

# Getting to Know Your PDA

An introduction to the Palm-based personal digital assistant and its primary functions

## **Agenda:**

1. The PDA – What it is and what it can do
2. Basic Terminology
3. Beaming – An in-class exercise
4. Graffiti and the On-Screen Keyboard – How to enter information into your PDA
5. Common PDA Applications – Date book, address book, and e-mail
6. *AvantGo* – Bringing the Web to your PDA
7. *Documents to Go* and *Adobe Acrobat* – Word processing and document viewing
8. E-Books – *PalmReader* and other e-book formats
9. MobileHSL AvantGo Channel
10. Other Resources & Wrap-up

## **Basic Terminology:**

**Beaming** – a way to send information between two PDAs via the infrared port. Can also be used to send information to other devices, such as a printer or laptop computer.

**Cradle** – Device which handheld computer is placed in to synchronize data with the desktop computer. Cradle connects to the computer via USB or serial connection. Can also be used to recharge handheld computer batteries.

**Document reader** – a program to read documents on the handheld computer

**Expansion slots** – Physical slots on some handheld computers that can be used for extra memory, digital camera, electronic book, Margi-Presenter-to-go etc.

**Graffiti** – Handwriting recognition on Palm OS devices

**Hotsync** – The process and software by which handheld computers synchronize/share information with a desktop computer

**PDA** – personal digital assistant. A generic term which could apply to Pocket PCs with Windows CE or Palm OS devices.

**Stylus** – a pen writing device for the handheld computer.

The complete glossary of PDA terms is available at:

<http://www.pdasupport.com/Definitions.htm>

## ***Beaming:***

Two examples:

1. Use your stylus to tap on the “Address” icon on the main screen. Once you are in your address book, either tap at the top of the screen or on the “Menu” button below the screen to bring up the menu.

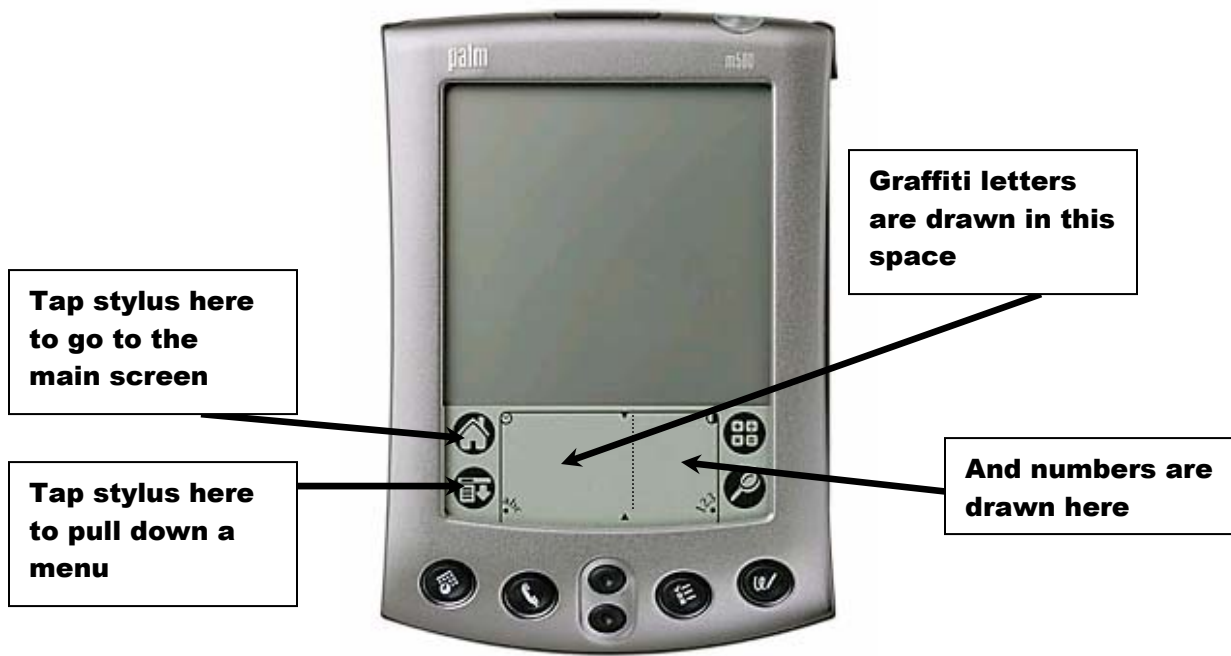
Under “Record” tap “Beam Business Card.” Point your PDA at another nearby PDA. The receiving PDA will ask if the user wants to accept the new information.

2. On the main screen, tap the top or the “Menu” button to bring up the menu. Tap “Beam...” and you will get a list of the applications (software) on your PDA. Any application not marked with a padlock icon may be beamed to another PDA device.

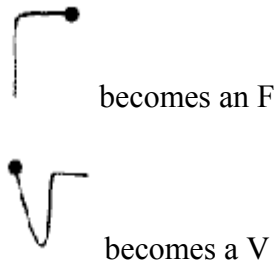
## ***Graffiti and On-Screen Keyboard:***

Entering information into your PDA usually takes one of two forms – either Graffiti or the on-screen keyboard.

Graffiti is a form of handwriting recognition where most every character is represented by a single stroke of the stylus. All Graffiti characters must be drawn in the correct space underneath the screen:



Some Graffiti characters can take a little getting used to:



**A Graffiti tutorial is available on most PDAs and should be located on the main screen.** For those just beginning to use a PDA, this tutorial is very highly recommended.

The onscreen keyboard may be accessed by tapping the small letter(s) in the lower left corner of the Graffiti area (for letters and punctuation) or the small number(s) in the lower right corner (for numbers).

### ***Common PDA Applications***

All PDAs contain software for maintaining and synchronizing (Hotsync) data with your date book, address book and e-mail.

**Note for users of Mulberry: Hotsync is not available for your address book or e-mail.**

Demonstration of features in class.

### ***AvantGo:***

*AvantGo* is a Web-based service that will allow you to synchronize Web pages to your PDA. This is an example of off-line browsing – Unless your PDA has a wireless connection to the Internet, all of your browsing will be from previously captured pages.

<http://www.avantgo.com>

From *AvantGo*'s home page, choose My AvantGo Consumer Service. You will have to register to use *AvantGo*, but the basic service is free of charge.

Demonstration of features in class.

## ***Documents to Go and Adobe Acrobat:***

*Documents to Go* is a simplified word processing program that can synchronize with Microsoft Word and other word processors. The features for editing a document are limited, but you can use it to beam word processing files to other users and to make minor changes to documents. Along with word processing files, spreadsheets and slideshow presentations may also be transferred to a PDA with this software. A free version comes with most Palm and Sony units, and a full version is available for purchase.

*Adobe Acrobat Reader* for Palm allows users to view PDF documents on their Palm devices. A PDF document is like an electronic photocopy – Editing is not available, but the document can be viewed in different ways.

<http://www.dataviz.com/products/documentstogo/index.html>

<http://www.adobe.com/products/acrobat/readstep2.html>

Choose Palm OS as your platform.

Demonstration of features in class.

## ***E-Books:***

Reading books on the go with your PDA can be both informative and entertaining. One of the more popular e-book formats for the PDA is *PalmReader*.

*PalmReader* is free for download and installation. Individual e-books may then be downloaded and viewed on the PDA through this application.

<http://www.palmdigitalmedia.com/>

Demonstration of features in class.

## ***Other Resources:***

The Health Sciences Library maintains a PDA Help page for your use:

<http://ublib.buffalo.edu/hsl/mobile/>

The University of Texas Health Sciences Library in San Antonio also maintains several tutorials for the new PDA user:

<http://www.library.uthscsa.edu/consultation/guides/tutorials/main.cfm>

## MobileHSL AvantGo Channel:



[PUBMED](#) [UB Catalog](#)

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<b>Regular Hours:</b>	
June 7, 2003 - August 8, 2003	
Monday - Thursday	8a - 9p
Friday	8a - 6p
Saturday	11a - 5p
Sunday Closed	
<b>Interession II:</b>	
August 9 - August 24	
Sat - Sun <b>8/9 - 8/10</b>	Closed
Mon - Thurs	8a - 9p
Friday	8a - 6p
Saturday	11a - 5p
Sunday	12p - 9p

<b>Contact Information</b>
Health Science Library Abbott Hall, South Campus
Circulation: 716-829-3900 ext. 101 Reference: 716-829-3900 ext. 102 <a href="mailto:askhsl@acsu.buffalo.edu">askhsl@acsu.buffalo.edu</a>

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- Links to:
  - o PubMed mobile channel (MEDLINE optimized for wireless)
  - o UB Catalog (standard web interface)
  - o AskHSL (standard web-based e-mail form)
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