



iPAQ 101 Exercise

INTRODUCTION

The purpose of this exercise is to become familiarized with the iPAQ. This handout will go step-by-step through a few procedures to help learn the Windows Mobile operating system and become fluent enough in it to use the iPAQ successfully with a GPS and GIS system.

“TODAY” SCREEN



The ‘today’ screen is the window that generally appears when the iPAQ is turned on.

The iPAQ rx5900 will show the Quick Launch application – tapping on **Today** will bring up the ‘today’ screen.

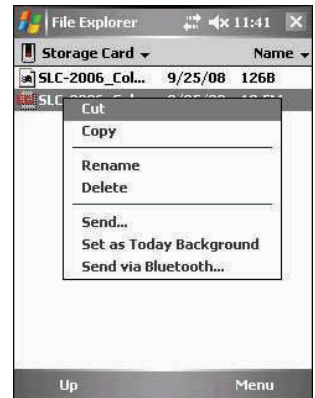
This window shows pertinent information regarding appointments, status of battery, memory, back-light, and wireless status. It also includes a shortcut to Tom-

Tom,. But most importantly, it contains the **Start Menu**. This menu is the gateway to everything on the iPAQ.

USING THE STYLUS

The most important skill to learn on the iPAQ is how to use the stylus. The screen is a touch sensitive, so all the input is done with the stylus or other pointing device (pen, finger, etc)... just remember, the screen CAN BE EASILY SCRATCHED so choose wisely. You’ve been warned.

Tapping the screen is analogous to a left-click on a mouse – it will open the file or program you touch. The other type of stylus input is a tap-and-hold. This is analogous to a right-click on a mouse. It is done by placing the stylus on the word or icon and holding it there until a dialog box appears (as shown to the right).



EXERCISES

Exercise 1 – Opening a Program

1. Tap the **Start** menu with your stylus
2. Tap the **Programs** folder
3. Tap **Calculator**
4. Use the calculator to do a math function
5. Close the calculator by clicking on the X in the upper right hand corner (all programs can be closed this way).

Exercise 2 – Creating a file / Text entry

1. Open **Word Mobile**. *Start>Programs>Word Mobile*
2. Tap on **New** at the bottom left part of the screen
3. A **keyboard** pops up to type in information
4. **Close** the document (tap **OK** in the corner)
5. **Tap and hold** your stylus on the new file you made to bring up the ‘right-click’ menu. This is one method to rename/delete/move the file.
6. Close Word Mobile (tap **X** in the corner)

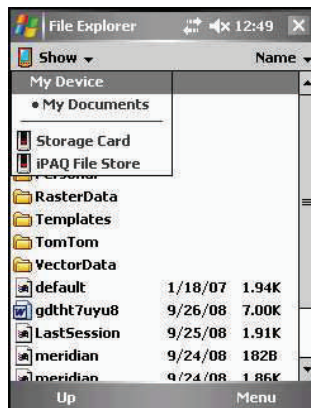
Exercise 3 – Using File Explorer

1. Open **File Explorer**. *Start>Programs>File Explorer*
2. File Explorer is the file management program built into Windows Mobile.
3. Under the File Explorer title bar next to the upside-down triangle is the current location in the folder structure. Tapping this will allow you to move up the



folder structure by selecting the destination.

4. Move to the highest location (My Device), then select **My Documents** to find the file just created in Word Mobile.
5. **Tap and hold** the file you created to bring up the menu of options.
6. Select **Cut**
7. Go back up to **My Device**
8. Tap **Storage Card**
9. **Tap and hold** in a blank space on the screen to bring up the menu options
Select **paste**



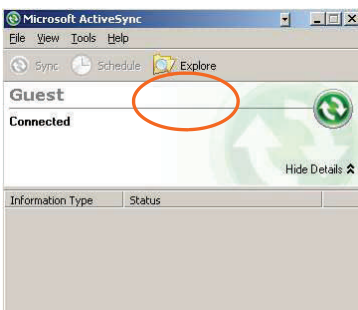
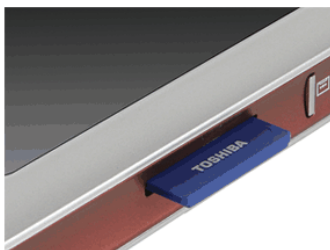
This is the ONLY way to move files on the iPAQ without using a computer (that method is next)

Exercise 4 – Moving files between Pocket PC and Laptop/Desktop

Transferring files can be done two ways.

Method 1 – Using the SD memory card (

1. Files need to be copied onto the memory card using Windows (or Mac OSX, Linux, etc).
2. Remove the card from the PC and insert it into the iPAQ memory slot. The contents of the card are accessed via File Explorer (see above).



Method 2 – Using ActiveSync

1. Open ActiveSync and tap on the Explore button in the ActiveSync window. This will open up a window that acts just like a regular Windows Explorer window.
2. Copy and paste files between the PC and iPAQ as you would to any other external disk drive.

Method 2a – Using Windows Explorer

1. Very similar to method 2, only not using ActiveSync directly (still needs to be installed and connected to iPAQ).
2. On the PC, open **My Computer**.
3. Scroll down and select **Mobile Device**.
4. As long as the device is connected, copying and moving files is the same as method 2.

Windows Vista

If you have Windows Vista or Windows 7, you will use Windows Mobile Device Center and **NOT** ActiveSync. This needs to be downloaded from Microsoft as well.

To transfer files between the PC and iPAQ in Vista:

1. Open Windows Mobile Device Center
2. Click **File Management**
3. A window showing the contents of the mobile device appears and files can be copied, deleted, and moved around from this window.



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