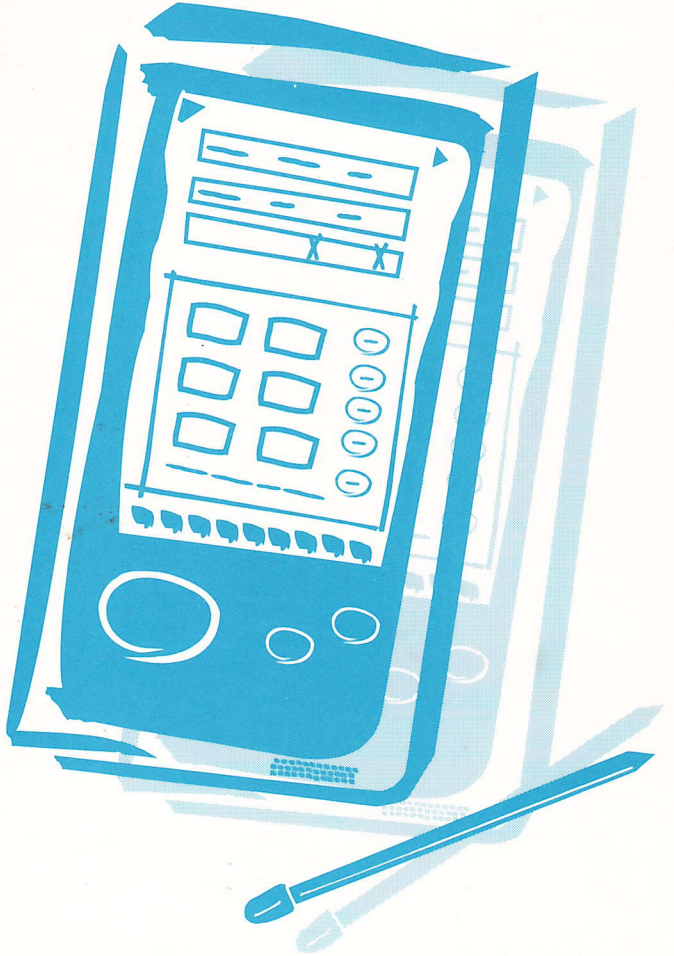


AST[®]
COMPUTER

GRIDPAD 2390 *User's Manual*



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The Basics

After you follow the instructions in “Chapter 1: Getting Started” and enter the startup information, you can run any of the unit’s built-in applications. Before you do so, read this chapter for some basic information about using the unit’s menus and controls, and storing records.

Using the Pen

Use the pen to start applications, select menus and tools, and enter information. To use the pen, remove it from its slot. Then pull it to its full length.

There are two basic pen actions:

Tap Selects an application, icon, menu, command, or button. You can also cancel a selection by tapping elsewhere on the screen.

Drag Selects text or an area on the sketch page.

To select text, hold down the pen and drag it across the text. To select an area on the sketch page, drag the pen diagonally on the screen to form a rectangle. You also drag the pen to move floating menus and file manager icons in applications.

Storing the Pen

When you are not using the pen, push it together and then insert it into the storage compartment. Push the pen in all the way so it clicks, locks in place, and does not slide out. To remove the pen, press it in until it releases.

If you lose the pen, you can substitute a plastic or wooden item (such as the cap of a ballpoint pen or a chopstick), as long as it does not have a sharp tip.

To avoid damaging the display, do not use:

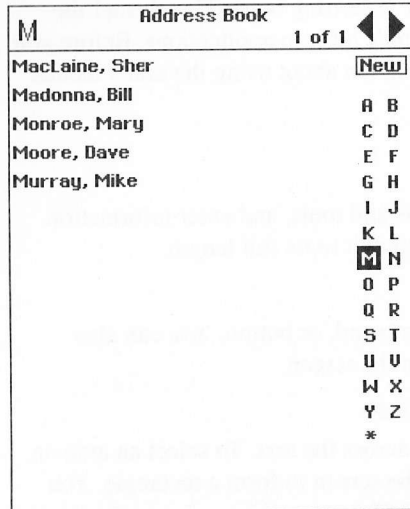
- ◆ Any sharp object
- ◆ Metal
- ◆ Standard ink pen (if it doesn’t have a plastic cap)
- ◆ Knife

Working with Applications

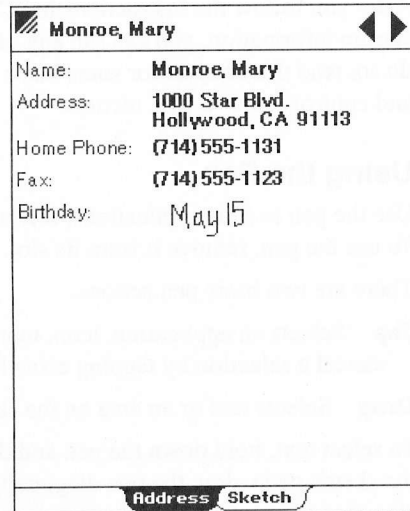
All of the applications were designed to work in similar ways. The applications include consistent graphical cues to help you work and make learning easy.

About the Address Book

The Address Book is like an office card file to help you keep track of your contacts. The Address Book has two views: an index of address book entries and the address book entry view.

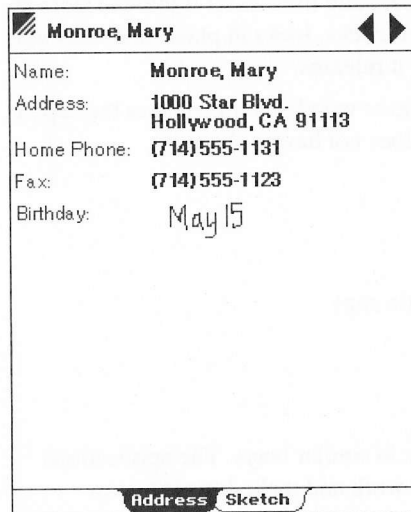


Index to names in the address book

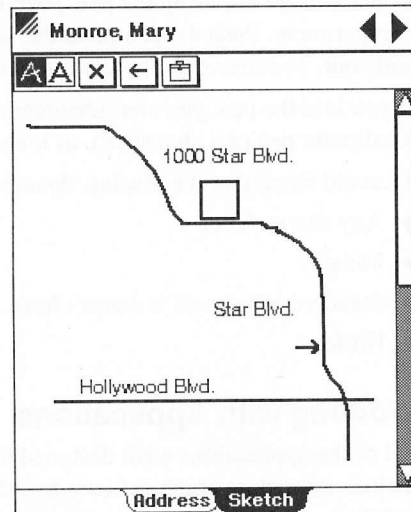


Address book entry view

Each address book entry view has two pages: an address page and a sketch page.



Use the address page to enter the information on a contact.

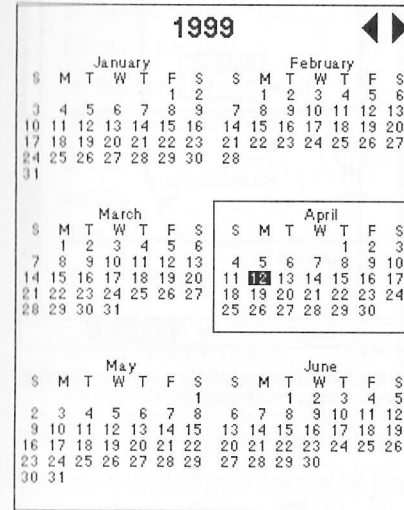


Use the sketch page to take notes for the contact or draw a map.

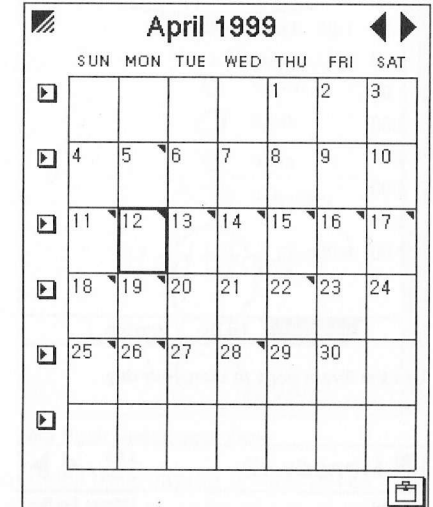
Chapter 4 covers the Address Book application in detail.

About the Date Book

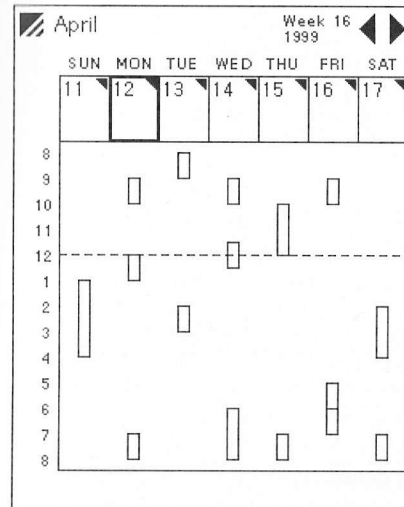
The Date Book works like a desk calendar and appointment book. The Date Book has four views: six-month, month, week, and day. You can move among the views quickly with the tap of the pen. You can schedule meetings and have the Date Book remind you about them. You can schedule recurring events, such as birthdays or weekly meetings. You can also keep track of important to do items.



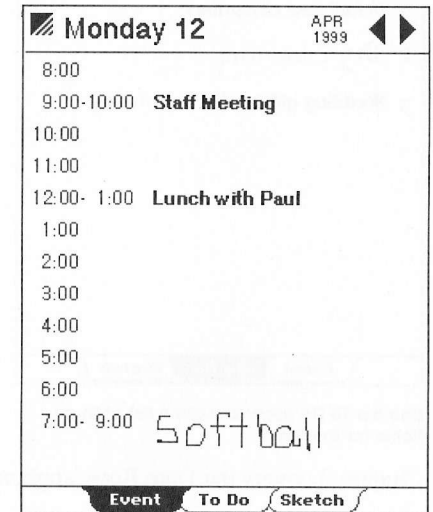
Six-month View



Month View

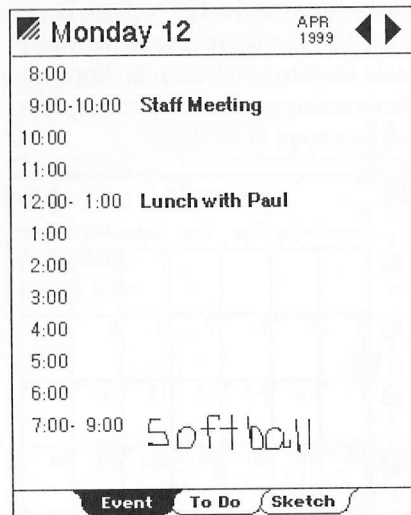


Week View

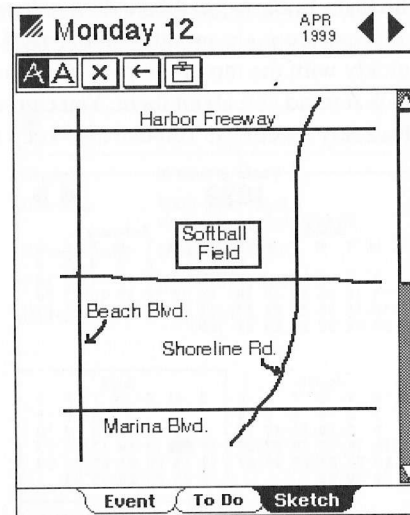


Day View

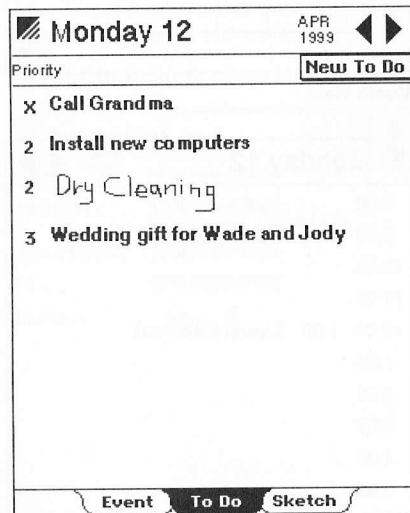
Each day view has three pages: an event page, a to do page, and a sketch page.



Use the Event page to plan your day.



Use the Sketch page to take notes for the day or draw a map to a meeting.



Use the To Do page to make a list of to do items for the day.

Chapter 3 covers the Date Book application in detail.

About the Note Book

The Note Book is a place to write notes or lists and store information. The Note Book has two views: a table of contents of note book pages and a sketch page.

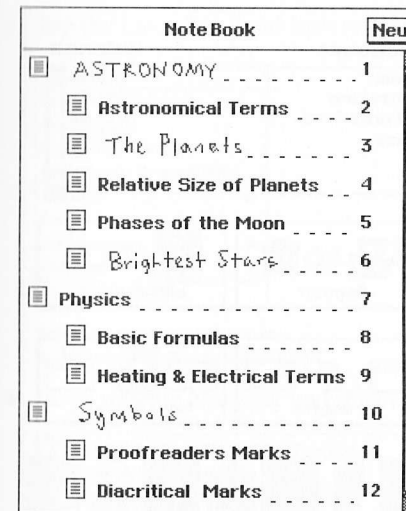
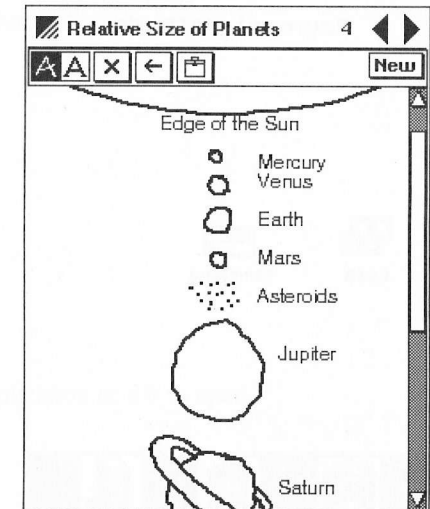


Table of contents of pages in the Note Book

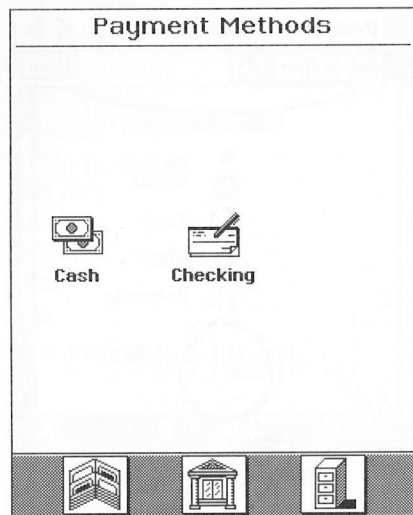


Note Book sketch page view

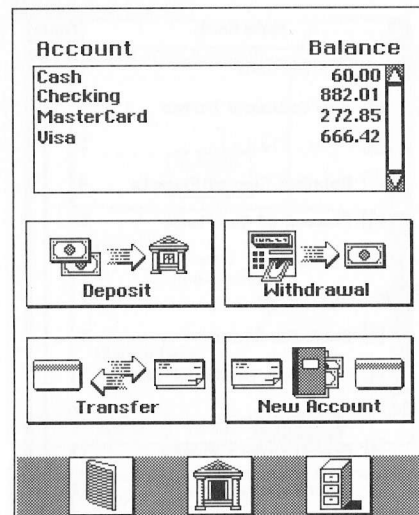
You can organize your note book pages into topics by grouping several pages under a main topic page. Chapter 5 covers the Note Book application in detail.

About Pocket Quicken

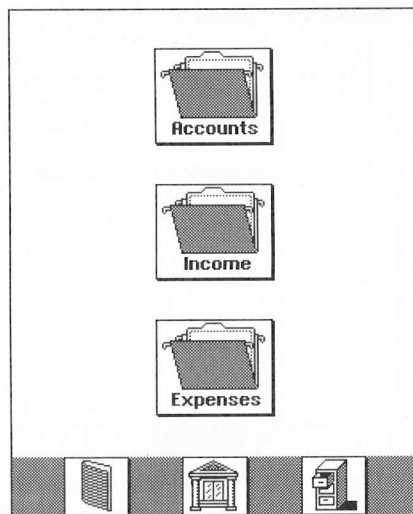
Pocket Quicken lets you keep track of where your money goes. Pocket Quicken has three views: wallet, bank, and file cabinet.



Wallet view to enter transactions



Bank view to record deposits, transfers, and withdrawals



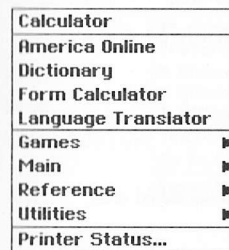
File cabinet view to see account registers

Chapter 6 covers Pocket Quicken in detail.

Starting Applications and Accessories

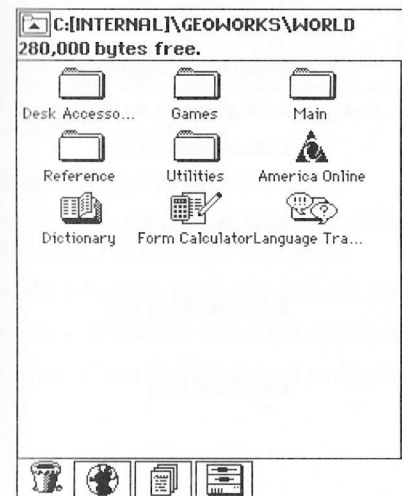
There are three ways to enter applications and accessories. You can:

- ◆ Tap one of the fixed application icons at the bottom of the display.
- ◆ Tap the Launcher fixed icon to display the application menu.



Tap the Launcher fixed icon to switch to another application.

- ◆ Go to the File Manager and select an application or file to open.













Tap an icon or file twice to start an application.

See Chapter 10 for detailed instructions on using the File Manager.

Once you open an application, you can enter your information or view reference information. The information is saved automatically, even if you turn off the unit. The unit also remembers where you were in an application when you turned it off. The next time you switch the unit on or return to an application, it takes you to the same location.

Fixed Icons

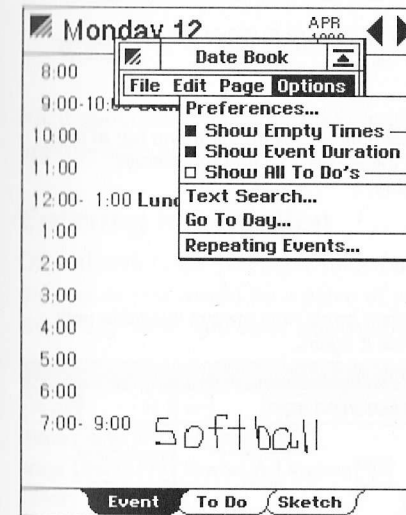
Certain icons (called fixed icons) always appear along the bottom of the screen. These provide access to features and applications no matter where you are.

Tap Once	To	Name
	Display a menu of applications	Launcher fixed icon
	Open the Address Book application	Address Book fixed icon
	Open the Date Book application	Date Book fixed icon
	Open the Note Book application	Note Book fixed icon
	Open the Pocket Quicken application	Pocket Quicken fixed icon
	Display the World Clock	World Clock fixed icon
	Display the Calculator	Calculator fixed icon
	Display a floating menu bar	Menu Bar fixed icon
	Show or hide the on-screen keyboard	Keyboard fixed icon
	Display help	Help fixed icon

Choosing from Menus

Most of the tasks and commands you need are available on the screen as buttons or icons. The menus include additional commands and options. Menu names appear in the menu bar. When you tap a menu name, the menu itself appears. Some menu choices appear dimmed (light gray), which means that they're unavailable for use. Some items become available only after you make a selection.

Most menu choices represent commands. Others represent settings that can be either on or off. These items have special symbols that indicate whether they are on or off.



Tap a menu name to open a menu and tap a menu choice to select it.

This item is turned on.
This item is turned off.

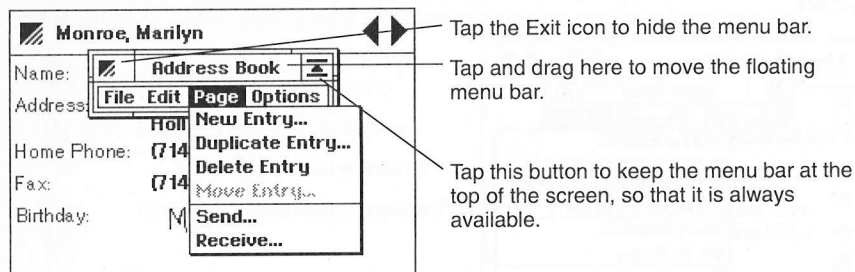
Displaying the Menu Bar

In the applications, the menu bar provides commands you can use. You can show the menu bar in one of two ways:

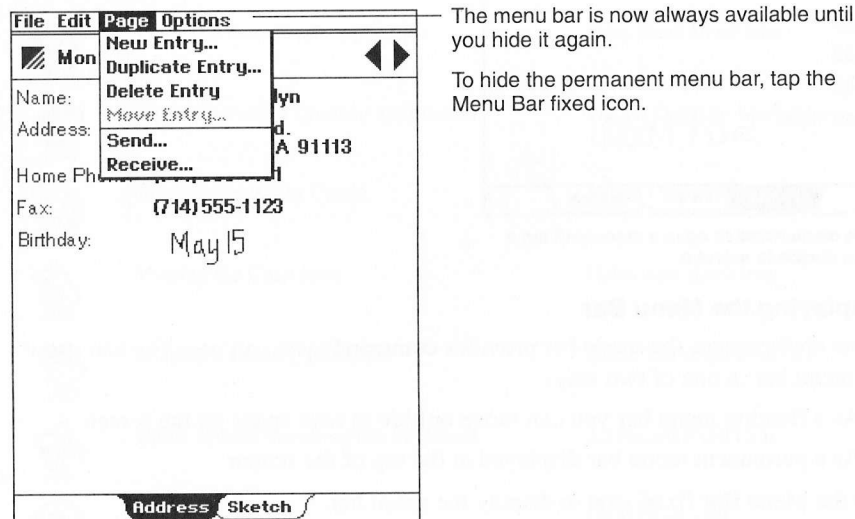
- ◆ As a floating menu bar you can move or hide to save space on the screen
- ◆ As a permanent menu bar displayed at the top of the screen

Tap the Menu Bar fixed icon to display the menu bar.

The menu bar floats on the screen, which means you can move it where you want it. You select the menu item you want and then hide the menu bar.






The floating menu bar.

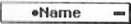
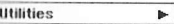



The permanent menu bar.

Using Controls

The following table lists the navigational buttons and controls common to most applications:

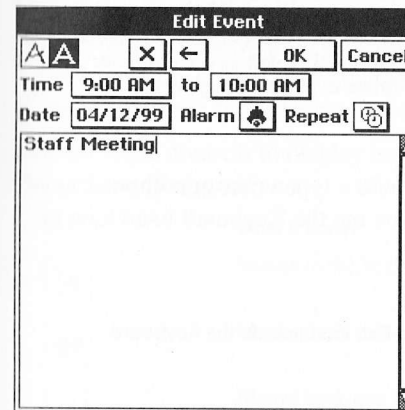
Button or Control	What It Does	Name
	Moves to the next page.	Right arrow
	Moves to the previous page.	Left arrow
	Moves back one level (from month to six-month, for example) or hides an element (such as the keyboard or floating menu bar).	Exit icon

Button or Control	What It Does	Name
	Opens a pop-up menu (a list of items), which you can then select.	Pop-up menu control
	Displays a submenu for the menu item.	Submenu control
	Move between views in applications.	Tab

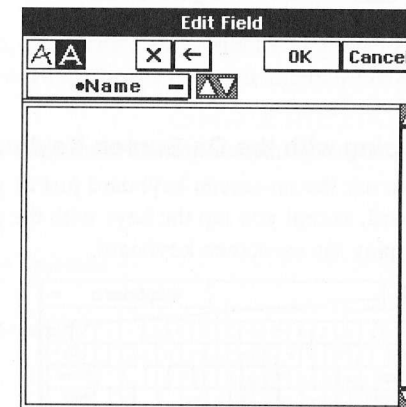
Each application has additional buttons and controls, which are explained in the appropriate chapter.

Entering Information

On a sketch page, you enter information directly on the screen. Just draw or write memos as you would on a piece of paper. In the Address Book entry view or Date Book day view, you enter information through dialog boxes.



In the Date Book day view, you enter event information through the Edit Event dialog box.



In the Address Book entry view, you enter contact information through the Edit Field dialog box.




You enter information in one of three ways. You can:

- ◆ Type using the on-screen keyboard
- ◆ Print with the pen and have it converted to typed characters (called handwriting recognition or PalmPrint™)
- ◆ Write with the pen and leave the information as you wrote it (called ink or PowerInk™)

You can use PowerInk or typed characters when and where you want in most applications. You decide what you want to use. From the dialog box you can always convert PowerInk to text later.

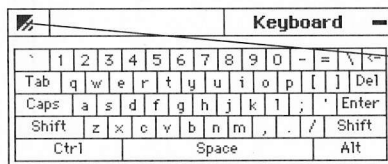
You enter information onto sketch pages or in areas called fields. For example, you use a field in the Address Book when you're entering the name, address, and phone numbers for a contact. You also use a field when you're entering information about a scheduled event in the Date Book.

The following tools appear on sketch pages and some dialog boxes. First, you indicate that you're entering information:

Tap	To Enter Text	Then
	Tap the Text tool to use the keyboard.	Tap the Keyboard fixed icon, and then tap the keys with the pen.
	Tap the Text tool to use the pen and handwriting recognition.	Print with the pen; each character you print is recognized.
	Tap the Ink tool to use the pen.	Write with the pen; your ink, called PowerInk, is left as is and shrunk down to fit on the page or display.

Typing with the On-Screen Keyboard

You use the on-screen keyboard just as you would a typewriter or computer keyboard, except you tap the keys with the pen. You tap the Keyboard fixed icon to display the on-screen keyboard.



Tap the Exit icon to hide the keyboard.

Tap the keys to enter text.

Note: If the keyboard appears gray, you cannot use it to enter text. This occurs when:

- ◆ You need to tap the pen in the text area to indicate where you want to enter the text.
- ◆ You may be in a field but the Ink tool is currently selected. Tap the Text tool to make the keyboard available.

Switching Keyboards

When the keyboard is selected (black), you can switch the keyboard type. Tap the upper right corner of the keyboard to select from these types.

Keyboard Standard qwerty (typewriter-like) keyboard in the current language.

Alphabetic Letters displayed in alphabetic order

Symbols Common symbols such as bullets, copyright, percent, dollar sign, etc.

International Characters with accents, umlauts, tildes, etc.

Math Symbols Plus, minus, equals, square root, etc.








Writing Grid The unit converts each character you write into letters on the screen.

Select the desired keyboard and tap the letters and symbols to enter them.

Using the Writing Grid

When you select the writing grid keyboard, you write each character in a box and the unit converts it into a letter on the screen. Blank boxes between letters translate as spaces between typed letters or words.

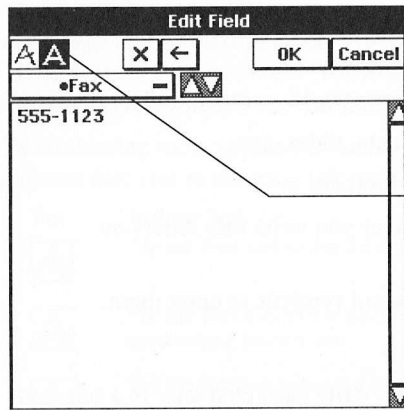
You use these controls to display boxes for additional characters and to move along the writing grid.

Button	What It Does
	Moves to the beginning of the boxes
	Moves the boxes back one screen
	Moves back one box
	Moves forward one box
	Moves the boxes forward one screen
	Moves to the end of the boxes
	Enters the insert mode

To change characters, simply write over the previous one in the box. To insert characters, tap the insert button so it is highlighted on the screen and then write over the character where you want to begin inserting.

Using the Pen and Handwriting Recognition

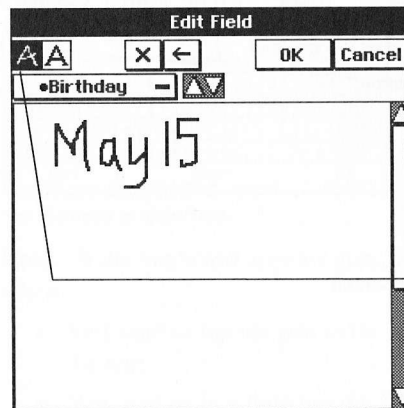
You use handwriting recognition when you want to use the pen to store and display what you print as typed characters.



Tap the Text tool to tell the unit to recognize your printing, then print with the pen. Your ink is converted to text.

Writing with the Pen

You use PowerInk when you want to write or draw with the pen and you want to keep what you enter as it is. You can use the pen both on the sketch page and in fields.



Tap the Ink tool to specify that you're going to enter ink. Your ink will be left as you wrote it.

Note: If you enter ink into a field, your pen markings are left intact and aren't converted to text. Later, you can convert your ink into text by tapping the Text tool.

Handwriting Recognition Tips

The unit recognizes hand printed letters and numbers. You can enter hand-printed characters in text fields or on the sketch page. When you use hand-printed characters in the field or on the sketch page when the Text tool is active, your hand-printed characters are converted into typed characters.

The following tips will help the unit to recognize your handwriting:

- ◆ Print each letter or number clearly. Each character needs to be clear enough to be recognized. You can use upper or lower case letters.
- ◆ Keep your letters upright. Try not to write letters with a slant.
- ◆ Use as few strokes as possible in writing a letter.
- ◆ Make sure you keep the pen on the screen as you write—you don't need to press down hard, but you don't want to hold the pen so lightly that it doesn't make good contact with the screen.
- ◆ Don't write too slowly.
- ◆ Print large characters. You can use the whole dialog box.
- ◆ If the position that the ink appears on the screen doesn't match the position of the pen, you need to recalibrate the pen. See Chapter 11.
- ◆ To write several words, write one below another so that the unit inserts spaces between the words correctly.
- ◆ Some characters are so similar they can't be distinguished by the computer—characters such as Z and 2, S and 5, O and 0, and I and 1. The following table shows how to make each character clearer.

Writing the Z with a slash through it

z Z

Writing the 5 in two strokes instead of one

5 5

Writing the 0 (zero) with a slash through it

0 0

Writing the 1 with a line under it

1 1

The following table shows characters that can be successfully recognized by the computer and those that could not be recognized:

Char.	Successful	Unsuccessful	Comments
A	AAAAA	AA	
B	BBB	B	
C	CC	C	
D	DDDD		
E	EEEEEE		
F	FF		
G	GGGGGG		Can be confused for the number 6.
H	HHHH	HH	
I	II		Can be confused for a lowercase "l", or the number 1 if surrounded by other numbers.
J	JJ		
K	KK	K	
L	L	L	
M	MMMMMM		
N	NNNN		
O	O		
P	PPP		
Q	QQ	Q	
R	RRRR		
S	S		
T	TTT		
U	UU		
V	VV		
W	WWW	W	
X	X		
Y	YYY		
Z	ZZ	Z	Can be confused for the number 2.

Char.	Successful	Unsuccessful	Comments
a	ā ā		
b	b b b		
c	c c	e	
d	d d d	d	
e	e	e	
f	f f		
g	g g		
h	h h		
i	i	i	Must be dotted.
j	j j		
k	k k	k	
l	l l		Can be confused for a capital "I", or the number 1 if surrounded by other numbers.
m	m m m		
n	n n		
o	o o		
p	p p p		
q	q	q	
r	r r		
s	s		
t	t		
u	u u		
v	v v		
w	w w		
x	x		
y	y y		
z	z z		Can be confused for the number 2.

Char.	Successful	Unsuccessful	Comments
1			Can be confused for a capital "I" or a lowercase "l".
2			
3			
4			
5			Can be confused for the letter "S".
6			
7			
8			
9			
0			Can be confused for the letter "O".
	period, decimal .		Make a small round mark, do not just tap the screen. (used in numeric fields only.)
	space =		The double-underline space symbol must be written at the baseline. You must write the b in a single stroke in order for the unit to recognize b as a space. You can also get a space simply by leaving a space between words when you write.
	plus +		Plus, equals and divide are recognized in the calculator only.
	equals =		
	divide ÷		
	minus -		The unit recognizes "-" as a minus sign in the calculator and as a hyphen elsewhere.
	new line		

Pen Gestures

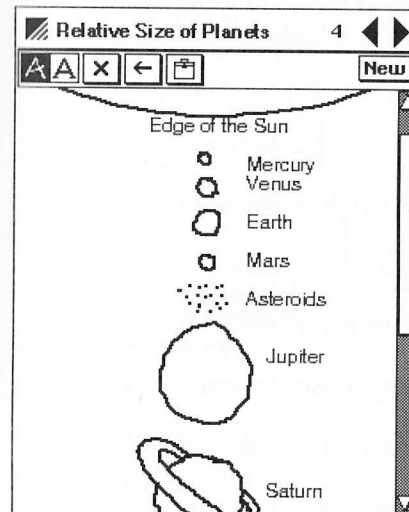
When you write or edit with the pen, certain gestures have special meanings. The following table explains these gestures.

To	Do This	Example
Enter a space as you're writing	Leave a space between words as you write, or if using handwriting recognition, write a "space character" (two short horizontal lines).	space

To	Do This	Example
Select a word with the pen	Quickly tap the word twice.	selected
Select more than one word	Hold down the pen (pause for a moment) and drag it across the words.	more than one
Erase a selected word or words	Draw a vertical line up through the selected text and put a loop or pigtail at the end (called the pigtail gesture).	delete a word
Insert text within existing text	Tap the pen where you want the next character to go. Then, write the character or word somewhere in the text field or screen.	insert a character
Insert text in a text field after existing text	Write the next characters; what you enter gets added at the end of existing text.	add characters to the

Using the Sketch Page

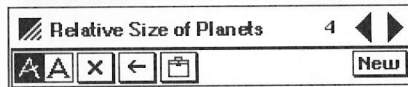
In the Date Book, Address Book, and Note Book, you use a sketch page to draw, make handwritten notes, or enter text. You can enter text using the pen, handwriting recognition, or the on-screen keyboard. Think of the sketch page as having two layers: what you write or draw with the pen (ink) appears on one layer; text you enter with the on-screen keyboard appears on another layer. The sketch page displays up to 170 lines of text, but can only print the first 60. For ink entries, this is equal to about 3 screens.



The sketch pages in the Date Book, Address Book, and Note Book are identical.

To use the sketch page:

- 1 From the Note Book table of contents, tap the page you want to use. In the Date Book, display the day view and tap the Sketch tab. In the Address Book, display the entry page and tap the Sketch tab.













-  Ink tool
-  Text tool
-  Clear
-  Backspace
-  Tool box

- 2 To enter ink, tap the Ink tool, and then draw ink. Tap the Tool box to display more sketch tools. See the next section for information on using the sketch tools.
- 3 To enter text, tap the Text tool. After tapping the Text tool, you can use the on-screen keyboard or handwriting recognition to enter text. Whatever you print with the pen gets converted to text.
- 4 Tap Backspace to erase the last letter or ink segment you entered.

Using Sketch Page Tools

The sketch page includes tools for entering text using the pen, keyboard, or handwriting recognition (see “Entering Information” earlier in this chapter). The sketch page also provides sketch tools you use to draw or edit text and ink. Display these additional tools by tapping the Tool box icon. The following table describes the sketch tools.

Tap	To	Name
	Display the sketch tools	Tool box
	Write or draw in ink with the pen	Sketch pen
	Erase by hand (as if using a pencil eraser)	Eraser
	Select a portion of the sketch page (drag the pen to select)	Select tool
	Cut (delete) the selected portion of ink or selected text	Cut icon
	Copy the selected portion of ink or selected text	Copy icon
	Paste the cut or copied portion of ink or selected text (must cut or copy something first)	Paste icon
	Zoom in on the selected portion	Magnify In

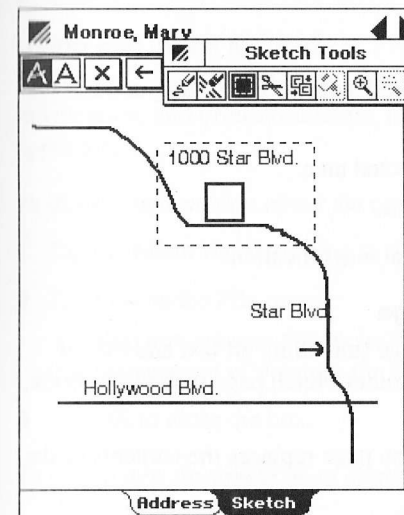
Tap	To	Name
	Return to normal size view	Magnify Out
	Hide the sketch tools	Exit icon

Using the Sketch Tools for Ink or Text

You can cut or copy an item, and then paste it somewhere else on a sketch page. You can also magnify an area for editing or adding details.

To cut or copy and paste an Ink item:

- 1 Tap the Ink tool.
- 2 Tap the Tool box to display the sketch tools.
- 3 Tap the Select tool.
- 4 Drag the pen diagonally to draw a boundary around the ink you want to edit. Imagine a rectangle for the area you want to select. Start at one corner of this imaginary rectangle. Drag the pen on the screen diagonally until the rectangle is the size you want.



Drag the pen to make a selection.

- 5 Tap the Cut tool to remove the item, or tap the Copy tool to copy the item.
- 6 Display the sketch page where you want the item to go.
- 7 Tap the Paste tool.
- 8 Tap where you want the item to go.

To cut or copy and paste a Text item:

- 1 Tap the Text tool and enter the text.
- 2 Hold down and drag the pen across the text you want to edit.
- 3 Tap the Tool box to display the sketch tools.
- 4 Tap the Cut tool to remove the item, or tap the Copy tool to copy the item.
- 5 Display the sketch page where you want the item to go.

- 6 Tap where you want the text to go.

To paste the text within existing text, tap where you want the text to start. The text is pasted after the cursor.

- 7 Tap the Paste tool.

Note: If you paste text which exceeds the 170-line display limit, the text which exceeds 170 lines will not be displayed, though the hidden text remains stored with the page. To reveal the hidden text, cut visible text from the page and paste it on another sketch page.

To magnify an area:

- 1 Tap the Tool box to display the sketch tools.
- 2 Tap the Select tool and drag the pen diagonally to draw a boundary around the area you want to magnify.
- 3 Tap the Magnify In tool to magnify the selected area.
You can add text or ink in the magnified area.
- 4 Tap the Magnify Out tool to return to normal magnification.

Copying or Cutting a Whole Sketch Page

You can copy or cut everything on a sketch page (including all text and ink) at once. Then you can paste the whole page on another sketch page in the Date Book, Note Book, or Address Book.

Note: Pasting a whole page onto another sketch page replaces the contents of the destination sketch page.

To copy or cut a whole sketch page:

- 1 Display the sketch page that you want to copy.
- 2 Tap the Menu Bar fixed icon to display the menu bar.
- 3 Choose Copy All or Clear All from the Edit menu.
If you choose Clear All, you see a message asking you to confirm the deletion.
- 4 Display the sketch page where you want the information to go.

- 5 Choose Paste All from the Edit menu.

If something already exists on the sketch page, you see a message warning you that the contents of the sketch page will be replaced. Select Yes to replace or No to cancel.

Managing Information

A document is a group of related information you store in an application. For example, in the address book, you could create two documents: one for personal addresses and one for business contacts. Documents let you retrieve information so you can view or edit it.

The first time you start the unit, you begin with a new document in each application. After you have created documents in an application, you return to the last document you worked on when you quit the application.

There are two basic ways to access documents and display information about documents: using File in the menu bar or using the File Manager. Chapter 10 covers the File Manager in detail.

Note: In the Note Book and Address Book, you can also switch documents by tapping the document title in the index view. See Chapters 4 and 5 for more details.

Using File in the Menu Bar

File allows you to switch documents, start new documents, display document information, and print documents. It also displays information about the current application.

To display information about the current document:

- 1 Tap the Menu Bar fixed icon to display the menu bar.
- 2 Tap Info on the File menu.
A dialog box appears that includes the document name, the document size, the total amount of memory the document uses, and other system information.
- 3 Tap OK to close the box.

To start a new document in an application:

- 1 Tap the Menu Bar fixed icon to display the menu bar.
- 2 Tap File.
- 3 Tap Switch Document.
- 4 Tap New to create an empty document.

To switch from the current document to a previous document:

- 1 Tap the Menu Bar fixed icon to display the menu bar.
- 2 Tap File.
- 3 Tap Switch Document.
- 4 Tap Open.

The Open dialog box appears. You can select these options from the box.

- ◆ To open a document, tap the document name then tap Open.
- ◆ To switch to the Advanced box, tap Advanced.
- ◆ To cancel and return to the current document, tap Cancel.

Note: The Simple box only displays a list of documents. The Advanced box displays more detailed information about directories and drives. See “Chapter 10: File Manager” for more information.

To display information about the current application:

- 1 Tap the Menu Bar fixed icon to display the menu bar.
- 2 Tap the last menu item (“About Notebook/Address Book/etc.”)
A box appears that shows the release date and version.
- 3 Tap OK to close the box.

Searching for Text

You can quickly search through a document to find a word. For example, in the Address Book, you can search for a company name and then you can jump to each entry for people who work at the same company.

Notes:

- ◆ The unit only searches for text entries. You cannot search ink entries.
- ◆ Text Search in Date Book does not find repeating events or to do items.

To search for text:

- 1 Open the application and document you want to search.
- 2 Tap the Menu Bar fixed icon if necessary to display the menu bar.
- 3 Choose Text Search from the Options menu.

You see a dialog box where you enter the word you want to find. You can use the keyboard or handwriting recognition.

- 4 Enter the name you want to find.

You can use special characters to help find the word. Tap the Special Characters pop-up menu and choose Match Multiple Characters or Match Any Character.

Use the Asterisk (*) to represent several characters. For example, Sm* finds Smith, Smythe, and Smothers. Use the Question mark to represent one character. For example, 2?3 finds 213 and 203.

- 5 Tap Find Next to find the text.

To search for the same text in a different application, tap that application’s fixed icon, then select Text Search from the Options menu. The text you were searching for appears in the dialog box.

Using the Memory

The unit has a 1 megabyte memory: 352K is used for information storage (user, application and system information) and 640K is used to run the applications. The amount of space for information storage varies, depending on how much and the type of information stored, but the 640K memory for applications cannot be changed.

The following sections explain how the unit uses the memory to run applications and provides some tips for maximizing the amount of information you can store.

Running Applications

Not all of the applications can fit in 640K at once, so the unit only keeps some applications in open memory while others are closed.

The unit can usually hold two or three applications in memory at a time. If, however, you open another function that is not currently in memory, the unit must close one of the three to open the new function. You see a message that the unit is activating the function, and it takes several seconds for it to open.

After you have used the unit for the first time, it opens the most recently used applications. The number of applications it can open depends on the size of the application. For example, if you last used the Date Book and Pocket Quicken, the unit opens those applications when you power it on.

Information Storage Tips

If you see the message that your information storage memory is running low, follow these suggestions to free some memory.

- ◆ Writing with the pen takes up to ten times more memory to store than text entered with the on-screen keyboard. You can convert your handwriting to text. (See “Entering Information” earlier in this chapter.)
- ◆ Purge the Date Book of old information.
- ◆ Purge Pocket Quicken of old transactions.
- ◆ Purchase a PCMCIA information storage card for extra information storage.

Using Help

You can get help on all the functions of the unit.

To display help:

- 1 Tap the Help fixed icon at the bottom of the screen.

Depending on where you are when you tap the Help icon, you see one of the following:

- ◆ A list of topics for the current application
 - ◆ A help screen for the particular function you're using
- 2 To see a specific topic, tap the topic name in the list.
If the contents of the help doesn't fit in the help screen, scroll bars appear.
 - 3 Tap the down arrow to shift the contents of the help screen to reveal more of the help.

Some help screens have links to other topics. Tap an underlined word or phrase to jump to help for that topic. Other topics appear under the section "Related Topics" at the bottom of the help screen. Tap a related topic to jump to help for that topic.

To display a list of topics for the current application:

- ◆ From any help screen, tap the Contents button.

To retrace your steps through the help screens:

- ◆ From any help screen, tap the Go Back button.

To display a list of the help screens you've viewed:

- 1 From any help screen, tap the History button.
A list of the help screens appears.
- 2 Tap the name of the help screen you want to view.

To close the help screen:

- ◆ Tap the Exit icon.

Covered Elsewhere

Printing in Chapter 12

Sending and Receiving Pages in Chapter 12

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