controlled from the Sounds & Notifications settings dialog. In this dialog, you can choose what events you'd like to receive notifications for, and how you'd like to be notified.

Note: PAC Mate does not support pop-up screen display notifications or screen taps.

You open the Sounds & Notifications dialog from the Settings list view on the Personal page. To quickly move to the Sounds & Notification dialog from the Today Screen, press **F3, S**. If the list view on the Settings dialog is active, press another **S**.

If you open the Settings multi-page dialog and the Personal tab is active, press **TAB** once to move onto the Personal page and then press the **SPACEBAR** to select an item in the list view. Once an item is selected in the list view, use first letter navigation.

The Sounds & Notifications dialog opens on the Volume page with the system volume control active. This particular control is a left/right slider, which you adjust with the **LEFT** and **RIGHT ARROWS**. After you press **TAB** to move forward, the next control is the “Enable sounds for Events (warnings, system events)” check box. Press the **SPACEBAR** to enable this control if you want to be alerted to system events such as the start and/or completion of synchronization or when e-mail arrives in your inbox. The next two controls are similar, except that it applies to program notifications such as reminders and alarms. Be sure to enable both the Programs and Notifications check boxes if you want to use

appointment/task reminders and the alarms on the clock. The last control in this dialog is the “Enable sounds for Hardware buttons” check box. This control is similar to the Typing Echo control in the Keyboard Settings dialog, except that it is a key click. If you check this box, be sure to move to the accompanying radio buttons where you can use the **LEFT** and **RIGHT ARROWS** to decide how loud you’d like the “clicks” to sound.

When you are done with the Volume page, move to the Volume tab. This can be done with the **SHIFT+TAB** or **TAB** command. Once on the Volume tab, press the **RIGHT ARROW** to move to the Notifications tab and press **TAB** once to move onto the Notifications page.

On this page, the “Select an event” and the “Select how to be notified, Play sound” controls work in tandem. That is, as you select an event from the combo box, move forward and enable the Play sound check box. Then move to the next control, which is a combo box, and choose the sound you want to hear for this event’s notification. Remember in combo boxes, the **UP** and **DOWN ARROW** selects, while the **SPACEBAR** activates buttons.

When you are done with these settings, press **ENTER** to save and close this dialog. Press **F1** to return to the Today Screen.

Menus

Depending on the programs you use most, you may find it useful to arrange the Start Menu and the Today Screen New Menu differently than the default. This is done from the Menus dialog

To navigate and open this dialog, press **F3, S** to open the Settings dialog. With the list view on the Settings dialog active, press **M, ENTER** to open the Menus dialog.

The Menus dialog opens with the list view in the Start Menu page active. Use the cursor cross to move up and down the list. Programs with a check in their box appear in the Start Menu, while programs with a clear check box appear in the Programs Submenu. Press the **SPACEBAR** to check or uncheck a box. The Start Menu can only hold nine programs.

When you are done with setting the Start Menu, press **TAB** to move to the Start Menu tab and press the **RIGHT ARROW** to move to the New Menu tab.

(If you are not yet familiar with this menu, go to the Today Screen and press **F2**.)

Because the first control on the New Menu page, Turn on New button menu, is not supported, press **TAB** twice to move to the list view. Use the cursor cross to move up and down the list and press the **SPACEBAR** to check or uncheck the item. All checked items appear in the New Menu.

Regional Settings

To set your PAC Mate to reflect the currency, time, date and numbers of a foreign country, use the Regional Settings dialog. Pocket PC has over 80 foreign regional settings to choose from.

You open the Regional Settings dialog from the Settings list view on the Systems page. To quickly move to the Regional Settings dialog from the Today Screen, press **F3, S**. When the Settings dialog opens, press **SHIFT+TAB** to move to the Personal tab, then press the **RIGHT ARROW** to move to the Systems page. If the System page is not active as you move from the Personal tab, press **TAB** once to move onto the Systems page and then press **R** for Regional Settings and **ENTER** to open the dialog.

The Regional Settings dialog opens with the Region page active. There is only one control on this page. For this combo box control, use the cursor cross to select a region.

If you want to make further changes or just explore the other pages in this dialog, press **TAB** to move to the Region tab and use the cursor cross to move back and forth between pages. To move onto a page and navigate through the controls use the **TAB** and **SHIFT+TAB** commands. To make a selection in combo boxes, remember to use the **UP** and **DOWN ARROWS**.

Clock

The Clock program features two clocks: one for home and one for visiting. So if you visit or have family that lives in a particular time zone you may want to adjust your Visiting clock to reflect that time zone. The Home clock is intended to keep time for the zone that you live in.

Go to the Start Menu (**F3**), press **S** to open the Settings multi-page dialog. Press **SHIFT+TAB** until you hear, “Personal tab,” then use the **RIGHT ARROW** to move to the System tab. On the System tab, press **TAB** once and then press **C** to select Clock. On Clock, press **ENTER**.

To view the Home or Visiting clock, use the **UP** or **DOWN ARROW** to choose the appropriate radio button. Each clock allows you to change the time zone, the time, and the date. Press **TAB** to move to any one of these controls. For the Time Zone combo box, choose a zone with the **UP** or **DOWN ARROWS**. For the time and date controls, you will use all the keys of the cursor cross. To move between the hour, minutes, seconds of the time control, use the **LEFT** and **RIGHT ARROWS**. To set these parameters, use the **UP** and **DOWN ARROWS**. These same commands apply to the date control as well.

Using the Alarm

This feature accommodates up to four alarm settings and requires that you enable the “Notifications (alarms, reminders) check box in the Sounds & Notifications dialog. For more information, please see [Setting Up PAC Mate, System Sounds & Notifications](#).

From the Today Screen, you access the alarm using the same steps for accessing the clock.

Go to the Start Menu (**F3**), press **S** to open the Settings multi-page dialog. Press **SHIFT+TAB** until you hear, “Personal tab,” then use the **RIGHT ARROW** to move to the System tab. On the System tab, press **TAB** once and then press **C** to select Clock. On Clock, press **ENTER**.

Once this dialog opens, press **SHIFT+TAB** until you hear, "Time tab." Then use the **RIGHT ARROW** to move to the Alarms tab.

Now, press **TAB** once to hear, "Alarm 1 check box not checked." To enable or disable check boxes, use the **SPACEBAR**. The next control you encounter is an edit field where you can type in a reason for the alarm. To choose how you would like to be notified, activate the "Set Notification Sound button" with the **SPACEBAR**.

This opens a new dialog, which consists of three check boxes and a combo box. Use the appropriate commands to navigate and activate the controls on this page. When you are done, press **F1** to return to the Alarms page.

The last control to set for the alarm is the day(s) you want it to sound. For instance, you would like your alarm to sound off everyday except Saturday and Sunday. To select Monday through Friday, move to each day with the **LEFT** or **RIGHT ARROW** and press the **SPACEBAR**. You should hear "Monday selected," "Tuesday select," etc., but for each weekend day you will only hear Saturday and Sunday. To unselect a day, press the **SPACEBAR** again.

Changing Time Format

If you prefer reading time in 24 hour format, close the Clock dialog by pressing **ENTER**. Then open the Regional Settings dialog by pressing **R, ENTER**. Press **SHIFT+TAB** to move to the Region tab, and then use the **RIGHT ARROW** to move to the Time tab. To change the time display to 24 hours, choose a time style that starts with a capital "H."

Buttons

From within the Buttons dialog, you can assign eight hotkey commands to any of the programs on your PAC Mate. The following table lists the default program for each command.

Program	Command
Record	DOTS 3-4 CHORD, DOT 1

Calendar	DOTS 3-4 CHORD, DOT 2
Contacts	DOTS 3-4 CHORD, DOT 3
Tasks	DOTS 3-4 CHORD, DOT 4
Inbox	DOTS 3-4 CHORD, DOT 5
File Explorer	DOTS 3-4 CHORD, DOT 6
FSEdit	DOTS 3-4 CHORD, DOT 7
FSCalc	DOTS 3-4 CHORD, DOT 8

To assign a different program to a command, open the Buttons dialog by pressing **F3, S**. When the Settings dialog opens Buttons should already be selected in the list view. If so, press **ENTER**.

If not, press the **SPACEBAR** to select it and then press **ENTER**.

The Buttons dialog opens with the Program Buttons page. The list view, which has the eight hotkey commands and default programs, is active.

You select a hotkey command by moving up or down with the cursor cross, then you press **TAB (DOTS 4-5 CHORD)** to move to the Button Assignment combo box. Use the arrow keys to move through the list and select a program you want to associate with the hotkey command.

To assign the next program to a hotkey, press **SHIFT+TAB (DOTS 1-2 CHORD)** to move back to the list view. Press **DOWN ARROW** to move to **DOTS 3-4 CHORD, DOT 2**. By default this button is set to Contacts. To change the program, repeat the steps discussed above.

In addition to assigning programs to hotkey commands, you can assign commands for scrolling. These options are also listed in the Button Assignment combo box.

Connecting the PAC Mate

There are several ways to connect your PAC Mate to the Internet or other computers.

- Use a USB cable or infrared with ActiveSync to connect your PAC Mate to a computer and share information or files.
- Use a modem or Ethernet card to connect to the Internet or a local network, where you can browse Web pages, send/receive e-mail, or share files.
- Use the serial port with a 9-pin socket to 25-pin plug null modem cable to output to a Blazer embosser.
- Beam information to another device using the infrared port.

Cables and Adaptors

You can use one of several methods to connect your PAC Mate to other computers or the Internet.

An Ethernet card connects the PAC mate directly to a network or a high-speed Internet connection such as a cable or DSL modem. Some Ethernet cards must be plugged into the PC card slot on the right side of the PAC Mate, while others can be inserted in the Compact Flash slot on the left side.

A modem is a device that connects the PAC Mate or a computer to a telephone line and allows you to dial into a network or service that provides access to the Internet. Like Ethernet cards, modems are available for the PC card slot or the compact flash slot. The serial port may also be used to connect the PAC Mate to an external modem.

A null modem is used to connect two computers together. It does not allow for dialing through a phone line.

Currently, PAC Mate supports the Socket Low Power Ethernet card, the Socket 56K Modem CF card and the Socket Type I PC Adapter card. Both the Ethernet and 56K Modem CF cards are interchangeable and work in the PAC Mate's compact flash slot.

The PC card slot is also available for use with either of these cards provided that you use the Type I PC Adapter card.

Note: The Adapter card must be inserted label side down. Compact Flash cards must be inserted label side up. For more help on how to insert these cards, please see [PAC Mate Hardware, Ports and Switches](#).

The serial port allows you to connect your PAC Mate to other devices or an external modem.

The USB port allows you to connect your PAC Mate to other devices and share files or information using ActiveSync.

The infrared port allows you to share information and files with other devices that have an infrared port by aligning the ports so that they are facing each other. When you use infrared, you do not need cables to connect your PAC Mate to the other device.

Using an Ethernet Card

Since the Socket Low Power Ethernet card can use the basic NE2000 drivers that come pre-installed on the PAC Mate, it is not required that you install its drivers from the Companion CD. To read more about Socket's Low Power Ethernet card, please see Socket Low Power Ethernet Card User's Guide.doc located in the Docs Folder on the User's Documentation CD.

The first time you insert the Ethernet card, the PAC Mate automatically detects the new hardware and will launch a Network Adapters dialog so you can enter specific IP address information required to connect to the network.

Every computer on a network has an Internet Protocol (IP) address. Most hosts use Dynamic Host Configuration Protocol (DHCP), which supplies IP address so you may not need to enter any settings in this dialog. If you do not have a preassigned IP address, check "Use server-assigned IP address". If you have a preassigned IP address, check "Use specific IP address," press **TAB**, and type in your IP address.

If you need to enter specific server information, press **DOTS 5-6 CHORD** to move to the Name Servers page. Enter your server

information in the appropriate fields and press **ENTER** to close the dialog and return to the Network Adapters dialog.

Note: If you have connected an Ethernet card previously and need to change settings or if the Network Adapters dialog does not appear, go to the Start Menu (**F3**) and choose Settings (**S**). Next, press **DOTS 5-6 CHORD** to move to the Connections page. From here, press **N** to choose Network Adapters and press **ENTER**. Use the cursor cross to select the appropriate adapter and then press **TAB** to move to the Properties button and press **SPACEBAR**. Unless you need to enter a specific IP address, press **ENTER** to close this dialog.

After returning to the Settings Dialog, select Connections and press **ENTER**. PAC Mate says, "When needed, automatically connect to the Internet using these settings," and opens a combo box containing the available settings. PAC Mate includes settings that have been configured to provide access to a network or the Internet. Press **UP** or **DOWN ARROW** to select Work Settings to connect to a network or Internet to connect to the Internet. Press **ENTER** to close the dialog and return to the Settings Dialog, or press **TAB** until you reach the Modify or Connect button and press **SPACEBAR**.

When you start using one of the following programs, your PAC Mate will automatically begin connecting. Once connected, you can:

- Send and receive e-mail with Inbox. For specific instructions, see Inbox Help.
- Visit Internet or intranet Web pages with Pocket Internet Explorer. For specific instructions, see Pocket Internet Explorer.
- Synchronize. For more information, see Set Up Remote Synchronization.

Using a Modem

To connect your PAC Mate to the Internet using a modem, there are several steps you must complete. To read more about Socket's 56K Modem, please see Socket 56K Modem Quick Start Guide.doc located in the Docs Folder on the User's Documentation CD.

- Install the modem drivers
- Set Dialing Location defaults
- Create the new Connection

Installing Modem Drivers

Generally, installing the modem drivers is done with ActiveSync on the desktop or laptop computer.

1. Connect your PAC Mate to your PC, and ActiveSync starts.
2. Create a partnership if one is not already created.
3. Insert the modem installation disks/CD, run the Setup program, and follow the prompts.
4. ActiveSync installs the modem drivers to the PAC Mate.

Note: These are general instructions and may not apply to all modems. Refer to your modem documentation for specific installation information.

Setting Dial Location Defaults

You need to set the Dialing Location defaults so the PAC Mate knows when to dial an area code, when a call is long distance, and whether or not to disable call waiting.

1. Press **F3, S** for Settings.
2. Press **DOTS 5-6 CHORD** to move to the Connections page.
3. Press **TAB** once to move into the list view, then press **C** to select Connections and press **ENTER** to open the Connections dialog.

4. Press **DOTS 5-6 CHORD** to move to the Dialing Locations page.
5. Select the location you want to modify. If you use the Work location, a 9 is dialed before the phone number. Changes you make only affect the selected Dialing Location.
6. Press **TAB** until you hear “Area Code.” In this edit field type your area code.
7. Unless you need to fill in more information, press **DOTS 2-3 CHORD** to return to the Connections page of the dialog.

Creating a New Connection

You use Connections page to set the parameters required to connect to your ISP.

1. In the combo box labeled, “When needed, automatically connect to The Internet using these settings,” use the cursor cross to select New Connection.
2. Press **TAB** to move to the New button and press **ENTER**.
3. Type the name of the connection. (You may want to call it the name of your service provider to avoid confusion.)
4. Press **ENTER**. You are returned to the Connections page. The new Connection created is selected in the combo box.
5. Press **TAB** to move to the Modify button, and press **ENTER**.
6. Press **DOWN ARROW** to select New and press **ENTER**.
7. Press **TAB** to move to the list of modems and select your modem. If your modem is not listed, make sure it is connected to your PAC Mate and that you have installed the driver.
8. Press **TAB** and set your BAUD rate to 57600 for a 56K modem.
9. **TAB** to move to the Next button and press **ENTER**.
10. Type the connection phone number of your service provider here. You may want to press **SHIFT+TAB** to move to the previous field to make sure the correct area

code is reflected. The area code is automatically set to the area code set in the Dialing Locations page of the Connections dialog.

11. Press **TAB** to move to the Next button and press **ENTER**.
12. This next page contains several options that usually do not need to be changed. Press **TAB** to explore each option or press **SHIFT+TAB** to move to the Finish button and press **ENTER**.
13. Press **F1** to close the New Connection Wizard.

You are now ready to connect. Press **TAB** to move to the Connect button. When you press **ENTER** on this button, you are prompted for your user name and password. You can also save your password. From this point, the PAC Mate will automatically connect as needed while you use Pocket Internet Explorer and Inbox. If you have not yet configured your e-mail service within Inbox, you will need to do so before you can send or receive e-mail.

Connecting to a Network

You can access information on a company or home-based network with a compact flash network card or, if you have a remote access server (RAS) account, using a compact flash modem card. See the section discussing setting up an Ethernet or modem connection for instructions on connecting your PAC Mate to a network.

Connecting to the Internet

An Internet service provider (ISP) is a network that gives you access to information and files stored on computers all over the world. You can connect to an ISP such as Earthlink or MSN using a modem to dial in; or you can connect directly to an ISP such as Roadrunner or Comcast that provides high-speed access using a cable modem and an Ethernet card.

If you have a dial up account, use a modem and information from your service provider to set up your connection. If you have broadband cable Internet service, you may be able to connect your cable modem to your PAC Mate through a PC or compact

flash network card. Not all cable Internet providers use external cable modems that connect via a network card, so check with your provider.

Internet service providers use servers to send information over the Internet. When you set up your connection, you must have information from your service provider, such as the incoming and outgoing server name and your user name and password. Additional configuration information may also be required. You can get this information by contacting a representative from your ISP.

Setting Up Your E-mail Account

Before you begin this procedure you will need the following information from your ISP.

- Your e-mail address
- Your user name
- Your password
- Service type: POP3 or IMAP4
- Server Information: Incoming mail, Outgoing mail, Domain (optional)

To create a POP3 or IMAP4 E-mail Service:

1. Enter the Start Menu (**F3**) and press **ENTER (DOT 8)** on Inbox.
2. Press **F2**, move to Services, and press **ENTER**.
3. Press **DOWN ARROW** to move to New Service and press **ENTER** again.
4. Follow the directions in the E-mail Setup Wizard.
5. Enter the e-mail address provided by your ISP or network administrator, such as username@servername.com or username@servername.net. Use **DOT 4-7** to enter the @ symbol.
6. Press **SPACEBAR** on the Next button.

Auto configuration attempts to connect to your e-mail server and download the settings so that you do not need to enter them manually. If Auto configuration is successful, press **SPACEBAR** on the Next button.

If Auto configuration is unsuccessful, contact your ISP or network administrator for the following information:

- Server type
- POP3 or IMAP4 server name
- Domain name (for network connections only)

Once you have the above information, continue with the New Service wizard.

1. In the Your Name edit field, enter the name that you want people to see when you send them e-mail. Press **TAB (DOTS 4-5 CHORD)** to move to the next edit box.
2. In the Username edit field, enter the user name assigned to you by your ISP or network administrator. This is often the same user name you use to sign into your ISP or network. This edit box is pre-populated with the information you entered in step 5. If the information is different, type in the correct information.
3. In the Password edit field, enter your password and press **SPACEBAR** to check the Save password check box. Press **SPACEBAR** on the Next button.
4. From the Server type list field, use the cursor cross to select POP3 Mail or IMAP4 Mail.
5. In Name, enter a unique name for the service, such as Work or Home. This name cannot be changed later. Press **SPACEBAR** on the Next button.
6. In the Incoming mail edit field, enter the name of your e-mail server, then press **TAB (DOTS 4-5 CHORD)**.
7. In the Outgoing mail edit field, enter the name of your Simple Mail Transfer Protocol (SMTP) host, then press **TAB (DOTS 4-5 CHORD)**.

8. If you are using a network connection, enter your domain name in the Domain edit field. Press **TAB (DOTS 4-5 CHORD)** to move to the Finish button and press **SPACEBAR** or access additional settings (see E-mail Settings Optional) by pressing **SPACEBAR** on the Options button. Additional settings include:

- Change the time intervals for downloading new messages.
- Download attachments.
- Limit the amount of messages downloaded.

When you are finished with the E-mail Setup Wizard, you are returned back to the Inbox list view. You are now ready to download your e-mails by pressing **F2** and selecting Connect from the menu.

E-mail Settings (Optional)

When you press **SPACEBAR** on the Options button, the E-mail Setup Wizard adds three additional dialogs.

The first dialog changes the amount of time Inbox waits to check for new messages. Press **TAB (DOTS 4-5 CHORD)** to move to the minutes box and enter a new number of minutes.

In this same dialog, press **TAB** if your outgoing mail server (SMTP) requires authentication, press **SPACEBAR** to enter a check in the "Outgoing e-mail server requires authentication" check box. Inbox will automatically pick the correct connection to use for the e-mail service you created. If, for some reason, you want to use a specific connection, press **TAB** to move to the Connection list box and use the cursor cross to select the connection. When you are done with the settings in this dialog, press **SPACEBAR** on Next button to go to the next dialog.

The next dialog allows you to choose between downloading only message headers or the whole message. To automatically download the whole message, from the list, use the cursor cross to select "Get full copy of messages." You can also select to limit the size of messages by pressing **TAB**, then **SPACEBAR**

to check the Include check box, press **TAB** again and enter the size of each message downloaded.

When using IMAP4, Inbox does not download attachments. To download attachments, press **TAB** and press **SPACEBAR** to check the "When getting full copy, get attachments" check box. You can also select to limit the size of attachments downloaded to your PAC Mate by pressing **TAB**, then **SPACEBAR** to check the "Only if smaller than" check box and in the edit field enter a number in Kilobytes.

The last dialog lets you control the number of e-mails downloaded to your PAC Mate. In this dialog, the "Only display messages from the last" check box is checked by default. Press **SPACEBAR** to uncheck this box or **TAB** to move to the edit field and enter a number to specify how many days of e-mail you want downloaded.

Press **SPACEBAR** on the Finish button as this completes the E-mail Setup Wizard.

Connecting to a PC with ActiveSync

ActiveSync lets you coordinate information on your PAC Mate with information on your computer. You can synchronize Internet Favorites, Outlook e-mail, contacts, appointments, tasks, and even files. Once the information is synchronized, disconnect your PAC Mate and go on that business trip or to that important meeting. Work with the information on your PAC Mate, add contacts, read, respond to, and delete e-mails. Even set appointments. When you later reconnect to your PC, contacts are added, e-mails and appointments are sent, and e-mails, marked as read, are deleted on your PC.

ActiveSync is also used to back up or directly explore the information on your PAC Mate and to install programs from your PC onto your PAC Mate.

You can connect to another PAC Mate or other PDA through infrared to quickly share files or contacts. Quickly transfer contact information to colleagues at important meetings. Share important files, such as sales quotes, reports, or articles.

Microsoft® ActiveSync® 3.5 is included in the PAC Mate software package. It is already installed on your PAC Mate, but you must install it on your PC. If you want to synchronize Inbox, Calendar, Appointments, Contact, and Tasks on your PAC Mate with your computer, you must first install or make sure you have Outlook® 2000, or 2002 on your computer. If you do not have Outlook® 2000, or 2002 on your computer, you can download it from the Pocket PC Companion CD.

Installing ActiveSync on Your Computer

Insert the Pocket PC Companion CD into the CD-ROM drive of your computer. The Install program should start automatically.

Note: If the CD does not automatically load the install program, open the Start Menu and select Run. Use the browse button to move to D:\MS\Actsinc\Main. Go to the Setup.exe file and press ENTER to start installation. If your CD drive is not the D: drive, substitute the appropriate letter when browsing.

1. Once you have started the installation, follow the instructions, select your preferences, and then **TAB** to the Start Here button. Press **SPACEBAR**, and follow the directions. The installation program will walk you through the software installation.
2. Once ActiveSync is installed on your PC, the ActiveSync Setup Wizard launches and prompts you to connect and create a partnership. Cancel this wizard and exit ActiveSync.
3. Install the PAC Mate USB driver.

Note: For more information about using ActiveSync, refer to the ActiveSync help topics on your PC.

Installing PAC Mate's USB Driver

1. Connect the PAC Mate to the USB port on your computer using the USB cable.
2. Follow the directions in the "Add New Hardware Wizard." When you arrive on the page that asks, "What do you

want Windows to do?” select the “Search for the best driver for your device (Recommended)” radio button. Press **TAB** to move to the Next button and press **SPACEBAR**.

3. If the above procedure does not work on your PC, move to the Back button and press **SPACEBAR**. Select the radio button, “Specify a Location.” The USB driver is in the root of the Companion CD, so if your CD-ROM drive is drive D, type "D:\" in the location edit field.
4. On the next page of the Wizard, move to the "CD-ROM drive" check box and press the **SPACEBAR** to check this box.
5. Restart ActiveSync, and set up the partnerships that allow you to synchronize information.

Creating a Partnership

1. With the New Partnership Wizard open on your desktop, select the “Standard Partnership” radio button and press **ENTER**.
2. When the next page of the Wizard opens, the default selection is the “Synchronize with this desktop computer” radio button. Press **ENTER** on the Next button. Unless you want to connect to a MS Mobile Server, skip over to step 5.
3. (Optional) To specify that you want to synchronize data with Microsoft Mobile Information Server, press **DOWN ARROW** and select the “Synchronize with Microsoft Mobile Information Server and/or this computer” radio button. Then press **ENTER**
4. (Optional) Type in the requested information, pressing **TAB** to move to the next edit field. If you want to save your password so you do not have to retype it, press **SPACEBAR** to check the “Save Password” check box. After entering your information, press **ENTER**.
5. Type in the edit field, “PACMate.”

6. To control how much information gets synchronized, move to the item in the list view, and press **SPACEBAR** to check the item. The three items in the list view are Calendar, Contacts, and Inbox; however, only Calendar and Inbox can be customized.
7. After checking an item, press **TAB** to move to the Settings button and press **SPACEBAR**.
8. Choose the parameters you want for synchronization, and press **SPACEBAR** on the OK button to close the “Synchronization Settings” dialog.
9. Press **TAB** to move to the Next button and press **SPACEBAR**.
10. In the Edit field, type PACMate as one word.
11. Press **TAB** to move to the Next button and press **SPACEBAR**.
12. This dialog is similar to the “Inbox Synchronization Settings” dialog in that it has items with check boxes in a list view. The items are AvantGo, Favorites, Files, Notes, Pocket Access, and Tasks. In this list view only Favorites, Files, and Tasks can be customized for synchronization.
13. Press the **SPACEBAR** to check the item, then press **TAB** to the Settings Button and press **SPACEBAR**.
14. Choose the parameters you want for synchronization and when you are done, press **SPACEBAR** on the OK button to close the “Synchronization Settings” dialog.
15. Press **TAB** to move to the Next button and press **SPACEBAR**.
16. Press **ENTER** again to exit the New Partnership Wizard. ActiveSync automatically starts synchronizing.

You can also synchronize remotely with a server, without a PC, by setting up a connection with ActiveSync on your PAC Mate. To do this you will need an Ethernet Card or a 56 K Modem Compact Flash Card.

1. In ActiveSync on the PAC Mate, press **F2**, press **ENTER** on Tools, then press **ENTER** on Options.

2. Press **SHIFT+TAB** until PAC Mate says, "PC tab," then press **RIGHT ARROW** to move over to the Server tab.
3. Press **TAB** to move to the list view of information types: Calendar, Contacts, or Inbox. Use the cursor cross to move to each item and press the **SPACEBAR** to check the item that you want to synchronize with the server.
4. To change synchronization settings, such as the amount synchronized, select the type of information in the list view.
5. Press **TAB** to move to the Settings button and press **SPACEBAR**. You can choose settings for each information type except Contacts.
6. Press **ENTER** to return to the Server page.
7. On the Server page, press **TAB** to move to the Server Name edit box and type the name of the server to which you are connecting.
8. Press **TAB** to move to the Advance button, and then press **SPACEBAR**.
9. On this page, enter your user name, password and domain.

If items change on both your device and server, conflicts will arise during synchronization.

1. To change the rules for conflicts, press the **RIGHT ARROW** to move to the Rules tab.
2. Select "Always replace the item on the server" radio button.
3. Press **ENTER** to return to the Server tab.
4. To set the schedule for synchronization, move to the Schedule tab and choose the parameters you want for synchronization (optional).
5. Press **ENTER** to close this dialog and return to ActiveSync.
6. Your PAC Mate begins to synchronize automatically provided that it is connected to the server via a PC

modem/Ethernet card or Compact Flash modem/Ethernet card.

Using Infrared with ActiveSync

Follow the instructions in ActiveSync Help on the PC for setting up your PC.

Line up the infrared (IR) ports on the devices so that they are unobstructed and within a close range. On the PAC Mate, the IR port window is to the left of the battery pack. To help orient the PAC Mate IR port, there is a ridge on the top surface of the PAC Mate, near the F1 key.

1. Press **F3** on the PAC Mate to go to the Start Menu.
2. Select ActiveSync.
3. Press **F2** and press **ENTER** on Tools.
4. Select Connect via IR. Synchronization will begin.

You can beam a file using infrared to and from a PC with the following applications:

- Pocket Word
- Tasks
- Contacts
- File Explorer

To connect to a PC using infrared, follow the instructions in the topic, "Connect to ActiveSync Using infrared," in the book, "Connecting a Mobile Device to Your Computer," in ActiveSync Help on the PC.

To end a connection with infrared, move the PAC Mate away from the PC.

Beaming Information

You can beam information to another PAC Mate, PDA, or computer using the infrared port. If an IR port is installed on your PC, you can send and receive information and files between your PAC Mate and PC.

For information about beaming specific information within a program, see Help on your PAC Mate for that program.

If you are unable to beam information, try the following:

- Transfer only one file, or no more than 25 contact cards, at a time.
- When using IR, make sure nothing is between the two IR ports.
- Adjust the room lighting or move to another location (some types of light interfere with beaming).

Receiving a Beam on the PAC Mate

1. Press **F3** to open the Start Menu.
2. Move to Programs and press **ENTER**.
3. Move to Infrared Receive and press **ENTER** again.

Deactivating the Infrared Port

The infrared port is active by default. In certain situations you may want to deactivate it.

1. Press **F3** to go to the Start Menu.
2. Select Settings.
3. Press the **TAB** key once, then use the right arrow key to move to the Connections tab.
4. Move to Beam and then press **ENTER**.
5. Press **TAB** to move to the Receive all incoming beams.
6. Select discoverable mode check box and press the **SPACEBAR** to clear the box.

Using PAC Mate Programs

This section begins with a discussion on features and procedures common among Microsoft's programs and then introduces you to all of PAC Mate's programs discussing the key features in each.

When you start using PAC Mate regularly, you will notice that one of the items common among all Microsoft programs is the list view. The list view lists the files you have created in a particular program and is seen whenever you open a program or close a file. In the list view, you always have the Context Menu (**F2 CHORD**) available. This Context Menu offers a quick way of performing actions such as cut, copy, delete, rename, move, select all etc. To perform an action on an item(s), use the **DOWN ARROW** to select an item or if you want to select multiple items press **DOWN ARROW CHORD**. Then, press **F2 CHORD** on the selected item(s). From the Context Menu select an action and press **ENTER**.

Of course, you can always use the equivalent PAC Mate commands as well.

A feature common to Pocket Word, File Explorer, Calendar, Contacts, Tasks and Notes is the Infrared Beaming feature.

To use the beaming feature align the IR ports so that they are unobstructed and within close range. On the PAC Mate, the IR port window is to the left of the battery pack. To help orient the PAC Mate IR port, there is a ridge on the top surface of the PAC Mate, near the **F1** key.

Go into the program's list view, use the **DOWN ARROW** to select an item or if you want to select multiple items, press **DOWN ARROW CHORD** and then press **F2 CHORD**. On the Context menu, select Beam... and press **ENTER**.

Tip: You can beam an FSEdit file to another PAC Mate using the Beam Feature in File Explorer.

Another common feature among Microsoft programs is synchronization; however this feature does work differently in some

programs. For information on synchronization with those programs, please refer to their sections in this chapter.

For Contacts, Calendar and Tasks synchronization works the same way and is automatic. If you do not want automatic synchronization of these programs, then open ActiveSync on your PC, go to the Tools Menu (**ALT+T**) and select Options. In the list view remove the check in the box next to these programs.

In addition, any related contacts, tasks, and appointments can be grouped into categories to quickly display only the information you want. You can also create your own categories, such as "Vacation Planning" to group your trip planning tasks, and "Family" to group your relatives' contact information.

7. From the list view, open the contact, task, or appointment by pressing **ENTER**.
8. Next, press **F2**, and press **ENTER** on Edit.
9. Press **TAB** until you hear, "Category button" and press the **SPACEBAR** to activate it.
10. Use the cursor cross to select the category. Then check the accompanying box with the **SPACEBAR**.
11. To create a new category, press **DOTS 5-6 CHORD** until to move to the Add/Delete page.
12. In the edit box, type the category name, and then **TAB** to the Add button and press **SPACEBAR**. The new category is automatically selected in the Select page.

To find a contact or task not assigned to a category, in the list view, press **F2** and select Show By. On the Show By menu, choose No Categories.

To find an appointment assigned to a category, in the list view press **F2**, move to Tools and press **ENTER**. Move to Categories and press **ENTER** again. Then select the type of appointment you want displayed.

Pocket Outlook

In other versions of Windows, Outlook opens as a single program with links to sub-programs that appear on the Folders List. On the PAC Mate, these programs appear as separate programs in the Start Menu and include: Inbox, Contacts, Tasks, Calendar, and Notes.

Inbox

The Inbox on your PAC Mate receives e-mail messages sent through your Internet Service Provider (ISP) or a local area network (LAN). To connect to your ISP or LAN, you can use a compatible modem, network card or ActiveSync via USB or serial cable.

There are several methods to send and receive e-mail: synchronize your PAC Mate with your PC using ActiveSync, connect to a Post Office Protocol 3 (POP3), or connect to an Internet Message Access Protocol 4 (IMAP4) mail server. For POP 3 and IMAP 4 you will need to set up an e-mail service. For more information about setting up an email service, see [Connecting the PAC Mate, Setting Up Your E-Mail Account](#).

The following table lists the commands that can be used in Inbox.

Description	Command
Shortcut to Contacts	SH CHORD, C
Show By	SH CHORD, W
Sort By	SH CHORD, Y
Send Message (when creating a new message)	SH CHORD, S
New Message	SH CHORD, N
Expand/Collapse Message Headers	SH CHORD, H
My Text Messages	SH CHORD, M

Delete	E CHORD, D
Rename	SH CHORD, R
Services	SH CHORD, V
Next Message	N CHORD
Prior Message	P CHORD
Read Message Body	M CHORD
Translate and Send	SH CHORD, T

Downloading E-mail Messages

If you have more than one service established for Inbox, press **F2**, move to Show By, and press **ENTER**. Make sure that the service is selected.

To download your e-mail messages, press **F2** move to Connect and press **ENTER**. The messages on your PAC Mate and mail server are synchronized. This means that new messages are downloaded to the PAC Mate Inbox folder, while messages in the PAC Mate Outbox folder are sent. Also, messages that have been deleted from the server are removed from the PAC Mate Inbox.

Reading Messages

To open a message press **ENTER** on the message in the message list. With the message, you can press **M CHORD** to skip over the e-mail heading information and move directly to the body of the message.

If you read a message and decide that you need the full copy, press **F2**, and press **ENTER** on Edit and select Mark for Download. Or while in the message list, press **F2**, move to Services, and press **ENTER**. Move to Mark for Download and press **ENTER** again. This will also download message attachments if you selected those options when you set up the mail service. You can also choose to download full copies of messages by default.

When finished, press **F2**, move to Services, and press **ENTER**. Then move to Disconnect and press **ENTER** again.

Synchronizing Inbox

In order for e-mail to be synchronized in Pocket Outlook's Inbox, you must select Inbox in the Options dialog of ActiveSync on your PC.

After selecting Inbox for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization: Messages are copied from the Inbox folder of Exchange or Outlook on your PC to the ActiveSync folder in Inbox on your PAC Mate. By default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size.

Messages in the Outbox folder on your PAC Mate are transferred to Exchange or Outlook and then sent from those programs.

The messages on the two computers are linked. When you delete a message on your PAC Mate, it's deleted from your PC the next time you synchronize.

Messages in subfolders in other e-mail folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync.

Checking Inbox status

In the message list, press **F2**, move to Tools and press **ENTER**. Move to Status and press **ENTER** again. You can view details such as the number of messages to be sent, deleted, and copied, and the number of attachments to be downloaded.

Composing and Sending a Message

1. In the e-mail message list, press **F2** and select New.
2. To select a service, press the **F2**, move to Expand Heads and press **ENTER** to display more header information. Press **TAB** to move to about the Header area. If you have

more than one Service option, use the cursor cross in the Service list to select your e-mail service.

3. Press **TAB** to enter the message area. Type in your message or quickly add common messages by pressing **F2**, selecting the Edit menu, and in the menu enter on Edit My Text Messages.
4. Use the cursor cross to select the desired message. When done press **ENTER** to move back to the message.
5. To read the message that you composed, press **DOTS 4-5-6-8 CHORD**.
6. Press **TAB** to move to the Send button and press **SPACEBAR**. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Depending on the e-mail address options that you select, you can use a directory service such as 411, Bigfoot.com etc., in addition to your contacts list to verify names.

Replying or Forwarding a Message

Open the message, press **F2**, move to Action and press **ENTER**. In the menu select and press **ENTER** on the action you want to perform (Reply, Reply All, or Forward).

In the message area type in your response or you can quickly add common messages by press **F2**, moving to Edit and pressing **ENTER**. Then select Edit My Text Messages and use the cursor cross to choose a prewritten response. Press **ENTER** when you have made a selection.

When you are done press **F2**, move to send and press **ENTER**.

Note: Selections in the Message tab found under the Tools Menu in Options determine whether the original text is included.

To see more header information, press **F2**, move to Expand Header, and press **ENTER**. Press it again to collapse the header area.

Attaching a File to an E-mail Message

With the message open, press **F2**, move to Edit, and press **ENTER**. In the Edit menu, press **ENTER** on Add Attachment. Then, select the file you want to attach. OLE objects cannot be attached to Inbox messages.

Receiving Attachments

If your e-mail is set to get message headers only, then before you can recognize that e-mail has an attachment, you must download the whole e-mail message. To do this from an open message, press **F2**, move to Edit, and press **ENTER**. Move to Mark for Download and press **ENTER** again. Or while in the message list, press **F2**, move to Services, and press **ENTER**. Move to Mark for Download and press **ENTER** again.

An attachment sent with an e-mail message or downloaded from the server is indicated with the following text at the bottom of the message, "Message truncated. Press **F2**, move to Edit and press **ENTER**. Select Mark for Download and press **ENTER** again to get remaining portion." You can mark an attachment for downloading (IMAP4 service only) the next time you connect.

If you receive messages through synchronization, in ActiveSync on your PC, go to Tools (**ALT+T**) and press **ENTER** on Options. Then, press **TAB** to move to the Settings button, and press **SPACEBAR**. In the Mail Synchronization dialog, press **TAB** to move to the "Include File Attachments check box" and press the **SPACEBAR** to check it.

If you receive messages through a remote mail server using the IMAP4 or POP3 mail protocol, you will need to configure your e-mail service to download attachments. To do this, press **F2**, move to Tools and press **ENTER**. From this menu, select Options and press **ENTER**. In the Options dialog, press the **DOWN ARROW** to select the service you want to change the settings and press **ENTER**. This opens the E-mail Setup Wizard. Move forward through the Wizard until you reach the Server Information page. On this page, press **TAB** to move to the Options button and press **SPACEBAR**.

Note: Embedded images and OLE objects cannot be received as attachments.

An embedded message can be viewed as an attachment when using IMAP4 to receive e-mail. However, this feature does not work if Transport Neutral Encapsulation Format (TNEF) is enabled so that you can receive meeting requests.

Receiving Meeting Requests

If you receive your e-mail messages through ActiveSync, you will automatically receive meeting requests. If you connect directly to a mail server, the server must be running Microsoft Exchange Server 5.5 or 2000 in order for you to receive meeting requests. If you are running Microsoft Exchange Server 2000, you will automatically receive meeting requests in your Inbox.

Receiving Meeting Requests on Microsoft Exchange Server 5.5

Ask your systems administrator to activate Rich Text Format and TNEF support for your account. If TNEF is enabled, you will not receive messages that are included in other messages as attachments, and you will not be able to tell if a message has an attachment until you get the full copy. In addition, download time may take longer.

While setting up your mail service, select Get file attachments.

After you are set up to receive meeting requests.

If you connect directly to a mail server and only receive message headers and/or a limited number of lines per message, select the message that you think is a meeting request and then press **F2**, move to Services, and press **ENTER**. Move to "Mark for Download" and press **ENTER** again.

Open a Meeting Request

Meeting requests that you synchronize with ActiveSync appear on the Today Screen as an appointment. Use the cursor cross to move to Appointments and press **ENTER**. If you want, you

can include a written message with your response. The response will be sent the next time that you synchronize or connect to your mail server, and your PAC Mate Calendar will be updated.

About Folders

Each e-mail service has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the mail service are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the PAC Mate. The behavior of the Deleted Items and Sent Items folders depends on the Inbox options you have chosen.

The behavior of the folders you create depends on whether you are using ActiveSync, POP3, or IMAP4.

If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your PAC Mate. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your PC.

If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the PAC Mate and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the PAC Mate Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the PAC Mate.

If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore,

messages are available to you anytime you connect to your mail server, whether it is from your PAC Mate or PC. This synchronization of folders occurs whenever you connect to your mail server; create new folders, or rename/delete folders when connected.

For all services except ActiveSync, you can access folder options by pressing **F2**, moving to Tools, and pressing **ENTER**. Then move to Manage Folders and press **ENTER** again.

Creating a Folder

1. Select the service by pressing **F2**, move to Show By and press **ENTER**. Select the correct service.
2. Press **F2** move to Tools and press **ENTER**. On Manage Folders press **ENTER** again.
3. Press **F2** and select New to create a new folder under the folder that is currently selected.

Renaming a Folder

With a folder selected Press **F2**, move to Rename and press **ENTER**. In the Rename dialog, type in the new name. Default folders, such as Inbox, cannot be renamed.

Deleting a Folder

With a folder selected Press **F2**, move to Delete and press **ENTER**. In the Delete dialog, press **SPACEBAR** on the Yes button to delete the folder and its contents.

Note: You must be online and connected to delete or rename an IMAP4 folder.

Default folders (Drafts, Outbox, Inbox, Deleted Items, and Sent Items) cannot be deleted.

Sorting the Message List View

If you have a long list of messages, sorting the list can help you quickly find the item you want.

1. In the message list, press **F2**, move to Sort By and press **ENTER**.
2. Select the option you want to sort by.
3. Select the option again to reverse the sort order (ascending to descending).

Moving Messages

In the message list, select the message and press **F2 CHORD**. To select multiple messages, press **SPACEBAR+DOWN ARROW**. Then, press **F2 CHORD** on the selected messages.

On the menu, select Move to and then select the folder you want to move the messages.

Caution: When you move a message that you have received through POP3 or synchronization to a folder you created on your PAC Mate, the copy of the message on the server is deleted the next time you connect. This prevents duplicate copies of messages. Although the complete message is moved, message attachments will be deleted if you have not selected the option to download attachments. Once the message is moved, you will be able to access the message only from your PAC Mate.

Deleting Messages

To delete a message in the message list, select the message. To select multiple messages, press **SPACEBAR+DOWN ARROW**. Then, press **F2**, move to Tools and press **ENTER**. On the menu, move to Delete. Messages are moved to the Deleted Items folder and deleted according to the option that you have selected in the Message tab. Press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. Press **TAB** until you hear "Services tab," then press the **RIGHT ARROW** to move to the Message tab.

Note: If you are working offline, messages that have been deleted from the server will be deleted from the PAC

Mate the next time you connect or according to the options you have selected.

To permanently delete messages in the Deleted Items folder, press **F2**, move to Tools and press **ENTER**. Move to Empty Deleted Items and press **ENTER** again.

Clearing Messages and Folders

When receiving e-mail messages from a POP3 or IMAP4 server, select the service on the PAC Mate containing the folders and messages you want to clear, and then press **F2**, move to Services and press **ENTER**. Move to Clear All and press **ENTER** again. All messages and folders that are linked to the selected service are cleared, and memory space is expanded on the PAC Mate without deleting messages on the server. The next time you connect, the messages and folders are downloaded again.

You cannot clear messages and folders from the ActiveSync folder.

Changing Message Options

In the message list, press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. Press **TAB** until you hear "Services tab," then press the **RIGHT ARROW** to move to the Message tab.

To place a copy of the original message beneath your response text, press the **SPACEBAR** to check "When replying, include body" check box.

By default, e-mail messages you send are not saved on your PAC Mate. This helps conserve memory space. If you want to keep copies of sent e-mail messages, press the **SPACEBAR** to check "Keep copy of sent mail in Sent folder" check box.

Changing Storage Options

In the message list, press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. Press **TAB** until you

hear "Services tab," then press the **RIGHT ARROW** to move to the Storage tab.

To store attachments on a storage card rather than internal RAM, press the **SPACEBAR** to check the "Store attachments on storage card" check box. All attachments will move to the selected card.

Changing Address Options

Many mail servers, including servers running Exchange Server, can verify names with an online directory service address book using LDAP (Lightweight Directory Access Protocol). When you create a mail service, your mail server's directory service is added to the Address tab, and you are given the option to enable it. After it is enabled, Inbox checks your contacts list and then the directory service to verify names that you enter in the To, Cc, and Bcc fields. If you did not enable directory service or if you want to use additional services, follow these steps:

1. If you are adding a new service, ask your network administrator for the correct server name.
2. In the message list, press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. Press **TAB** until you hear "Services tab," then use the **RIGHT ARROW** to move to the Address tab.
3. In the "In Contacts, get addresses from:" list box, use the cursor cross to select the e-mail address to check in Contacts. Contacts will be checked first unless you select None.
4. Press **TAB** to move to mail server list, if your mail server is listed use the cursor cross to select the mail server's directory service, then press the **SPACEBAR** to enable it. Last, press **ENTER**.

Note: To delete a service, use the cursor cross to select the service and press **F2 CHORD**. On the menu, select Delete.

5. If your mail service is not already listed, press **TAB** to move to the Add button and press **SPACEBAR**.

6. Press **TAB**. In the Directory name and Server edit boxes, enter the LDAP directory and server names.
7. Ask your network administrator if authentication is necessary for your server. If so, press **TAB** and then **SPACEBAR** to check the “Authentication is necessary on this server” check box, and enter your user ID and password.
8. To have Inbox check this service, press **TAB** and the **SPACEBAR** to check the “Check name against this server” check box.
9. When you are done, move to the OK button and press **SPACEBAR**.

While sending and receiving messages through synchronization, disable any directory services you have installed. This helps avoid getting error messages when Inbox tries to verify names against the service that are not connected.

Contacts

Maintain a list of your family, friends, and colleagues so you can easily find the information and stay in touch, regardless of where you are. You can enter both personal and business information.

Creating or Editing a Contact

To create a contact, press **F2**, move to New, and press **ENTER**. On the Contact Information dialog, fill in the information about the person or organization.

To add additional information about your contact, like when is it an appropriate time to call etc., press **TAB (DOTS 4-5 CHORD)** until you hear, “Notes button,” then press **SPACEBAR** to open the Notes page. When finished, press **F1** to return to the contact list.

Tip: If you are close to the top of the Details page, press **SHIFT+TAB**, instead of **TAB**, until you hear, “Notes button.”

To edit contact information, press **ENTER** on the name in the contact list, and then press **F2**, move to Edit, and press **ENTER**. When finished making changes, press **ENTER** to return to the contact list.

Note: If you enter a name with more than 2 words, the middle word will be recorded as a middle name. If your contact has a double first or last name, **SH CHORD, F** in the Name edit combo box and enter the names in the proper fields.

New contacts are added to the category that is currently displayed.

Viewing Contacts

The contact list displays the contact name and the first primary phone number or e-mail address specified for that contact. Contacts are ordered by last name and then first name or by name of company.

To read the contact summary, in the Contact List select the contact and press **ENTER**. This will open a window with a summary of the contact's information. To read the notes or add notes about your contact, press **TAB** once to open the Notes page. When you are done, press **F1** to return to the Contacts List.

If you want to quickly switch views of the Contact List, press **SH CHORD, W** to activate the Show By Menu. Then select the view that lists the contact you are trying to find.

To see a list of available actions for a contact, select the contact and press **F2 CHORD**.

To see a list of contacts employed by a specific company, press **F2**, move to View, and press **ENTER**. Move to By Company and press **ENTER** again. Then, select and press **ENTER** on the desired company name.

Note: You can change the appearance of the contact list by pressing **F2**, move to Tools, and press **ENTER**. Move to Options, and press **ENTER** again. Use the

SPACEBAR to place a check in the appearance type you want.

E-mailing a Contact

In the contact list, select the contact and press **F2 CHORD**. On the menu, press **ENTER** on “Send E-mail to Contact.”

Finding a Contact

There are three ways to find a contact:

- Use the Find Feature in the Start Menu or in the contact list, press **F2**, and select Show By. Select the type of contact that you want displayed. To show all contacts again, select All Contacts. To view a contact not assigned to a category, select No Categories.
- To view the names of companies your contacts work for, in the contact list, press **F2** and select View, then select By Company. The number of contacts that work for that company will be displayed to the right of the company name.

Tip: In Find Feature, you can select from a list of contacts that you already looked for in the Find edit combo box. Use the **ARROW** keys to expand the box

Change Options

In the contact list, press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. Choose the List View options of your preference.

PAC Mate does not support the “Use large font” item.

The area code and country/region for new contacts are automatically entered based on the information in Country/Region settings.

Tasks

You can use Tasks to help you organize and set your day's schedule. You can create a list of things to do and prioritize them by their importance. Any task that needs to be accomplished today is displayed on the Today screen.

To help you stay on task, ActiveSync automatically synchronizes your tasks between your PAC Mate and PC.

Creating a Task

1. To create a task with detailed information, such as start and due dates, press **F2** and press **ENTER** on New.
2. On the Task Information dialog fill out the information. Use the cursor cross to explore each edit combo box and combo box as each has useful items that can save time.
3. When you move to the "Start" and "Due" items, the Calendar View becomes active. For more information on the commands associated with the Calendar View, please refer to [Calendar, Using the Calendar View](#).

Note: New tasks are added to the category that is currently selected.

If you find that creating a detailed task is too time consuming, you can quickly create a task by pressing **F2**, moving to Tools and pressing **ENTER**. Then move to and press **ENTER** on Entry Bar. This places an entry bar at the top of your task list where you can quickly enter a one-sentence task. To enter the edit field, press **TAB** three times and type in your task. If this is a task with importance, then press **SHIFT+TAB** twice to move to the "High Importance" button and press **SPACEBAR**. From here, press **TAB** once to move to the "Enter task to the list" button and press **SPACEBAR**.

Editing a Task

To change a task, select it in the task list, then press **F2**, and select Edit.

Tip: You can easily create a task from the Today Screen by pressing **F2**, moving to Task and pressing **ENTER**. When Task Information dialog displays, type in your information.

Setting a Reminder for a Task

1. From the task list, open the task. Press **F2**, move to Edit and press **ENTER**.
2. Press **TAB** to move to the Due box and set a due date if you have not already done so.
3. Move to the Reminder box and select Remind me. You will be reminded at 8:00 in the morning on the due date.
4. To change the reminder date, move to the date displayed and change the date.

Note: To be automatically reminded of new tasks with a due date, in the task list, press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again, then check the “Set reminders for new items” check box.

To choose how you are reminded, for example by a sound, go to the **Start Menu (F3)** and select Settings. On the Personal tab, use the cursor cross to move to Sounds & Notifications and press **ENTER**. Adjust each control to your preference.

Adding a Note to a Task

You can add notes to a task.

1. In the task list, open the task.
2. Press **F2** and select Edit. Press **SHIFT+TAB** until you hear, “Notes button” and press **SPACEBAR**.
3. Type in the additional information you want to include for that particular task.
4. When finished, press **F1** to return to the task list.
5. Later, when you open your task, the additional information is available for PAC Mate to read.

Making a Task Recurring

1. From the task list, open the task, and then press **F2**, move to Edit and press **ENTER**.
2. Press **TAB** to move to the Occurs edit combo box, select a pattern from the list or create a new pattern by choosing Edit pattern from the list. Then follow the steps in the wizard.

Finding a Task

There are two ways to find a task:

- Use the Find Feature in the Start Menu.
- In the task list, press **F2**, move to Show By and press **ENTER**. In the Show By menu, select the type of task you want displayed. To show all tasks again, select All Tasks. To view a task not assigned to a category, select No Categories.

Completing a Task

To mark a task completed, in the task list, press the **SPACEBAR** to check the box next to the completed task.

Changing Options

In the task list, press **F2**, move to **Tools** and press **ENTER**. Move to Options and press **ENTER** again.

- To see the start and due dates for a task in the task list, select Show start and due date.
- PAC Mate does not support the item “Use large font.”

Calendar

Although very similar to Tasks, the Calendar is meant to help you with scheduling and keeping your appointments. The Calendar View, used for setting each appointment, lets you schedule for a day, a week, a month and a year. You can be reminded of appointments with a sound or other method. Appointments for the day can be accessed on the Today screen.

The Calendar is easy to access and easy to use. You can access the Calendar directly off the Today Screen or directly from the Start Menu (**F3**), press **C** to move to Calendar and then press **ENTER**. Once you have opened Calendar you are in the Appointment list view, which lists the appointments you have created. If you have not created any appointments, the list displays “No Appointments.” From here you can select any day of a particular week by pressing **F2**.

When you press **F2** in the appointment list view, the following menu items are listed:

- New
- Tools
- Calendar View
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

The following table lists shortcuts to change to the appointment list for another day in the current week. These commands only work when you are in the Appointment list view.

Description	Command
Jump to 1 st day of week	SH CHORD, 1 (DOTS 1-4-6 CHORD, DOT 2)
Jump to 2 nd day of week	SH CHORD, 2 (DOTS 1-4-6 CHORD, DOTS 2-3)
Jump to 3 rd day of week	SH CHORD, 3 (DOTS 1-4-6 CHORD, DOTS 2-5)
Jump to 4 th day of week	SH CHORD, 4 (DOTS 1-4-6 CHORD, DOTS 2-5-6)

Jump to 5 th day of week	SH CHORD, 5 (DOTS 1-4-6 CHORD, DOTS 2-6)
Jump to 6 th day of week	SH CHORD, 6 (DOTS 1-4-6 CHORD, DOTS 2-3-5)
Jump to 7 th day of week	SH CHORD, 7 (DOTS 1-4-6 CHORD, DOTS 2-3-5-6)

Creating or Editing an Appointment

1. To create an appointment, go to the Start Menu (**F3**), press the letter **C** once or use the cursor cross to move to Calendar and press **ENTER**.
2. In the Appointment list, press **F2** and press **ENTER** on New or press **F2 CHORD** and press **ENTER** on new appointment.
3. Fill in each field of the Appointment Information dialog. The Subject item has an edit combo box. In this field you can type in the information or use the cursor cross to select an item from the box.
4. The Start and End items activate the Calendar View. For more information on using this feature, please see [Calendar, Using the Calendar View](#).
5. To move about the dialog, press **TAB** or **SHIFT+TAB**. To activate a button, press the **SPACEBAR**.
6. To select a new time, use the cursor cross to select the display time or type in the display time. Enter the appointment details, and when finished, press **ENTER** to return to the calendar list.

Note: When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), and 9p (becomes 9:00 PM).

To change an appointment, select it in the appointment list and press **ENTER** to open it. Then press **F2**, move to Edit and press **ENTER**. Change any appointment detail by pressing **TAB** to move to the item. Then enter the new information.

Viewing Appointments

To see a list of available actions for an appointment, select the appointment in the appointment list and press **F2 CHORD**.

To view the information of an appointment, select it in the appointment list and press **ENTER** to open it.

Note: To quickly access your appointments for the day, press **F3** and press **ENTER** on Today.

Creating an All Day Event

Appointments can span an hour, several hours, all day or even all week. Those that span all day or all week are considered an All Day Event. Examples include trade shows or training seminars. To schedule an all day event, follow the steps above to create an appointment or select and open an existing appointment from the appointment list. Press **F2** and select Edit. In this dialog, press **TAB** until you hear, "Type combo box." Use the cursor cross to select All Day. You can also schedule a birthday or anniversary as an all day event. However, for this you will want to press **TAB** to move to the Status combo box and use the cursor cross to select Free. This way the time will not show as busy in your calendar.

PAC Mate indicates an All Day Event by announcing it in the appointment list.

Note: You can create an all day event on the PAC Mate, however you cannot create or modify an all day event to include attendees on the PAC Mate. To do this, you must create all day events with attendees on your PC, and use ActiveSync to copy these events to the PAC Mate. Then, view them in Calendar. To schedule an appointment with attendees lasting all day on the PAC Mate, set type to Normal, then adjust the date and time appropriately.

Making an Appointment Recurring

Appointments that occur on a regular basis, such as a weekly team meeting can be entered once and set with a recurring pattern. To do this, follow the steps above to create an appointment or select and open an existing appointment from the appointment list. Press **F2** and select Edit. In this dialog, press **TAB** until you hear, "Occurs combo box." Use the cursor cross to select a pattern. If the default patterns in the list are not what you need, select <edit pattern...> to create your own pattern using the wizard.

Setting a Reminder for an Appointment

You can set a reminder for an appointment by following the steps above to create an appointment or by selecting and opening an existing appointment from the appointment list. Then press **F2** and select Edit. In this dialog, press **TAB** until you hear, "Reminder combo box." Use the cursor cross to select Remind me.

You can also change how many minutes before the appointment you are reminded. To do this, press **TAB** again to access the Minutes combo box and use the cursor cross to make a selection.

Note: To set a reminder for all new appointments in the calendar, press **F2** in the appointment list, move to Tools and press **ENTER**. Press **ENTER** on Options and select "Set reminders for new items."

If you want to be reminded about your appointments using a distinctive sound, go to the Start Menu (**F3**) and press **ENTER** on Settings. On the Personal tab select and press **ENTER** on Sounds & Notifications. Press **TAB** until you hear "Volume tab" then use the cursor cross to move to the Notification tab. Press **TAB** until you hear, "Play Sound check box," then press the **SPACEBAR** to check this box. Last, press **TAB** again to move to the combo box that lists all the sounds available on your PAC Mate.

Adding a Note to an Appointment

You can add additional information about an appointment if necessary.

1. To add or edit a note, in the appointment list, select and press **ENTER** on the appointment.
2. Press **F2** and select Edit. Press **SHIFT+TAB** until you hear, “Notes button” and press **SPACEBAR**.
3. Type in the additional information you want to include for that particular appointment.
4. Press **F1** to close the notes page and return to the appointment page. If you are done with filling in the appointment details, press **F1** again to return to the appointment list.
5. Later, when you open your appointment, the additional information is available for you to read.

Sending a Meeting Request

Use Calendar to schedule meetings with people who use Outlook or Pocket Outlook. When attendees receive a meeting request, they can accept or decline the meeting. If they accept, the meeting is automatically added to their schedule. In addition, their response is sent back to you, and your calendar is updated.

Note: Before you can send a meeting request, you must enter e-mail addresses for the Contacts you want to include in the meeting and set up Inbox to send and receive messages.

1. From the Appointment list you can either create a new appointment or edit an existing appointment.
2. In the Appointment page enter or edit the information and press **TAB** until you hear, “Attendees button.”
3. Press the **SPACEBAR** to activate the button.

4. Use the cursor cross to move to the contact you want to invite. (Only those contacts with e-mail addresses will be displayed.)
5. Press the **SPACEBAR** to select the contact.
6. When you are done press **ENTER** to return to the Appointment page. To close the Appointment page and return to the Appointment list, press **F1**.
7. Before you return to the Appointment list, you will be asked whether you want to send an e-mail to inform the attendees of the meeting. Press **SPACEBAR** to activate either the Yes button or No button.

Inbox automatically creates a meeting request along with any textual notes entered in the Notes tab and sends it to the attendees the next time you synchronize with your PC.

Note: If you cannot synchronize with a PC, then you can send the meeting request through a connection to an ISP or the network. Press **F2**, move to Tools and press **ENTER**. Move to Options and press **ENTER** again. In the “Send meeting requests via,” select the service you want to use to send the meeting request.

Finding an Appointment

There are two ways to find an appointment:

- Use the Find Feature found in the Start Menu.
- In the calendar, press **F2**, move to Tools and press **ENTER**. Move to Categories and press **ENTER** again. Select the category of appointments you want displayed.

Changing Options

You can change Calendar options such as the first day of the week or when exactly do you want to be reminded of a new appointment, etc. To enter the Options dialog, press **F2**, move to Tools and select Options. Choose the settings that you want for your Calendar.

Note: PAC Mate does not support Appointment icon indicators or “Use large font.”

Using the Calendar View

The Calendar View is a traditional style calendar in which you can easily check for appointments. The command to open the Calendar is **SH CHORD, V**.

Description	Command
Back One Day	DOT 3 CHORD or LEFT ARROW
Forward One Day	DOT 6 CHORD or RIGHT ARROW
Back one Week	DOT 2 CHORD
Forward One Week	DOT 5 CHORD
Back one Month	DOT 1 CHORD or UP ARROW
Forward One Month	DOT 4 CHORD or DOWN ARROW
Back one Year	DOT 1+UP ARROW
Forward One Year	DOT 1+DOWN ARROW

When navigating by the smaller date changes, if the month, year or day of week changes, that component of the date is spoken. The PAC Mate announces when a date has an appointment associated with it.

Press **ENTER**, **TAB**, or **SHIFT+TAB** while in the Calendar View to return to the Appointment List on the new date.

Notes

With Notes you can quickly capture your ideas and thoughts. In the Notes list view you can use the recording feature. You can also share your notes with others through e-mail, infrared, and synchronization with your PC.

Note: To create documents with advanced formatting or templates, such as bulleted lists and tabs, use FSEdit.

The table below lists the commands that are specific to the Notes program.

Description	Command
Show By	SH CHORD, W
Sort By	SH CHORD, Y
Record	V CHORD, R
Stop Recording	S
Stop Playing Recording	V CHORD, S
Delete	E CHORD, D

Viewing Notes

The Note list view displays a list of your notes and recordings. If you have a long list, press **SH CHORD, Y** (Sort By) and select the option you want to sort on. To open a note or play a recording, press **ENTER** on it. To see a list of available actions for a note or recording, select the note in the list view and press **F2 CHORD**.

Creating or Editing a Note

1. To create a note, **F2** and press **ENTER** on New.
2. Type your note.
3. When finished, press **F1** to return to the Notes list view.

Note: You can insert the date in a note. In an open note, press **F2 CHORD** and then select Insert Date.

Creating a Template

1. Create a note as you normally would.
2. In the Notes list view, move to the note with the cursor cross and select it with the **SPACEBAR**.
3. Press **F2 CHORD**.
4. On the menu, select Rename/Move.

5. Press **TAB** move to the Folder list box, select Templates. The template is stored in the Templates folder under the All Folders list.

Creating a Note with a Template

1. Press **F2** and choose Show By (labeled All Folders by default) and then select Templates.
2. Press **ENTER** on the template you want to use and make your changes.
3. Press **F1** to close the note.
4. In the notes list, select the note and press **F2 CHORD**, choose Rename/Move. Enter a new name and location for the note.

Note: To create a new folder, in the note or document list view, press **F2** and select Show By, then press **ENTER** on Add/Delete.

If you want to store the item on a storage card, insert the card into your PAC Mate and select Flash FXDisk from the Location combo box in the Rename/Move dialog.

Creating a Recording

Your PAC Mate has a voice-recording feature that has multiple [*sound and transmission rate settings*](#). These settings reflect the quality and size of the recording file. Typically, a high sample size (Bit) and rate (Hz) equals a larger file size, which equals better fidelity. Since the PAC Mate has 64 MB of RAM, a recording set to 44,100 Hz, 16 Bit, Stereo (172 KB/s) is going to give the best recording quality, but with the least amount of recording time.

Tip: This setting is ideal if you are going to use audio editing software on the recording.

You can synchronize recordings between your Pocket PC and your desktop PC. If you are unable to play them on your desktop PC, it may be due to the setting on your Pocket PC. In this situation, it is best to set your voice recording format to "8,000

Hz, 8 Bit, Mono (8 KB/s)." This gives you compatibility with your desktop sound player, acceptable voice recording fidelity and relatively small file sizes.

Your PAC Mate is also equipped with an internal microphone, which is the round prominence above **F3** Key. If you are truly concerned about recording fidelity, you can also purchase a high quality external microphone to fit into the 1/16 inch [audio input jack](#).

You can create a stand-alone recording from the Notes list view, using these recording commands.

1. While in the notes list view, move the PAC Mate's microphone near the source of sound.
2. When you are ready, press **V CHORD, R** to record. You will hear a single beep, which is your signal that recording has begun.
3. When you are ready to stop, press **S**. You will hear a double beep, which indicates the recording has stopped.
4. To play a recording, press **ENTER** on the recording in the notes list view.
5. To stop playing the recording, press **V CHORD, S**.

Or you can access the recording feature from anywhere on PAC Mate with the default hotkey command, **ST CHORD, DOT 1**. No other commands are necessary as this immediately starts the stand-alone recording. When you want to stop the recording press any key. Your recording is then saved in the Notes list view. To play the recording, just select it and press **ENTER**. To learn more about hotkey commands, please see [Setting Up PAC Mate, Buttons](#).

Finding a Note

You can find a note by using the Find Feature or by pressing F2 and choosing Show By. Then select and press **ENTER** on the folder you want displayed. To show all folders again, select All Folders. For more information on the Find Feature, please see [Using Windows CE with PAC Mate, Using File Explorer](#).

Attaching a Note to E-mail

In the Notes list view; select the note or recording and press **F2 CHORD**. To select multiple notes or recordings, use the **SPACEBAR+UP/DOWN ARROW**. Then, press **F2 CHORD**. From the Context Menu, choose Send via E-mail.

A new e-mail message is created with the note attached.

If you are working offline, the message with the attached note is moved to the Outbox folder and will be sent the next time you connect.

Synchronizing Notes

Notes can be synchronized between your PC and PAC Mate either through notes synchronization or file synchronization. Notes synchronization synchronizes the notes on your PAC Mate with Outlook Notes on your PC. While File synchronization synchronizes all notes on your PAC Mate with the PACMate My Documents folder on your PC.

To synchronize your notes through notes synchronization, first select the Notes information type for synchronization in ActiveSync. The next time you synchronize, all notes in My Documents and its subfolder on your PAC Mate will appear in Outlook Notes on your PC. Notes that contain only text will appear as regular notes in Outlook on your PC. In addition, all notes in the Notes group in Outlook on the PC will appear in Notes on the PAC Mate.

To synchronize your notes as files, in ActiveSync, select the Files information type for synchronization and clear the Notes information type. When you select Files, the PACMate My Documents folder is created on your PC's Today Screen. All .pwi files placed in the My Documents folder on your PAC Mate and all .doc files placed in the PAC Mate My Documents folder on your PC will be synchronized. Password-protected files cannot be synchronized.

ActiveSync converts documents during synchronization.

Note: When you delete or change an item on either your PC or device, the item is changed or deleted in the other location the next time you synchronize.

If you synchronize your notes using file synchronization and then later decide to use notes synchronization, all of your notes will be synchronized with Outlook on your PC and will no longer be stored in the PACMate My Documents folder.

Pocket Internet Explorer

The World Wide Web has a lot to offer. On any given day, at any given moment you can connect to the web and find interesting articles about any subject, you can buy almost anything and you can visit nearly every country. With Pocket Internet Explorer, you can download files, post to a listserv, access multimedia files, and even share resources and ideas with people who are located at opposite ends of the world.

To open Internet Explorer, go to the Start Menu (**F3**), press **I (DOTS 2-4)** twice and then press **ENTER (DOT 8)**. When Internet Explorer opens, PAC Mate begins reading your home page. To silence speech, press **DOTS 6-8**. Your initial home page is a default page, which has links to Pocket Internet Explorer's Online Help, PocketPC.com, FreedomScientific.com, MSN Mobile and AvantGo. To move about links on a page, press **TAB (DOTS 4-5 CHORD)** or **SHIFT+TAB (DOTS 1-2 CHORD)** and to open a page, press **ENTER** on the link.

The following table lists General PAC Mate commands available for Pocket Internet Explorer. Many of these commands are layered so you can press the second command repeatedly without repressing the initial command.

Description	Command
Read Address Bar	A (DOT 1)
Go To Address Bar	G (DOTS 1-2-4-5)
Back	DOTS 2-4-6 CHORD
Refresh Page	SH CHORD, R (DOTS 1-4-6 CHORD, DOTS 1-2-3-5)

Home Page	SH CHORD, H (DOTS 1-4-6 CHORD, DOTS 1-2-5)
Adjust HTML Settings	H CHORD, V (DOTS 1-2-5 CHORD, DOTS 1-2-3-6)
Favorites	SH CHORD, F (DOTS 1-4-6 CHORD, DOTS 1-2-4)
Hide Pictures	SH CHORD, P (DOTS 1-4-6 CHORD, DOTS 1-2-3-4)

Reading and Moving through Web Pages

PAC Mate can provide information about the structure and organization of web pages. Tables, headings, and alternate text for images are announced. This information helps you locate what you need quickly and take full advantage of web features.

Text

When you open a web page, PAC Mate announces the presence of frames, links, and headings then it begins speaking the text on the screen. Reading and moving through web based text uses the same reading commands as those used for text in a document. For more information on moving and reading text, please see [PAC Mate Basics, Working with Text](#).

Note: If you start reading before a page completely loads, some of the page may not be available.

Links

Links allow you to move from one portion of a document to another or from one document to another. When reading a web page with the Virtual Cursor, PAC Mate places each link on its own line, even if Internet Explorer visually presents the link on a line with other text or additional links.

- To move through the links on the page, press **DOTS 4-5 CHORD** for the next link, and **DOTS 1-2 CHORD** for the prior link.
- To open a link, press **ENTER**.

- To skip past a series of links, press **H CHORD, T**. PAC Mate moves to the first text of at least 25 characters that is not a link.

When you move to a link with the Virtual Cursor, PAC Mate announces the type of link and the text of the link. PAC Mate announces the type of link as follows:

- Link: This indicates a link that has not been visited.
- Visited Link: This indicates a link that has been visited.
- This Page Link: This indicates a link that moves you to another location on the same page.
- Send Mail Link: This indicates a link that opens a new e-mail message using your default e-mail program. The To field of the new e-mail is already filled out, and the Subject field is sometimes filled out as well.
- FTP Link: This indicates a link that points to an FTP (File Transfer Protocol) server. Usually, these links are to files, and when you select them, Internet Explorer displays a dialog asking if you want to save the file to your computer.

PAC Mate announces when a graphic is used as part of a link. Image Map Links are also announced. Image map links are part of an image. A small section of the image is mapped out to represent a "hot spot" that is normally clicked with the mouse. PAC Mate moves to image map links the same way it does to other links.

PAC Mate provides configuration settings for links, so you can determine what information and how much information you wish to hear:

- By Default, PAC Mate speaks the on screen text of a link, but you can set PAC Mate to instead speak Title text, assigned by the page author within the HTML code. Title text normally provides supplemental information about the link.
- By default, PAC Mate announces the link type, but you can disable this, so PAC Mate announces same page links, send mail links, and ftp links as "link," or "Visited Link."

To change these settings temporarily, press **H CHORD, V**. To change them permanently, press **F3, S** to open the Settings Dialog, and change the HTML settings as appropriate.

Use the Links List dialog to quickly locate and select links on a web page. Press **H CHORD, S** to open the Links List. Press **UP ARROW** or **DOWN ARROW**, or the first letter of a link's text to move through the list of links, and press **ENTER** to open a link.

You can also move through the controls in this dialog by pressing **TAB**. There are buttons to move to the location of a link on the page or to open a link. There are radio button groups to filter and sort the links that display in the list.

Below is a table that lists the commands available for navigating links.

Description	Command
Next Link	DOTS 4-5 CHORD
Prior Link	DOTS 1-2 CHORD
Link List	H CHORD, L (DOTS 1-2-5 CHORD, DOTS 1-2-3)
Move to Next Non-Link Text	N (DOTS 1-3-4-5)

Headings

IN HTML, headings are used to indicate the start of sections and subsections of a page so that the relationship between information within sections and subsections is clear when reading the page. When viewing all headings on a page, if the headings are used properly, the hierarchy of the heading levels indicates how the page is structured. This makes it easier to find information and understand the relationships within the information. Below is a table that lists the commands used to move by headings.

Description	Command
-------------	---------

List Headings	H CHORD, H (DOTS 1-2-5 CHORD, DOTS 1-2-5)
Next Heading	H (DOTS 1-2-5)
Prior Heading	DOTS 1-2-5-7
First Heading	H CHORD, UP ARROW
Last Heading	H CHORD, DOWN ARROW

PAC Mate recognizes headings at levels 1 through 6 and announces them as you move through the page or read using Say All. Press **H CHORD, RIGHT ARROW** to move to the next heading, or press **H CHORD, LEFT ARROW** to move to the prior heading. To move to the first heading on the page, press **H CHORD, UP ARROW**. To move to the last heading, press **H CHORD, DOWN ARROW**.

The Headings List dialog lists headings on the current page and indicates the heading level. Press **UP** or **DOWN ARROW** to move through the list. Press **ENTER** to move to the location of the selected heading on the web page.

Headings are announced as you navigate through a web page, but if you want, you can turn this announcement off. To temporarily turn off heading announcement, press **H CHORD, V** to open the Verbosity dialog and move to Indicate Headings. Press **SPACEBAR** to turn off this setting.

To permanently change this setting:

1. Press **F3** to open the Start Menu.
2. Press **S** to open the Settings Dialog.
3. Press **TAB** until you reach the combo box labeled "Headings Verbosity."
4. Press **UP** or **DOWN ARROW** to select the setting you want.
5. Press **ENTER** to close the HTML Settings Dialog.

The HTML heading navigation features are extremely useful on pages that use headings as they are intended. However, many

web pages are written that do not properly use headings. The heading navigation features may not be as useful on these pages.

Tables

PAC Mate provides commands that allow you to move within tables. In addition, when you use table navigation commands you can get information about the position of table cells and the structure of tables on a page. The following table lists the commands used to navigate tables in Pocket Internet Explorer.

Description	Command
Read Current Cell	H CHORD, C
Next Cell	DOT 8+RIGHT ARROW
Prior Cell	DOT 8+Left ARROW
Cell Above	DOT 8+UP ARROW
Cell Below	DOT 8+DOWN ARROW
First Cell	DOTS 1-3-8
Last Cell	DOTS 4-6-8

When you move through a web page, PAC Mate announces the start of tables, and the number of columns and rows, and reads the summary, if a summary is available.

A table summary provides information about the purpose of the table. If a summary is provided, PAC Mate says, "Summary," and reads the summary text.

When you navigate tables using standard reading commands, PAC Mate reads the cells in order from left to right and behaves as if each table cell begins on a new line. PAC Mate does not identify table headers or provide information about table structure when you navigate in this manner.

To hear information about the current table cell, press **H CHORD, C**. PAC Mate announces the row and column position, the current row and column headers, and the contents of the cell.

When you move to the next or prior cell in the same row using table navigation commands such as **DOT 8+RIGHT ARROW** or **DOT 8+LEFT ARROW**, PAC Mate reads the column header, the data in the cell, and the column number.

To move to the cell above or below the current cell, press **DOT 8+UP ARROW** or **DOT 8+DOWN ARROW**. PAC Mate reads the row header, the data in the cell, and the row number.

Note: PAC Mate does not identify row or column headers when you navigate tables using standard reading commands with the Virtual Cursor or when using Say All.

Forms

HTML forms on web pages allow you to enter information and send it to another computer. Examples of forms include shopping carts, feedback forms, and web-based e-mail and bulletin boards.

Forms are collections of controls such as check boxes, combo boxes, edit fields, and radio buttons. The following table lists PAC Mate commands used to move through form fields on a web page. The following table lists the commands used to navigate forms in Pocket Internet Explorer.

Description	Command
Next Field	F (DOTS 1-2-4)
Prior Field	DOTS 1-2-4-7
First Field	DOT 7+UP ARROW
Last Field	DOT 7+DOWN ARROW

To enter text into a form field, move the Virtual Cursor to a form field, and press **ENTER** to switch to Forms Mode. PAC Mate says, "Forms Mode On," the information and the name of the control you are on. When you press **ENTER** to go into Forms

Mode, the PC cursor is activated on the current control. If the field is an edit field, the cursor is placed at the top of the field.

To navigate within an edit field while in Forms Mode, use the **UP, DOWN, LEFT** and **RIGHT ARROW** as you normally would. To move to the next form field while in Forms Mode, press **TAB**. To move to the previous field, press **SHIFT+TAB**.

To exit Forms Mode, press **X CHORD**.

To check a check box or radio button on a form, press **ENTER** when the Virtual Cursor is on the item. If you are on a check box, the state of the check box is toggled. If you are on a radio button that is unchecked, the radio button is checked, however, if it was already checked, it remains unchanged.

If you enter Forms Mode in a Combo box, the first item is selected. To change the selection, press **UP** or **DOWN ARROW**.

Tip: In some forms, changing the selection in a combo box opens a new page automatically. To work with these combo boxes, press **DOT 7+DOWN ARROW** to open the list of choices. Then move to an item and press **ENTER** to make your selection.

PAC Mate attempts to associate each form field with a textual prompt. PAC Mate can identify when a prompt is specifically associated with a control, and speaks the correct prompt when you move to that control. If no prompt is specifically associated with a control, PAC Mate attempts to identify text positioned near the control as the prompt. This is most accurate when the text is directly to the left or right of the form control.

Forms on some web pages are not written with accessibility in mind, and PAC Mate cannot obtain enough information to read the form controls properly. If PAC Mate does not read form controls correctly while you are in Forms Mode, reading the form with the Virtual Cursor may provide additional helpful information. Press **ENTER** to turn Forms Mode on and fill in a form field. Then press **X CHORD** to exit Forms Mode and continue reading the form with the Virtual Cursor.

Changing Your Home Page

If you want another web page as your home page, press **G** to move to the Address Bar and type in the address of the page. When you are done, press **ENTER** to go to that page.

Next, press **F2** to open the menu, and press **ENTER** on Tools. With the Tools Menu open, press **ENTER** on Options. The first controls in the Options dialog are two buttons, one labeled Use Current and one labeled Use Default. To have the web page currently opened as your home page, press **ENTER (DOT 8)** on the Use Current button.

Changing Security Options

Pocket Internet Explorer supports the security protocols used by secure pages. When accessing a secure page, you can send personal information safely. To determine if a page is secure, press **F2**, move to View and press **ENTER**. Select Properties.

To change security settings, press **F2**, move to Tools, and press **ENTER**. Go to Options and press **SHIFT+TAB (DOTS 1-2 CHORD)** to move to the General tab, then press the **RIGHT ARROW** to move over to the Advanced page.

Cookies contain information about your identity and preferences so that a page can tailor information to your needs. To prevent Pocket Internet Explorer from accepting cookies, use the **SPACEBAR** to uncheck the Allow cookies check box.

Synchronizing Favorite Links

In ActiveSync on your PC, press **ALT+T** to open the Tools Menu. Press **ENTER** on Options. In the Options dialog list view, move to Favorite and place a check in the box.

In Internet Explorer on your PC, save or move favorite links to the Mobile Favorites subfolder in the Favorites list.

Connect your mobile device to your PC. If synchronization does not start automatically, in ActiveSync on your PC, press **ALT+F** and press **ENTER** on Synchronize.

Note: If you add or delete a favorite link in the Mobile Favorites folder on your device, the next time you synchronize, the same change is made on the PC.

Viewing Favorites

If favorite pages are not synchronized using a schedule for synchronization, in Internet Explorer on your PC, go to Tools (**ALT+T**) and select Synchronize.

On PAC Mate, press **F2**, move to Favorites, and press **ENTER**.

Use the cursor cross to select the page that you want to view and press **ENTER**.

Note: If you get a message that the page is not available, you must download the page to your device through synchronization or connect to the Internet.

To quickly stop pictures and sounds from downloading, press **F2**, move to Hide Pictures, and press **ENTER**.

Adding/Deleting a Favorite Link

Go to the page you want to add. Press **F2** and press **ENTER** on Favorites. Press **SHIFT+TAB** to move from the Open Favorites page to the Open Favorites tab. Next, press the **RIGHT ARROW** to move to the Add/Delete tab. Press **TAB** to move to the Add button and press **ENTER**. When the next page opens, press **ENTER** on the Add button again.

Note: To add a new folder, go to the Add/Delete page, press **ENTER** on the New Folder button. Enter a name for the folder, and press **ENTER** the Add button again.

To delete a link, the steps are the same except that you first select the link that you want to delete in the Add/Delete page, then move to the Delete button and press **ENTER**. The link is then deleted.

Note: Only the link to the page is deleted, not the page content stored on your device. To delete the page

itself, press **F2** move to Tools, and press **ENTER**.
 Select Options. On the General tab press **ENTER** on
 the Delete Files button.

FSEdit

FSEdit is a word processing application that you can use to create and edit documents. Unlike Pocket Word or Notes, FSEdit was created specifically for the blind user. Among its friendly and convenient features, you will find FSEdit allows you to work with Grade 2 Braille files, provides a robust editing environment complete with a spell checker, and offers the facility to not only print, but emboss as well.

The default location for FSEdit is the Programs submenu (**F3, P, F, F, F**). When you open FSEdit for the first time or when you create a new document, you are asked, “Would you like to make your new file a Grade 2 Braille document?” If you choose No, your file is then a Computer Braille document. Once you create a Computer Braille file, you cannot change it to Grade 2 Braille or vice versa. Instead you must create a new file and choose Yes when asked, “Would you like to make your new file a Grade 2 Braille document?” This, however, does not mean you cannot change how your document is embossed. Please see [FSEdit, Computer Braille vs Grade 2 Braille](#) for more information.

The table below lists all the commands available in FSEdit.

File Menu Shortcuts

Open File	SH CHORD, O (DOTS 1-4-6 CHORD, DOTS 1-3-5)
Save File	SH CHORD, S (DOTS 1-4-6 CHORD, DOTS 2-3-4)

Edit Menu Shortcuts

Set Mark	E CHORD, M (DOTS 1-5 CHORD, DOTS 1-3-4)
Select to Mark	E CHORD, S (DOTS 1-5 CHORD, DOTS 2-3-4)
Switch Cursor and	E CHORD, W

Mark Positions	(DOTS 1-5 CHORD, DOTS 2-4-5-6)
Select Word	Q CHORD, W
Select Sentence	Q CHORD, S
Select Line	Q CHORD, L
Select Paragraph	Q CHORD, P
Find	E CHORD, F (DOTS 1-5 CHORD, DOTS 1-2-4)
Replace	E CHORD, R (DOTS 1-5 CHORD, DOTS 1-2-3-5)

Insert Menu Shortcuts

Insert Date and Time	I+DOT 8, D (DOTS 2-4-8, DOTS 1-4-5)
Insert Numbering	I+DOT 8, N (DOTS 2-4-8, DOTS 1-3-4-5)

Spelling

Spell Check	CH CHORD, S (DOTS 1-6 CHORD, DOTS 2-3-4)
Read Word in Context	CH CHORD, C (DOTS 1-6 CHORD, DOTS 1-4)
Read Mistake and Suggestion	CH CHORD, R (DOTS 1-6 CHORD, DOTS 1-2-3-5)

Saving a Document

If the file you want save has the correct name, is in the correct file format, and in the correct folder, you can simply press **SH CHORD, S** and your file will be saved.

If, however, you want to save the file with another name, with a different file format, or in another folder, you will have to open the File Menu (**SH Sign, F**) and select Save As. In the Save As dialog you can change any parameter of the file. Use the **TAB** command to navigate this dialog. Below lists the options available in each combo box in the Save As dialog.

Folder combo box: The default is None, which means that you file will be saved in the default folder, My Documents. The other folder options, listed below, are subfolders of the My Documents folder.

- None
- Business
- Personal
- Templates

File Type combo box: FSEdit offers a nice variety of file types that easily match your working needs. In addition, FSEdit's own the default file type, .fsd, allows for synchronization to your PC, storage of additional information such as Grade of Braille, cursor location, mark location, and Grade 2 back translation for easy conversion between the other file types supported by FSEdit.

- *.fsd
- *.brl
- *.brf
- *.rtf
- *.psw
- *.txt

Location combo box:

- Main Memory
- Internal FlashDisk
- Storage Card

Revert To Saved

This menu item reloads the last saved version of the document and discards any succeeding editorial changes.

Opening a Document

1. To launch the Open File dialog, press **SH CHORD, O**.

2. Press **SHIFT+TAB** to move into the list view of files, and then use the arrow keys to make your selection.
3. When find the file you want, press **TAB** to move over to the OK button and then press **ENTER**.
4. If the file is not stored in the current folder, press **TAB** until you hear, "Folder list box," then use the arrow keys to choose the folder in which the file is stored.
5. If the folder is not in the current location, press **TAB** until you hear, "Location list box," then use the arrow keys to choose the location in which the folder is stored.
6. If the file is of another file type, press **TAB** until you hear, "Type list box," then use the arrow keys to choose the file type.

Connecting to an Embosser

Before you can emboss a document, you must first select your embosser type in the Properties dialog, which is accessed from the Emboss dialog.

When you select your embosser, many of the fields in the Properties dialog automatically populate with your embosser's default settings. This means you can immediately begin embossing your document or you can change the embossing settings.

To launch the Properties dialog:

1. Press **SH CHORD, F** to open the File Menu.
2. Use the arrow keys to move to Emboss and press **ENTER** to launch the Emboss dialog.
3. Use **TAB** to move to the Properties button and press **ENTER** to open the Properties dialog.
4. When this dialog opens, press **TAB** once to place your cursor in the Embosser combo box. This combo box lists embossers that are compatible with FSEdit. Use your **UP** or **DOWN ARROW** keys to select your embosser.
5. If you are satisfied with the automatic settings of your embosser, you can press **ENTER** to return to the

Embosser dialog. If not, press **TAB** to move to each field and adjust the setting. When you are done, move to the OK button and press **ENTER**.

6. In the Embosser dialog, press **TAB** until you hear, "Connection button" and press **ENTER**.
7. Use your **UP** or **DOWN ARROW** keys to select the port connecting your embosser.
8. If you select Windows Device, press **TAB** to move to the Location edit box. Type in the network path of the embosser. For example: \\server\my embosser.
9. Press **ENTER** or select the Ok button to return to the Emboss dialog.

Embossing a Document

Embossing a document is initiated from the Emboss dialog. To launch the Emboss dialog you must open the File Menu (**SH CHORD, F**) and select Emboss (**E**). With the Emboss dialog open, you have several controls that allow you to change the way your document is embossed. If you do not want to change any of the parameters and are ready to emboss, press **TAB** until you reach the Ok button and then press **SPACEBAR**.

Number of Copies

Unless you specify the number of copies embossed, FSEdit will only emboss one copy of a document.

To emboss more than one copy of a document:

1. Press **SH CHORD, F, E** to open the Emboss dialog.
2. Press **TAB** until you hear "Number of copies one."
3. Type in the number of copies to be embossed.
4. Once you have selected your number, you can change more emboss parameters or press **TAB** to move to the Ok button. Press **ENTER** to print your document.

Emboss Settings

Depending on your needs, you may want to emboss on different size paper. Changes made to the embossing settings are retained until you change them or reset them to their defaults.

For 8.5 x 11 inch paper, use the following settings:

Cell Per Line: 34
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 34
Max Lines Per Page of Embosser: 27

For 11.5 x 11 inch paper, use the following settings:

Cell Per Line: 40
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 42
Max Lines Per Page of Embosser: 27

Changing Emboss Settings

1. Press **SH CHORD, F, E** to open the Emboss dialog.
2. Use **TAB** to move to the Properties button and press **ENTER** to open the dialog.
3. Press **TAB** to move to the Set Cell Per Line To edit box. Type the number of Braille cells you want in each line.
4. Press **TAB** to move to the Set Lines Per Page To edit box. Type the number of lines you want on each page.
5. Press **TAB** to move to the Set Top Margin in lines to edit box. Type the number of lines you want to set for your top margin.
6. Press **TAB** until you hear, “Max Cells Per Line of Embosser edit box.” Type the absolute maximum number of cells you want on each line.
7. Press **TAB** to move to the Max Lines Per Page of Embosser edit box. Type the absolute maximum number of lines you want on each page.

8. Press **TAB** to move to the Margins for Interpoint check box, use the **SPACEBAR** to place a check in the box.
9. Press **TAB** to move to the Pages for Interpoint check box, use the **SPACEBAR** to place a check in the box.
10. Press **ENTER** on the Ok button to emboss your document.

Resetting the Embosser's Default Settings

1. Press **SH CHORD, F, E** to open the Emboss dialog.
2. Use **TAB** to move to the Properties button and press **ENTER** to open the dialog.
3. When this dialog opens, press **TAB** once to place your cursor in the Embosser combo box. Use your **UP** or **DOWN ARROW** keys to select another embosser.
4. Reselect your embosser. The default settings will repopulate each field.
5. Press **ENTER** on the Ok button to return to the Emboss dialog.

Computer Braille vs. Grade 2 Braille

Regardless of whether you created a Computer Braille or Grade 2 Braille file, FSEdit's default setting sends text to your embosser in Grade 2 Braille. If necessary, you can emboss a Computer Braille file in Computer Braille. You cannot, however, emboss a Grade 2 Braille file in Computer Braille.

To emboss a Computer Braille file in Computer Braille:

1. Press **SH CHORD, F, E** to open the Emboss dialog.
2. Press **TAB** until you hear, "Grade 2 checked." A check in this box means the document will emboss in Grade 2 Braille. To emboss in Computer Braille, press **SPACEBAR** to uncheck this box.
3. Once you have selected the Braille language, you can change more emboss parameters or press **TAB** to move to the Ok button and then press **ENTER** to emboss your document.

Printing in FSEdit

In this release of FSEdit, the ability to print from PAC Mate directly to a printer is not implemented. Instead, you must synchronize your FSEdit documents to a desktop computer or laptop and then print your documents on their printer. Included on the User's Documentation CD is WinPrint.exe. This program uses whatever printer is installed on the PC to print out .brl files as text files. WinPrint recognizes all format characters documented.

To use WinPrint:

1. Transfer your .brl file to the PC with ActiveSync.
2. Select and open the .brl file – WinPrint automatically launches.
3. Press **CTRL+P** to print the file.

Mark Emphasis Text

Emphasis text is text that is bold, underlined and/or in italics. This item (enabled by default and only available when embossing in Grade 2 Braille) indicates when text has emphasis.

Disabling Mark Emphasis Text

1. Press **SH CHORD, F, E** to open the Emboss dialog.
2. Press **TAB** until you hear, "Mark Emphasis Text."
3. A check in this box means bold, underline and/or italic text is marked.
4. If you want to emboss without marking Emphasis Text, press **SPACEBAR** to uncheck this box.
5. To emboss your document, press **TAB** to move to the Ok button and then press **ENTER**.

Selecting Text vs. Marking Text

While these two features, selecting text and marking text, use very different approaches, they do perform virtually the same

function. The difference, however, is that with Marking Text you can accurately mark text and have the added advantage of being able to freely read your document until you find the word(s) you want to mark inclusively. Whereas when you select text, you must move linearly in a fixed increment until the block of text you want is selected. This may result in more editing, as some unwanted text might get selected.

Marking Text

1. Set the mark at the location of the cursor by opening the Edit Menu and pressing **ENTER** on Set Mark or by pressing **E CHORD, M**.
2. Move the cursor to a different location in the document.
3. Choose Select to Mark from the Edit Menu or press **E CHORD, S** to select all the text between the mark and the cursor.

Switching Mark and Cursor Positions

On occasion you may find it helpful to review the information you have selected. Or you may find that you want to select text that is beyond the marked end. To do this easily, swap the position of the mark and cursor. You can find this feature in the Edit Menu or simply press **E CHORD, W**.

Selecting Text

In addition to all the selecting commands available in PAC Mate, FSEdit has its own Quick Select commands. The Quick Select commands let you select text in five different increments. You can find these options in the Edit Menu under the Quick Select submenu or you can press the following shortcut commands.

Word	Q CHORD, W
Sentence	Q CHORD, S
Paragraph	Q CHORD, P
Line	Q CHORD, L
Entire Document	Q CHORD, D

Find

The Find feature is a very handy tool that lets you search for a word or phrase within an open document quickly. When you press **F CHORD, F**, FSEdit launches the Find dialog with the cursor in the Find What edit box. Type in the word or phrase you want to find. Use the **TAB** key to navigate the dialog. Other controls in this dialog that are available are Find Whole Words Only, Match Case, and Search Direction.

When you are ready, press **ENTER** on the Find Next button.

Replace

The Replace menu item (**F CHORD, R**) is similar to the Find feature in that it searches for words or phrases within a document, but it has the additional feature of replacing words or phrases with alternative text. Its dialog is similar to the Find dialog but has two additional buttons. The Replace button, which replaces one instance of the word or phrase and the Replace All button, which replaces all instances of the word or phrase in the document.

Formatting a Document

In FSEdit makes formatting a document very easy. Most formatting options available can be directly accessed from the two submenus in the Format Menu.

To format a document:

1. Press **F2**, then **F** twice to move the Format menu and press **ENTER** to open the Format menu.
2. On the Format menu you have two choices: Font and Paragraph. Each opens a submenu when you press **ENTER**.
3. The Font submenu options include: bold, italic, underline, strikethrough, and more options. In order to use the bold, italic, underline and strikethrough options you must first select the text using one of the three method available:

- Windows standard. Hold down the Shift key and press the arrow keys (or equivalent Braille keystroke).
 - Select specific unit. Choose one of the following items from the Edit/Select submenu: Word, sentence, paragraph, line, and entire document.
 - Mark method.
4. The Paragraph submenu options include: align left, align center, align right, justify, increase indent, and decrease indent.
 5. If you select more from the Font submenu you launch a Font dialog. From here you can select a different font type, font style, font size, and font effect.

Inserting Text

The next three items can be found in the Insert Menu (**SH sign, I**).

- Insert File Text: Lets you grab the text from another file and paste it into your FSEdit document.
- Date/Time Stamp: Lets you insert the date: Time is not supported at this time. (**I+DOT 8, D**)
- Bullet and Numbering: You must go into the Options dialog in the Tool Menu and select a format. (**I+DOT 8, N**)

Checking Spelling

You can check the spelling of a specific word, or of all the words in a document. If a word is spelled correctly, but not recognized, you can add the word(s) to FSEdit's online dictionary. To launch the Spell Checker dialog, press **CH CHORD, S**.

Once the Spell Checker dialog opens, your cursor is in the Change To box on a word from the Suggestions List. At this point, you have several options to choose from. Use the **TAB** key to navigate the dialog and press **ENTER** on the control that performs the particular action you want. When you encounter the Suggestions List box, use the **UP** or **DOWN ARROW** keys to make your selection.

Word Count

When you want to know the number of words in a document, press **F2** move to **Tool** and press **ENTER**. Then move and press **ENTER** on Word Count

FSCalc

FSCalc is a scientific, engineering, and financial calculator. The calculator includes functions for statistics, metric units conversions and physical properties and constants.

Entering Equations and Expressions

You can choose to enter an equation or expression using the menu (**F2**) or by typing it with the keyboard. In either case, you must enter variables, operators, and functions in Computer Braille. Anytime you solve an equation or expression, you must follow conventional math rules such as the order of operations.

- Parenthesis and Brackets - Simplify the inside of parenthesis and brackets before you deal with the exponent (if any) of the parenthesis or remove the parenthesis.
- Exponents - Simplify the exponent of a number or of a parenthesis before you multiply, divide, add, or subtract it.
- Multiplication and Division - Simplify multiplication and division in the order they appear from left to right.
- Addition and Subtraction - Simplify addition and subtraction in the order they appear from left to right.

Variables can be any combination of letters (a-z) and digits (0-9). Standard operations are entered in the form $a+b$, with no spaces. For example, $x=7$, $y=9$, $x+y$, $f+10$.

Operators modify the value stored in a variable.

Expressions are any combinations of numbers, variables, operators and functions.

Functions consist of a name followed by a comma-separated list of arguments enclosed in parentheses. If you choose to type the

function instead of selecting it from the menus, be sure that you type it without spaces.

Once you have entered the equation or expression, press **ENTER** for the result.

If you select a function from the Functions Menu, anything selected on the current line is treated as an argument, i.e., placed in parentheses.

When you press **ENTER** to calculate an operation, PAC Mate speaks and selects the result. If you type a new number or entry, it replaces the result with the new entry. If you type an operator, the result become part of the new operation and the insertion point is placed at the end of the operation, ready for you to finish your calculation.

Reviewing the History

Once you have entered a calculation(s) you can sequentially review the steps taken or the equations entered by pressing the **UP ARROW** to move backward or **DOWN ARROW** to move forward.

Saving the Calculation

At anytime, while working through a calculation, you can save your work as a .txt file. Press **SH CHORD, S** to save the file in the current folder with the current name in the current location or open the File Menu and select Save As. Type a new file name, use the **TAB** command to move to the Folder combo box, and press the **DOWN ARROW** to select a folder. Press **TAB** again to move to the Location combo box and press the **DOWN ARROW** to select a location.

Clearing the Calculator

With FSCalc you can clear three items in the calculator: clear current line (**0 CHORD**), clear the history (**SH CHORD, H**), or clear the variables (**SH CHORD, V**). You can find these three items in the Edit Menu as well.

Examples

Algebra Question: Simplify the following expression $2+(3-1)*3^2$.

1. Following the order of operations, simplify the term inside the parenthesis first. In the edit window of FSCalc, type in computer Braille **3-1**, then press **ENTER**.
2. Next, type **p w r (3,2)** or press **F2, F, ENTER** to open the Functions Menu, then press **ENTER** on the Trig submenu and select Pwr. Pwr(2) will show automatically in the edit window so all you need to do is press the **LEFT ARROW** twice and type **3,**. When you are done, press **ENTER**.
3. The next order of operations to solve for is the answer from step 2 multiplied by the answer from step 1, which is $(2)*9$. If you cannot remember the answer from step 1, you can use **UP ARROW** to review each step taken in this expression. Select and copy the answer "2" by pressing **DOTS 3-7 CHORD, E CHORD, C**. Use the **DOWN ARROW** to move to the last operation, which was 9, press **DOTS 1-6** and paste the "2" with **E CHORD, P**. When you are done, press **ENTER**.
4. The last step to simplifying this expression is to add 2 to 18. Press **DOTS 3-4-6** so expression now becomes 18+ and type **DOTS 2-3, ENTER**. (Answer = 20)
5. Review the calculations for any errors by pressing the **UP ARROW**.
6. Press **F2, F, ENTER** and choose Save As to name and save this calculation as a .txt file.
7. Press **SH CHORD, H** to clear the history.

Statistical Question: Find the average, standard deviation and sum from the following data. Data Set (6,8,9,10,2)

1. Type **a v g (6,8,9,10,2)** and press **ENTER**. Or press **F2, F, ENTER**. With the Functions Menu opened move to the Stat submenu and press **ENTER**. Press **ENTER** again on Avg. Now type **6,8,9,10,2** and press **ENTER**. (Answer = 7)
2. Use the **UP ARROW** and **DOTS 1-3-7 CHORD, E CHORD, C** to move, select and copy (6,8,9,10,2). Press

the **DOWN ARROW** once and **BACKSPACE (DOT 7)** over the 7, then paste the selected text. Move to the beginning of the line with **DOT 3+LEFT ARROW** and type **s t d d e v**. When you are done press **ENTER**. (Answer = 2.82843)

3. Clear the current line, 2.82843, with **0 CHORD**. Press **E CHORD, P** and **DOT 3+LEFT ARROW** to paste the selected text that is still on the clipboard and move to the beginning of the line. Type **s u m** and press **ENTER**. (Answer = 35)

Accounting Question: Your financial advisor is recommending that you invest \$5000.00 in a particular fund for 10 years. He says that the annual rate of return is 7.18%. In order to make an informed decision, you need to find out how much your money would be worth in 10 years.

To solve this problem you need to have some knowledge of the relationship between the rate of interest (r), time (t), the present value (pv) and the future value (fv) of the dollar. The relationship is as follows:

$$fv = pv * (1+r)^t$$

$$pv = 5000 \quad r = 0.0718 \quad t = 10 \text{ years} \quad fv = ?$$

To help you grasp the concept, open Notes and take the variables above and plug them into the formula: $fv = 5000 * (1 + .0718)^{10}$. You can solve this problem using the order of operations or you can use the financial functions in FSCalc.

Using the order of operations:

1. Solve $1 + .0718$ first.
2. Press **F2, F, ENTER** to open the Functions Menu. From the Trig Menu select and press **ENTER** on Pwr.
3. The edit window now reflects the following: $pwr(1.0718)$. Because the cursor is outside the parentheses, you need to press the **RIGHT ARROW** once and finish the function

by pressing **DOT 6, DOT 2, DOTS 3-5-6, ENTER**. (Answer = 2.0005)

4. Last, solve for fv by multiplying the future value factor, $(1+r)^t = 2.0005$, and the present value = \$5000.00. (Answer = \$10,000)

Using FSCalc:

Note: When using the financial functions of FSCalc, you must list your known variables in the following order:
fv(pv,r,t) pv(fv,r,t)

1. First clear the history with **SH CHORD, H**.
2. Press **F2, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on fv.
3. The edit window now has fv(). Inside the parentheses, type **5000,.0718,10**. When you are done press **ENTER**. (Answer = \$10,0002.5)

Accounting Question: You are concerned about your retirement. You want to know how much you have to invest today in order to accumulate \$1 million dollars by time you are ready to retire. You have found an annuity that that is paying 10% return. You figure that you will retire in about 35 years.

Using Notes, list out your known variables and set up your problem.

fv = \$1 million r = 0.10 t = 35 years pv = ?

$$fv = pv \cdot (1+r)^t$$

$$1000000 = pv \cdot (1+.10)^{35}$$

1. Press **F2, F, ENTER**. From the Functions Menu, open the financial submenu and press **ENTER** on pv.
2. The edit window now has pv(). Inside the parentheses, type **1000000,.10,35**. When you are done press **ENTER**. (Answer = \$35,584.10)

Arithmetic Question: You are shopping for a new desktop computer and have found one for \$875.00. The computer store

salesman tells you that the special going on is 35% off all computers storewide. How much is the computer you picked out?

1. In the edit window type 875*35% in computer Braille.
2. When you are done press **ENTER**.
3. Now, subtract \$306.25 from \$875.00 (Answer = \$568.75)

Conversion Question: The winter of 2002-2003 is reputed to be one of the coldest winters on record. To substantiate this your friends from Syracuse, New York call to tell you that the temperature outside is -25 degrees Celsius and the wind is blowing at 10 miles per hour. What is the temperature in Fahrenheit and the wind chill factor?

1. Press **F2, F, ENTER**. From the Functions Menu select and press **ENTER** on Conversions. In the submenu select and press **ENTER** on Celsius to Fahrenheit.
2. Press **DOTS 3-6, DOTS 2-3, DOTS 2-6** and **ENTER**. (Answer = -13 degrees Fahrenheit)
3. Next, go back into the Conversions submenu and press **ENTER** on Wind Chill. The edit window now has wc(-13).
4. Press **RIGHT ARROW** once to move inside the parentheses and press **DOT 6, DOT 2, DOTS 3-5-6, ENTER**. (Wind Chill = -37.2555 degrees Fahrenheit)

Operators

Name	Symbol
Plus	+ (DOTS 3-4-6)
Minus	- (DOTS 3-6)
Times	* (DOTS 1-6)
Divided by	/ (DOTS 3-4)
Percent	% (DOTS 1-4-6)
Assignment	= (DOTS 1-2-3-4-5-6)

Arithmetic Functions

Description	Name
Absolute value	Abs()
Reciprocal	recip()
Round	round()
Integer part	trunc()

Statistical Functions

Sum of any number of arguments	sum()
Average of any number of arguments	avg()
Standard deviation of any number of arguments	stddev()
Median of any number of arguments	median()
Minimum of any number of arguments	min()
Maximum of any number of arguments	max()

Trigonometric Functions

Arccosine sine	acos()
Arcsine	asin()
Arctangent tangent	atan()
Arctangent of x/y	atan2(arg x, arg y)
Average	avg()
Cosine	cos()
Hyperbolic cosine	cosh()
Exponential	exp()
Floating Point Absolute Value	fabs()

Floating Point Modulus Operations	fmod()
Natural Logarithm	log()
Base 10 Logarithm	log10()
Arg1 to the power arg2	pwr(arg1,arg2)
Sine	sin()
Hyperbolic Sine	sinh()
Square root	sqrt()
Tangent	tan()
Hyperbolic Tangent	tanh()

Conversion Functions

Celsius to Fahrenheit	Fahr()
Fahrenheit to Celsius	cels()
centimeter to inches	in()
inches to centimeters	cm()
meter to feet	ft()
feet to meter	mt()
kilometer to miles	mi()
mile to kilometers	km()
gallon to liters	l()
liter to gallons	gal()
pounds to kilograms	kg()
kilograms to pounds	lb()
ounces to grams	gm()
grams to ounces	oz()
wind chill (temperature in fahrenheit, wind speed)	wc()

Financial Functions

Present value of dollar	pv()
Future value of dollar	fv()

Pocket Word

Pocket Word is a word processing program designed for Pocket PC. Pocket Word allows for synchronization of documents between your desktop computer and your PAC Mate so that you have the most up-to-date content in both locations.

To open Pocket Word, go to the Start Menu (**F3**) and press **P** (**DOTS 1-2-3-4**) three times. Then press **ENTER** to open Pocket Word. The first time you open Pocket Word from the Programs Menu, it opens by default to a blank document so you can immediately begin typing. With Pocket Word, you can [Braille in Grade 2](#).

After you have created a document, Pocket Word will then open first to a list view where you can choose the document you want to open or create a new document. To select a document in the list view, use the cursor cross to move to the document and then press **ENTER**. To create a new document, press **F2** and press **ENTER** on New.

Pocket Word has several templates you can use as a default document. These templates contain preformatted text so much of the work is already done for you. To select a template, press **F2** and press **ENTER** on Tools. From the Tools Menu, press **ENTER** on Options. Press **TAB** to move to the Default Template combo box, and use the cursor cross to select a template type.

In Pocket Word you can open only one document at a time. When you open a second document, the first one is saved and closed automatically. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

To save a document, press **F2**, move to Tools and press **ENTER**. From the Tools Menu, press **ENTER** on Save Document As. In the Name edit field type a name for your file. If you want your

document to get saved in a particular folder, press **TAB** to move to the next control and use the cursor cross to select a folder. The next control allows you to change the documents format. Since this is also a combo box, use the cursor cross to select a file format. The last control in this dialog designates where you want to save your file. You have a choice of using the Main Memory or FlashFx Disk. To close and exit this dialog, press **ENTER**.

As you continue to create, synchronize and edit documents, you may find that having all files appear in the list view too cumbersome to navigate. To have your files show in the list view by their respective folders, press **F2** and press **ENTER** on Show By. Next, select the folder that contains the file you want to open or add a new folder by selecting the Add/Delete option from the menu.

In addition to showing files by their respective folders, you can sort files by date, name, size and type. To do this, press **F2** and press **ENTER** on Sort By. Use the cursor cross to make your selection.

To delete, copy, rename or move, use the editing commands such as **E CHORD, D**; **E CHORD, C**; or **E CHORD, R**. For more information on these commands, please see [PAC Mate Basics, Working with Text, Editing](#).

To e-mail a document, open the list view of Pocket Word and select the file then press **F2 CHORD**. From the context menu use the cursor cross to select the appropriate action.

Synchronizing Pocket Word Documents

Pocket Word documents can be synchronized with Word documents on your PC. To synchronize files of any type, you must first open [ActiveSync](#) on your PC and from the Tools Menu (**ALT+T**) select Options. In the Mobile Device list view place a check in the Files' check box. When you select Files, a PACMate My Documents folder is created on your PC's desktop. Place all files you want to synchronize with the PAC Mate in this folder. Password-protected files cannot be synchronized.

All Pocket Word files stored in My Documents and its subfolders are synchronized with the PC. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see ActiveSync Help on the PC.

Note: When you delete a file on either your PC or your PAC Mate, the file is deleted in the other location the next time you synchronize.

File Conversion

Word documents (.doc) and templates (.dot) created in Word 6.0 or later on the PC are converted to Pocket Word documents (.psw) during file synchronization.

Pocket Word documents are converted to Word documents when they're synchronized back to the PC. During conversion from Word to Pocket Word, most simple text and paragraph formatting are retained and displayed, although some formatting attributes may be changed or lost. For more information, see ActiveSync Help on the PC.

Note: To use your new document as a template, move the document to the Templates folder.

The section below lists conversion behavior between Pocket Word and Word.

- Borders and shading are not displayed in Pocket Word, but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.
- Character formatting such as bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.
- Colors are retained and mapped to colors available on your device.
- Fonts and font sizes not supported by PAC Mate are mapped to the closest font available. The original font will be listed on

your PAC Mate. When converted back to Word, the data is displayed in the original font.

- Page formatting such as headers, footers, footnotes, columns, page setup information, and style sheets are removed during conversion to Pocket Word. Pocket Word supports built-in headings.
- Paragraph formatting such as tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retained and displayed in Pocket Word.
- Pictures are removed during conversion.
- Table of contents, text and some formatting are preserved. However, any text set at right-aligned tab stops may wrap to the next line.
- Index text and some formatting are preserved.
- Table formatting is removed, but text is preserved.
- OLE objects are removed during conversion.
- Revision marks are visible but cannot be changed.
- Annotations and comments are removed during conversion.

Finding and Replacing Text

Within Pocket Word is a Find/Replace Feature that is very similar to the Find/Replace Feature in Word. With this feature you can search for strings of text or a single word and replace it with other text. To use the Find/Replace Feature press **F2**, move to Edit, and press **ENTER (DOT 8)**. From the Edit Menu select Find/Replace. Type the text you want to find. Press **TAB (DOT 4-5 CHORD)** to move to the Find button and press **ENTER**. If you're replacing text, **TAB** to the Replace button and press **ENTER**. Type the replacement text. With this feature you can match case and match whole words. Use the **SPACEBAR** to check these options. When you are ready to Find a word(s) press **ENTER** on the Find button.

Pocket Word selects the first instance of the text in the document and displays a window with buttons that allows you to find the next instance or replace the text.

Formatting

The formatting options available in the Pocket Word Edit Menu are fairly robust. With it you can control point size and font type, determine text attributes such as bold, italic, underline etc., and align, bullet or indent text as needed.

Of course, you can always use PAC Mate's formatting commands. For more information on these commands, please see [PAC Mate Basics, Working with Text](#).

To format your document using Pocket Word's Edit Menu, press **F2**, move to Edit and press **ENTER**. If you want to work with the font and alignment, go to Format on the Edit Menu and press **ENTER**. To work with paragraph alignment, bulleted lists and indentation, go to Paragraph on the Edit Menu and press **ENTER**.

As you are working in Pocket Word, remember to select the text you want affected, then go into the menus and make your changes. For more information on selecting text, please see [PAC Mate Basics, Working with Text](#).

You can also insert the date if you want. To do this press **F2**, go to the Tools Menu and from the Tools Menu select Insert Date. The date is then placed into your document at the cursor location.

Saving, Renaming, Moving, and Deleting

When you create a new document, the information you enter is saved automatically and named according to the first characters of text entered in the document. In an open document, you can:

- Save a copy of the document. Go to the Tools Menu by pressing **F2** and select Save Document As.
- Rename the document. Go to the Edit Menu by press **F2** and select the Rename/Move. In the Name box, type the new name.
- Move the document to a storage card or folder. Go to the Edit Menu, and select Rename/Move. Select the appropriate folder or location.

- Delete the document. Go to the Tools Menu and select Delete Document.

Note: To move or delete multiple documents, in the list view, select the documents. Then, press **F2 CHORD**. From the menu, choose Rename/Move or Delete.

Attaching a Document to E-mail

In the documents list view; select the document and press **F2 CHORD**. To select multiple documents, use the **SPACEBAR+UP/DOWN ARROW**. Then, press **F2 CHORD**. From the Context Menu, choose Send via E-mail.

A new e-mail message is created with the document attached.

Changing Default Options

You can change the defaults for creating and storing Pocket Word documents by going to the Tools Menu and selecting Options in the list view.

Select a template to be used for new documents. You can change this default when creating specific documents. Only documents saved in the Templates folder are listed.

Select a location for storing documents. You can choose between main memory and a storage card, if you have one installed.

Select the type of documents you want displayed in the document list view.

StopWatch

The PAC Mate StopWatch can measure both elapse and countdown time. Use the elapse timer to measure the amount of time it takes to complete an event. Use the countdown timer to mark the time remaining in an event.

To use the StopWatch, go to the Start Menu (**F3**) and press **P** for Programs, then **S** for StopWatch.

The table below lists the commands that are specific to the StopWatch program.

Description	Command
Say Last Time	L (DOTS 1-2-3)
Say Current Time	T (DOTS 2-3-4-5)
Start-Stop	S (DOTS 2-3-4)
Reset	R (DOT 1-2-3-5)
Enter Count Down Dialog	C (DOTS 1-4)

Using the Elapse Timer

When the program opens, the elapse timer is ready for you to press the **ENTER** key. When you do, the PAC Mate announces "Starting StopWatch" and upon every passing minute announces the current elapsed time.

To stop or pause the elapse timer, press **ENTER**.

To resume timing, press **ENTER** again.

To reset the timer, press **TAB** to move to the Reset button and press **ENTER**.

Using the Countdown Timer

To use the countdown timer, move to the Countdown button and press **ENTER**. This opens a dialog where you type in the minutes in the edit box, then press **TAB** to move to the next edit box and type in the seconds. Remember to use Computer Braille. When you are done, press **ENTER**. This returns you to the main StopWatch dialog where PAC Mate starts the count down. PAC Mate announces remaining time at every one-minute interval. With fifteen seconds remaining, PAC Mate announces each second until zero is reached.

To stop or pause the elapse timer, press **ENTER**.

To resume timing, press **ENTER** again.

To reset the timer, press **TAB** to move to the Reset button and press **ENTER**.

Reading the Timer

To read elapsed or remaining time at any point, press **SHIFT+TAB** to move to the time edit box, then use any of reading commands or press the **SPACEBAR**.

Windows Media Player

Windows Media Player, available on your Companion CD, allows you to play sound files on your PAC Mate. It supports a wide range of audio file formats (.wma, .asf, .mp3, .wav, and .wmp) including streaming audio, which is used primarily by Internet radio. Because Windows Media Player for Pocket PC has limited support on PAC Mate, the following description offers you detailed instructions on the functions available, but does not endorse their reliability. You find Windows Media Player in the Start Menu by pressing **F3, W**.

Installing Windows Media Player

Ensure that Active Sync is installed on your desktop computer, and that the PAC Mate is connected to your computer with either a full or guest partnership.

1. Insert the Companion CD into your computer's CD ROM drive.
2. When the setup page loads, select "Enhance Your Pocket PC."
3. On the next page, select "Entertainment."
4. Find the paragraph about Windows Media Player. Below that you will find an install link. Activate this link, and follow the instructions to install Windows Media Player onto the PAC Mate.
5. While you are installing Windows Media Player, you will be asked if you want to overwrite files. Select "No" each time you are asked. If you select "Yes" your Help Files preinstalled for Media Player will be overwritten.

Copying Sound Files to Your PAC Mate

You can copy sound files to your PAC Mate by [synchronizing them with ActiveSync](#) or if you have Windows Media Player 7 or later on your PC you can use its Portable Device feature. For more information on this feature, please see the online Help for Windows Media Player on the PC.

After synchronizing or copying files to the PAC Mate, open up Windows Media Player and press **F2** and press **ENTER** on Select. This will bring up the Playlist Manager. This displays all of the media available on the PAC Mate and lets you arrange it however you want. Press **F2 CHORD** on a track to perform actions such as play selection, move earlier, move later and/or delete. Any subsequent synchronizing of audio files to PAC Mate may not display in the Playlist Manager. To access these audio files, please use File Explorer.

Note: Once you access an audio file with File Explorer, you must continue using File Explorer thereafter as you will no longer be able to access them from the Playlist.

Listening to Sound

With Windows Media Player you can listen to music on the PAC Mate while reading e-mail or editing a file. To do this, simply open Windows Media Player (**F3, W**) and press **F2** and press **ENTER** on Select. Use the arrow keys to select the song you want to play, and then press **F2 CHORD** and choose "Play Selection" from the Context Menu. Next, open the program you want to work in. If you want to listen to the whole playlist, just open Windows Media Player and press **P CHORD, P**. To pause or stop the audio file, you must leave the program you are working in and return to Windows Media Player for the pause (**P CHORD, P**) and the stop (**P CHORD, S**) commands to work. If you have only Windows Media Player open, then you only need to press the second letter as they then work as layered commands.

To disable Background Play, press **F2** and press **ENTER** on Tools. Move to Settings and press **ENTER**. On the Settings submenu press **ENTER** on Audio & Video. When the Audio & Video dialog opens, press **TAB** three times to move to the “Background Play” combo box and use the arrow keys to select Pause. When you are done, press **ENTER** to close the dialog. Now when you move into another program to work, Windows Media Player will automatically pause the audio file. Press **F4**, switch to Windows Media Player and play resumes.

To decrease or increase the volume, use **S CHORD, DOWN ARROW** or **UP ARROW**.

Note: The volume of JAWS and Windows Media Player are not independent of one another.

The following table lists the commands available in Windows Media Player.

Play/Pause	P CHORD, P DOTS 1-2-3-4 CHORD, DOTS 1-2-3-4
Stop	P CHORD, S DOTS 1-2-3-4 CHORD, DOTS 2-3-4

To open a Website to listen to Internet radio, press **F2** and press **ENTER** on Tools. On the Tools Menu move to Open URL and press **ENTER** again. In the Edit Combo box, type in the URL of the Website and then press **ENTER**.

You are encouraged to explore the Tools Menu, as there are more items that may enhance your experience with Windows Media Player.

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The Freedom Scientific Website, <http://www.FreedomScientific.com>, is a comprehensive source of information regarding screen reader software, screen magnification software, training opportunities, application-specific cassette tutorials and the company that develops these products.

The Freedom Scientific Web site is designed to be accessible by people with disabilities and includes a great deal of technical support information as well as online ordering capability, RealAudio descriptions of many products, and continuous product update and maintenance downloads.

At Freedom Scientific, we strive to produce the highest quality documentation products, and welcome your feedback. If you have comments or suggestions about our online Help or printed guides, send your e-mail messages to documentation@FreedomScientific.com.

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To ensure that your request is handled promptly, include your complete address and telephone number.

Technical Support

You must be a registered user to access Freedom Scientific support services. Freedom Scientific support services are subject to Freedom Scientific terms and conditions in place at the time the service is used.

Reach Technical Support using the following options:

Technical Support e-mail: Support@FreedomScientific.com

Technical Support Telephone: (727) 803-8600

Office hours: Monday through Friday 8:30 A.M. to 8:00 P.M.
Eastern Time (USA)

When you call, be at your computer, have your documentation in hand, and be prepared to provide the following information:

- Product serial number used for registration.
- Product name and version number.
- Type of computer hardware you are using.
- Software version number of Windows.
- Exact wording of any messages that appear on your screen.
- What you were doing when the problem occurred.
- How you tried to solve the problem.

Appendix A: PAC Mate Commands

Function Keys and General Navigation

Description	Command
ESC	F1
Menu Bar	F2
Start Menu	F3
List Recent Apps w/ first letter navigation	F4 plus first letter of application
BACKSPACE	DOT 7
ENTER	DOT 8
TAB	DOTS 4-5 CHORD
SHIFT+TAB	DOTS 1-2 CHORD
INSERT+TAB (Read Type and Text)	DOTS 1-2-4-5 CHORD
Context Menu	F2 CHORD
Refresh	F1 CHORD
Access Keys	DOTS 2-3-4-5-6 CHORD plus the Access letter
Read Access Key	Dropped G CHORD

Reading and Moving through Text

Description	Command
Prior Character	DOT 3 CHORD
Next Character	DOT 6 CHORD
Current Character	DOTS 3-6 CHORD
Current Character Phonetic	DOTS 3-6 CHORD twice quickly

Prior Word	DOT 2 CHORD
Next Word	DOT 5 CHORD
Current Word	DOTS 2-5 CHORD
Spell Current Word	DOTS 2-5 CHORD twice quickly
Prior Line	DOT 1 CHORD
Next Line	DOT 4 CHORD
Current Line	DOTS 1-4 CHORD
Prior Sentence	DOT 4+LEFT ARROW
Next Sentence	DOT 4+RIGHT ARROW
Current Sentence	DOT 4+LEFT+RIGHT ARROW
Prior Paragraph	DOT 1+UP ARROW
Next Paragraph	DOT 1+DOWN ARROW
Current Paragraph	DOT 1+UP+DOWN ARROW
Page Up	DOT 2+UP ARROW
Page Down	DOT 2+DOWN ARROW
Move to Beginning of Line	DOT 3+LEFT ARROW
Move to End of Line	DOT 3+RIGHT ARROW
Move to Top of File	DOT 3+UP ARROW
Move to Bottom of File	DOT 3+DOWN ARROW
Read from Beginning of Line	DOTS 3-7+LEFT ARROW
Read to End of Line	DOTS 3-7+RIGHT ARROW

Prior Document Window	DOTS 2-3 CHORD
Next Document Window	DOTS 5-6 CHORD

Selecting Text

Description	Command
Select Prior Character	DOTS 3-7 CHORD
Select to Next Character	DOTS 6-7 CHORD
Select Prior Word	DOTS 2-7 CHORD
Select to Next Word	DOTS 5-7 CHORD
Select Prior Line	UP ARROW CHORD
Select to Next Line	DOWN ARROW CHORD
Select Prior Sentence	DOT 4+LEFT ARROW CHORD
Select to Next Sentence	DOT 4+RIGHT ARROW CHORD
Select Prior Paragraph	DOT 1+UP ARROW CHORD
Select to Next Paragraph	DOT 1+DOWN ARROW CHORD
Select Page Up	DOT 2+UP ARROW CHORD
Select Page Down	DOT 2+DOWN ARROW CHORD
Read Selected Text	DOTS 4-5-6-7-8 CHORD

Selecting to/from File Edges

Description	Command
Select to Beginning of Line	DOT 3+LEFT ARROW CHORD
Select to End of Line	DOT 3+RIGHT ARROW CHORD

Select to Top of File	DOT 3+UP ARROW CHORD
Select to Bottom of File	DOT 3+DOWN ARROW CHORD

Information

Many commands provide information you may find useful. Most of these commands are layered commands that start with **I CHORD**, **DOTS 2-4 CHORD**. A layered command is a two-part command.

After pressing **I CHORD**, press **T**, **DOTS 2-3-4-5**, for window title, **F**, **DOTS 1-2-4** for Font Information, or **W**, **DOTS 2-4-5-6** to read the current window.

Description	Command
Window Title	I CHORD, T DOTS 2-4 CHORD, DOTS 2-3-4-5
Read Entire Window	I CHORD, W DOTS 2-4 CHORD, DOTS 2-4-5-6
Font Information	I CHORD, F DOTS 2-4 CHORD, DOTS 1-2-4
Default Button in Dialog	I CHORD, E DOTS 2-4 CHORD, DOTS 1-5
Time	F3 CHORD
Date	F3 CHORD twice quickly

General Editing Commands

Description	Command
Undo	E CHORD, U (DOTS 1-5 CHORD, DOTS 1-3-6)
Cut	E CHORD, X (DOTS 1-5 CHORD, DOTS 1-3-4-6)

Copy	E CHORD, C (DOTS 1-5 CHORD, DOTS 1-4)
Paste	E CHORD, P (DOTS 1-5 CHORD, DOTS 1-2-3-4)
Select All	E CHORD, A (DOTS 1-5 CHORD, DOT 1)
Find	E CHORD, F (DOTS 1-5 CHORD, DOTS 1-2-4)
Find Next	E CHORD, N (DOTS 1-5 CHORD, DOTS 1-3-4-5)
Replace	E CHORD, R (DOTS 1-5 CHORD, DOTS 1-2-3-5)
Delete	E CHORD, D (DOTS 1-5 CHORD, DOTS 1-4-5)

Formatting Text

Description	Command
Bold	F+DOT 8, B (DOTS 1-2-4-8, DOTS 1-2)
Italic	F+DOT 8, I (DOTS 1-2-4-8, DOTS 2-4)
Underline	F+DOT 8, U (DOTS 1-2-4-8, DOTS 1-3-6)
Strikethrough	F+DOT 8, S (DOTS 1-2-4-8, DOTS 2-3-4)
Center	F+DOT 8, C (DOTS 1-2-4-8, DOTS 1-4)
Left Justify	F+DOT 8, L (DOTS 1-2-4-8, DOTS 1-2-3)
Right Justify	F+DOT 8, R (DOTS 1-2-4-8, DOTS 1-2-3-5)

Margins	F+DOT 8, M (DOTS 1-2-4-8, DOTS 1-3-4)
Set Font	F+DOT 8, F CHORD (DOTS 1-2-4-8, DOTS 1-2-4 CHORD)

Uppercase

Description	Command
Caps Lock On	U CHORD, U (DOTS 1-3-6 CHORD, DOTS 1-3-6)
Caps Lock Off	U CHORD, L (DOTS 1-3-6 CHORD, DOTS 1-2-3)

Inserting Information

Description	Command DOT Pattern
Insert Date and Time	I+DOT 8, D (DOTS 2-4-8, DOTS 1-4-5)
New Paragraph	DOT 8 pressed twice

Advanced Commands

The Advanced Commands provide users the ability to explore Pocket PC applications, but are not necessary for ordinary use of the PAC Mate.

The HOME ROW commands are part of a utility that provides users who are familiar with JAWS scripting the necessary information for scripting Pocket PC applications.

Activate JAWS Cursor	DOT 8 CHORD, J (DOT 8 CORD, DOTS 2-4-5)
Activate PC Cursor	DOT 8 CHORD, P (DOT 8 CHORD, DOTS 1-2-3-4)

Restrict Current Cursor	DOT 8 CHORD, R (DOT 8 CHORD, DOTS 1-2-3-5)
Route JAWS to PC	DOT 8 CHORD, DOTS 3-6
Route PC to JAWS	DOT 8 CHORD, DOTS 3-4-6)
Say Active Cursor	DOT 8 CHORD, C (DOT 8 CHORD, DOTS 1-4)
Left Click	DOT 8 CHORD, DOT 7
Set Graphics Verbosity	DOT 8 CHORD, G CHORD (DOT 8 CHORD, DOTS 1-2-4-5 CHORD)
Open Graphics Labeler	DOT 8 CHORD, G DOT 8 CHORD, DOTS 1-2-4-5)
Say Color and Active Cursor	DOT 8 CHORD, E (DOT 8 CHORD, DOTS 1-5)
Say Current Script and Application	DOT 8 CHORD, Q (DOT 8 CHORD, DOTS 1-2-3-4-5)
Toggle Home Row Mode	DOT 8 CHORD, U (DOT 8 CHORD, DOTS 1-3-6)
Route JAWS to Home Row Position	DOT 8 CHORD, DOTS 1-2-5-6)
Initialize Home Row Position	DOT 8 CHORD, DOTS 2-6
Read Current Home Row Window	DOT 8 CHORD, DOTS 2-3-6

Read Output Information for Current Home Row Window	DOT 8 CHORD, DOTS 3-5
View Output Information for Home Row Window in Message Box	DOT 8 CHORD, DOTS 3-5 CHORD
Set Output Mode for Home Row Window	DOT 8 CHORD, DOTS 2-5
Next Home Row Window	DOT 8 CHORD, DOTS 4-5
Prior Home Row Window	B (DOTS 1-2)
First Child Home Row Window	DOT 8 CHORD, DOTS 3-5-6
Move to Parent Home Row Window	DOT 8 CHORD, DOTS 2-5-6-7
Visibility Status of Current Window	DOT 8 CHORD, DOTS 2-3-5 CHORD
Toggle Speaking Window Visibility	DOT 8 CHORD, DOTS 2-3-5
First Requested Attribute in Home Row	DOT 8 CHORD, A DOT 8 CHORD, DOT 1
Last Requested Attribute in Home Row	DOT 8 CHORD, DOT 4
Next Requested Attribute in Home Row	DOT 8 CHORD, DOT 5

Prior Requested Attribute in Home Row	DOT 8 CHORD, DOT 2
Set Attribute Mode in Home Row	DOT 8 CHORD, DOTS 1-4-6

Appendix B: Special Considerations

Lithium Ion Battery

Incorrect battery usage may lead to the leakage of battery fluid, a bursting of the battery, or ignition of the battery. To prevent such accidents, observe the following precautions:

- Do not carry or store battery together with necklaces, hairpins or other metal objects.
- Do not disassemble or modify the battery. The battery contains safety and protection devices, which if damaged, may cause the battery to generate heat, explode or ignite.
- In the event the battery leaks and the fluid gets into your eye, do not rub the eye. Rinse well with water and immediately seek medical care. If left untreated, the battery fluid could cause damage to the eye.
- The temperature range over which the battery can be used is -4°F (-20°C) to 140°F (60°C). Use of the battery outside this temperature range may damage performance of the battery or may reduce its life expectancy.
- The temperature range over which the battery can be charged is 32°F (0°C) to 113°F (45°C). Charging the battery at temperatures outside this range may cause severe damage to the battery or reduce battery life expectancy.
- Do not place the battery in or near fire, or in direct sunlight. Heating the battery can damage the safety circuitry, which can cause additional heating, rupture or ignition of the battery.
- When charging the battery, either use a specified battery charger or otherwise ensure the battery charging conditions specified by Freedom Scientific are met. These are: (Model #SB-123A0F-11)(Input 100 – 250V ~ 47 – 63Hz 0.8A)(Output 12V – 3.0A)
- Immediately discontinue use of the battery if, while using, charging or storing the battery, the battery emits an unusual

smell, feels hot, changes color or shape, or appears abnormal in any other way.

- Contact Freedom Scientific if any of these problems are observed.

Note: Freedom Scientific assumes no liability for problems that occur when the safety precautions and warnings listed above are not followed.

Protecting Your Hearing

Avoid using headphones/earphones in noisy environments where you are likely to increase the volume. Using headphones/earphones at high volumes can transmit loud, high frequencies that cause hearing damage.

To prevent listening fatigue, rest the ears in silence after long sessions with headphones.

If you experience a ringing in your ears, reduce the volume or discontinue use.

Appendix C: Unsupported Items

- Games - Solitaire
- Settings – Input dialog – Input Method page
- Settings – Input dialog – Word Completion page
- Settings – Input dialog – Options page – Default zoom level for writing
- Settings – Input dialog – Options page – Default zoom level for typing
- Settings – Input dialog – Options page – Scroll upon reaching the last line
- Settings – Today dialog – Appearance page
- Settings – Sounds & Notifications dialog – Volume page – Enable Sounds for Screen taps
- Settings – Sounds & Notifications dialog - Notifications page – Display message on screen and Flash light notifications
- Settings – Menus dialog – New Menu page – Turn on New button menu
- Settings – Buttons dialog – Up/Down Control page
- Pocket Word – Tools Menu – Writing, Drawing, Zoom
- Windows Media Player – Tools Menu – Settings – Audio & Video – Video Full Screen, Oversized, and Video File of Large dimension and High Bit Rates
- Windows Media Player – Tools Menu – Settings – Skin Chooser
- Windows Media Player – Tools Menu – Settings – Buttons
- Windows Media Player – Select Menu – Add
- Windows Media Player – Select Menu – Show By Menu

Appendix D: Alpha Braille Reference

A	DOT 1	N	DOTS 1-3-4-5
B	DOTS 1-2	O	DOTS 1-3-5
C	DOTS 1-4	P	DOTS 1-2-3-4
D	DOTS 1-4-5	Q	DOTS 1-2-3-4-5
E	DOTS 1-5	R	DOTS 1-2-3-5
F	DOTS 1-2-4	S	DOTS 2-3-4
G	DOTS 1-2-4-5	T	DOTS 2-3-4-5
H	DOTS 1-2-5	U	DOTS 1-3-6
I	DOTS 2-4	V	DOTS 1-2-3-6
J	DOTS 2-4-5	W	DOTS 2-4-5-6
K	DOTS 1-3	X	DOTS 1-3-4-6
L	DOTS 1-2-3	Y	DOTS 1-3-4-5-6
M	DOTS 1-3-4	Z	DOTS 1-3-5-6

Appendix E: Numeric Braille Reference

1	DOT 2
2	DOTS 2-3
3	DOTS 2-5
4	DOTS 2-5-6
5	DOTS 2-6
6	DOTS 2-3-5
7	DOTS 2-3-5-6
8	DOTS 2-3-6
9	DOTS 3-5
0	DOTS 3-5-6

Appendix F: Computer Braille Symbols

: (Colon)	DOTS 1-5-6
; (SEMI COLON)	DOTS 5-6
((LEFT PARENTHESIS)	DOTS 1-2-3-5-6
) (RIGHT PARENTHESIS)	DOTS 2-3-4-5-6
< (LESS THAN)	DOTS 1-2-6
> (GREATER THAN)	DOTS 3-4-5
{ (LEFT BRACE)	DOTS 2-4-6
} (RIGHT BRACE)	DOTS 1-2-4-5-6
[(LEFT BRACKET)	DOTS 7-2-4-6
] (RIGHT BRACKET)	DOTS 7-1-2-4-5-6
/ (SLASH)	DOTS 3-4
\ (BACKSLASH)	DOTS 7-1-2-5-6
* (ASTERISK OR STAR)	DOTS 1-6
# (NUMBER SIGN)	DOTS 3-4-5-6
\$ (DOLLAR)	DOTS 1-2-4-6
? (QUESTION MARK)	DOTS 1-4-5-6

+ (PLUS)	DOTS 3-4-6
- (HYPHEN, DASH, MINUS)	DOTS 3-6
= (EQUALS)	DOTS 1-2-3-4-5-6
& (AND OR AMPERSAND)	DOTS 1-2-3-4-6
! (EXCLAIM)	DOTS 2-3-4-6
% (PERCENT)	DOTS 1-4-6
' (APOSTROPHE)	DOT 3
" (QUOTE)	DOT 5
, (COMMA)	DOT 6
. (PERIOD)	DOTS 4-6
@ (AT)	DOTS 7-4
_ (UNDERLINE)	DOTS 7-4-5-6
^ (CARET)	DOTS 7-4-5
~ (TILDE)	DOTS 4-5
` (GRAVE ACCENT)	DOT 4

Appendix G: Grade 2 Braille Reference

about	ab
above	abv
according	ac
across	acr
after	af
afternoon	afn
afterward	afw
again	ag
against	ag(st)
ally	DOT 3, DOTS 1-3-4-5-6
almost	alm
already	alr
also	al
although	al(th)
altogether	alt
always	alw
ance	DOTS 4-6, DOTS 1-5
and	DOTS 1-2-3-4-6
ar	DOTS 3-4-5
as	z
ation	DOT 6, DOTS 1-3-4-5
bb	DOTS 2-3
be	DOTS 2-3
because	(be)c

before	(be)f
behind	(be)h
below	(be)l
beneath	(be)n
beside	(be)s
between	(be)t
beyond	(be)y
ble	DOTS 3-4-5-6
blind	bl
Braille	brl
but	b
by	DOTS 3-5-6
can	c
cannot	DOTS 4-5-6, DOTS 1-4
cc	DOTS 2-5
ch	DOTS 1-6
character	DOT 5, DOTS 1-6
child	DOTS 1-6
children	(ch)n
com	DOTS 3-6
con	DOTS 2-5
conceive	(con)cv
conceiving	(con)cvg
could	cd
day	DOT 5, DOTS 1-4-5
dd	DOTS 2-5-6
deceive	dcv

deceiving	dcvg
declare	dcl
declaring	dclg
dis	DOTS 2-5-6
do	d
ea	DOT 2
ed	DOTS 1-2-4-6
either	ei
en	DOTS 2-6
ence	DOTS 5-6, DOTS 1-5
enough	DOTS 2-6
er	DOTS 1-2-4-5-6
ever	DOT 5, DOTS 1-5
every	e
father	DOT 5, DOTS 1-2-4
ff	DOTS 2-3-5
first	f(st)
for	DOTS 1-2-3-4-5-6
friend	fr
from	f
ful	DOTS 5-6, DOTS 1-2-3
gg	DOTS 2-3-5-6
gh	DOTS 1-2-6
go	g
good	gd
great	grt
had	DOTS 4-5-6, DOTS 1-2-5

have	h
here	DOT 5, DOTS 1-2-5
herself	h(er)f
him	hm
himself	hmf
his	DOTS 2-3-6
immediate	imm
in	DOTS 3-5
ing	DOTS 3-4-6
into	DOTS 3-5, DOTS 2-3-5
it	x
its	(x)s
itself	(x)f
ity	DOTS 5-6, DOTS 1-3-4-5-6
just	j
know	DOT 5, DOTS 1-3
knowledge	k
less	DOTS 4-6, DOTS 2-3-4
letter	lr
like	l
little	ll
lord	DOT 5, DOTS 1-2-3
many	DOTS 4-5-6, DOTS 1-3-4
ment	DOTS 5-6, DOTS 3-4-5
more	m
mother	DOT 5, DOTS 1-3-4
much	m(ch)

must	m(st)
myself	myf
name	DOT 5, DOTS 1-3-4-5
necessary	nec
neither	nei
ness	DOTS 5-6, DOTS 2-3-4
not	n
o'clock	o'c
of	DOTS 1-2-3-5-6
one	DOT 5, DOTS 1-3-5
oneself	(one)f
ong	DOTS 5-6, DOTS 1-2-4-5
ou	DOTS 1-2-5-6
ought	DOT 5, DOTS 1-2-5-6
ound	DOTS 3-6, DOTS 1-4-5
ount	DOTS 4-6, DOTS 2-3-4-5
ourselves	(ou)rvs
out	DOTS 1-2-5-6
ow	DOTS 2-4-6
paid	pd
part	DOT 5, DOTS 1-2-3-4
people	p
perceive	p(er)cv
perceiving	p(er)cvg
perhaps	p(er)h
question	DOT 5, DOTS 1-2-3-4-5
quick	qk

quite	q
rather	r
receive	rcv
rejoice	rjc
rejoicing	rjcg
right	DOT 5, DOTS 1-2-3-5
said	sd
sh	DOTS 1-4-6
shall	DOTS 1-4-6
should	(sh)d
sion	DOTS 4-6, DOTS 1-3-4-5
so	s
some	DOT 5, DOTS 2-3-4
spirit	DOTS 4-5-6, DOTS 2-3-4
st	DOTS 3-4
still	DOTS 3-4
such	s(ch)
th	DOTS 1-4-5-6
that	t
the	DOTS 2-3-4 6
their	DOTS 4-5-6, DOTS 2-3-4-6
themselves	(the)mvs
there	DOT 5, DOTS 2-3-4-6
these	DOTS 4-5, DOTS 2-3-4-6
this	DOTS 1-4-5-6
those	DOTS 4-5, DOTS 1-4-5-6
through	DOT 5, DOTS 1-4-5-6

thymself	(th)yf
time	DOT 5, DOTS 2-3-4-5
tion	DOTS 5-6, DOTS 1-3-4-5
to	DOTS 2-3-5
today	td
together	tgr
tomorrow	tm
tonight	tn
under	DOT 5, DOTS 1-3-6
upon	DOTS 4-5, DOTS 1-3-6
us	u
very	v
was	DOTS 3-5-6
were	DOTS 2-3-5-6
wh	DOTS 1-5-6
where	DOT 5, DOTS 1-5-6
which	DOTS 1-5-6
whose	DOTS 4-5, DOTS 1-5-6
will	w
with	DOTS 2-3-4-5-6
word	DOTS 4-5, DOTS 2-4-5-6
work	DOT 5, DOTS 2-4-5-6
world	DOTS 4-5-6, DOTS 2-4-5-6
would	wd
you	y
young	DOT 5, DOTS 1-3-4-5-6
your	yr

yourself	yrf
yourselves	yrvs

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