# eBookMan®

EBM-900/901/911

## User's Guide

My eBookMan
Address Book
ArtofWar
Audiobook Player

Calculate
Date Book
English Espanol
Franklin Reader

Memo Book
Merriam Webster
Mobi Reader
Music Player

Sherlock Holmes
Stalagmi Game
ToDo Book
Voice Memo

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franklin.com/ebookman

**Franklin®**
Electronic Publishers

www.franklin.com/ebookman

# eBookMan®

## User's Guide

# Franklin®

**www.franklin.com/ebookman**

# Disclaimer

This is the *eBookMan® User's Guide* version 2.1.

All displays pictured are simulated, are not intended to specify included applications or content, and are subject, along with all technical information and specifications, to change without notice.

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# *Table of Contents*

# The eBookMan Device

# Content Applications

## Organizer Applications

# *Welcome!*

Congratulations on your purchase of eBookMan! eBookMan is a versatile, handheld computing device. Your package includes:

- the eBookMan device with cover and stylus
- a USB cable (ebm-900 only) or USB cradle (ebm-901 and ebm-911)
- two AAA batteries (ebm-911 only)
- the eBookMan Installation CD:

  *- eBookMan® Desktop Manager* with Intellisync™, the PC software that transfers applications and content to eBookMan; along with Mobipocket Web Companion, the PC software that publishes and transfers electronic documents to eBookMan

  - eBookMan Operating System (OS) and core applications

  - Complete *eBookMan® User's Guide* in PDF format

  - Interactive product demo

- Quick Start Guide
- Concise *eBookMan® User's Guide*

You determine the use for your eBookMan by installing the applications and contents you want. eBookMan can be a library of books, a personal organizer, a music player, a multimedia reader, a recorder for memos, a calculator or even an arcade of games. eBookMan enables you to view thousands of book titles, magazines, and newspapers; listen to audio books and music; and store addresses, phone numbers and other personal information. Just like a larger computer, multiple programs can run at the same time.

To install the Desktop Manager on your PC, your computer must meet the following minimum system requirements:

- IBM-compatible Pentium class PC or higher
- 256 color VGA monitor
- Mouse or other pointing device
- Windows® 98 or higher
- 50 MB free disk space
- 32 MB RAM (recommended)
- Available USB port
- Internet access
- Microsoft Internet Explorer® 4.0 (or above) OR Netscape Navigator® 4.02 (or above)

**Note**:

Out of the box, your eBookMan device contains a tour only. To view the tour, install batteries and turn on the device.

**Note**:

A serial port is required for Windows® NT users. Serial cradles and cables are sold separately.

Before using eBookMan, follow the instructions in the Quick Start Guide. For more detailed information, see "Chapter 1. Getting Started".

Use the Desktop Manager to transfer content and applications to and from your eBookMan. For more detailed information, see "Chapter 2. eBookMan® Desktop Manager".

Franklin makes these core applications available from the Installation CD and with each OS download:

The *Franklin Reader* application opens and navigates books formatted as Franklin Universal Binary (**.fub**) files. Use *Franklin Reader* to read Bibles, reference material, dictionaries, translators and other books.

The *Mobipocket Reader* opens and navigates eBooks, eNews and eDocuments. The downloaded files must be sent to the eBookMan device, during which time they are converted for viewing on the *Mobipocket Reader*.

Should you prefer to listen to a book, you can do so with *Audiobook Player*. Audible® software powers the audio book listening features of eBookMan. You must download Audible Manager from **www.audible.com** to transfer audio books to your eBookMan.

The *Music Player* application enables you to listen to downloaded music. The Desktop Manager converts MP3 files to an eBookMan music format before moving the files to the device.

eBookMan stores personal information in several programs. *Address Book* organizes contact information, *Date Book* tracks appointments, *ToDo Book* lists tasks by priority, and *Memo Book* enables you to enter notes. Through *Intellisync™ for eBookMan*, you can synchronize your personal information to Microsoft® Outlook®.

Other applications include *Voice Memo* and *Calculate*. *Voice Memo* lets you record memos, and the calculator (*Calculate*) enables you to solve math problems.

After you install the OS and core applications, you can download content and other applications that you want to use in your eBookMan. Many companies on the internet provide applications and content that run on eBookMan. For more detailed information, see "Chapter 3. Synchronizing and Managing Contents".

This User's Guide explains how to operate eBookMan and describes all the features of the core applications. It is arranged as follows:

### Getting Started

**Chapter 1: Getting Started** -  Describes how to install the Desktop Manager, install batteries, connect your device to a PC, run the Desktop Manager, synchronize the OS and applications, calibrate eBookMan and set the date and time.

**Chapter 2: eBookMan® Desktop Manager** - Explains how to manage files in the Desktop Manager, how to move individual files to your device, and how to use the Mobipocket Web Companion.

**Chapter 3: Synchronizing and Managing Contents** - Explains how to manage files in the Desktop Manager and how to synchronize with your device.

### The eBookMan Device

**Chapter 4: Hardware Features** - Describes the hardware features of your device and includes instructions on installing batteries, resetting the unit and caring for your product.

**Chapter 5: The Launcher** - Details the Launcher features and explains how to use menus, set preferences, use a password, assign categories and manage files.

**Chapter 6: Data Entry** - Shows how to enter characters in your device using both natural handwriting and the onscreen keyboard.

### Content Applications

**Chapter 7: Franklin Reader** - This chapter describes the *Franklin Reader* and shows you how to move around in books and use the Menu and Search options.

**Chapter 8: Mobipocket Reader** - This chapter explains how to use *MobiPocket Reader*  to view eBooks, eNews and eDocs and how to use the Mobi Web Companioin.

**Chapter 9: Audiobook Player** - This chapter illustrates the various features of *Audiobook Player* and describes how to use the play, stop, fast forward and rewind functions, and how to use the menus.

**Chapter 10: Music Player** - This chapter highlights the features of *Music Player* and describes how to play, stop, fast forward, and rewind music files.

**Organizer Applications**

**Chapter 11: Address Book** - This chapter explains how to enter and view names, addresses, phone numbers and other contact information in *Address Book*.

**Chapter 12: Date Book** - This chapter shows you how to list appointments and the different ways to view the entered data in *Date Book*. It also explains how to set alarms.

**Chapter 13: ToDo Book** - This chapter demonstrates how to keep track of tasks with *ToDo Book*.

**Chapter 14: Memo Book** - This chapter shows you how to use *Memo Book* to list your memos.

**Miscellaneous Applications**

**Chapter 15: Voice Memo** - This chapter describes features of the program and details how to record and play memos, how to use the menus, and how to control the volume.

**Chapter 16: Calculate** - This chapter describes *Calculate* and its functions.

**Appendix**

**A. Getting Updates** - Explains how to install the Desktop Manager and update eBookMan software from Franklin's Web site.

**B. Serial Port Connection** - Provides steps for connecting your eBookMan device to a PC using a serial port.

**C. MultiMediaCards** - Describes how to install and use MultiMediaCards (MMCs) in your eBookMan device.

**D. Troubleshooting** - Offers solutions to problems you may encounter while using the Desktop Manager or your eBookMan device.

**E. Glossary** - Lists and defines terms.

**F. Legal Information** - Includes specifications, copyright, trade-marks, warranties, and FCC notice.

**Index**

Provides an alphabetical list of entries to help you locate information in the manual.

## Support

Most programs come with online Help. This manual describes all the features of the various programs in detail. Should you require further technical support in the United States or Canada, visit web site **www.franklin.com/ebookman** and follow the link to the support screen or call (609) 386-8997 between 9AM and 5PM EST Monday through Friday. If you require further technical support outside of the United States and Canada, please use the following contact information:

| | |
|---|---|
| Australia | **franklin_book@one.net.au** |
| Belgium | **infotech@franklinse.com** |
| | **0900 10.388** |
| France | **infotech@franklinse.com** |
| | **0825 309 319** |
| Germany & Austria | **support@franklingmbh.de** |
| | **49 89 90899 116** |
| Luxemburg & Netherlands | **infotech@franklinse.com** |
| | **32 70 22.32.32** |
| Mexico | **fepmexico@compuserve.com** |
| | **01 800 710 5938** |
| Switzerland | **support@uhu.ch** |
| | **41 1 2403360** |
| United Kingdom | **info@franklin-uk.co.uk** |
| | **0800 328 5618** |

## About Screen Illustrations

Some screen illustrations in this user's guide may vary slightly from what you see on the device. This does not mean your eBookMan is malfunctioning.

# GETTING STARTED

# 1. Getting Started

The following seven step process gets you started using your eBookMan device. You must follow the steps in the order they appear.

    I.      Install the *eBookMan® Desktop Manager* on your PC.

    II.     Install batteries in your eBookMan device.

    III.    Connect your eBookMan device to your PC.

    IV.    Start the Desktop Manager on your PC.

    V.     Synchronize the eBookMan Operating System (OS) and core applications with your eBookMan device.

    VI.    Calibrate your eBookMan device.

    VII.   Set the date and time on your eBookMan device.

Once you set up your eBookMan device, you must register to receive the free content that comes with your model. Registration is also necessary if you wish to update the OS and core applications at a later date.

## I. Install eBookMan® Desktop Manager

To install the *eBookMan® Desktop Manager* from the Installation CD, follow these steps.

1. Insert the Installation CD into the CD-ROM drive on your PC. The Franklin eBookMan Setup screen appears.
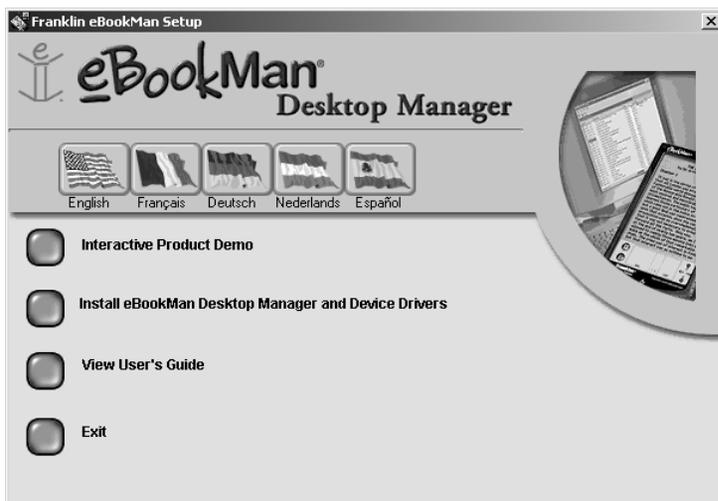
If this screen DOES NOT launch automatically, follow these steps.

- From your PC desktop, double-click **My Computer**, and
- Double-click the CD drive (**EbmInstall**).

2. Click a flag to select the corresponding language.
   **Note**: You must have Windows for the language you choose.
3. Click the **Install eBookMan Desktop Manager and Device Drivers** button.
   **Note**: You may need to install the USB drivers from the **usb-driver** directory on the Installation CD.
   **Note**: If you have not used the USB port on your PC, it may be disabled. You must enable the USB port in the BIOS. Consult your computer manufacturer's documentation for details.
4. Follow the instructions on the screen to install the program.
5. Once installation is finished, click the **Exit** button to close the Franklin eBookMan Setup screen.
   You may be prompted to restart your computer.

## *II. Install Batteries*

Your device requires two AAA batteries. You must insert the batteries before connecting your device to a PC. To install batteries, follow these steps.

1. Push the tab on the battery cover, snap the battery cover open and lift it off.
2. Insert two AAA batteries following the +/- markings in the battery compartment.



*Battery compartment*
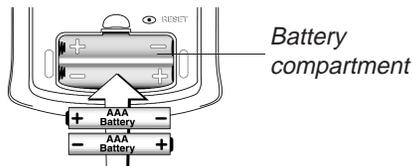
In the upper half of the compartment, the positive (+) end of the battery (the end with the bump) goes against the spring. In the bottom half of the compartment, the negative (-) end of the battery (the flat end) goes against the spring.

3. Replace the battery cover.

Your eBookMan powers on, and the tour begins. Tap the introductory sentence in the language you want to view the tour. It ends with a picture of the device with an arrow. The tour appears only after the device is left without battery power for more than five minutes or when a hard reset is performed.

## Replacing Batteries

When eBookMan is on, a battery indicator appears in the Status bar of the Launcher. The battery indicator is a graphic that shows the energy left in the batteries. Replace batteries when the battery indicator runs low.

It is best not to wait for the indicator to empty. Should the battery power run too low, the unit will start up when you press **On/Off** but will then shut off automatically. When this happens, please replace the batteries immediately.

1. Turn the device off.

   **Warning:** If you change your batteries when the device is on, your device will reset and you will lose your data.

2. Attach the eBookMan protective cover to the device and turn the device over.

   **Note:** When changing batteries, make sure the device is not on a hard surface. If the **On/Off** button is pressed accidentally, your data will be lost.

3. Follow the steps under "Install Batteries."

   **Warning:** To prevent data loss, synchronize often to back up your data, and take no more than one minute to replace the batteries. It is best to replace the batteries as soon as the low battery warning appears. If your unit does not power on or stay on, please replace the batteries.

## III. Connect eBookMan to a PC

eBookMan has a built in USB port and comes with a cable or cradle to connect it to your desktop or laptop computer. If you do not have a USB port, a USB-to-serial connector can be purchased from **www.franklin.com/ebookman/accessories.asp** or your local retailer.

**Important**: A serial port is required for Windows® NT users.

## Cable Users

Plug one end of your cable into the USB port on your device and plug the other end into a USB port on your desktop or laptop computer.



*USB port*

*Device*

*USB connector*
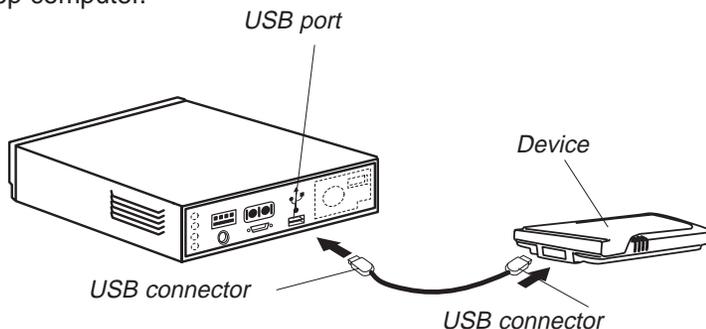
*USB connector*

## Cradle users

Plug your device into the cradle. Plug the USB connector into a USB port on your computer.



*USB port*

*Device*

*USB connector*

*Cradle*
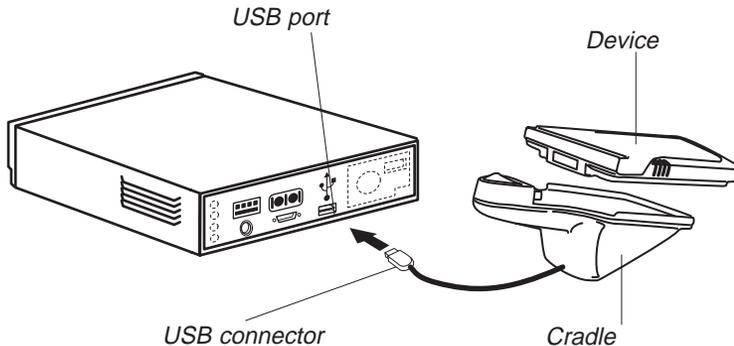
## IV. Start the Desktop Manager

1. On your PC, double click the desktop shortcut or click **Start|Programs|Franklin Electronic Publishers|eBookMan Desktop Manager**.
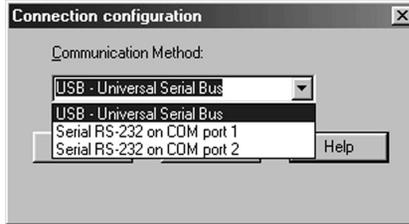
The Connection configuration dialog box appears. By default, the Communication Method is set to **USB - Universal Serial Bus**.

2. Click the arrow to display the list of connections.
3. Select the port you want to highlight it.
   You can click **Cancel** to exit the dialog box without saving changes.
4. Click **OK** to save the changes.

The Connection view appears. For more information about the views and menus in the Desktop Manager, see "Understanding the Views" on page 30.

## V. Synchronize the OS and Applications

The Installation CD contains the OS and core applications. When you run *eBookMan® Desktop Manager* for the first time, it automatically unpacks and synchronizes the OS and core applications.

The following dialog box appears.
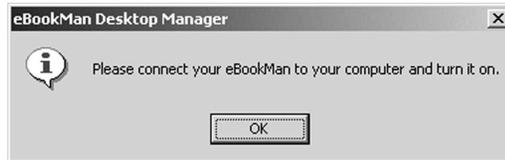


1. Verify that your eBookMan device is properly connected and turned on.
2. Click **OK**.
   The following dialog box appears.

**Select Installation Method**

Please select one of the following options:

1. If you have an installation CD, insert it into a CD-ROM drive and select 'CD-ROM'.

2. To download the Operating System files from Franklin's web site, select 'Internet'.

3. Otherwise, select 'Cancel'.

| CD-ROM | Internet | Cancel |
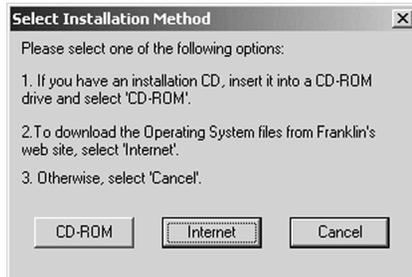
3. Click **CD-ROM** to retrieve files from the Installation CD.
   The following dialog box appears.

**eBookMan Desktop Manager**

(?) Unpacking file(s) to C:\Program Files\Franklin Electronic Publishers\eBookMan Desktop Manager\Data\Contents.

| OK | Cancel |
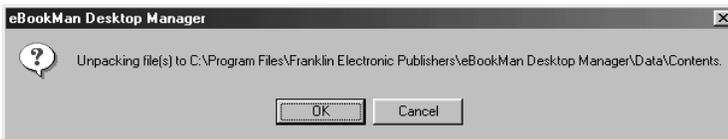
4. Click **OK** to unpack the OS and applications.
   The Desktop Manager connects to **www.franklin.com** and authenticates your eBookMan software.

**eBookMan Desktop Manager**

(?) Do you want to synchronize your new content to your eBookMan now?

| Yes | No |
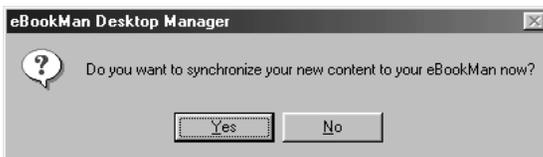
5. Click **Yes** to send the OS and core applications to eBookMan.
   If your eBookMan device requires a firmware update, a warning dialog box appears.
   If no update is necessary, a status dialog box appears.

**eBookMan Desktop Manager**

(!) This operation will update your eBookMan. DO NOT disconnect your eBookMan from your computer or turn it off until this operation is completed.

| OK |

6. Click **OK**.
   One or more status dialog boxes appear, indicating that files are being sent to eBookMan.

**Working....**

| | |
|---|---|
| Status: | Sending Operating System... |
| Object Name: | frnkebos.seb |
| Object: | 1 of 1 |
| Object Bytes: | 86016 of 733184 |
| Total Bytes: | 86016 of 733184 |

Cancel
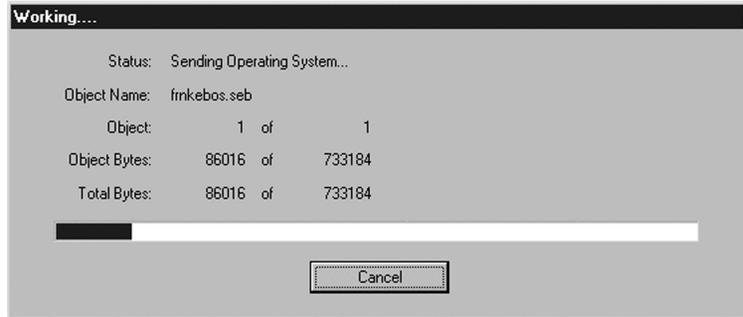
Synchronizing will take approximately 4-6 minutes with a USB connection.

When the process is complete, the following dialog box appears.

**eBookMan Desktop Manager**

ⓘ The synchronization operation was completed successfully.

OK

7. Click **OK** to end synchronization.
8. Disconnect your eBookMan device from your PC.

*What eBookMan is doing . . .*

During the synchronization process, you may encounter the following graphics on the eBookMan touch-sensitive screen:

eBookMan is communicating with your PC.

eBookMan is busy.

eBookMan is connected to a PC, the Desktop Manager is running and detects eBookMan.

Synchronization is not complete.

eBookMan is connected to a PC but the Desktop Manager is not running.

# VI. Calibrate your eBookMan

After synchronization, follow these steps.
1. Disconnect eBookMan from your PC.
   The calibration screen appears after a few seconds.



*Calibration screen*
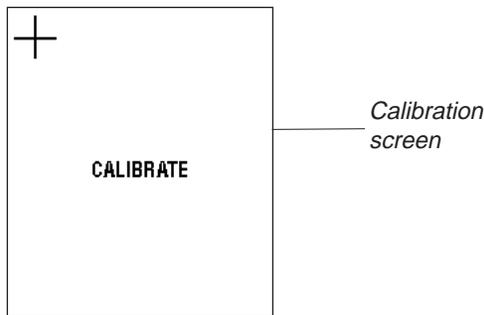
The Calibration screen enables you to set reference points by which eBookMan determines the accuracy and precision of the touch-sensitive screen.
2. Using the stylus, tap the intersection of the crosshairs as they appear in each corner of the screen.
   When the screen is calibrated, the message, "Please set the date and time" appears on the screen.
3. Tap **OK**.
   The *My eBookMan®* screen appears.



*My eBookMan® screen.*

---
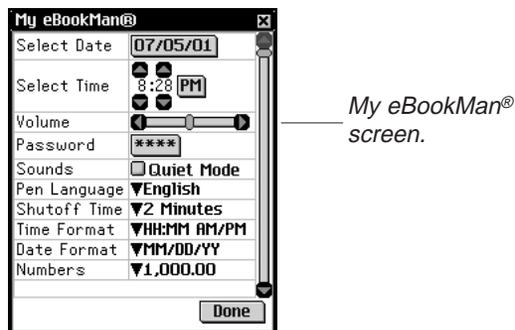
## ⚠ **Note:**

The calibration screen appears each time you perform a hard reset, system restart or pen calibration. For more information about a hard reset, see "Resetting the Device" on page 64. For more information about a system restart, see "Performing a System Restart" on page 73. For more information about pen calibration, see "Using the Launcher Menu" on page 68.

## 📄 **See also:**

For more information about *My eBookMan®*, see "Changing eBookMan Settings" on page 70.

# VII. Set the Date and Time

The OS and organizer applications use the date and time settings to operate properly.

## Setting the Date

To set the date, follow these steps.
1. From *My eBookMan*®, tap `01/01/01` next to Select Date.
   The Select Date screen appears.

*Select Date screen*

2. Tap ◖ or ◗ to select the year.

3. Tap the month and day.

   You can tap **Cancel** to return to *My eBookMan*® without saving your changes.

4. Tap **Select** to save changes and return to *My eBookMan*®.

## Setting the Time

To set the time, follow these steps.

1. From *My eBookMan*®, tap ⬘ and ⬙ next to Select Time to change the hour and minute.

2. Tap 𝖠𝖬 to toggle between **AM** and **PM**.

3. Tap **Done** to go to the Launcher.

## *Registering Your eBookMan Device*

The Desktop Manager enables you to register your device through the Internet. You must register to download any free content that comes with your eBookMan. You also can get samples of eBooks, music, and audiobooks. To register from the Desktop Manager, follow these steps.

1. Open your Internet connection on your PC.
2. Connect eBookMan to your PC.
3. Turn on your eBookMan device.
4. Start the Desktop Manager.
5. Click **Web|Register**.
6. Follow the instructions on the screen to create a Franklin account and download content.

 **Important!**

**Always write your password down and keep it in a safe place.**

You must enter your password each time you visit your Library of titles and content on Franklin's Web site.

# 2. eBookMan® Desktop Manager

*eBookMan® Desktop Manager* is the PC software program that transfers applications and content to your eBookMan device. You must install the Desktop Manager on your PC before using eBookMan. For information about installation, see "Chapter 1. Getting Started" on page 18.

This chapter describes the Desktop Manager views and menus, the eBookMan Monitor and the Mobipocket Web Companion. It also provides instructions for uninstalling the Desktop Manager.

The Desktop Manager consists of a Menu bar, Toolbar, Status bar, and a view that represents your eBookMan and the PC. Use the Menu bar, Toolbar, and Status Bar as you do in other Windows-based programs.
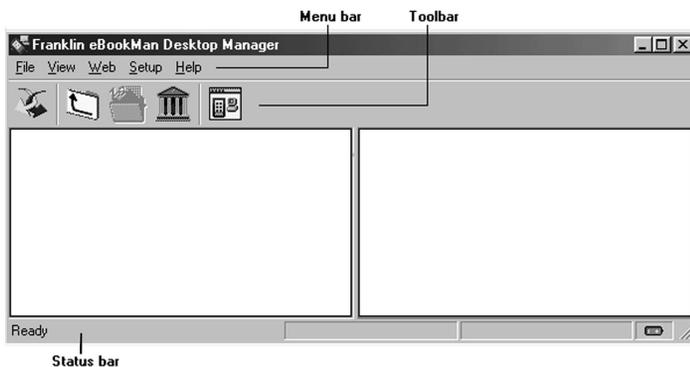


The Toolbar consists of the following:

Moves files from the Contents pane to the Device pane and synchronizes personal information between your organizer programs on the PC and on the eBookMan.

Backs up one folder.

Displays files in the Contents folder.

Displays files from the Library folder in the Contents pane.

Switches from the Connection view to the Contents view.

Switches from the Contents view to the Connection view.

**See also:**

For more information on synchronizing and managing files using the Desktop Manager, see "Chapter 3. Managing & Synchronizing Content" on page 39.

**See also:**

For more information about the Contents folder and Library folder, see "Directory Structure" on page 40.

# *Understanding the Views*

The Desktop Manager uses two views: Connection and Contents.

In the Desktop Manager, click 📧 to switch from the Connection View to the Contents View. Click 📧 to switch from the Contents View to the Connection View.

## Connection View

If the Desktop Manager detects the eBookMan device, the image shows the connection.
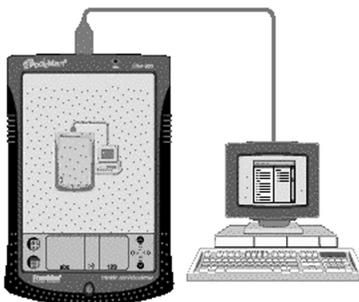
If the Desktop Manager does not detect eBookMan, the image shows that the device is not connected to your PC.

# Contents View

The Contents View uses two list panes to organize and display files stored on your PC (Contents pane) and content stored in your eBookMan device (Device pane).



Contents pane       Device pane
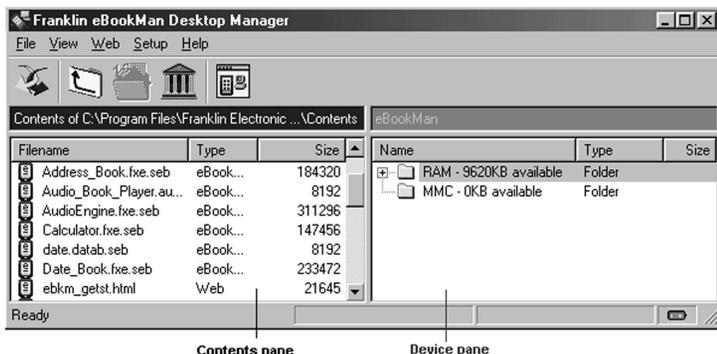
## Contents Pane

The Contents pane contains the file structure on your PC. Similar to Windows Explorer, this pane shows all files and folders in the selected directory. You can right click on a file or folder to access a corresponding context menu.

Folders listed in the Contents pane have the following context menu:

| | |
|---|---|
| **Open** | Opens a folder. You can also double click on the folder icon or name to open it. |

Files listed in the Contents pane have the following context menu items:

| | |
|---|---|
| **Send to eBookMan** | Sends content to the device. You can also double click on the file name to send it. |
| **Move to Library Folder** | Moves the highlighted file from the current folder to the Library folder. When you move a file to the Library folder, the file no longer appears in the directory from which it was moved. |
| **Copy to Contents Folder** | Copies the highlighted file to the Contents folder. When you copy a file, the original file remains in the current directory. |
| **Unpack** | Expands a zipped secure eBookMan (**\*.seb**) file. |

**See also:**

For a list of all file types and extensions that your eBookMan device recognizes, see "File Types" on page 39.

| **Delete** | Deletes a file from the Desktop Manager. Note that this option removes a file from the program and from your PC. Use caution when deleting files. There is no way to restore them once deleted. |
| --- | --- |
| **Properties** | Displays the Properties for File dialog box. |

*Device Pane*

The Device pane shows two folders: RAM and MultiMediaCard (MMC). The RAM folder contains the content files that appear in memory on the connected eBookMan device. The MMC folder contains the content files that appear on the MMC contained in the connected device. By default, content is moved to the RAM folder.

This pane may also contain status messages, for example, "Waiting for eBookMan." You can right click on a file or folder to access a corresponding context menu.

Folders listed in the Device pane have the following context menu:

| **Properties** | Displays the Folder Properties dialog box. |
| --- | --- |

Files listed in the Device pane have the following context menu items:

| **Send to PC** | Sends a file from the device to your PC. |
| --- | --- |
| **Send to PC as .WAV file** | Sends a voice recording from the device to your PC in **\*.wav** format. |
| **Move to MMC** | Moves a file on the device from RAM to MMC. This option is active only when an MMC is installed in eBookMan. |
| **Move to RAM** | Moves a file on the device from MMC to RAM. This option is active only when an MMC is installed in eBookMan. |
| **Delete** | Deletes the existing file from your device. You must confirm the deletion by clicking **OK**. Click **Cancel** to exit without deleting. |
| **Properties** | Displays the properties of the selected file in the Title Properties dialog box. |

*Managing the Panes*

Only one pane is active at a time. The title bar of the active pane is highlighted. To activate the other pane, click anywhere in it. To change the width of the panes, drag the divider. To switch the position of the panes, click the View menu and then select **Switch Panes**.

# Using the Menus

The *eBookMan® Desktop Manager* uses five menus: File, View, Web, Setup and Help.

## File Menu

Use the File menu to open, move and delete files on your PC. You can also move and synchronize content to your eBookMan device, and designate the folder or folders to store eBookMan content, view file properties, and close the program.

| | |
|---|---|
| **Synchronize** | Synchronizes all files between the current Contents directory and your eBookMan device. Synchronizes data from an organizer program, such as Microsoft® Outlook®, with the data in the organizer programs on your eBookMan device. Also synchronizes audiobooks, if *AudibleManager*® is installed. |
| **Send to eBookMan** | Moves a highlighted file from the Contents pane to the Device pane. |
| **Send to PC** | Moves a highlighted file from the Device pane to the Contents pane. |
| **Move to Library Folder** | Moves a highlighted file to the Library folder. When you move a file to the Library folder, the file no longer appears in the directory from which it was moved. |
| **Copy to Contents Folder** | Copies a highlighted file to the Contents folder. The original file remains in the directory from which it was copied. |
| **Unpack** | Expands a zipped **\*.seb** file. |
| **Delete** | Removes a highlighted file or folder. Note that deleting files from this program can remove files from the eBookMan device and the file manager on your PC. Use caution when deleting files. |

| **Properties** | Displays the properties of the highlighted file: name, type, size, publisher, and security. |
| **Open** | Opens a highlighted folder. |
| **Change to Contents Folder** | Changes the directory in the Contents pane to the Contents folder. |
| **Change to Library Folder** | Changes the directory in the Contents pane to the Library folder. |
| **Change Folder** | Changes the folder displayed in the Contents pane. |
| **Change Sync Folder** | Changes the folder to which content is downloaded from the internet and from which content is synchronized to eBookMan. |
| **Exit** | Closes the Desktop Manager. |

## View Menu

Use the View menu to see information about your device, display the Toolbar, switch the panes, and refresh the information in the current pane.

| **Device Info** | Displays the eBookMan Information dialog box. |
| **Toolbar** | Displays or hides the Toolbar. By default, the Toolbar is displayed. |
| **Switch Panes** | Switches the Contents and Device panes. The Contents pane is the default left pane and the Device pane is the default right pane. |
| **Refresh** | Reloads the active pane. The active pane has a highlighted title bar. This option refreshes the display to include the most up-to-date information for the active pane. |

## Web Menu

The Web menu gives you direct access to the eBookMan page on Franklin's Web site. From this site, you can register your device, browse and purchase titles, and get product support. If your web browser is not set up for automatic Internet connection, you will be prompted to connect to the Internet.

| **My Updates** | Goes to the page on Franklin's Web site where you can check for and download newer versions of the Desktop Manager and OS and applications. |
|---|---|
| **My Download Library** | Goes to your eBookMan account at Franklin's Web site. |
| **Download OS/ Applications** | Automatically downloads the OS and applications from Franklin's Web site if the OS is a later version from the one you have. |
| **eBookMan Home Page** | Goes to the eBookMan home page at Franklin's Web site. |
| **Product Support** | Goes to technical support at Franklin's Web site. |
| **Purchase Titles** | Goes to Franklin's eBookStore. |
| **Register** | Enables you to register your eBookMan device online at Franklin's Web site. |
| **Mobipocket Web Companion** | Opens the Web Companion, which enables you to select eNews to download and convert documents to an electronic format that *Mobipocket Reader* can display. |

## Setup Menu

Use the Setup menu to specify the port that connects your device to a PC and to configure your settings for the synchronization of your organizer data with a PC organizer application.

| **Connection. . .** | Displays the Connection configuration dialog box and enables you to designate the port. |
|---|---|
| **Intellisync. . .** | Enables you to change settings for synchronizing data between a PC organizer application and the organizer programs on your eBookMan device. |
| **Install. . .** | Re-installs the operating system and program files from the eBookMan Installation CD. |

**Note:**

Connect your eBookMan to your PC and turn your device on before selecting **Download OS/Applications**.

**Note:**

*eBookMan® Desktop Manager* with Intellisync™ supports synchronization with Microsoft® Outlook®. To sync with Microsoft® Outlook Express® 4.x, Lotus Notes® 5.0, Lotus Organizer® 5.0, or Act! 2000™, purchase Intellisync™ for eBookMan Upgrade at **www.franklin.com /ebookman**.

## Help Menu

Use the Help menu to access help and get information about Desktop Manager and Intellisync™ for eBookMan.

| | |
|---|---|
| **Help Topics** | Displays online help for the Desktop Manager. |
| **About eBookMan Desktop Manager** | Displays version and copyright information for the Desktop Manager. |
| **About Intellisync** | Displays version and copyright information for Intellisync™ for eBookMan. |

# *eBookMan Monitor®*

*eBookMan Monitor®* is the part of the Desktop Manager that runs in the system tray on your PC. When the monitor is active, 🔲 shows in the system tray. Right-click the icon to access the *eBookMan Monitor®* menu:

| | |
|---|---|
| **Open eBookMan Desktop** | Opens the Desktop Manager. |
| **About eBookMan Monitor** | Shows version and copyright information for *eBookMan Monitor®*. |
| **Exit** | Closes *eBookMan Monitor®*. |

When connected through a USB port, *eBookMan Monitor®* also provides power to eBookMan and changes color. You can use the device while it is connected.

## Mobipocket Web Companion

The *Mobipocket Web Companion* is a PC program that enables you to download, update and synchronize electronic documents to eBookMan. Electronic documents include text files, newspapers, electronic books (eBooks), web pages (**\*.htm** and **\*.html**), and Palm documents (**\*.pdb** and **\*.prc** files).

The Web Companion also provides access to Mobipocket's Web site and includes a publishing feature that formats web and Palm documents for the *Mobipocket Reader*.

The Web Companion is installed on your PC with the Desktop Manager.

Access the Web Companion from the Desktop Manager by clicking **Web|Mobipocket Web Companion**.

## Uninstalling the Desktop Manager

To uninstall the Desktop Manager, follow these steps.

1. From your PC, click **Start|Settings|Control Panel**.
2. Double-click **Add/Remove Programs**.

   The Add/Remove Programs Properties dialog box appears.
3. From the **Install/Uninstall** tab, click **eBookMan Desktop Manager**.
4. Click the **Add/Remove. . .** button.
5. Follow the instructions in the Install Wizard to remove the application.

   If the files are stored in the **Audible**, **Contents**, or **Library** folders, these folders will be left in the respective subdirectory. You must remove these manually.

**See also:**

For details about the Web Companion, refer to the online help that comes with the program. For information on how to use the Web Companion, see "Using the Mobipocket Web Companion" on page 51.

# 3. Managing & Synchronizing Content

This chapter describes using the Desktop Manager to manage content and applications using the directory structure, synchronize personal information between organizer applications on eBookMan and organizer applications on your PC and synchronize new content and applications between your PC and your device.

## Managing Files in the Desktop Manager

Use the Desktop Manager to store all content and applications for eBookMan. Some applications can be used without content. For example, you can use the calculator (*Calculate*) without content. Other applications require content. For example, the *Franklin Reader* requires eBooks formatted as Franklin Universal Binary (**\*.fub**) files. Before you use the *Franklin Reader*, you must download an eBook and move it to eBookMan.

### File Types

eBookMan recognizes most PC files. However, not all file types can be used in your eBookMan device. For example, video clips such as **\*.vgm** can only be used with a program that runs **\*.vgm** files. Files that are not recognized will not be transferred to eBookMan. File extensions may be in lower- or upper-case characters.

Content is any file that must be associated with an application to open it. Content files include, but are not limited to, the following types:

| | |
|---|---|
| **.htm** or **.html** | HyperText Markup Language file |
| **.mp3** | Music file |
| **.txt** | Text file |
| **.fub** | Franklin Universal Binary; the file extension for *Franklin Reader* books |
| **.prc** | A file formatted for handheld devices |
| **.pdb** | A file formatted for handheld devices |

**See also:**

For definitions of file types, see "Appendix D. Glossary" on page 212.

Applications are self-contained programs that may require content to run. Application files include the following types:

**.seb**        Secure eBookMan binary; most application and content files downloaded from the Franklin Web site use the **\*.seb** file extension

**.fxe**        Franklin executable

Other file types are generated while using programs in eBookMan. For example, **\*.bmark** files are created when you add bookmarks in the *Franklin Reader*. These files are synchronized when you click ⚄.

## Directory Structure

By default, eBookMan content is stored in the **C:\Program Files\Franklin Electronic Publishers\eBookMan Desktop Manager\Data\Contents** directory.

> **Note:** If you designate a different directory during download, the Data directory and its subdirectories are placed there.

All files are downloaded and stored in the Contents folder. By default, the Data folder is also the place from which all files are synchronized (the sync folder). The Desktop Manager creates three folders under the sync folder: **Contents**, **Audible**, and **Library**.

You can change the location of this folder by clicking **File|Change Sync Folder** and specifying a new folder location. Note that when you change the sync folder, the original directories remain. Use this feature to set up multiple eBookMan devices from one PC.

*The Contents Folder*

Use the Contents folder to synchronize files between your PC and eBookMan by clicking ⚄. When you click ⚄, the Desktop Manager compares the files on your eBookMan to files in the Contents folder of the Desktop Manager. If the files on your eBookMan are more recent, the Desktop Manager copies the more recent files from eBookMan to the Contents pane on the PC and then copies the more recent files from the Contents pane on the PC to your eBookMan.

**Important!**

Cookies must be enabled in your browser to download content from the Franklin Web site.

To find instructions on enabling cookies, go to an Internet search engine and enter "enable cookies."

If you save content files in other directories, you must move or copy the file or files to the Contents folder before synchronization.

To copy a file to the Contents folder, locate the file in the Contents pane of the Desktop Manager and do one of the following:

- Right-click on the file name and select **Copy to Contents Folder**

  or

- Highlight the file name and click **File|Copy to Contents Folder**.

Keep only files that you sync often in the Contents folder. Once files are synchronized, store them to the Library folder.

*The Library Folder*

Use the Library folder to store, organize, backup, and restore files after you sync them to eBookMan.

You can store and organize files by moving them to the Library folder. To move a file to the Library folder, locate the file in the Contents pane of the Desktop Manager and do one of the following:

- Right-click on the file name and select **Move to Library Folder**

  or

- Highlight the file name and click **File|Move to Library Folder**.

  **Note:** When you move a file to the Library folder, the file no longer appears in the directory from which it was moved.

You can organize files in the Library folder by creating subdirectories. Consult your Windows documentation for more information on creating and using folders.

Always backup content files and applications by moving them to the Library folder after you synchronize. You also can keep a copy of all files in the Contents folder.

If you lose data or an application becomes corrupt, you can restore the information to eBookMan from the Library folder.

To restore files to eBookMan, follow these steps:

1. Move all files from the Library back to the Contents folder.

2. Click ![icon].

*The Audible Folder*

The Desktop Manager uses the Audible folder to administer tasks from *AudibleManager®*. Do not alter or delete the contents of this folder or its subdirectories.

**Note:** Audible files are added to and deleted from eBookMan through *AudibleManager®* only.

## Deleting Files

To delete a file from eBookMan, you must remove the file from both the eBookMan device and the Desktop Manager.

1. From the Desktop Manager, locate the file in the Device pane.

2. Right-click on the file you want to delete.

3. Click **Delete**.

   Click **No** to cancel the deletion.

4. Click **Yes** at the confirmation dialog box.

   When you delete a file, a message "File has been deleted" appears.

The file no longer exists on the eBookMan, but the file remains in the Desktop Manager. If you sync by clicking ![icon], the file will be copied back to your eBookMan device. To avoid this, you must delete the file from the Contents pane in the same manner.

**Note**: When you delete a file from the Contents pane, it is removed permanently from that location on your PC.

   If you mistakenly delete a file from the PC and the file remains on your eBookMan, you can restore the file to your PC by synchronizing.

# Using Intellisync™

Intellisync is the program that allows you to import, export or synchronize files between your PC organizer program and your eBookMan organizer programs. Intellisync™ for eBookMan, included on the Installation CD and in the full download, supports MS Outlook® 98 and higher. Intellisync™ for eBookMan Upgrade, which can be purchased separately at Franklin's accessories Web page, supports Microsoft® Outlook Express® 4.x, Lotus Notes® 5.0, Lotus Organizer® 5.0, and Act! 2000™.

The PC organizer applications can be synchronized with the following programs located in your eBookMan device:

- *Address Book*
- *Date Book*
- *ToDo Book*
- *Memo Book*

Data can be transferred in the following ways:

- Imported from your PC organizer application to the eBookMan.
- Exported from the eBookMan to your PC organizer application.
- Synchronized so that the most up-to-date information is placed in both locations.

To synchronize your organizer, follow these steps.

1. Configure your organizer programs.
2. Change advanced settings.
3. Synchronize your personal information.

## Configuring Your Organizer Programs

For your organizer data to be included in a synchronization, the eBookMan organizer programs must first be aligned with your PC organizer application. You must select the eBookMan organizer programs and the PC organizer applications that you want to synchronize. To configure the synchronization settings, follow these steps.

1. From the Desktop Manager, click **Setup|Intellisync**.
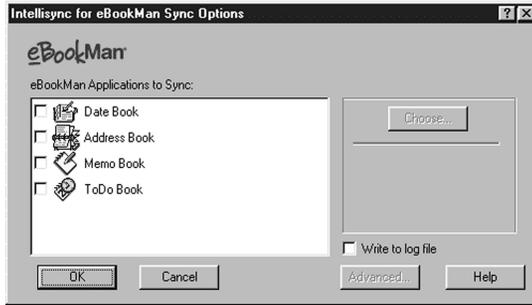
You see the Intellisync for eBookMan Sync Options dialog box.

2. Click the box next to the eBookMan organizer program you want to synchronize with your PC organizer application.
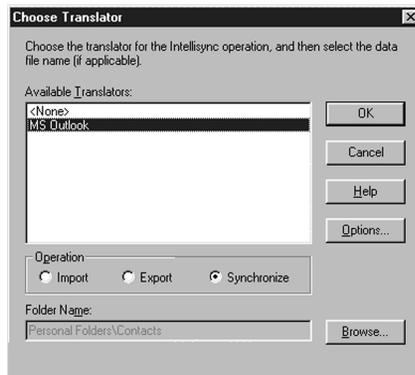


**Note**: The Choose Translator dialog box appears the first time you select a translator. During subsequent configuration, you must check the box next to the organizer program you want to edit and click the **Choose** button.

3. Click your PC organizer application from the list of available translators.

A PC organizer application file is assigned to the program you are aligning.

4. Click the check box next to the operation you want to perform.

**Import**      Imports data from your PC organizer application to the organizer program on eBookMan.

| **Export** | Exports data to your PC organizer application from the organizer program on eBookMan. |
| **Synchronize** | Synchronizes data between the organizer program on eBookMan and your PC organizer application. |

Click **Options** to change settings used when exchanging data with your PC organizer application or click **Browse** to map an alternate file or folder to this application.

Click **Cancel** to exit without saving any changes.

Click **Help** for additional information.

5. Click **OK** to accept your changes and return to the Intellisync for eBookMan Sync Options dialog box.

6. Repeat this process for each organizer program you want to include in the synchronization.

   The eBookMan organizer programs you want to include in the synchronization are now connected to your PC organizer application.

   Click the **Write to log file** check box to create a synchronization log file.

   Click **Cancel** to return to the Desktop Manager without saving your configuration settings.

7. Click **OK** to save your configuration settings.

When you are finished configuring the applications, edit the advanced settings.

## Changing Advanced Settings

Each eBookMan organizer program contains advanced settings, such as confirmation, conflict resolution, and field mappings. These include program specific parameters and fields to be mapped for the data exchange.

**Note**: These setting vary by eBookMan organizer program.

Once you have selected a translator for an organizer program, you can change the advanced settings.

1. In the Intellisync for eBookMan Sync Options dialog box, click the eBookMan organizer program for which you want to change advanced settings.

---

**Important!**

PC organizer applications may have longer fields than eBookMan can accept.

When the data in your PC organizer application fields exceeds the number of characters allowed in the corresponding eBookMan organizer program fields, the portion of the data that exceeds the field limit will not be copied.

If you edit the fields in eBookMan, the eBookMan data will be considered the newer data, and your PC organizer application data WILL BE OVERWRITTEN when you next sync.

If you do not edit those fields in eBookMan, your PC organizer application data WILL NOT BE OVERWRITTEN.

2. Click **Advanced**.
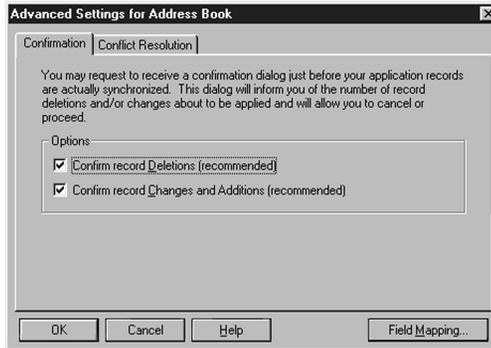


You see the Advanced Settings dialog box. This dialog box differs for each eBookMan organizer program.

3. Click the tab containing the settings you want to change.

   For details about the settings, click **Help**.

4. To edit field mappings, click **Field Mapping**.

   You see a dialog box indicating the file or folder the field names are retrieved from. This is the file or folder assigned to the organizer program when your PC organizer application is selected in the Choose Translator dialog box.

5. Click **OK** to accept this file or folder.

   Click **Cancel** to map fields without refreshing the information from the file or folder.

   Click **Help** for additional information.
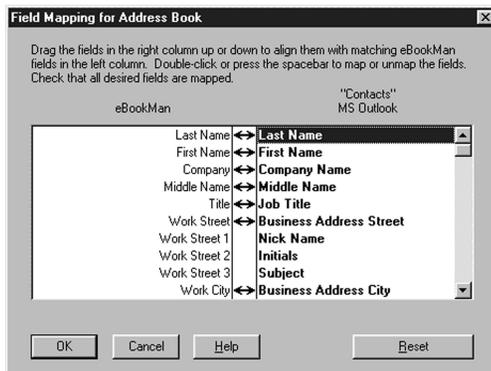


You see the Field Mapping dialog box.

6. Map the fields for the organizer program.

   Your PC organizer application fields are bold and listed in the right column. Click and drag a field in the right column up or down to align it with a matching eBookMan application field in the left column. Select a field, then double-click or press the space bar to map or unmap the fields. Mapped fields contain a double arrow between the columns. You can also click in the middle column to map or unmap fields. Click **Reset** to return the field mapping to the default settings.

   Click **Cancel** to exit without saving your changes.

   Click **Help** for additional information.

7. Click **OK** to save your changes.

   Repeat this process for each eBookMan organizer program for which you want to change advanced settings.

*Special Considerations*

All available PC organizer applications contain default field mappings for the synchronization of data with your eBookMan. There are some field mappings, however, that you are required to map manually.

For accurate synchronization in the Address Book, the following fields must be mapped in the programs below.

- Microsoft® Outlook® users must map the following fields:

  **Title** (eBookMan) ↔ **Profession** (Outlook)

  **Note**:  By default, **Job Title** in Outlook and **Birthday** in eBookMan are not synchronized.

- Lotus Notes 5.0 users must map the following fields:

  **Home Telephone 2** (eBookMan) ↔ **Home Fax** (Lotus Notes 5.0)

- Lotus Organizer 5.0 users must map the following fields:

  **WWW Page** (eBookMan) ↔ **Business URL** (Lotus Organizer 5.0)

  **Work Telephone 2** (eBookMan) ↔ **Business Assistant** (Lotus Organizer 5.0)

⚠ **Note:**

Personal information from an organizer program on your PC is synchronized to eBookMan only after you configure Intellisync.

## Synchronizing Personal Information

To synchronize personal information from the Desktop Manager,
click 🐸 or click **File|Synchronize**.

> **Note**: For proper synchronization, make sure that the
> eBookMan organizer applications you want are
> selected.

# Adding New Content and Applications

After the initial synchronization, you can add individual files to
eBookMan at any time. These files can be either content or
applications.

## Getting Content and Applications

Many companies on the Internet provide applications and con-
tent that run on eBookMan. For applications such as advanced
calculators, converters, and games, visit Franklin's Web site at
**www.franklin.com/estore**. You also can search a list of thou-
sands of eBooks, many of which are free, at Franklin's Web site.

Audiobooks can be found at **www.audible.com**. Other Franklin
partner Web sites include, but are not limited to:

**www.mobipocket.com**

**www.awe-struck.net**

**www.beiks.com**

**www.fictionwise.com**

**www.pankhurst.com**

**www.thewisdomkeeper.com**

Any MP3, HTML, text file or PDB (Palm Database) file can be
added to eBookMan. To find these file types, use your favorite
search engine. Save the file to your PC and then synchronize
the file to eBookMan.

# Synchronizing Content and Applications

The synchronization process moves files between your eBookMan and the PC. It also moves data between your personal information manager (such as Microsoft® Outlook®) and organizer programs on eBookMan (such as *Date Book*).

When you click ![icon], the Desktop Manager does the following.

1. Compares the files in the Device pane (on eBookMan) and Contents pane (on your PC).

   **Note**: Some files available at **www.franklin.com/ebookman** are downloaded to the Desktop Manager in a compressed format. During synchronization, zipped files are identified. You will be prompted to unpack each file and synchronize again. To unpack a zipped **\*.seb** file, double-click the file or go to **File|Unpack**.

   If a file in the Device pane shares the same name as a file in the sync folder, the older file is overwritten.

2. Uploads unique and changed files from the Device pane (eBookMan).

3. Downloads all files from the sync folder on your PC.

4. Synchronizes personal information (if Intellisync is configured).

5. Synchronizes audio books through *AudibleManager*® (if audio books are detected and *AudibleManager*® is set up).

To move individual files, except audio books, between eBookMan and the PC, do one of the following things:

- Drag individual files between the Contents pane to the Device pane.
- Double click a file in the Contents pane.
- Right click a file and click **Send to eBookMan** (in the Contents pane).

## Music Files

The Desktop Manager converts MP3 files to the eBookMan music format and gives you a destination choice (RAM folder or MMC folder, when available) before sending the file to your device. To synchronize individual music files, follow these steps:

---

**⚠ Note:**

Before synchronizing, always make sure your eBookMan device is connected properly to your PC and turned on.

**⚠ Note:**

The amount of time it takes to synchronize a file or files varies by the type of file, the size of the file, the type of port, and the file destination - RAM or MMC.

1. From the Desktop Manager, locate the file in the Contents pane.
2. Send the file to eBookMan.
3. Click **OK**.

   You see a dialog box that shows the progress of the conversion. You can click **Cancel** to stop the conversion.
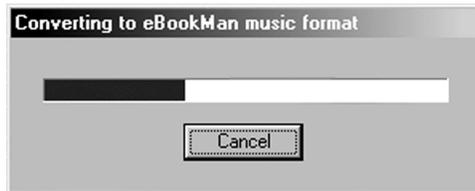
   

   When conversion is complete, a **\*.seb** file with the same name appears in the Contents pane.

   If there is no MMC in your eBookMan, you see a message stating that the file was sent to eBookMan.

   If the Desktop Manager detects an MMC in your device, the Select Destination dialog box appears.
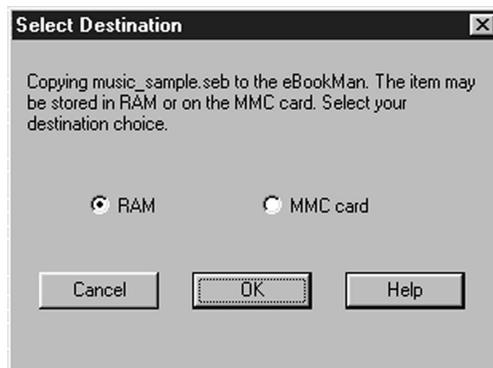
   

4. Click the destination you want.
5. Click **OK**.

   You see a dialog box that shows the progress of the synchronization.

   Click **Cancel** to stop the file from being moved to eBookMan.

*Audiobooks*

Audiobook files are managed through *AudibleManager®*. You must download this program and purchase titles from Audible.com® before you can synchronize audiobooks. To download audiobooks, follow these steps.

1. Open your browser and go to **www.audible.com**.

2. Follow the "Audiobooks" links to the *AudibleManager®* and install it on your PC.

   **Note:** The Desktop Manager and *eBookMan Monitor* must be closed to install or upgrade the *AudibleManager®* software. The first time you use the *AudibleManager®* software, you must select eBookMan as your mobile device.

3. Follow the instructions to activate eBookMan with Audible®, open an account, and purchase the titles you want.

4. Connect your eBookMan to your PC and turn on the device.

5. Open *eBookMan® Desktop Manager*.

6. Synchronize the content between the PC and your eBookMan.

## Using the Mobipocket Web Companion

The *Mobipocket Web Companion* enables you to automatically update eNews from Mobipocket's Web site. It also enables you to publish documents such as Web pages so that images and links are maintained in the Mobipocket Reader.

Before using the Web Companion for the first time, you must connect your eBookMan device to your PC, start the Desktop Manager and then start Web Companion.

To start the Web Companion, do one of the following:

• From the desktop, click **Start|Programs|Franklin Electronic Publishers|Mobipocket Web Companion**.

                              or

• From the Desktop Manager, click **Web|Mobipocket Web Companion**.

   The main window of the Web Companion appears.
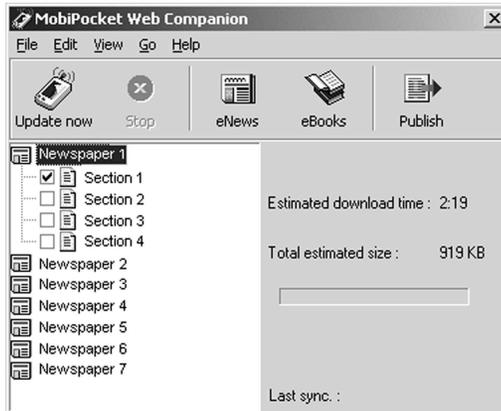
*Configure the Web Companion*

To configure the Web Companion, follow these steps.

1. Click **Edit|Configuration**.

   You see the *Mobipocket Web Companion* configuration dialog box.
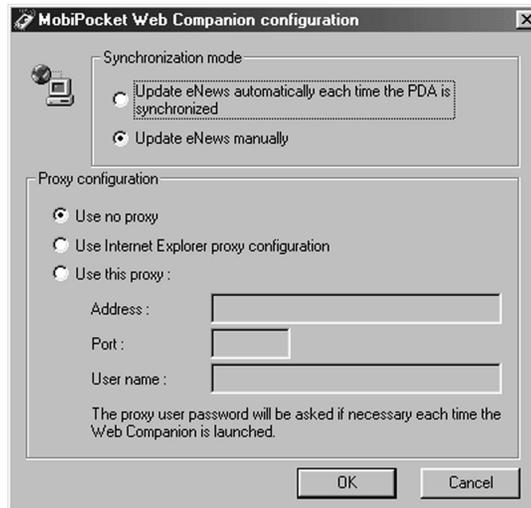


2. Click the check box for the synchronization mode you want.

   The **Manual** update enables you to control when your eNews is updated. The Web Companion only updates eNews when

   you click ![icon].

The **Automatic** update gets eNews from the Internet whenever you synchronize with your eBookMan device.

3. Click the check box for the proxy configuration you want.

The **Internet Explorer proxy** is the default configuration.

If you are an AOL user, select **Use no proxy**.

If you access the Internet through a firewall where authentication is required, select **Use this proxy** and enter the necessary data in the Address, Port and User name fields.

Click **Cancel** to exit without saving configuration changes.

4. Click **OK** to save the configuration.

## *Download Electronic Documents*

Electronic documents formatted for the *Mobipocket Reader* are sorted into three categories:

- eBooks which include PRC and Palm DOC files.
- eNews which includes newspaper downloads that are formatted and synchronized using the Web Companion.

  A list of default eNewspaper subscriptions are installed with the Web Companion.
- eDocs which include text and HTML files.

### eBooks

The Web Companion does not display a list of eBooks. The Web Companion does, however, provide you with easy access to Mobipocket's Web site so you can download eBooks at your convenience. To download eBooks, follow these steps.

1. Click  (eBooks).

   Your default browser is launched and you go to Mobipocket's Web page that lists eBooks.

2. Browse the page and site to find the eBook you want.

   In addition to eBooks from the Mobipocket Web site, any PRC or Palm DOC file can be added to eBookMan as an eBook.

3. Save the file or files to your computer.

> **Note**: You must save these files to a directory other than the Contents folder (or sync folder) in the *eBookMan® Desktop Manager* directory structure. If you attempt to sync by clicking ⚡ without first formatting the file, an error message appears.

4. Find the file on your PC.

5. Right click the file.

   You see the context menu.

6. Click **Send to eBookMan**.

   The file is formatted for your eBookMan device and saved as a **\*.seb** file in the current sync folder.

   > **Note**: Although the file is formatted for your eBookMan, you must synchronize from the Desktop Manager to move the file to your eBookMan.

   After you move the files to your eBookMan, these files are displayed in the eBooks category in the *Mobipocket Reader*.

### eNews

To download eNews, follow these steps.

1. Subscribe to the eNewspaper you want.

   Additional subscriptions are available through the Mobipocket Web site.

   a. Click 📰 (eNews).

      Your default browser is launched and you go to **www.mobipocket.com/en/eNews/**.

   b. Browse the page and site to find the eNewspaper you want.

   c. Click **Add News**.

      You may be prompted to log on to the Web site. If so, enter a user name and password and then click **OK**.

      The file automatically downloads to its proper destination and you see a confirmation dialog box.

**Important!**

**Write your user name and password down.**

You must enter your password each time you subscribe to different eNewspapers at the Mobipocket Web site.

**MobiPocket Web Companion**

ⓘ Congratulations ! The eNews has been successfully registered.

[ OK ]

d. Click **OK**.

Your Web browser stays active for you to download and install other eNewspapers.

e. Repeat these steps for each eNewspaper subscription you want.

2. Select the sections of the eNewspapers.

a. Click 🔲 next to an eNewspaper subscription to see the list of available sections.

b. Click the check box next to the sections you want.



**MobiPocket Web Companion**

File  Edit  View  Go  Help

Update now   Stop   eNews   eBooks   Publish

Newspaper 1
  ☑ Section 1
  ☐ Section 2        Estimated download time : 2:19
  ☐ Section 3
  ☐ Section 4        Total estimated size :      919 KB
Newspaper 2
Newspaper 3
Newspaper 4
Newspaper 5
Newspaper 6
Newspaper 7

Last sync. :
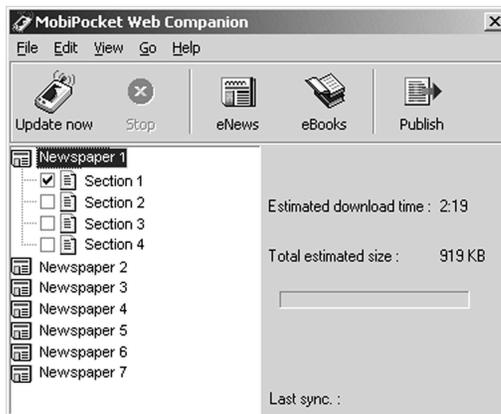
c. Repeat this process for every eNewspaper you want to download.

3. Click 🖉 (Update now).

The Web Companion connects to the Internet and downloads the Web pages which are formatted for your eBookMan device and saved as **\*.seb** files in the current sync folder.

**Note**: Although the files are formatted for your eBookMan, you must synchronize from the Desktop Manager to move the files to your eBookMan.

After you move the files to your eBookMan, they are displayed in the eNews category in the *Mobipocket Reader*.

To unsubscribe, click ▯▤ next to an eNewspaper you want and then either click **File|Unsubscribe** or right-click the eNewspaper and click **Unsubscribe** from the context menu.

### eDocs

In addition to eBooks and eNews, you can download and read other file types. *Mobipocket Reader* supports text (**\*.txt**) and HTML (**\*.html** or **\*.htm**) files. To download and format an eDoc, follow these steps.

1. Save the file you want onto your PC.

2. Find the file on your PC.

3. Right click the file.

   You see the context menu.

4. Click **Send to eBookMan**.

   The file is then formatted for delivery to your eBookMan device and saved as a **\*.seb** file in the current sync folder.

   **Note**: Although the file is formatted for your eBookMan, you must synchronize from the Desktop Manager to move the file to your eBookMan.

   After synchronization, these files are displayed in the eDocs category in the *Mobipocket Reader*.

*Move the Electronic Documents to eBookMan*

After you download and format *Mobipocket Reader* content, synchronize the files to your eBookMan one of the following ways:

1. In the Desktop Manager, click ☜ to synchronize all content.

2. Move individual files to your eBookMan in one of the following ways:

   • Drag individual files between the Contents pane to the Device pane.

   • Double click a file in the Contents pane.

   • Right click a file and select **Send to eBookMan** (in the Contents pane)

*Using Quick Publish*

Some files, such as Web pages, need to be published to maintain their images and links when viewed in *Mobipocket Reader*. To publish a Web page, do the following:

1. Save the page to a folder on your PC.

2. Open *Mobipocket Web Companion*.

3. Click [image] (Publish).
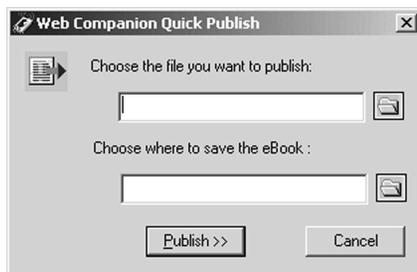
The Web Companion Quick Publish dialog box appears.

4. Click the first [image].

The Open dialog box appears.

5. Find the file you want to publish and click **Open**.

6. Click the second [image].

The Save As dialog box appears.

7. Find the directory you want to save the file in.

8. Type a name for your file in the File Name field.

9. Click **Save**.

10.Click **Publish**.

The file is saved with a .prc extension.

You can now find the file in Windows Explorer and right-click it to see the context menu. Click **Send to eBookMan**. Follow the steps in "Move the Electronic Documents to eBookMan" on the previous page to move your file to your eBookMan device.

# THE *e*BOOKMAN DEVICE

# *4. Hardware Features*

This chapter introduces you to the controls and hardware features on your eBookMan. It also contains tips on caring for the eBookMan device and instructions for resetting it.

## *Front Panel*



Microphone

Touch-sensitive screen

Control Pad

On/Off button& Backlight control
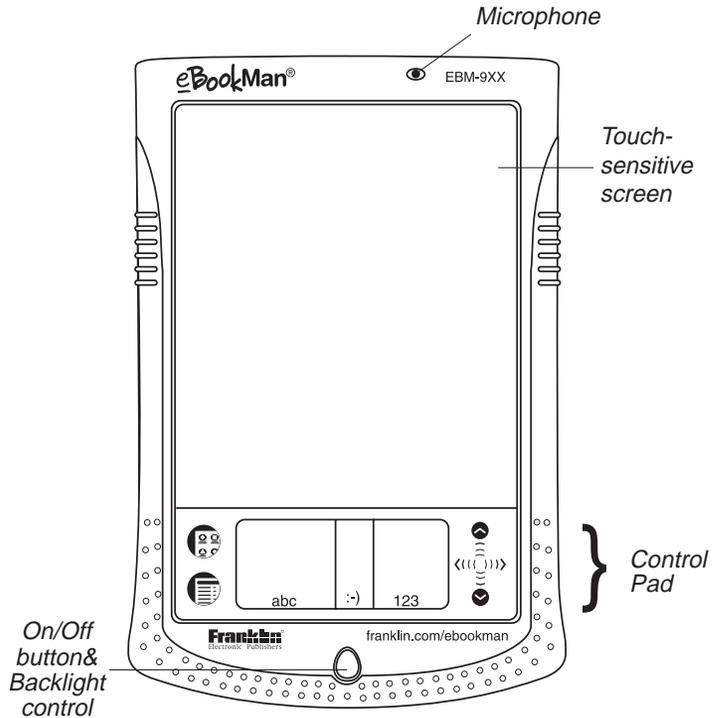
| | |
|---|---|
| **Microphone** | Speak into this when recording voice memos. |
| **Touch-sensitive screen** | The display area for programs. Touch it with the stylus to make a selection or perform a command. |

| **Control Pad** | The area on the device that contains the Handwriting area, the Launcher and Menu icons and the scroll arrows. |
|---|---|
| **On/Off Button & Backlight control** | Press once to turn the device on. Press again to turn the device off. You can also control the backlight (in models with backlight screens) with this button. When the device is on, press and hold this button for approximately two seconds to turn on the backlight. Press and hold again to turn the backlight off. |

## Control Pad

The Control Pad is the area below the touch-sensitive screen where you can tap icons, write characters, or use the scroll area to control eBookMan.



*Launcher icon*

*Handwriting area*

*Scroll area*

abc    :-)    123
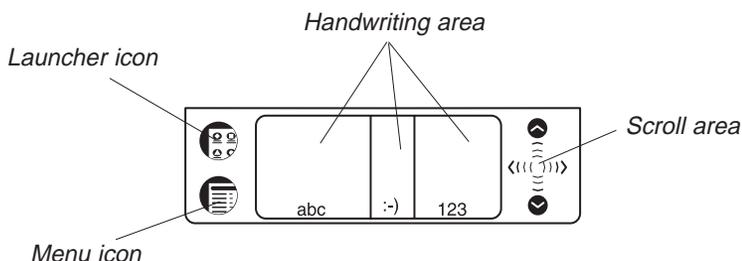
*Menu icon*

| **Scroll area** | Use the scroll arrows or scroll lines to move up and down on the eBookMan screen. |
|---|---|
| **Handwriting area** | Write letters in the Letter input area ( abc ), punctuation in the Punctuation input area ( :-) ), and numbers in the Number input area ( 123 ). |
| **Menu icon** | Tap this icon at any time to see the available menus. |
| **Launcher icon** | Tap this icon to return to the Launcher screen. Please see "Chapter 5. The Launcher" on page 67 for more information. |

# Back Panel



USB port — Stylus

Headphone jack

Speaker

Control Wheel

MMC port

RESET — Reset button

Battery compartment

| | |
|---|---|
| **Headphone jack** | Plug your headphones or earphones in here when listening to audio books, music, or voice memos. |
| **USB port** | Use this to make the connection with your cradle or cable. |
| **Stylus** | Slide this tool out of the compartment and use it to touch the screen, tap the Control Pad, and write in the Handwriting area. |
| **Speaker** | Amplifies sound from eBookMan. Please do not cover this when using the audio programs without headphones. |
| **Reset button** | Use this button to reset and restart eBookMan. For more information, see "Resetting the Device" on page 64. |

| **Battery compartment** | The device requires 2 AAA batteries. For more information, see "Install Batteries" on page 19. |
| **MMC port** | Insert MultiMediaCards (MMCs) here. For more information, see "Appendix B. MultiMediaCards" on page 209. |
| **Control Wheel** | The circular control in the rear of the eBookMan that functions as an "Enter" key, a scrolling mechanism, or volume setting. In a program, push in the wheel to select the highlighted item. Rock the wheel to scroll one page when reading. Hold the wheel up or down to scroll continuously. Rock it to control the volume when listening. Hold the wheel up or down to change volume continuously. |

## *Cover*

Your eBookMan comes with a hard plastic cover to protect the screen when the device is not in use. To attach the cover, insert the pegs on the cover into the holes on either side of the device. To detach the cover, gently snap the pegs out of the holes. We recommend that you keep the cover attached when you are not using your eBookMan.



*Pegs*
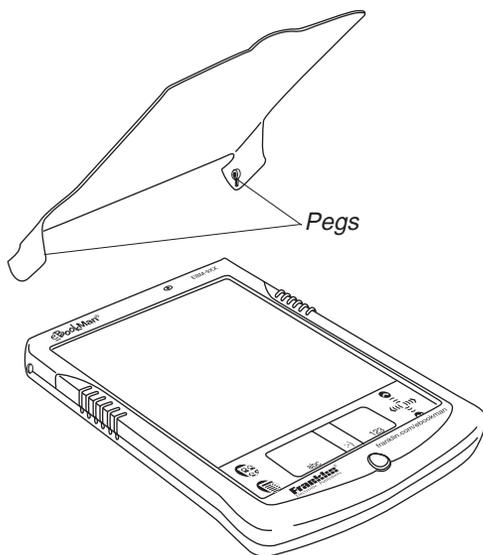
⬡ **Warning!**

Please note that the Control Wheel rocks up and down and does not spin. Please do not force the wheel or you will damage the device.

⚠ **Note:**

Leather carrying cases can be purchased at **www.franklin.com /ebookman/ accessories.asp** or your local retailer.

# *Product Care*

eBookMan is designed to be light, compact and durable. However, it is an electronic device and must be treated carefully. Putting unnecessary pressure on it or striking the device against other objects can cause damage.

In order to avoid damage to your eBookMan, please:

• Keep the device covered when you are not using it. This will protect the screen from being broken, scratched or marred in any way.

• Do not drop, crush, bend, or apply excessive force to the device.

• Do not expose eBookMan to moisture, extreme temperatures or other adverse conditions. Avoid storing it in damp, humid or wet places. It is not waterproof.

• Clean the device by wiping with a soft, dry cloth. Do not use harsh chemicals.

• Do not use instruments other than the stylus when touching the screen. Other instruments may scratch or damage the screen.

# *Resetting the Device*

Occasionally, eBookMan may need to be reset to clear memory or repair software problems.

## Soft Reset

In most cases a soft reset is sufficient. A soft reset does not affect programs or data. If a program is not performing as it should, you can perform a soft reset using one of the methods described below.

1. Reset from the Launcher menu.

   • Tap 🔡 to go to the Launcher.

   • Tap 📑 to see the Launcher menu.

   • Tap **Restart system** on the Launcher menu.

- In the Ready for restart screen, tap **Restart now**.
- Calibrate your unit and you return to the Launcher.

2. Reset from the back of the unit.

   Should you be unable to access the Launcher menu, use the blunt end of a paper clip to gently press the reset button located on the back of the device just above the battery compartment.



*Reset button*
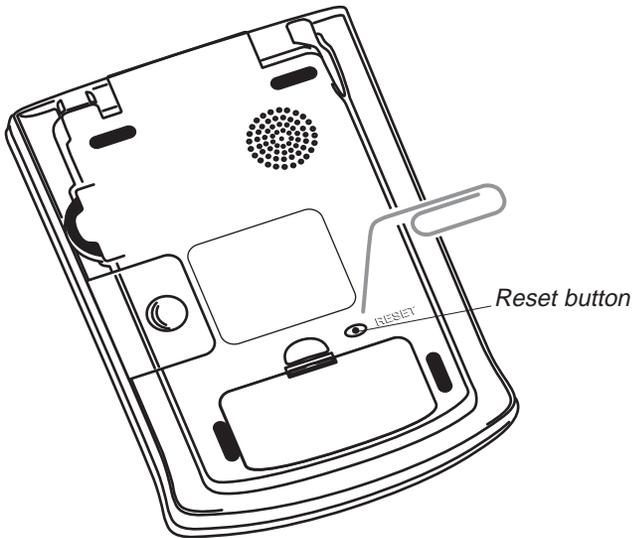
You hear a beep and eBookMan turns on.

## Hard Reset

In the rare event that the data on the screen is corrupted, a program is not responding properly, or you forget your password, you will need to perform a *hard reset*. To do this, hold **On/Off** and then use a paper clip to press the reset button. Should you do a *hard reset*, you will need to download the program and content files to your device again. Please read "Synchronize the OS and Applications" on page 22 to learn how to load system files onto your device.

**⊙ Warning!**

After a *hard reset*, any stored data will be lost.

Synchronize your data often so that you always have a copy on your PC.

# 5. The Launcher

This chapter details the features of the Launcher and provides instructions for performing tasks from the Launcher. After completing the steps in "Chapter 1. Getting Started," the Launcher appears on your eBookMan device.
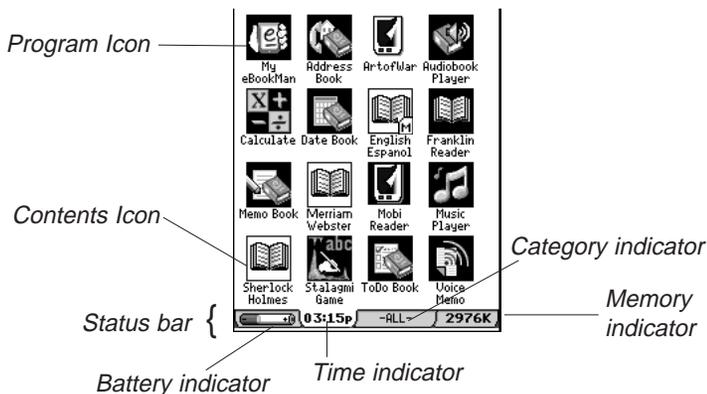
Program Icon

Contents Icon

Status bar

Battery indicator

Category indicator

Memory indicator

Time indicator

The Launcher is like the desktop on your PC. All programs and some content files, in RAM and in an installed MultiMediaCard (MMC), are represented by icons on the screen. Program icons, such as *Date Book* and *Franklin Reader*, appear on a dark background. Content icons, such as music and audio books, appear on a white background. Program and content icons from an MMC have an M on the bottom right corner.

The area located at the bottom of the Launcher is the Status bar. It contains the following items:

**Battery indicator** Displays a graphic of the energy left in the batteries. Tap the Battery indicator to view the percent of remaining battery life.

**Time indicator** Displays the time. Tap the Time indicator to view the date. The date appears for approximately five seconds.

**Category indicator** Displays the current category. Tap the Category indicator to access the Category menu. See "Using Categories" on page 78 for more details.

**Memory indicator** Displays the amount of memory available in RAM.

# *Using the Launcher Menu*

There are several options available on the Launcher menu. Tap ▤ to see the following items.

*Launcher menu* ————

> **Handwriting Guide**
> **Restart system**
> **Pen Calibration**
> **Set Contrast**
> Disable Password
> **MMC Backup**
> **Launcher Help**
> **Active Programs**
> **File Manager**
> **About**

<table>
<tr><td><b>Handwriting Guide</b></td><td>Provides a quick, onscreen reference for Natural handwriting input. It shows all the supported letter styles. For more information about Natural handwriting, see "Chapter 6. Data Entry" on page 85.</td></tr>
<tr><td><b>Restart System</b></td><td>Closes programs and files when your eBookMan device is unresponsive.</td></tr>
<tr><td><b>Pen Calibration</b></td><td>Displays the Calibration screen and enables you to re-calibrate your eBookMan device. For details about calibration, see "Calibrate your eBookMan" on page 25.</td></tr>
<tr><td><b>Set Contrast</b></td><td>Enables you to set the contrast on the screen. For more information, see "Setting Contrast" on page 69.</td></tr>
<tr><td><b>Disable Password</b></td><td>Enables you to turn your password off or on. When no password is set, the menu item is greyed and inactive. When you set a password, <b>Disable Password</b> becomes active. Tap this menu item to disable the password temporarily. The menu item becomes <b>Enable Password</b>. To turn your password on again, tap <b>Enable Password</b>. For more information, see "Using a Password" on page 74.</td></tr>
<tr><td><b>MMC Backup</b></td><td>Enables you to copy all files from your eBookMan to an MMC, restore files from an MMC to your eBookMan, or erase content on an MMC.</td></tr>
<tr><td><b>Launcher Help</b></td><td>Displays onscreen help for the Launcher.</td></tr>
</table>

⚠ **Note:**

The Handwriting Guide is also available from most screens that support data entry.

⚠ **Note:**

For more information about MMCs, see "Appendix C. MultiMediaCards" on page 209.

**Active Programs**   Enables you to view and manage programs that are open. Programs can be closed quickly from this location to make memory available for other programs. For details, see "Opening and Closing Programs" on page 72.

**File Manager**   Displays the name and size of all program and content files stored in RAM. Also enables you to move files into categories or remove files from your eBookMan device. For more information, see "Managing Files in eBookMan" on page 81.

**About**   Displays the eBookMan ID, the version number of the eBookMan Operating System, the unique identifier of the device, and other information.

## Setting Contrast

To set contrast in eBookMan, follow these steps.

1. From the Launcher, tap [📄].

2. Tap **Set Contrast**.

   The Set Contrast screen appears.

*Set Contrast dialog box*
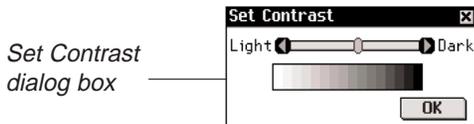


3. Use the stylus to drag the slider or tap the arrows to increase or decrease the contrast.

   You also can rock the Control Wheel up and down to adjust the contrast.

4. Tap **OK** to save your changes and return to the Launcher.

⚠️ **Note:**

The eBookMan ID is different from the number on the back of the device (serial number). It is highly recommended that you keep a written record of the numbers.

# *Changing eBookMan Settings*

You can set preferences that apply to your eBookMan device and all programs in *My eBookMan*®. The *My eBookMan*® icon appears in the top left corner of the Launcher and is displayed in all category views.

Tap [icon] to open *My eBookMan*® and access the settings.
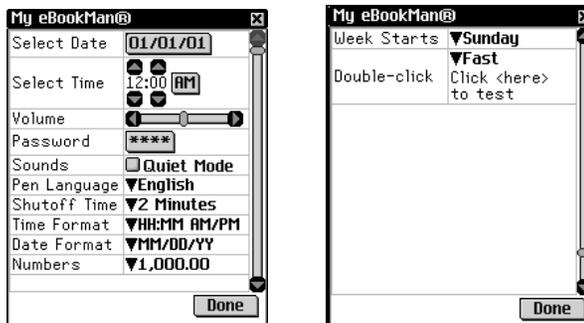
*My eBookMan*® screens

| **Select Date** | Shows the date and enables you to change it. Tap 01/01/01 to change the date or view another date. For more information about setting the date, see "Setting the Date" on page 26. |
|---|---|
| **Select Time** | Shows the time and enables you to change it. Tap the up and down arrows to change the hour and minute. Tap AM to toggle between **AM** and **PM**. For more information about setting the time, see "Setting the Time" on page 26. |
| **Volume** | Enables you to set the volume for the device. To increase or decrease the volume, drag the slider to the right or left or tap the slider arrows. When listening to music, an audio-book, or voice memo, rock the Control Wheel up or down. |
| **Password** | Enables you to set the password. Tap **** to access the Set Password screen. For more information, see "Using a Password" on page 74. |

| | |
|---|---|
| **Sounds** | Enables you to turn the device sounds off. Audiobooks, music files, and the *Date Book* alarm are not affected by this option. |
| **Pen Language** | Enables you to activate character recognition for different languages. eBookMan provides Western European character recognition for the following languages: Dutch, French, German, Italian, Portuguese and Spanish. To enable this feature, tap ▼ and then tap the language you want to select. Tap **Western European** to access all the supported characters. |
| **Shutoff Time** | Enables you to set the time that elapses before the device automatically turns off. By default, the shutoff time is **2 Minutes**. Tap ▼ to change the shutoff time to **1 Minute** or **5 Minutes**. |
| **Time Format** | Enables you to set the format for the time. By default, the time format is **HH:MM AM/PM**, where **HH** is the hour and **MM** is the minute. To change the time format, tap ▼ and then tap the format you want. **HH:MM** is a 24-hour clock with a colon delimiter. **HH.MM AM/PM** is a 12-hour clock with a period delimiter. **HH.MM** is a 24-hour clock with a period delimiter. |
| **Date Format** | Enables you to set the format for the date. By default, the date format is **MM/DD/YY**, where **MM** is the month, **DD** is the date, and **YY** is the year. To change the date format, tap ▼ and then tap the format you want: **DD/MM/YY**, **DD.MM.YY**, or **YY/MM/DD**. |
| **Numbers** | Enables you to set the format for numbers. By default, the number format is **1,000.00**. To change the number format, tap ▼ and then tap theformat you want: **1.000,00**, **1 000.00**, or **1 000,00**. |

| | |
|---|---|
| **Week Starts** | Enables you to select either **Sunday** or **Monday** as the start of the week. By default, the start of the week is **Sunday**. To change it, tap ▼ and then tap **Monday**. |
| **Double-click** | Enables you to set the speed at which the screen recognizes taps from your stylus. By default, the setting is **Slow**. To change the speed, tap ▼ and then tap the speed you want: **Fast** or **Medium**. |

To save your changes and close *My eBookMan*®, tap **Done**. The Launcher appears and all changes take effect immediately.

## *Opening and Closing Programs*

**Note:**

When running multiple programs at the same time, you can close programs from the Launcher to make memory available for other programs.

To open a program or file, tap its corresponding icon. When a program is running, you can return to the Launcher without closing it by tapping 📠. Shadows on the right and left sides of the program icon indicate that it is running in the background. Each time you close a program, you return to the Launcher. You can close a program in one of the following ways:

• In most programs and dialog boxes, ⊠ appears in the top right corner. Tap ⊠ to exit.

• In most programs, you can exit by using the File menu. From the program, tap 📖 then **File|Exit**.

• From the Launcher menu by using Active Programs.

### Using Active Programs

1. Tap 📖 then tap **Active Programs**.

   The Active Programs screen appears. It shows the amount of memory available and lists the publisher and title for each open program.

```
         Active Programs
 Free Memory: 860K
 Publisher      Program
 Franklin       addr
 Franklin       reader
 Franklin       DateBook




 [Stop Program]   [Done]
```

*Active Programs
screen*
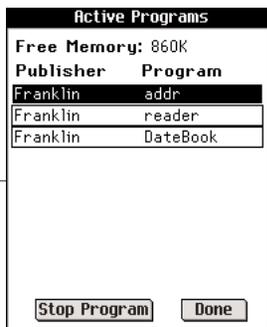
2. Tap a program to select it.

3. Tap **Stop Program**.

   The program title becomes italicized to indicate it is closing,
   and the amount of memory available refreshes.

4. Tap **Done** to return to the Launcher.

## *Performing a System Restart*

As with any computer, you may experience a problem with a
program and need to restart the device. To do so, follow these
steps.

1. Tap 📳 then tap **Restart system**.

```
 Ready for Restart          ⊠
 Free Memory:




         ┌─────────────────┐
         │ Ready for Restart │
         └─────────────────┘




 [Restart Now]      [Cancel]
```

*Ready for
Restart screen*

   The Ready for Restart screen appears.

2. Tap **Restart Now** to initiate a restart.

   The eBookMan device restarts, and the Calibration screen
   appears.

   **Note:** You can return to the Launcher without restarting the
   device by tapping **Cancel**.

# *Using a Password*

You can protect data stored in your eBookMan device by setting a password. When a password is set, your eBookMan device automatically enables it. You must enter the password each time you turn on eBookMan.

You also can change a password, delete a password or disable a password without deleting it.

## Setting a Password

To set a password, follow these steps.

1. From the Launcher, tap to open *My eBookMan*®.

2. Tap ****.

   The Enter password dialog box appears.

   *Enter password dialog box* —— 

   | Enter password |
   |---|
   | Password: |
   | OK ▦ Cancel |

3. Enter a password using a maximum of eight characters.

   You can write any combination of characters or tap ▦ to enter characters using the onscreen keyboard.

   The password that you enter appears on the screen next to the **New** prompt.

   You can tap **Cancel** to exit the screen without setting a password.

4. Tap **OK**.

   The prompt changes to **Retype New**.

   *Enter password dialog box* 

   | Enter password |
   |---|
   | Retype New: |
   | OK ▦ Cancel |

5. Re-enter the password exactly as you did the first time.

   You can tap **Cancel** to exit the screen without setting a password.

6. Tap **OK**.

The message, "Password has been changed," appears on the screen.

> Password has been changed
>
> [ OK ]

7. Tap **OK**.

   Your password is set and enabled.

   The device returns to the *My eBookMan®* screen.

8. Tap **Done** to return to the Launcher.

## Disabling a Password

To disable a password, follow these steps.

1. From the Launcher, tap 📑.

2. Tap **Disable Password**.

   The password you set remains and is disabled. You can re-enable the password by tapping 📑 and then **Enable Password**.

## Changing a Password

To change an existing password, follow these steps.

1. From the Launcher, tap 📇 to open *My eBookMan®*.

2. Tap ****.

   The Enter password dialog box appears with the **Password** prompt.

> **Enter password**     ☒
>
> Password: |
>
> [ OK ]  [ ⌨ ]  [ Cancel ]

*Enter password dialog box*

3. Enter the old password and tap **OK**.

   The Enter password dialog box appears with the **New** prompt.

*Enter password dialog box*

> **Enter password**     ☒
>
> New:    |
>
> [ OK ]  [ ⌨ ]  [ Cancel ]

4. Enter a new password and tap **OK**.

   The Enter password dialog box appears with the **Retype New** prompt.

   *Enter password dialog box* ————

   ```
   Enter password                ⊠
   Retype New: |

   [  OK  ]   [▦▦▦]   [Cancel]
   ```

   At any of the Enter password dialog boxes, you can tap **Cancel** to exit the screen without changing a password.

5. Re-enter the password exactly as you did in Step 4 and tap **OK**.

   The message, "Password has been changed," appears on the screen.

   ```
   🛈  Password has been
       changed
                    [  OK  ]
   ```

6. Tap **OK**.

   Your password is changed, and the device returns to the *My eBookMan®* screen.

7. Tap **Done** to return to the Launcher.

## Deleting a Password

To delete a password, follow these steps.

1. From the Launcher, tap 📒 to open *My eBookMan®*.

2. Tap ⟨****⟩.

   You are prompted to enter your password.

3. Enter your password and tap **OK**.

   You see the Enter password dialog box with the **New** prompt.

   At any of the Enter password dialog boxes, you can tap **Cancel** to return to *My eBookMan®* without deleting your password.

4. Tap **OK** without entering any characters.

   You see the prompt **Retype new**.

5. Tap **OK** again without entering any characters.

The message, "Password has been changed," appears on the screen.

```
┌─────────────────────────────┐
│  ┌──┐  Password has been     │
│  │ i│  changed               │
│  └──┘                        │
│           ┌──────────┐       │
│           │    OK    │       │
│           └──────────┘       │
└─────────────────────────────┘
```

6. Tap **OK**.

   Your password is deleted, and the device returns to the *My eBookMan®* screen.

7. Tap **Done** to return to the Launcher.

## Forgotten Password

**Important:** If you forget your password and the password is enabled, you will not be able to use your eBookMan.

To attempt recovery after forgetting your password, follow these steps.

1. Remove the batteries from eBookMan for about five minutes.

   All applications and content, including your password, are deleted from the device.

2. If you **DID NOT** backup the applications and content (including the password) to your PC, transfer the applications and content from your PC to eBookMan by synchronizing from the Desktop Manager.

   For more information, see "Chapter 3. Managing & Synchronizing Content" on page 39.

   If you **DID** back up your password-enabled applications and content to your PC, **DO NOT** synchronize. The content in the Desktop Manager includes the forgotten password. Go to Step 3.

3. Follow the instructions in "Appendix A. Getting Updates" on page 204 to download and synchronize the latest copy of the OS and core applications.

   You must download and transfer all other applications and content separately. You also must synchronize your personal information from the organizer programs on your PC.

**Warning!**

If you remove the batteries to erase your password, **YOU ALSO LOSE THE OPERATING SYSTEM, PRO-GRAMS AND DATA.**

# *Using Categories*

A category is the name used to group and display icons that appear in the Launcher. As the number of icons that appear in the Launcher increases, use categories to manage the program and content icons that are displayed. The default categories are: **-ALL-**, **CONTENT**, **PROGRAMS** and **UNFILED**.
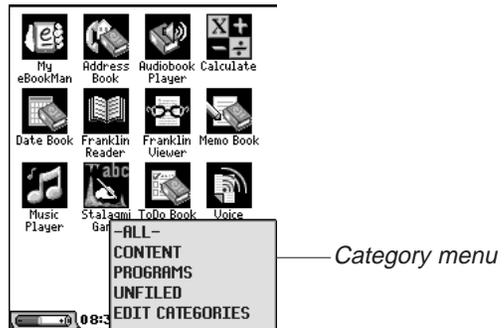
You can add, rename, and delete new categories using the Category menu. You cannot delete default categories.

Tap the category indicator to see the Category menu.

*Category menu*

<table>
<tr><td>

**See also:**

You can assign programs and files to a category using the File Manager. See "Categorizing Files" on page 83 for more details.
</td></tr>
</table>

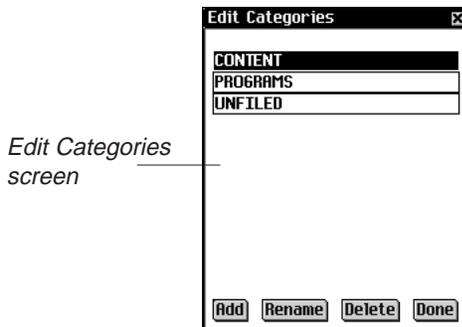| **-ALL-** | Displays all program and content icons in the Launcher. By default, **-ALL-** categories are displayed in the Launcher. For information, see "Changing the Category View" on page 79. |
| **CONTENT** | Displays only content icons in the Launcher. |
| **PROGRAMS** | Displays only program icons in the Launcher. |
| **UNFILED** | Displays only icons that are not filed under a category. For more information on filing icons, see "Managing Files in eBookMan" on page 81. |
| **EDIT CATEGORIES** | Displays the Edit Categories screen, which enables you to add, rename, and delete categories. |

# Changing the Category View

To change the icons that appear in the Launcher, follow these steps.

1. From the Launcher, tap the category indicator.

   The Category menu appears.

2. Tap the category you want.

   The icons in the Launcher immediately change to the category you specified, and the active category is displayed in the Category indicator.

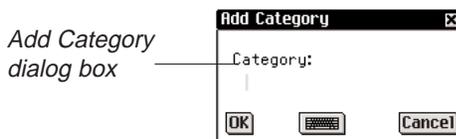   The active category is displayed until you change it.

# Adding a Category

You can create new categories to customize the Launcher and organize the icons that appear. To add a category, follow these steps.

1. From the Launcher, tap the category indicator.

   The Category menu appears.

2. Tap **EDIT CATEGORIES**.

   The Edit Categories screen appears. This screen lists the categories in alphabetical order.

*Edit Categories screen*

```
Edit Categories          ☒
┌─────────────────────────┐
│ CONTENT                 │
│ PROGRAMS                │
│ UNFILED                 │
│                         │
│                         │
│                         │
│                         │
│                         │
│                         │
│ [Add] [Rename] [Delete] [Done] │
└─────────────────────────┘
```

3. Tap **Add**.

   The Add Category dialog box appears.

*Add Category dialog box*

```
Add Category             ☒
┌─────────────────────────┐
│ Category:               │
│ I                       │
│                         │
│ [OK]    [▦▦▦]   [Cancel]│
└─────────────────────────┘
```
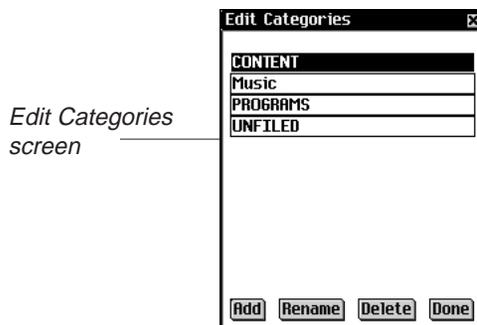
4. Enter a name for the new category. For example, write "Music."

   Write the name in the Handwriting area or tap 🖮 to enter the name using the onscreen keyboard. The Edit Categories screen can display a maximum of 20 characters in a name. The category indicator can display a maximum of nine characters in a name.

   You can tap **Cancel** to return to the Edit Categories screen without saving the new category.

5. Tap **OK** to save the category.

   The Edit Categories screen appears with the new category name in the list.

*Edit Categories screen*

```
Edit Categories          ☒
┌────────────────────────┐
│CONTENT                 │
│Music                   │
│PROGRAMS                │
│UNFILED                 │
│                        │
│                        │
│                        │
│                        │
│                        │
│                        │
│                        │
│[Add] [Rename] [Delete] [Done]│
└────────────────────────┘
```

6. Tap **Done** to return to the Launcher.

   For information on how to categorize files, see "Managing Files in eBookMan" on page 81.

## Renaming a Category

To rename a category, follow these steps.

1. From the Launcher, tap the category indicator.

   The Category menu appears.

2. Tap **EDIT CATEGORIES**.

   The Edit Categories screen appears.

3. Tap the category name you want to change.

4. Tap **Rename**.

The Rename a Category dialog box appears. The current name of the category is displayed and highlighted.

*Rename a Category dialog box* ——————

**Rename a Category** ⊠

Category:
Music

[ OK ] [ ⌨ ] [ Cancel ]

5. Enter a new name and tap **OK**.

   Write a new name in the Handwriting area or tap ⌨ to enter a new name using the onscreen keyboard.

6. Tap **OK** to save your change and return to the Edit Categories screen.

   The renamed category is listed.

   Tap **Cance**l to return to the Edit Categories screen without saving your change.

7. Tap **Done** to return to the Launcher.

## Deleting a Category

1. From the Launcher, tap the category indicator.
   Then Category menu appears.

2. Tap **EDIT CATEGORIES**.
   The Edit Categories screen appears.

3. Tap the category you want to delete.
   **Note**: You cannot delete default categories.

4. Tap **Delete**.
   The category is deleted.

5. Tap **Done** to return to the Launcher.

## *Managing Files in eBookMan*

A File Manager is available on the Launcher menu. It is a directory that lists the name and size of all files on your eBookMan. From the File Manager, you can view details about a file, associate a file with a category or delete a file from eBookMan.

 **Note:**

To delete a category that contains a program, you must first move or delete all files associated with that program. To delete files, use the File Manager. For more details, see "Managing Files in eBookMan" on this page.

# Viewing Details About a File

To find details about a file, follow these steps.

1. From the Launcher, tap 📖.

2. Tap **File Manager**.

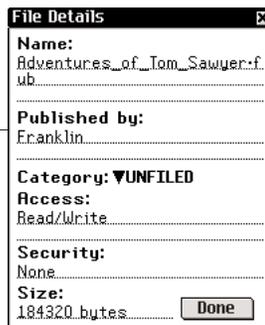   The File Manager screen appears.

   *File Manager screen*

   | File Manager | ☒ |
   |---|---|
   | 56K addr·exe | |
   | 104K audioapp·exe | |
   | 4K Audiobook_Player·au… | |
   | 36K Calculator·exe | |
   | 96K DateBook·exe | |
   | 52K memobook·exe | |
   | 16K mobihelp·prc | |
   | 36K MobipocketCommonI… | |
   | 12K MobipocketCommonR… | |
   | 384K MobiReader·fxe | |
   | 4K Music_Player·musapp | |
   | 224K reader·exe | |
   | 24K Stalagmite·fxe | |

   [ Delete ]  [ Details ]  [ **Done** ]

3. Tap the file you want.

   Use the scroll bar or scroll area to see more files.

4. Tap **Details**.

   The File Details screen appears.

   *File Details screen*

   **File Details** ☒

   **Name:**
   Adventures_of_Tom_Sawyer·f
   ub

   **Published by:**
   Franklin

   **Category: ▼UNFILED**
   **Access:**
   Read/Write

   **Security:**
   None
   **Size:**
   184320 bytes          [ **Done** ]

   This screen shows the file name, publisher, size, category (where available), access settings and security settings. Except for the Category field, this information is read only.

5. Tap **Done** to exit this screen and return to the File Manager.

6. Tap **Done** again to return to the Launcher.

## Categorizing Files

To associate a file with a category, follow these steps.

1. Follow the steps 1-4 under "Viewing Details About a File" on page 82.

2. Tap ▼ next to **Category**.

   The list of categories appears.

*File Details screen*

**File Details** ☒

**Name:**
Music_Player:musapp

**Published by:**
Franklin

**Category:** ▼ CONTENT
                Music
**Access:**   PROGRAMS
Read/Write  UNFILED

**Security:**
None

**Size:**
4096 bytes          Done

3. Tap the category you want.

4. Tap **Done**.

   The File Manager screen appears.

5. Tap **Done** again to return to the Launcher.

## Deleting Files

You can delete files from eBookMan to increase free memory or remove files that are no longer used. To delete a file, follow these steps.

1. From the Launcher, tap 📠.

2. Tap **File Manager**.

   The File Manager screen appears.

3. Tap the file you want.

4. Tap **Delete**.

   You can tap **Cancel** to exit without deleting.

5. Tap **OK** to delete the file.

   The file is removed from eBookMan.

6. Tap **Done** to return to the Launcher.

**⚠ Note:**

Files represented by icons are categorized when downloaded to eBookMan. Programs are categorized under **PROGRAMS**, and content is filed under **CONTENT**.

**⚠ Note:**

You can only categorize files represented by icons.

**⚠ Note:**

Audible® files are added to and deleted from eBookMan through *AudibleManager*® only.

# 6. Data Entry

This chapter explains how to enter data using natural handwriting, identifies acceptable characters and provides useful handwriting tips. It also describes the onscreen keyboard and all the options it offers.

eBookMan gives you the choice of writing your data or tapping it on an onscreen keyboard.

## Handwriting

Natural handwriting is the recognition system that eBookMan uses to allow data entry through writing. It makes character input simple, accurate and fast by supporting more than one way to write most characters. All writing must be entered in the appropriate section of the Handwriting area, located at the center of the Control Pad.



Letter input area    Punctuation input area

Control Pad {
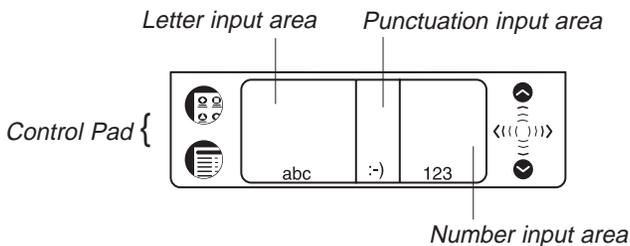
Number input area

The Handwriting area is divided into the Letter input area, Number input area and Punctuation input area. Write letters in the Letter input area ( abc ), punctuation in the Punctuation input area ( :-) ), and numbers in the Number input area ( 123 ).

### Handwriting Guide

The Handwriting Guide shows the acceptable stroke or strokes for each character. You can write each character in any of the ways shown. The natural handwriting system recognizes these variations.

To use the Handwriting Guide, follow these steps.
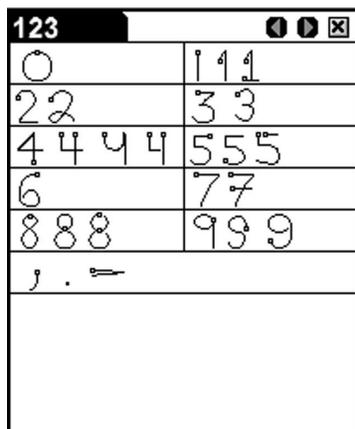
1. From the Launcher, tap ▤ .

2. Tap **Handwriting Guide**.

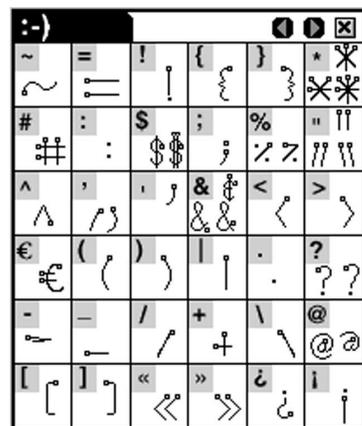   You see the first screen of the Handwriting Guide.

*Letter and punctuation strokes recognized in the Letter input area ( abc ).*
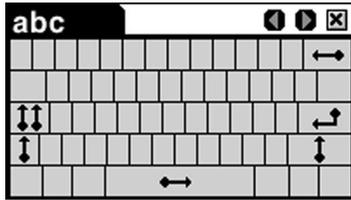
3. Tap the arrows at the top right corner to scroll through each screen of the Handwriting Guide.
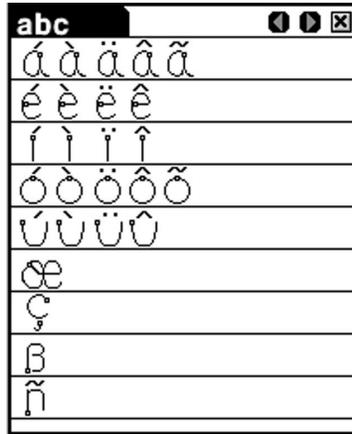
*Number and punctuation strokes recognized in the Number input area ( 123 ).*

*Punctuation strokes recognized in the Punctuation input area ( :-) ).*

*Function strokes recognized in the Letter, Number, or Punctuation input areas.*



*Accented character strokes recognized in the Letter input area ( abc ).*

4. Tap  to exit the Handwriting Guide and return to the Launcher.

## Entering Data With Natural Handwriting

Entering data with natural handwriting takes some practice. Follow these steps to enter a sentence in the *Memo Book*.

1. Remove your stylus from the back of your eBookMan.

2. From the Launcher, tap an icon for a program that allows data entry. For example, tap .

3. Locate a field where you can enter data. For example, tap **New** to go to the Edit screen.

   A blinking cursor appears in all fields where you can enter data. If the blinking cursor does not appear, the field is not active. The field must be active before you can enter data.

4. Place the pointed end of the stylus at the bottom, center of the Letter input area and draw a line straight up to shift the first letter to a capital.
   A single dot appears in the cursor to indicate shift.

## Note:

When you write a character that eBookMan does not recognize, you hear a beep.

5. In the center of the Letter input area, write the letter "a".
   - Start the stroke where indicated by the point and draw it as it appears in the Handwriting Guide. For example, to draw an "a" start here 

     and write the character left to right.
   - Lift the stylus, and the character appears in the data entry field.

   **Always** write in lower case, as displayed in the Handwriting Guide. If you want upper case letters to display, write the stroke for shift or caps lock before writing the letters you want to capitalize. For more information about functions, see "Writing Functions" on page 89.

   Natural handwriting also recognizes simple strokes for backspace, carriage return and space, as well as shift and cap lock.

6. Write the stroke for a space.

   Place the pointed end of the stylus in the center, left side of the Letter input area and draw a line straight to the right.

   A space appears in the data entry field.

7. Write the letters for the word you want. For example, write "walk."

   When you complete the strokes, the characters you entered appear in the data entry field. The Handwriting area does not change. Always write each character in the center of the appropriate Handwriting area.

   If the character is composed of more than one stroke, you see interim results on the screen. For example, when you write "k," an "l" may show on the screen before the "k" appears.

8. Write the stroke for a space.

9. Write the next words you want. For example, write "in the park".

10. Write the stroke for a period.

# Practicing Natural Handwriting

For more handwriting practice, use *Stalagmite*.

1. From the Launcher, tap ![icon].
2. Tap **Help** for more information on how to play.

# Writing Punctuation

Follow these guidelines when entering punctuation:

| | |
|---|---|
| **Period** | Write in the lower part of the appropriate input area. |
| **Comma** | Write in the lower part of the appropriate input area. |
| **Apostrophe** | Write in the upper part of the appropriate input area. |

# Writing Functions

Simple strokes make it easy to write functions, such as backspace, space, tab, shift and caps lock. The following table gives details about the functions.

| Stroke | Function |
|---|---|
| | Deletes the previous character (like the backspace key). |
| | Inserts a space (like the spacebar). |
| | Inserts a line break (like the enter key). |
| | Enables you to write the next letter in upper case (like the shift key). |
| | Switches to upper case (like the caps lock key). When you want to return to lower case, draw the shift key gesture (as above). |

# Deleting Characters

Delete characters in the data entry field by writing the back function. To delete one character, place the cursor to the right of the character you want to delete and write the back function in the Letter input area. To delete consecutive characters,do the following:

1. Drag the stylus over the characters to highlight them.
2. Write the back function in the Letter input area.

# Writing Accented Characters

Natural handwriting supports accented character recognition for Dutch, French, German, Italian, Portuguese and Spanish. To enable accented characters, you must first select the Pen Language you want in *My eBookMan*®.

1. From the Launcher, tap ![icon] to open *My eBookMan*®.

2. Tap ▼ next to **Pen Language**.

3. Tap the language you want.

    Tap **Western European** to access all accented characters.

    **Note:** The following special characters can only be written in the Punctuation input area:

    **French**        << >>

    **Spanish**        ¡ ¿

4. Tap **Done** to return to the Launcher.
    Accented characters written in the Letter input area now appear in the data entry field.

The following table lists the accented characters available for each language.

| Language | Characters |
|----------|------------|
| Dutch | à á ä â è é ë ê ì í ï î ò ó ô ö ù ú ü û ñ ç |
| French | à â ç ë è é ê ï î ô œ ü ù û « » |
| German | ä ö ü ß |
| Italian | à è é ì ò ù |
| Portuguese | ã á â ç è é ê í ò ó ô õ ü ú |
| Spanish | á é í ñ ó ú ü ¡ ¿ |

# Hints For Successful Handwriting

- Keep eBookMan vertically oriented to avoid writing slanted characters.
- Write characters as they appear in the Handwriting Guide.
- Always write in lower case.
- Write the characters large and in the appropriate input area.
- For an initial capital letter, write the shift function. A single dot appears in the cursor to indicate a shift. Write the letter you want.
- For a series of capital letters, write the caps lock function. Double dots appear in the cursor to indicate caps lock. Write the letters you want. Repeat the shift function to return to lower case.

# Onscreen Keyboard

The onscreen keyboard offers an alternative way to enter data in your eBookMan. It supports all letter, number, punctuation and accented characters that natural handwriting supports. The keyboard is available in most programs in every screen where you can enter data.

## Using the Onscreen Keyboard

To use the onscreen keyboard, follow these steps.

1. From any data entry screen, draw a line straight up and out of the Handwriting area.

   The default keyboard appears. It contains the characters available on a standard English typewriter.
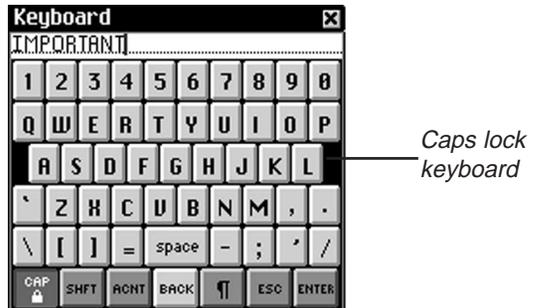


*Default keyboard*

⚠ **Note:**
To access the keyboard in some data entry screens, you can tap 📖 and then either tap **Edit**|**Keyboard** or write the Menu shortcut **k**.

If the character you want to enter does not appear on the default keyboard, use the Cap, Shift, Accent, or Shift/Accent option to find it.

- Tap **cap** to access the Caps lock keyboard.



*Caps lock keyboard*

The Caps lock keyboard contains capital letters, punctuation, and special characters. Tap **cap** again to return to the Default keyboard.

- Tap **shft** to access the Shifted keyboard.
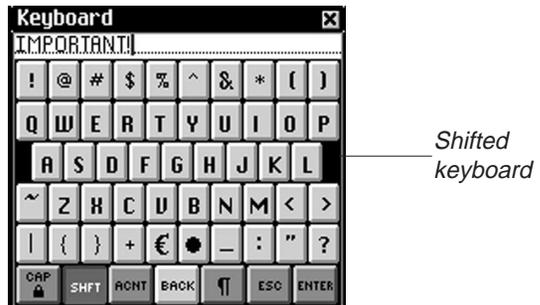


*Shifted keyboard*

The Shifted keyboard contains capital letters, punctuation, and special characters. Tap **shft** again to return to the Default keyboard.

- Tap **acnt** to access the Accent keyboard.

*Lowercase accents keyboard*

The Accent keyboard contains lowercase accented let-
ters, punctuation, and special characters. Tap **acnt** again
to return to the Default keyboard.

- Tap **shft** + **acnt** to access the Shifted Accent keyboard.

Keyboard ☒

É

*Shifted accent keyboard*

The Shifted Accent keyboard contains uppercase accent-
ed letters, punctuation, and special characters. Tap **shft** +
**acnt** again to return to the Default keyboard.

2. Tap the characters you want.

   The data you enter appears in the line above the keys.

   To delete a single character to the left of the cursor, tap
   **back.**

   To delete a single character in the middle of a word, tap in
   the line to the right of the character you want to delete, and
   then tap **back.**

   To delete more than one character, drag your stylus across
   the characters you want to delete to highlight them. When
   you tap in your new data, the old characters are overwritten.

   Tap ¶ to enter a line break.

3. Tap **enter** to save your text and exit the keyboard.

   Tap **esc** to exit the keyboard without saving.

# CONTENT APPLICATIONS

# 7. Franklin Reader

eBookMan includes *Franklin Reader*, a program that lets you read electronic books (eBooks). It also lets you search for words or phrases, mark text, and add notes to eBooks.

This chapter describes how to:

- open and close eBooks
- set preferences
- move through an eBook
- find specific information within an eBook
- use bookmarks
- get help
- exit *Franklin Reader*

Before using this program, you must download and install eBooks formatted for the *Franklin Reader*. General reference material (such as the *Merriam-Webster® Dictionary*), medical reference books (such as *The Medical Letter® Handbook of Adverse Drug Interactions*), Bibles (such as the *Holy Bible, King James Version*), and novels (such as *David Copperfield* by Charles Dickens) in *Franklin Reader* format are available at **www.franklin.com/estore**.

> **Note**: When you register your eBookMan, you can select free eBooks and samples. To access these files from the *eBookMan® Desktop Manager*, click **Web|My eBookMan Library**. For more information, see "Registering your eBookMan Device" on page 27.

## Opening and Closing eBooks

Open eBooks from *Franklin Reader* or from the Launcher.

To open an eBook from *Franklin Reader*, follow these steps.
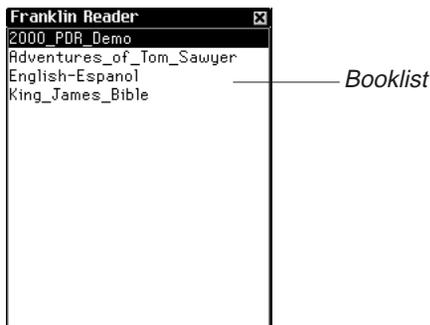
1. Tap  to open *Franklin Reader*.

   The screen that appears varies based on available content and whether or not eBooks were opened previously.

- If no eBooks are available, the message "No books loaded" appears.

**Franklin Reader** ☒
No books loaded

*Empty Booklist*
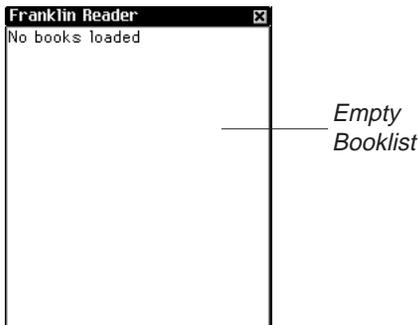
You must download and install Franklin eBooks in your eBookMan to use *Franklin Reader*. Tap ☒ to exit.

- If eBooks are available and no eBooks have been opened, you see the Booklist. The Booklist is an alphabetical list of Franklin eBooks that are installed in your eBookMan.

**Franklin Reader** ☒
2000_PDR_Demo
Adventures_of_Tom_Sawyer
English-Espanol
King_James_Bible

*Booklist*

**Note**: If an eBook had been opened previously, *Franklin Reader* displays the last viewed screen of the eBook.

To exit the Booklist, tap ☒.

2. Tap the eBook you want to open.

The default Home screen for the eBook you selected appears.

The Home screen is the initial screen for an eBook. In most eBooks, the Home screen is designated as Outline, Index, or Search.

📖 **See also**

For more information about the screens, see "Understanding Franklin Reader Features."

To open an eBook from the Launcher, tap the Content icon for the eBook. The default Home screen or the last viewed screen appears.
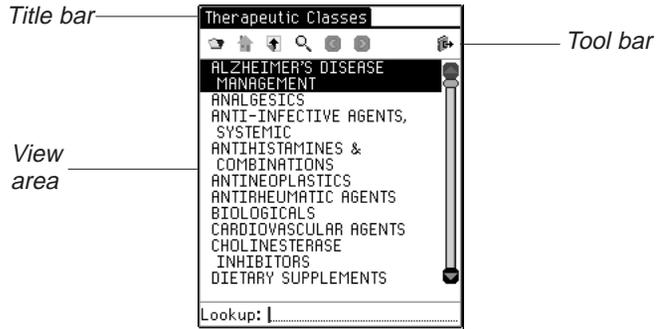
**Note**: Not all eBooks have Content icons associated with them.

3. Tap ![icon] to close *Franklin Reader*.

The next time you open *Franklin Reader*, the book you last viewed appears.

## *Understanding Franklin Reader Features*

Most *Franklin Reader* screens consist of a title bar, tool bar and a view that represents eBook content.
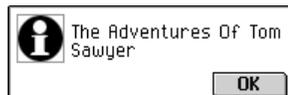


*Title bar*

*Tool bar*

*View area*

### Title Bar

The title bar displays the name of the eBook, the title of your current location within an eBook or the Outline Location within an eBook.

Names of eBooks can be abbreviated in the Booklist and in the title bar. Names of section titles are often abbreviated as you move through the Outline or in text. To see the full name of an eBook or the full title of the current location within and eBook, follow these steps.

1. Tap the name in the title bar.

The full name is displayed in a dialog box.

2. Tap **OK** to exit.

When viewing text or searching for a word, you can find the Outline Location within an eBook by tapping the title bar. For example, you may read text in a Bible that displays the verse and number but not the book. To display the Outline Location, tap the title bar.

## Tool Bar

The tool bar displays icons that enable you to move around in an eBook and access other locations in *Franklin Reader*. The icons that appear on the tool bar vary by location within the program and by available features within an eBook. The following icons are available.

- (Booklist) Returns to the Booklist from any screen.
- (Home) Returns to the Home screen for the selected eBook.
- (Outline) Goes to the top level of the Outline.
- (Search) Goes to the Search screen. After a search, goes to the Search Results screen. From the Search Results screen, returns to the Search screen with the previous query word or words displayed. At the Search screen, clears the selected item or items or query word or words.
- (Forward) Moves forward to a previously visited location.
- (Back) Moves back to a previously visited location.
- (Next) Goes to the next match when viewing text after a search.
- (Previous) Goes to the previous match when viewing text after a search.
- (List) After a search, goes to the Selection List.
- (Exit) Closes *Franklin Reader* and returns to the Launcher.

**Note:**

Icons for functions that are not available appear grayed-out on the tool bar.
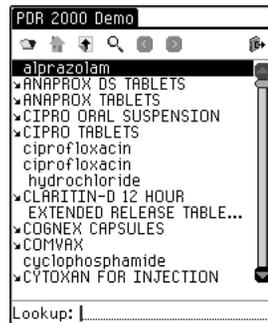
# The Views

*Franklin Reader* uses five views to represent the content of an eBook: List, Text, Sub-text, Search, and Bookmark.

## List View

The List view displays chapters, sections or headwords of an eBook. The content of a list varies. For example, a list in a novel may contain the titles of the chapters. A list in a dictionary may contain headwords, and a list in a medical reference may contain sections of drug types. The most common lists include the Outline and Index, which are similar to the Table of Contents and Index in a printed book. Other lists include, but are not limited to, the Booklist and Bookmark List.

```
Tom Sawyer
CHAPTER I
CHAPTER II
CHAPTER III
CHAPTER IV
CHAPTER V
CHAPTER VI
CHAPTER VII
CHAPTER VIII
CHAPTER IX
CHAPTER X
CHAPTER XI
CHAPTER XII
CHAPTER XIII
CHAPTER XIV
Lookup:
```
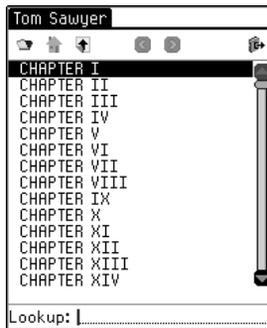
*List example: Outline of Tom Sawyer*

```
PDR 2000 Demo
 alprazolam
×ANAPROX DS TABLETS
×ANAPROX TABLETS
×CIPRO ORAL SUSPENSION
×CIPRO TABLETS
 ciprofloxacin
 ciprofloxacin
  hydrochloride
×CLARITIN-D 12 HOUR
  EXTENDED RELEASE TABLE...
×COGNEX CAPSULES
×COMVAX
 cyclophosphamide
×CYTOXAN FOR INJECTION
Lookup:
```

*List example: Outline of Physician's Desk Reference® (PDR) 2000 Demo*

Many lists are short and easy to navigate. When a list does not fit on one screen, a scroll bar appears.

The diagonal arrow to the left of a list item indicates another list below, similar to a sub-menu. Tap the list item to go to the sub-list. Tap the arrow to bypass all sub-lists and go directly to the corresponding text.

## Search View

Enables the user to enter and search for a word or phrase within an eBook. Also displays the results of a search. To access the Search screen, tap 🔍 .

*Text View*

The Text view displays the main text of an eBook. Read, scroll, highlight text, and add bookmarks from text. To change the way text is displayed in *Franklin Reader*, see "Setting Preferences."

*Sub-text View*

The Sub-text view displays additional text such as context-sensitive help, bibliographic entries, footnotes, and tables. Most sub-text is accessed by tapping a special marker or by using a menu item.

*Bookmark View*

The Bookmark view provides a way to enter, view, edit and remove bookmarks.

## *Using the Menus*

*Franklin Reader* includes four menus: Move, Edit, Options and Go To. To access a menu, follow these steps.

1. Tap 📄 on the Control Pad to see the available menus.

    Some menu items have a character in the right column. These are Menu shortcuts.

2. Tap the name of the menu you want.

3. Tap the menu item you want or write the Menu shortcut in the Handwriting area.

## Move Menu

Use the Move menu to move between different locations in an eBook.



*Move menu*

**Back (<)**          Moves back to the previously visited location.

**Forward (>)**       Moves forward to the previously visited location.

> ⚠ **Note:**
>
> The available menus and menu options vary from eBook to eBook and by location in an eBook.

| **Scroll to Top (^)** | Moves to the top of the current list or section. |
| **Scroll to End (v)** | Moves to the bottom of the current list or section. |
| **Exit (e)** | Closes *Franklin Reader*. |

**Important!**

Before using the Cut, Copy and Paste functions, you must select text. To select text, drag the stylus over the text you want.
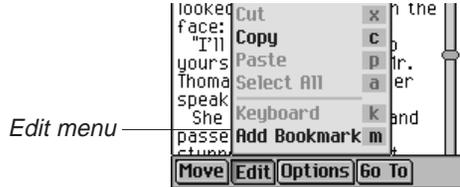
## Edit Menu

Use the Edit menu to cut, copy and paste text, access the onscreen keyboard, and add bookmarks.



*Edit menu*

| **Cut  (x)** | Removes selected text. The text is stored on the clipboard to copy to another location. |
| **Copy  (c)** | Copies selected text to the clipboard. |
| **Paste  (p)** | Pastes copied or cut text from the clipboard. |
| **Select All  (a)** | Highlights all available text at current location to select it. |
| **Keyboard  (k)** | Displays the onscreen keyboard. |
| **Add Bookmark (m)** | Enables you to add a bookmark at the current location in text. |

## Options Menu

Use the Options menu to set your user preferences, learn more about the program and the eBook you are reading, view Reader Functions, and get help for the program.



*Options menu*
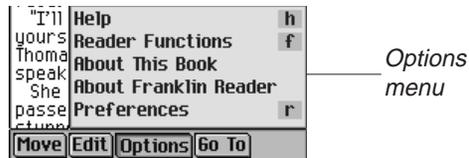
| **Help (h)** | Shows context-sensitive help. |
| **Reader Functions (f)** | Displays a guide to the menus. |

| | |
|---|---|
| **About This Book** | Displays copyright information for the current eBook. |
| **About Franklin** | Displays the version number and copyright information for *Franklin Reader*. |
| **Preferences (r) Reader** | Enables you to set preferences in *Franklin Reader* and the current eBook. |

# Go To Menu

Use the Go To menu to access the top level of the Outline or Index, go to the Search screen, and view search results, the Bookmark List and the Booklist.

The Bookmark List is the list of bookmarks that you have inserted in the eBook you are currently viewing.



*Go To menu*
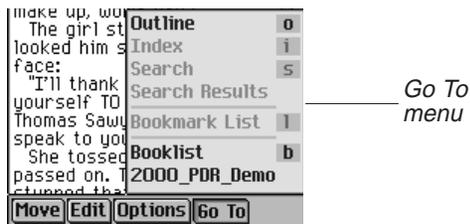
| | |
|---|---|
| **Outline (o)** | Goes to the top level of the Outline. |
| **Index (i)** | Goes to the top level of the Index, when available. |
| **Search (s)** | Goes to the Search screen, when available. |
| **Search Results** | Goes to the Search Results screen, when available. |
| **Bookmark List (l)** | Displays the list of Bookmarks for the current eBook. |
| **Booklist (b)** | Goes to the *Franklin Reader* Booklist. |
| **[eBook name]** | Displays the name of most recent eBooks that were opened and are still available. |

# *Setting Preferences*

You can set your preferences for *Franklin Reader* and the eBook you are currently viewing. The options on the Preferences screen may vary by eBook.

To set preferences, do the following.

1. From any screen within an eBook, tap 📑 and then either tap **Options|Preferences** or write Menu shortcut **r**.



*Preferences screen*
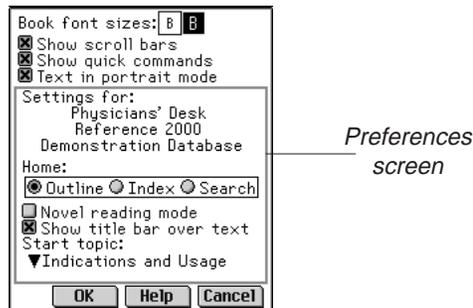
2. Change the settings you want.

   You can tap **Help** to get information about the settings.

3. Tap **OK** to save your changes.

   Tap **Cancel** to exit without changing the defaults.

## Franklin Reader Settings

You can set features that change the appearance of all eBooks in the *Franklin Reader*, such as font size and display.

**Book font sizes**    By default, the large font (**B**) is highlighted. Tap the small **B** to change to a smaller font. The smaller font lets you view more text on the screen.
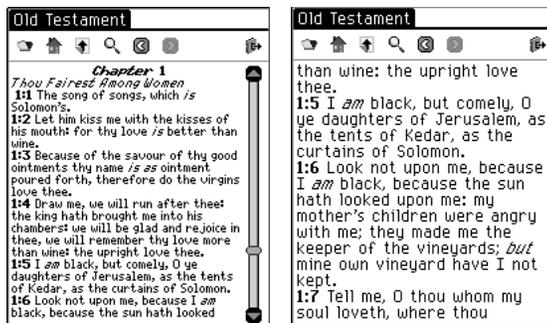


*Small font size*

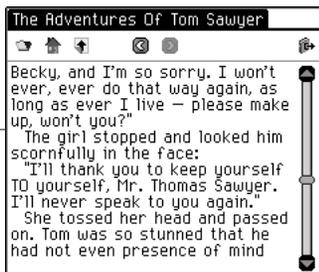*Large font size with no scroll bars*

| **Show scroll bars** | When checked, this option shows scroll bars. Tap the check box next to the scroll bar option to deselect it. |
| --- | --- |
| **Show quick commands** | Tap the check box next to the Quick Commands option to deselect it.<br>**Note:** Most books do not have Quick Commands. |
| **Text in portrait mode** | This option lets you select the viewing orientation: portrait or landscape. By default, this option is checked. |

*Text in Landscape mode*

> **The Adventures Of Tom Sawyer**
>
> Becky, and I'm so sorry. I won't ever, ever do that way again, as long as ever I live — please make up, won't you?"
>   The girl stopped and looked him scornfully in the face:
>   "I'll thank you to keep yourself TO yourself, Mr. Thomas Sawyer. I'll never speak to you again."
>   She tossed her head and passed on. Tom was so stunned that he had not even presence of mind

**Note**: Landscape orientation applies only to the text views in an eBook. All other screens remain in portrait mode.

## eBook Settings

Depending on the eBook, you can select the default Home screen, display the title bar over text, and select a start topic.

| **Home** | Tap the button next to Outline, Index or Search to select it as the Home screen of the current eBook. |
| --- | --- |
| **Novel reading mode** | Tap the check box next to this option to format an eBook with margins and justification. The text appears more like a printed eBook. By default, this option is not checked. |
| **Show title bar over text** | The default is to show the title bar over text. Tap the check box to deselect it. |

**Start topic**                Tap the down arrow to see the list of topics that you can set as the starting point for viewing text. This option is not available in every eBook.

## *Moving Around*

You can read an eBook just as you would a printed book or use an eBook as a reference. Rather than flipping pages, moving around in an eBook involves tapping icons and using the menus associated with *Franklin Reader*. It also involves tapping through lists, scrolling through text, and tapping Special Markers or hyperlinks associated with the content of the eBook.

To move through an eBook, follow these steps.

1. Move to the list you want. For example, move to the Outline.

   Go to the Outline in one of the following ways:

   - Tap ⬆.

   - Tap 📋 and then either tap **Go To|Outline** or write Menu shortcut **o** to go to the top level of the Outline.

   - If the Home screen is the Outline, tap 🏠.

2. Tap the list item (chapter or section) you want.

   If the list is longer than one screen, use the scroll bar, scroll area on the Control Pad, or Control Wheel to view the rest of the list.

   Text may appear directly under the list item. If text does not appear, continue to tap through the list until you get to the text you want.

3. In text, move by line or screen.

   Use the scroll bar on the screen, the scroll area in the Control Pad, or the Control Wheel to move by line or by screen.

4. Tap 🔲 and 🔲 to return to the text that you already viewed.

   If the text you see is the result of a search, tap 🔍 or 🔍 to move to the next or previous match.

# Special Markers

When reading and moving through text, you may see Special Markers - images of blocked text. Special markers indicate that more information is available. The following are some examples of Special Markers:

| | |
|---|---|
| 🔳🔳 , 🔳 | Footnote |
| FIG | Graphic or figure |
| BIB | Bibliographic entry |
| 🔳🔳 | Unavailable section of text |
| 🔳🔳 | Unavailable graphic illustration |
| TABLE | Table reference |
| XREF | Cross reference |
| 🔳 | Bookmark |
| 🔊 | Pronounces the headword, highlighted word, or entry. |

To view the information associated with a special marker, follow these steps.

1.  Tap the marker to view its information in sub-text.

    If the information takes up more than on screen, use the scroll bar to view more text.

2.  When done, tap 🔘 or **OK** to return to the text you were reading.

# Quick Commands

When reading and moving through text, you may see Quick Commands - a row of buttons at the bottom of text. Quick Commands act as hyperlinks that jump to a related section of the text. They most commonly appear in medical references.
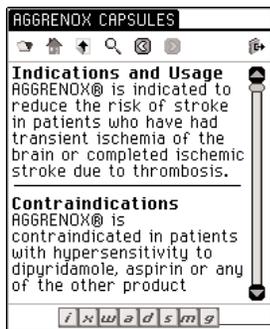


*Quick Commands*

To use a Quick Command, tap or write the letter to go directly to that section of text. When using Quick Commands, please note the following:

- Quick Commands only work in Text view.
- When Quick Commands are not displayed, you can write these letters to go to the indicated section.

## *Searching within an eBook*

*Franklin Reader* enables you to search for words or phrases within an eBook. The search method varies by location in the program and in the eBook. The basic search methods include Lookup, Quick Search and the Search screen.

### Lookup

The Lookup feature provides a quick way to find items in a list. It is used best when you know the list item (for example, headword, chapter or section) you want. To use the Lookup feature, follow these steps.

1. Go to a list in an eBook.

   For example, tap ✛ to go to the Outline.

2. Write the characters of the list item one at a time in the Handwriting area or tap them on the onscreen keyboard.

   The characters you enter appear in the Lookup field at the bottom of the screen.

   The highlight automatically moves to the first list item starting with those characters.

PDR 2001 Topical

> PSORCON E CREAM
> PSORCON E OINTMENT
> QUIXIN OPHTHALMIC
   SOLUTION
> REGRANEX GEL
> RENOVA CREAM
> RETIN-A MICRO
   MICROSPHERE, 0.1%
> REV-EYES STERILE
   OPHTHALMIC EYEDROPS O....
   rimexolone
   selenium sulfide
> SELSUN RX 2.5% LOTION,
   USP

Lookup: ps

*Lookup for the letters "ps"*

If you enter a series of letters, the program searches for them in sequence. When it encounters a letter for which there is no match, it highlights the first list item with the last matched letters.

When you delete characters, the Lookup backs up to the previous match.

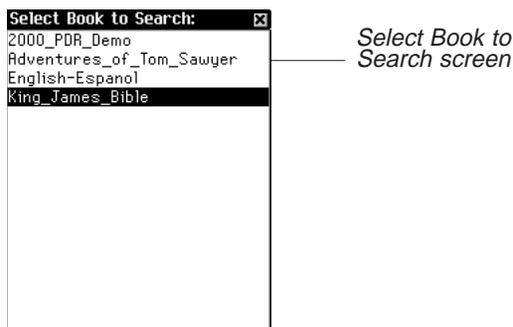2. Tap the item you want to select it.

**Note**: The Lookup feature is available in List view only.

## Quick Search

You can search for a word in more than one eBook by using Quick Search.

1. In text, highlight the word or words you want by dragging the stylus over them.

2. Tap the highlighted word or words.

The Select Book to Search screen appears.

```
Select Book to Search:      ⊠
2000_PDR_Demo
Adventures_of_Tom_Sawyer
English-Espanol
King_James_Bible
```

*Select Book to Search screen*

3. Tap the eBook where you want to find the word or words.

The eBook opens and the word or words are searched. The search results are the same as if you had performed a word search in that eBook.

## The Search Screen

The Search screen lets you find words or phrases in text.

**Note**: The Search screen is not available in all eBooks. In some eBooks, the Search screen uses a Selection List and enables you to find words in the list.

**See also**

The Search screen also can be used to correct spelling. To use the Search screen to find words or phrases in text, follow these steps.

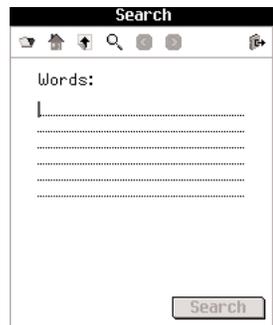1. Go to the Search screen.

   Access the Search screen from any location within *Franklin Reader* in one of the following ways:

   - Tap $\mathbb{Q}$ .

   - Tap $\textrm{⬛}$ and then either tap **Go To|Search** or write Menu shortcut **s**.

   For example, tap $\mathbb{Q}$ in *Sherlock Holmes.*
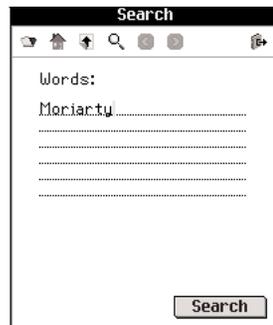
   The Search screens appears.

   *Search screen for words*

2. Enter up to six words by using the Handwriting area or the onscreen keyboard.
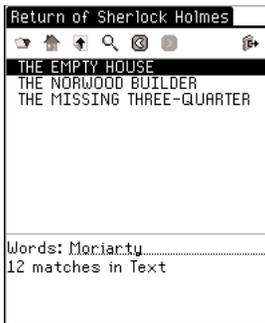
   For example, enter "Moriarty."

   *Searching for "Moriarty" in Sherlock Holmes*

   You also can paste text that was previously copied to the clipboard.

3. Tap **Search** to initiate the search.

The search results appear.

```
Return of Sherlock Holmes
🗁 🏠 ⬆ 🔍 ⊗ ⊡        📖
THE EMPTY HOUSE
THE NORWOOD BUILDER
THE MISSING THREE-QUARTER




Words: Moriarty
12 matches in Text
```

*Search results for "Moriarty" in Sherlock Holmes*

If you enter words that cannot be found, you see a dialog box indicating "No candidates found."

```
ⓘ  No candidates found.
        OK
```
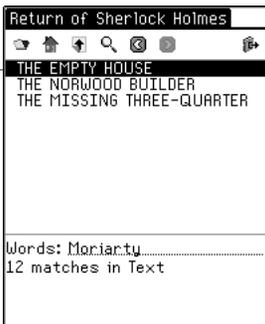
Enter a new search request and try again.

4. Tap the list item in which you want to find the word or phrase. For example, tap "THE EMPTY HOUSE."

Text where the match was found appears, and a dotted box appears around the match.
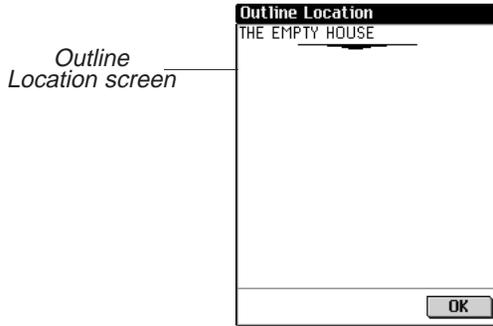
*Search results in text*

```
Return of Sherlock Holmes
🗁 🏠 ⬆ 🔍 ⊗ ⊡        📖
THE EMPTY HOUSE
THE NORWOOD BUILDER
THE MISSING THREE-QUARTER




Words: Moriarty
12 matches in Text
```

5. Tap 💠 or 💠 to move to the next or previous match.

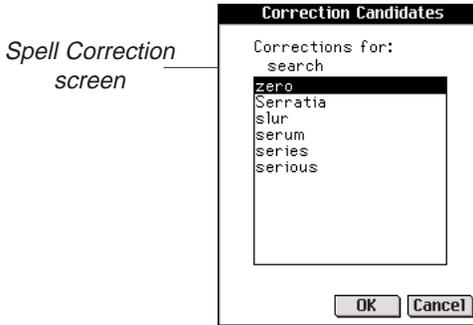Tap the title bar to see the Outline Location of the current match within the eBook.

**Outline Location**
THE EMPTY HOUSE

OK

6. Tap **OK** to exit the Outline Location.

*Spell Correction*

If any word you enter in the Search screen is misspelled, a list of corrections appears.

**Correction Candidates**
Corrections for:
  search
zero
Serratia
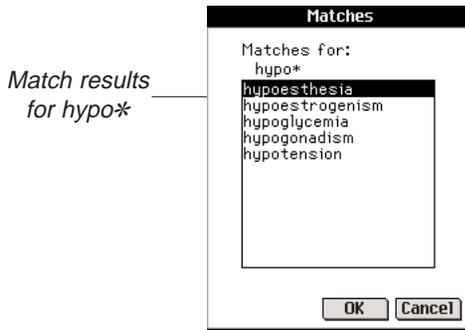slur
serum
series
serious

OK    Cancel

If the list of corrected spellings includes the word you intended, tap it and then tap **OK** to continue the search using the correction.

To go back to the Search screen and enter a different word, tap **Cancel**.

*Word Match*

If you are not sure how to spell a word, enter ? to stand for a single letter or * to stand for zero, one or more letters. For example, if you are not sure whether the word is spelled "receipt" or "reciept", write *rec??pt* and tap **Search**. All words matching this pattern are displayed.

To see all the words that begin with "hypo", write *hypo** and tap **Search**.

*112    Chapter 7. Franklin Reader*

```
                    Matches

                Matches for:
                  hypo*
                hypoesthesia
                hypoestrogenism
                hypoglycemia
                hypogonadism
                hypotension




                    OK    Cancel
```

*Match results for hypo\** ← (label pointing to list)

A list of possible matches is displayed. Tap the word you want and then tap **OK** to search using that word. To go back to the Search screen and change the request, tap **Cancel**.
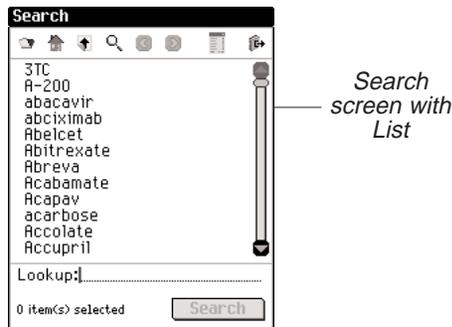
*Searching from a List*

In some eBooks, the Search screen shows a list of items from which you can search. Use this feature to find information about two or more items.

To perform a search from this screen, follow these steps.

1. Go to the Search screen.

   Access the Search screen from any location within *Franklin Reader* in one of the following ways:

   • Tap $\mathcal{Q}$ .

   • Tap and then either tap **Go To|Search** or write Menu shortcut **s**.

```
Search
  ☞ ⌂ ⬆ ☌ ◁ ▷   ▤   ⬔
3TC
A-200
abacavir
abciximab
Abelcet
Abitrexate
Abreva
Acabamate
Acapav
acarbose
Accolate
Accupril
Lookup:
0 item(s) selected        Search
```

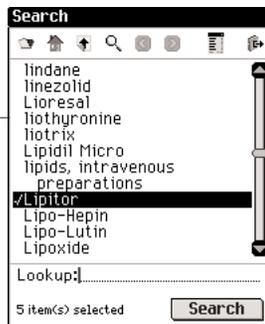*Search screen with List* ← (label pointing to screen)

2. Tap an item to select it.

   A check mark appears to the left of the item. To deselect an item, tap it again.

You can select up to 30 items from the provided list.

*Search screen with selected items*

```
Search
🖙 🏠 ⬆ 🔍 ◐ ◑        ▤ 🚪
       lindane                    ▲
       linezolid
       Lioresal
       liothyronine
       liotrix
       Lipidil Micro
       lipids, intravenous
         preparations
       ✓Lipitor
       Lipo-Hepin
       Lipo-Lutin
       Lipoxide                   ▼
   Lookup:│
   5 item(s) selected      Search
```

3. Tap ▤ to see the Selection List, a complete list of selected items.

```
Selection List              ⊠
ACE inhibitors
clotrimazole
grapefruit juice
insulin
Lipitor




Delete          OK  Cancel
```

*Selection List*

To delete an item, tap it and then tap **Delete**.

Use the scroll bar, when available, to view all selected items.

4. Tap **OK** to return to the Search screen.

5. Tap **Search** to initiate the search.

## Search Results

Because search results are based on the content and structure of an eBook, they vary widely. Search results are assigned categories to help you easily determine the part of an eBook in which your words were matched - a chapter title, definition, text or index.

Results may be found in more than one category. If the **More** button appears on the Search Results screen, it indicates that more search matches are available in a different category. Tap **More** to see them.

⚠ **Note:**

Not all of the categories described are available in every eBook. Every search request will not return matches in every category available to that eBook. In some instances, you may need to tap **More** to see a particular category.

Search results can occur in the following categories:
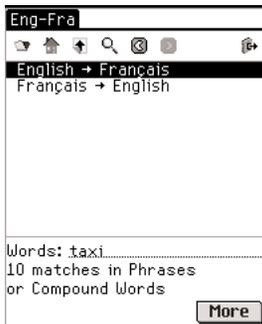
A. Entries using other forms

These matches occur when other forms of the word or words you entered match a compound word or phrase. Other forms include inflections and root words.

B. Headwords

These matches occur when the word or words you entered exactly match a headword. Inflections and root words may be considered exact matches.
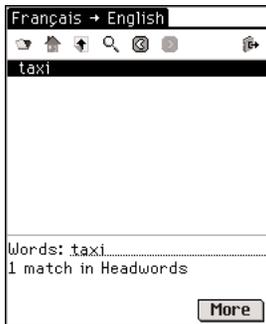


*Headwords in translator*



*Phrases or Compound Words in translator*

C. Phrases or Compound Words

These matches occur when the word or words you entered match part of a compound word or phrase.

D. Text

These matches occur when the word or words you entered match within a single verse or paragraph of text or match inflections or run-ons within a definition. You must tap through the Outline until you enter text to see the matching words. Your search word or words will be boxed.
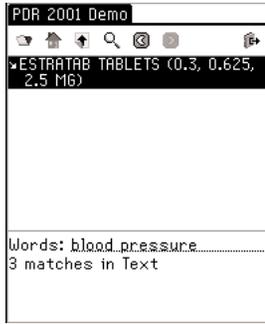
*Text in
PDR® 2001 Demo*
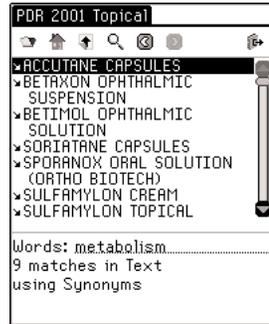


*Text using
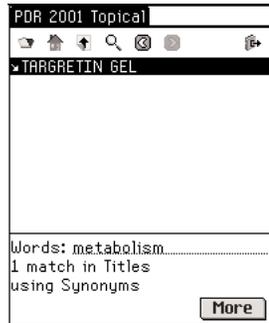Synonyms in PDR®
2001 Topical*

E. Text using Synonyms

Synonyms are words of similar meaning and usage. This category returns matches just like "Text" except that it uses synonyms for the word or words you entered.

F. Titles

These matches occur when the word or words you entered all match part of an Outline title (for example, a monograph name, chapter title, section title, index title, headword or phrase). Inflections and root words are considered matches.



*Titles in
PDR 2001 Demo*



*Titles using
Synonyms in PDR
2001 Topical*

G. Titles using Synonyms

Synonyms are words of similar meaning and usage. This category returns matches just like "Titles" except that it uses synonyms for the word or words you entered.

H. Titles & Text

These matches occur when some of the words you entered match in an Outline and some match in text. You must enter the text to see these matches. This category also returns matches if the words you entered occur in different titles along a single Outline path. You must tap through the Outline until you enter text to see the matching words.

I. Titles & Text using Synonyms

Synonyms are words of similar meaning and usage. This category returns matches just like "Text & Titles" except that it uses synonyms for the word or words you entered.

J. Words, Phrases, or Compound Words

These matches occur during a restricted search when the word or words you entered match all of a headword and part of a compound word or phrase.

K. Pairs of Words

These matches occur when a pair of items you selected at the Search screen match part of an Outline title. In some medical books, if you search for brand names, the generic name or drug group may be substituted.

L. Single Words

These matches occur when a single item you selected at the Search screen matches part of an Outline title. In some medical books, if you search for brand names, the generic name or drug group may be substituted.

Matches may be returned in the following categories depending on the type of eBook you are reading.

- Dictionary - B, D, F
- Holy Bible - D, E, F, G, H, I
- Medical Reference - D, E, F, G, H, I, K, L
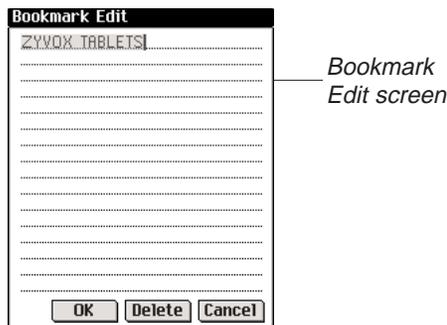- Translator - A, B, C, J

## *Using Bookmarks*

You can enter a bookmark in any location in text. In the
Bookmark Edit screen, you can either paste text that was previously cut or copied, or you can enter a note. You can enter up to
50 bookmarks in each eBook.

### Adding Bookmarks

To add a bookmark, follow these steps.

1. From any text view, bring up the Bookmark Edit screen by

   tapping ▤ and then either tapping **Edit|Add Bookmark** or
   writing Menu shortcut **m**.



*Bookmark
Edit screen*

   The title of the current section of text appears highlighted in a
   new bookmark.

2. Use the Handwriting area or the onscreen keyboard to enter
   text.

   You can write over the existing title or add text following the
   title by first tapping after the title to remove the highlight and
   then writing your text.

   You also can paste any text from the clipboard into the bookmark.

   You can enter up to 100 characters.

3. Tap **OK** to add the bookmark.

   You can exit without adding a bookmark by tapping **Cancel**.
   You must confirm the cancellation. To confirm, tap **Yes**. To
   exit without cancelling, tap **No**.

   When you enter a bookmark, 圁 appears in text.


**Note:**

During synchronization, bookmarks are saved
to your PC.


**Note:**

圁 appears at the
location in text
where you placed
a bookmark. It is
considered a special marker.
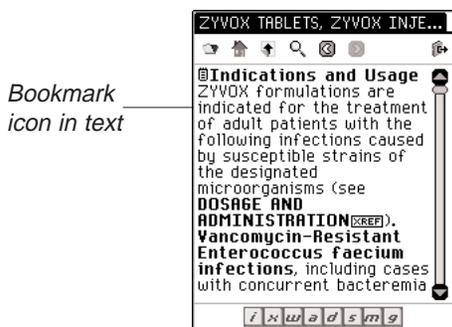
# Viewing an Entered Bookmark

You can view the text of an existing bookmark or a list of all bookmarks. To view or edit a bookmark, follow these steps.

**Note**: If you are already at the location in text where you entered the bookmark, begin at Step 3.

1. Tap 📑 and then either tap **Go To|Bookmark List** or write Menu shortcut **I** to see a list of all bookmarks.

   The list is organized from newest to oldest, with the most recent addition at the top.

2. Tap the title of a bookmark to go to its location in text.

*Bookmark icon in text*

   You see the Bookmark Edit screen.

3. From text view, tap 📄.

4. Enter or revise the text you want.

5. Tap **OK** to save your changes.

   Tap **Cancel** to exit without saving the changes.

   You can also remove an entered bookmark by tapping **Delete**. You must confirm the delete. To confirm, tap **Yes**. To exit without deleting, tap **No**.
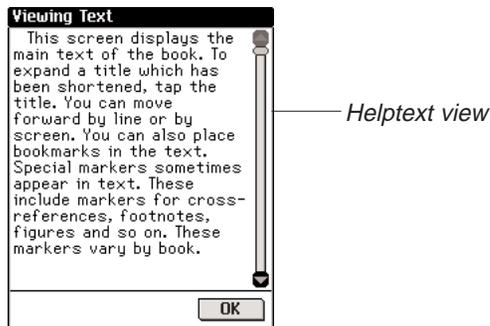
**Note:**

When the bookmark fills more than one screen, a scroll bar appears. Tap on the up and down arrows or the scroll bar to move and view the entire text.
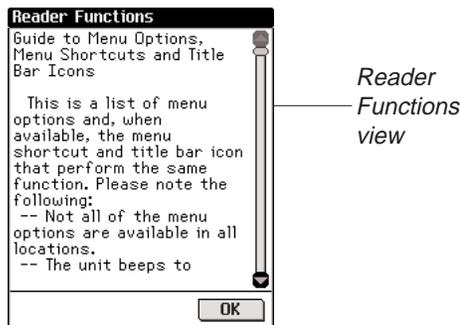
# *Using Help*

Your *Franklin Reader* comes with context-sensitive help and a guide to Reader Functions. You can view Reader Functions from any location. Tap 🗐 and then either tap **Options|Reader Functions** or write Menu shortcut **f** to read the guide.

You can read the help in any location. Tap 🗐 and then either tap **Options|Help** or write Menu shortcut **h** to read the help.

**Viewing Text**

This screen displays the main text of the book. To expand a title which has been shortened, tap the title. You can move forward by line or by screen. You can also place bookmarks in the text. Special markers sometimes appear in text. These include markers for cross-references, footnotes, figures and so on. These markers vary by book.

*Helptext view*

OK

To move up and down by screen in the Reader Functions and help screens, use the up and down arrows or the scroll bar. Tap **OK** to return to your previous location.

**Reader Functions**

Guide to Menu Options, Menu Shortcuts and Title Bar Icons

This is a list of menu options and, when available, the menu shortcut and title bar icon that perform the same function. Please note the following:
-- Not all of the menu options are available in all locations.
-- The unit beeps to

*Reader Functions view*

OK

Tap **OK** to exit the help screen and return to your previous location.

# Search Abbreviations

The following abbreviations are available in Bible references and translators.

## Bible ebook Abbreviations

Add these testament or book abbreviations at the beginning of your search request to narrow your search parameters to only that testament or book.

The Old Testament (ot):

| | | | |
|---|---|---|---|
| Genesis | **Gen** | Ecclesiastes | **Ecc** |
| Exodus | **Ex** | Song of Solomon | **Sol** |
| Leviticus | **Lev** | Isaiah | **Isa** |
| Numbers | **Num** | Jeremiah | **Jer** |
| Deuteronomy | **Deut** | Lamentations | **Lam** |
| Joshua | **Josh** | Ezekiel | **Ezek** |
| Judges | **Judg** | Daniel | **Dan** |
| Ruth | **Ruth** | Hosea | **Hos** |
| 1 Samuel | **1Sam** | Joel | **Joel** |
| 2 Samuel | **2Sam** | Amos | **Amos** |
| 1 Kings | **1Ki** | Obadiah | **Obad** |
| 2 Kings | **2Ki** | Jonah | **Jon** |
| 1 Chronicles | **1Chr** | Micah | **Mic** |
| 2 Chronicles | **2Chr** | Nahum | **Nah** |
| Ezra | **Ezra** | Habakkuk | **Hab** |
| Nehemiah | **Neh** | Zephaniah | **Zeph** |
| Esther | **Est** | Haggai | **Hag** |
| Job | **Job** | Zechariah | **Zech** |
| Psalms | **Ps** | Malachi | **Mal** |
| Proverbs | **Prov** | | |

The New Testament (nt):

| | | | |
|---|---|---|---|
| Matthew: | **Mt** | Galatians | **Gal** |
| Mark | **Mk** | Ephesians | **Eph** |
| Luke | **Lk** | Philippians | **Php** |
| John | **Jn** | Colossians | **Col** |
| Acts | **Acts** | 1 Thessalonians | **1Thes** |
| Romans | **Rom** | 2 Thessalonians | **2Thes** |
| 1 Corinthians | **1Cor** | 1 Timothy | **1Tim** |
| 2 Corinthians | **2Cor** | 2 Timothy | **2Tim** |
| | | Titus | **Titus** |

Philemon..................**Phm**
Hebrews ...................**Heb**
James........................**Jas**
1 Peter .....................**1Pet**
2 Peter .....................**2Pet**
1 John .......................**1Jn**

2 John .......................**2Jn**
3 John .......................**3Jn**
Jude ........................**Jude**
Revelation.................**Rev**

## Translator Language Abbreviations

Add these language abbreviations at the beginning of your search request to narrow your search parameters to only that language.

English.....................**Eng**
Dutch ........................**Ned**
French........................**Fra**
German.....................**Deu**

Italian..........................**Ita**
Portuguese .................**Prt**
Spanish...................**Espn**
Swedish ....................**Sve**

## *Exiting Franklin Reader*

You can either close *Franklin Reader* and return to the Launcher, or you can return to the Launcher and leave the program running in the background.

1. Tap ⬚ to return to the Launcher without closing the program.

2. Tap ⬚, then either tap **File|Exit** or write Menu shortcut **e** to close the program.

   You can also tap ⬚ at the top right corner of the screen.

# 8. Mobipocket Reader

eBookMan includes the *Mobipocket Reader*, a program that lets you read, search, and bookmark electronic books (eBooks), electronic newspaper articles (eNewspapers) and other electronic documents (eDocuments). This chapter describes how to open and close content, use the Library, view content, change settings, use bookmarks, search a document, get online help and exit *Mobipocket Reader*.

Before using this progam, you must download, convert and install documents formatted for the *Mobipocket Reader*.

## *Opening and Closing Documents*

You can open documents from *Mobipocket Reader* or from the Launcher. To open a document from the Launcher, tap its icon. To open a document from *Mobipocket Reader*, follow these steps.

1. Tap ![icon] to open *Mobipocket Reader*.

   The screen that appears varies based on available content and whether or not documents were opened previously.

   • If no documents are available, you go to the Library screen.



*Empty Library screen*
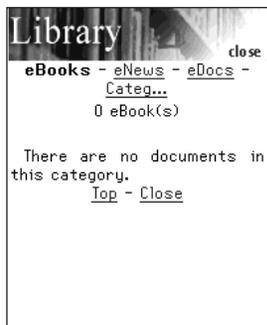
   • If electronic documents are available and no documents have been opened, you see the Library screen.

> ⚠ **Note:**
>
> By default, the *Mobipocket Reader* opens to the last-viewed screen. You can change the default at the Settings screen. For more information, please see "Changing the Settings" on page 131.

*Library screen with documents*

The Library contains the list of eBooks, eNews and eDocs that you have downloaded into your eBookMan. The documents are categorized by type. You can also create your own categories and assign documents to those categories.

- If a document had been opened previously, Mobipocket Reader displays the last viewed screen of the document.

To exit the Library and return to the previously open document, tap **Close**.

2. Tap the category you want.

3. Tap a document to open it.



*Opened document*
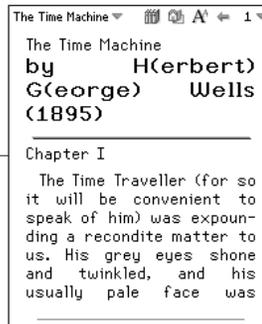
The first time you open a document, you see page 1. Upon subsequent readings, the document opens where you left it the last time you were reading.

4. Tap 🔘 and then tap **Exit** to close *Mobipocket Reader* and return to the Launcher.

Tap 📖 to go to the Library and select another document.

# *Understanding the Library*

The Library in *Mobipocket Reader* is the place you go to open a different document or manage your documents. The Library consists of a header, a list of file types, a list of documents, a tip, and footer.

From a document, access the Library by tapping 🎛️ or by tapping 📄 and then **Library**.
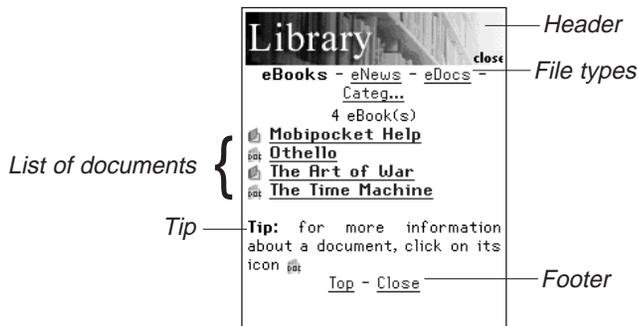


## Header

The Header indicates that you are in the Library. You can tap this area of the screen to close the Library and return to the previously open document.

## File Types

There are three default file types in the Library: eBooks, eNews and eDocs.

- **eBooks** lists all electronic book formats such as .prc, palm pilot doc files and so forth.

- **eNews** lists all .enews documents. These documents are formatted and synchronized using the Mobipocket Web Companion (version 4 and above).

- **eDocs** lists all documents (.txt or .html files). This includes .htmland .txt files produced with the Quick Publish function of the Web Companion or those saved directly into the Contents directory of the eBookMan Desktop Manager.

📄 **See also:**

For more information about the Quick Publish function of the Web Companion, see "Using Quick Publish" on page 57.

Tap **eBooks**, **eNews** or **eDocs** to see the available documents in these file types.

You see a list of available documents in the current file category. The active file type appears bolded and has no underline.

There is also a Categories option that enables you to file your documents by category.

*Categories*

1. Tap **Categ**.
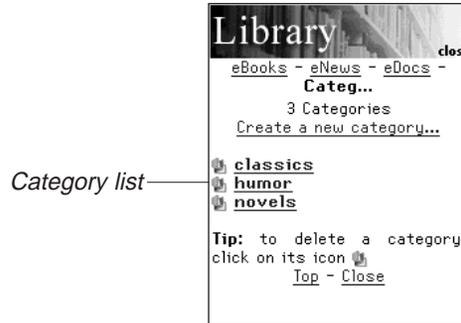


*Category list*

You see a list of previously created categories, if any.
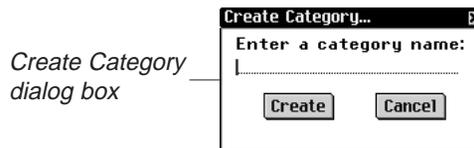
2. To see the list of documents assigned to a particular category, tap the category.

   Tap a document, to open it.

   Tap **Close** to exit the Library and return to the document you were previously viewing.

   Tap **Back** or **Categ** to return to the list of categories.

3. Tap **Create a new category** to add a category.

   You see the Create Category dialog box.



*Create Category dialog box*

4. Tap on the line to activate the data entry mode.

   The cursor begins to blink.

5. Write the name of your category using the Handwriting area.

6. Tap **Create** to accept the new category.

   Tap ⊠ to exit without saving the category.

7. Tap 📖 to delete a category.

You must confirm the deletion. Tap **OK** to confirm. Tap **Cancel** to exit the dialog box without deleting the category.

# List of Documents

Each file type and category name contains of a list of documents.
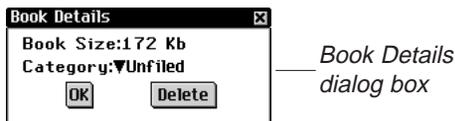
The list of documents consists of three parts: the number indicator, the document title and an icon.

The number indicates the number of documents in the current folder. The document title or category name is underlined, indicating that it is a hyperlink. Tap the title to open the document. Tap the icon to access the Book Details dialog box and view the size of the document, assign the document to a category or delete the document.

## Book Details

1. To see a document's details, tap its icon (📖 and 📄 for eBooks and eDocs; 📰 for eNews).

   You see the Book Details dialog box.

   ```
   Book Details                    ☒
   Book Size:172 Kb
   Category:▼Unfiled
       OK        Delete
   ```
   *Book Details dialog box*

2. Tap ▼ next to Category to see the drop-down list.

   ```
   Book Details                    ☒
   Book Size:172 Kb
   Category:▼ novels
       OK     humor
              classics
              Unfiled
   ```
   *Category drop-down list*
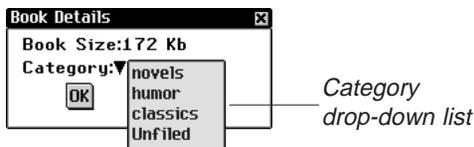
   Previously created categories appear as options on this list.

3. Tap the category you want the title assigned to.

4. Tap **OK**.

   Tap **Delete** to remove the document from your eBookMan device. You must confirm the deletion. Tap **OK** to confirm. Tap **Cancel** to exit the dialog box without deleting the document.

## Tips

For each Library screen, a tip is displayed near the bottom of the screen. This tip is a reminder about the status of the screen ("There are no documents in this category.") or a helpful hint about learning more about a particular document ("For more information about a document, click on its icon.")

## Footer

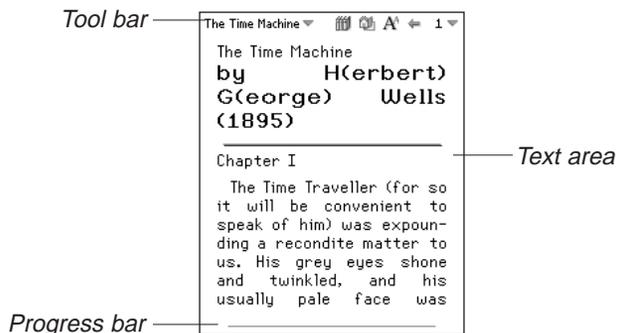The very bottom of each Library screen contains additional hyperlinks.

**Top**    Returns to the top of the current list of documents. If you have more documents than can fit on one screen, move down to see the other items. Then tap **Top** to return to the top of the list.

**Back**    Returns to your previous location.

**Close**    Closes the Library and returns to the previously open document, if any. If there is no previously open document or that document has since been removed from your eBookMan device, this link does not go anywhere.

## *Viewing a Document*

The Text view is where you read the content of a document.

Text view consists of a tool bar, document text and a progress bar.

Tool bar ——
Text area
Progress bar ——

The Time Machine
by        H(erbert)
G(eorge)    Wells
(1895)

Chapter I

The Time Traveller (for so it will be convenient to speak of him) was expounding a recondite matter to us. His grey eyes shone and twinkled, and his usually pale face was

# Tool Bar

The tool bar displays the title of the document and the current page number with accompanying menus.

Tap ⬛ or ▼ next to the document title to access the main menu. Tap ▼ next to the page number to access the page menu. Tap the menu item you want.

The tool bar also displays icons that enable you to move around in a document and access other locations in *Mobipocket Reader*. The following icons are available.

📖       Goes to the table of contents, if any, or to the first page if there is no table of contents.

⬅       Returns to your previous location.

A⁴       Cycles through the available font sizes.

📑       Goes to the Library.

# Text Area

The Text area of the screen contains the text of the document. This area can include a title page, graphics, table of contents and hyperlinks.

You can adjust the display of the text by changing your settings. For more information, please see "Changing the Settings" on page 131.

Another way to change the display of text, is to switch to full-screen view. Press the Control Wheel to toggle to full-screen view, which removes the tool bar across the top of the screen and the progress bar at the bottom. Press the Control Wheel again to re-display the tool bar and progress bar.

# Progress Bar

The progress bar indicates your location in the text of a document.

As you move through the document, a highlight moves across the bar. You can tap anywhere on the progress bar to move to a different location within a document.

If you have saved any bookmarks, a small notch is placed on the progress bar indicating the location of the bookmark in a document. ≪ and ≫ appear to the left and right of the bar when a document has bookmarks. Tap ≪ and ≫ to move to the previous or next bookmark position.

# Using the Menus

There are two menus in *Mobipocket Reader*, a main menu and a page menu. Tap ⬛ or tap ▾ next to the document title to see the main menu. Tap ▾ next to the page number to see the page menu. To select a menu item, open the menu you want, then tap the menu item you want.

## Main Menu

Use the main menu to change settings, search a document, view the bookmark list, go to the Library, view information about *Mobipocket Reader* and exit the program.

*Main menu* ——
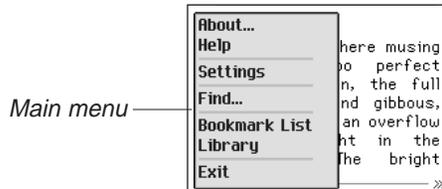
| About… |
| Help |
| Settings |
| Find… |
| Bookmark List |
| Library |
| Exit |

| | |
|---|---|
| **About** | Displays the version number and copyright information of *Mobipocket Reader*. Your Personal ID or PID is displayed here. The PID uniquely identifies the *Mobipocket Reader* on your eBookMan. You are required to enter this number when purchasing eBooks, to secure the transaction. |
| **Help** | Displays online help. |
| **Settings** | Enables you to set the font size, display margins, open the Library each time you open *Mobipocket Reader* and use full justification for text. |
| **Find** | Goes to the Find in text dialog box. |
| **Bookmark List** | Displays the list of entered bookmarks for the current book. |

| **Library** | Goes to the Library. |
| **Exit** | Exits *Mobipocket Reader*. |

## Page Menu

Use the page menu to go to the first page, go to any page you want or add a bookmark. In addition, this menu may contain several other items which are part of the guide specified by the Open eBook standard. These could include the **Biography** of the author, the **Foreward**, a **Table of Contents**, and **eBook Info**. **eBook Info** displays specific information about the current eBook, for example, the author, title and date.



*Page menu*
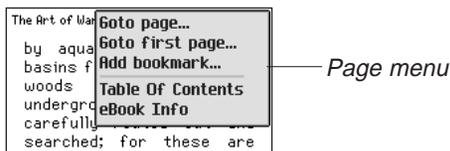
| **Go to page** | Goes to the Go to page dialog box. Tap on the line to activate the data entry mode. Use the Handwriting area to enter a number within the range listed. Tap **OK**. Tap **Cancel** to exit without moving. |
| **Go to first page** | Goes to the first page of the document. |
| **Add bookmark** | Adds a bookmark to the current page with a short description label. |

## *Changing the Settings*

The Settings dialog box allows you to adjust the display options of *Mobipocket Reader*. You can change the font size, display margins, choose to go to the Library when you open the Reader, or change the text justification. To change the settings, tap ▤ and then tap **Settings**. You see the Settings dialog box.



*Settings dialog box*
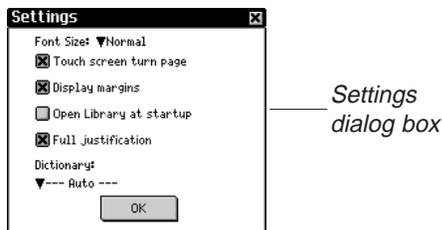
| | |
|---|---|
| **Font Size** | Sets the font size of all documents opened by *Mobipocket Reader*. Tap ▼ to see the drop-down list. Tap the size you want: Small, Normal or Large. You can also change the font size by tapping $\text{A}^{\wedge}$ while reading a document. |
| **Touch screen turn page** | Tap the check box to enable turning pages by tapping the sides of the touch screen. Unchecked, tapping the sides of the touch screen has no effect. |
| **Display margins** | Tap the check box to place a small margin on the left and right side of the screen for less dense text presentation. Unchecked, the text will fill the entire screen. |
| **Open Library at startup** | Tap the check box to display the Library each time you open *Mobipocket Reader*. Unchecked, the Reader opens the last document you were reading, at the location you stopped. |
| **Full justification** | Tap the check box to present the text of a document aligned with the left and right sides of the screen. Unchecked, the format defaults to left-aligned text. |
| **Dictionary:** | Select the preferred dictionary for instant lookup. |

## *Moving around within a Document*

Page up and down through the document in the following ways.

- Tap the right side of the screen (when Touch screen turn page is enabled) , the down or right arrows on the Control Pad or rock the Control Wheel down to move to the next page.
- Tap the left side of the screen (when Touch screen turn page is enabled) , the up or left arrows on the Control Pad or rock the Control Wheel up to move back a page.

- As you move through a document, the progress bar at the bottom of the screen indicates your current position in the document. Tap any part of the progress bar to move to another position in the document. Tap ← to return to your previous location.
- Underlined text indicates a hyperlink. Tap the underlined text to go to the linked section of text. Tap ← to return to your previous location.

## *Finding a Definition*

You can find a definition for any word in text by tapping on the highlighted word. To highlight a word, drag the stylus over the word. Tap the highlighted word.

The following dialog box appears.

```
                    Show this help file

            About box
            Displays    information
            about     Add bookmark...
            Reader    Definition
            copyright, Copy
            where you will find your
            Personal ID (PID)
```

**Add bookmark. . .**   Adds the word or words to the Bookmark List.

**Defintion**   Enables you to search for the definition or translation of the word or words in the desig-nated reference book.

**Copy**   Copies the highlighted word or words to the clipboard. In copyright books, only the first three words are copied.

## *Searching a Document*

You can find information you want using the Find in text dialog box. The Find in text dialog box enables you to enter a string of characters and search for that string throughout the text of the current document.

1. Tap 📄 and then tap **Find**.

⚠️ **Note:**

Each search begins at your position in text where you accessed the Find in text dialog box.

You see the Find in text dialog box.
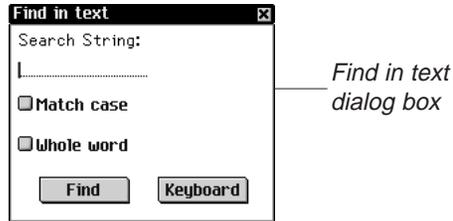
```
┌─────────────────────────────┐
│ Find in text             ☒ │
│ Search String:              │
│ I.......................... │
│ ☐ Match case                │
│                             │
│ ☐ Whole word                │
│   ┌────────┐  ┌──────────┐  │
│   │  Find  │  │ Keyboard │  │
│   └────────┘  └──────────┘  │
└─────────────────────────────┘
```

*Find in text dialog box*

2. Tap on the line to activate the data entry mode.
   The cursor begins to blink.
3. Use the Handwriting area or the onscreen keyboard to enter the word or phrase you want to find.
   Tap **Keyboard** to access the onscreen keyboard.
4. Tap a check box to restrict your search by either or both of the following parameters.
   **Match case** attempts to find your word or words exactly as you entered them, matching capital and lowercase letters. Leave this unchecked if you want to see matches of your word or words ignoring the case of the letters.
   **Whole word** attempts to find your only the word you entered. Leave this unchecked if you want to see matches of your search word as a part of another word.
5. Tap **Find** to start your search.

   Tap 🞩 to exit without searching.
   When a match is found, it appears on the top line of the screen. The Find in text dialog box flashes on the screen. If no matches are found, the Find in text dialog box does not flash and the Find button becomes active again.
6. To go to the next match, tap **Find** again.

   To remain at this match and stop searching, tap 🞩 .

   In text, tap ← to return to your previous location.

## *Using Bookmarks*

You can enter a bookmark in any location in text.

To add a bookmark, follow these steps.

1. From any location in text, tap ▼ next to the page number, then tap **Add bookmark**.

*Add Bookmark dialog box*

**Add Bookmark**
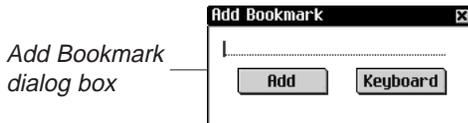
[    Add    ] [  Keyboard  ]

You see the Add Bookmark dialog box.

2. Use the Handwriting area or the onscreen keyboard to enter a short label describing the bookmark.

Tap **Keyboard** to access the onscreen keyboard.

3. Tap **Add** to add the bookmark.

The Time Machine ▼   📖 📷 A¹ ← 57 ▼

me, leaning back in his■
easy-chair and naming the
three new guests.

'But the thing's a mere
paradox,' said the Editor.

'I can't argue to-night. I
don't mind telling you the
story, but I can't argue. I
will,' he went on, 'tell you
the story of what has
happened to me, if you like,
but you must refrain from
interruptions. I want to

*Bookmark marker*
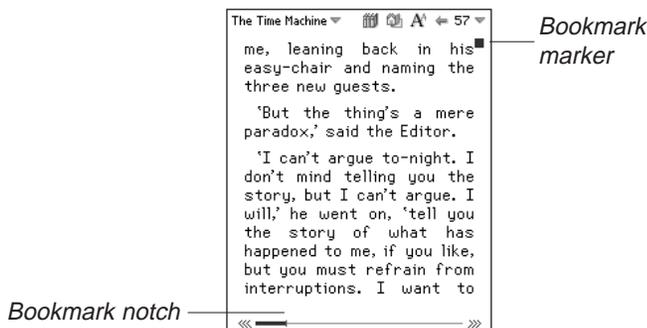
*Bookmark notch*

■ appears at the top right corner of the page where the bookmark was added.

A small notch is placed on the progress bar indicating the location of the bookmark in a document. ⫷ and ⫸ appear to the left and right of the bar when a document has book-marks. Tap ⫷ and ⫸ to move to the previous or next book-mark position.

4. Tap ■ to display the bookmark label.

*Bookmark label*

🛈 **stopped here**

[    OK    ]
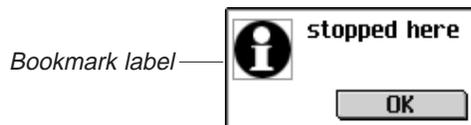
5. Tap **OK**.

You can view a list of all bookmarks stored for the current docu-ment. Each bookmark in the list contains a page number label and the label that was entered when the bookmark was created.

To view or edit the bookmark list, follow these steps.

1. Tap 📖 and then tap **Bookmark List**.
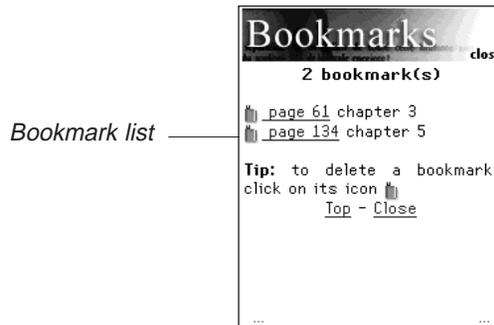
*Bookmark list* ——

The list is organized by page number. The bookmark label appears next to the page number where the bookmark was added.

If you have more bookmarks than can fit on one screen, three dots appear at the bottom left and right of the screen.

Tap the right side of the screen, the down or right arrows on the Control Pad or rock the Control Wheel down to move to the next page.

Tap the left side of the screen, the up or left arrows on the Control Pad or rock the Control Wheel up to move back a page.

Tap **Top** to go to the top of the list.

2. Tap **page #** to go to this location in text.

   Tap ← to return to your previous location in text.

3. Tap 🔖 to delete a bookmark.

   You must confirm the deletion. Tap **OK** to confirm. Tap **Cancel** to exit the dialog box without deleting the bookmark.

4. Tap **Close** to return to your previous location in the document.

# Large Tables Display

Where possible, tables that are too large for the screen continue on the following page. If it is not possible, a mode called "Large tables " is activated.

In this mode, icons appear around the table to enable you to navigate the information. Tap the arrows to move the table in the designated direction. Tap the hand to enable dragging.

If several large tables are displyed within the screen, all those which are selected will follow your stylus.

# Getting Help

*Mobipocket Reader* comes with online help. The online help is installed as its own eBook.

To view this help at any time, do the following:

1. Tap ▥ or tap ▤ and then tap **Library** to go to the Library.

2. Tap **eBooks** if you are not already at the eBooks list.

eBooks list at ——— the Library



3. Tap **Mobipocket Help**.

```
Mobipocket Help ▼   🏛 🏛 A' ← 2 ▼
              Table Of Contents
        Getting started
        Your Personal ID (PID)
        Toolbar icons
        Mobipocket    Reader    main
        menu
        Page number pop-up menu
        Library
        Bookmark List
        Configuration settings
        Hyperlinks   and   the   link
        back arrow
        Progress bar
        Full-screen mode

        ■_____
```

*Mobipocket Help Table of Contents*

4. Tap the section you want to read.

5. Tap 🏛 or tap 📖 and then tap **Library** to return to the Library.

6. Tap the title of the document you were previously viewing.

## *Exiting Mobipocket Reader*

You can close *Mobipocket Reader* and return to the Launcher or you can return to the Launcher and leave *Mobipocket Reader* running in the background.

1. To return to the Launcher without closing *Mobipocket Reader*, tap 🔃.

2. To close the program, tap 📖 and then tap **Exit**.

# 9. Audiobook Player

eBookMan includes *Audiobook Player*, an application that reads audio books, lectures, public radio programs, newspaper articles, and more. With eBookMan, you can listen to your favorite spoken works anywhere, anytime. It's a whole new way to be entertained and informed while on the go or while relaxing. Visit audible.com to see what they have to offer. This chapter describes the *Audiobook Player* and tells you how to listen to an audiobook.

Before using this program, you must download and install audio-books, a book recording that is formatted for use in the eBookMan device. eBookMan supports audio format #2 with audio capacity of approximately 5.1 hours for 16 MB of memory.

The World Wide Web's leading source for quality audio downloads of spoken works is **www.audible.com**. They've compiled a library of more than 12,000 titles that include current best sellers like *A Walk in the Woods*, *Hannibal*, and *The Brethren*, over-the-top comedy from the exclusive RobinWilliams@audible.com, and popular news publications such as *The Wall Street Journal*, *The New York Times*, *L.A. Times*, *Forbes*, and *The Economist*. There are a host of categories to choose from at **audible.com**, including fiction, science, business, speeches, mystery, spirituality and many more. You can download spoken works to your eBookMan through **www.audible.com**.

To open *Audiobook Player*, tap 🔊 at the Launcher.
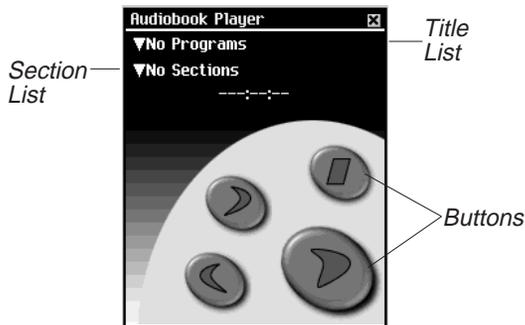


The application uses buttons, menus, and lists to provide functionality. The time elapsed appears in the center of the display.

> **Note**:
>
> eBookMan requires 4 MB of memory for every hour of content stored in Audible format.

# *Understanding the Buttons*

The following buttons perform the audio functions:

▶ Starts playing the selected audio title in the designated section.

⏸ During play, pauses the reading.

⏹ Stops playing the title.

⏵ Fast forwards the title.

⏴ Rewinds the title.

# *Using the Menus*

*Audiobook Player* uses three menus: File, Edit and Control. Some menu items have a character in the right column. These are Menu shortcuts. To select a menu item, tap 📑 and then either tap the menu item you want or write the Menu shortcut in the Handwriting area.

To see the menus, tap 📑. Tap the menu item or write the Menu shortcut.

## File Menu

File menu options provide information about *Audiobook Player*.

*File menu* —
```
Help          h
About
Program Info  i
Exit          e
File Edit Control
```

**Help (h)**          Displays tips for using *Audiobook Player*.

**About**          Shows the copyright information for the program.

**Program Info (i)**          Displays general information about the current title, such as name, author, and size of the file.

**Exit (e)**          Exits *Audiobook Player*.

## Edit Menu

Use the Edit menu to set preferences.

*Edit menu* —————

| Preferences p |
| File | Edit | Control |

**Preferences (p)**     Enables you to select left-hand controls.

## Control Menu

Use the Control menu to move through the selected title.

▼Section 1
Forward 10 Seconds
Forward 1 Minute
Forward 10 Minutes
Forward 1 Hour

Backward 10 Seconds       ———— *Control menu*
Backward 1 Minute
Backward 10 Minutes
Backward 1 Hour

Skip to Previous Section
Skip to Next Section

| File | Edit | Control |
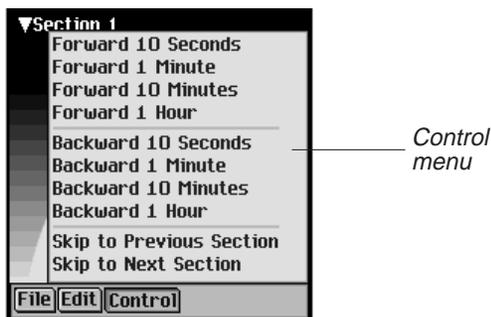
You can jump forward or backward in increments of 10 seconds, one minute, 10 minutes, or one hour. You also can skip to the previous or next section within a title.

## *Selecting a Title and Section*

*Audiobook Playe*r uses two drop-down lists to show the available titles and the sections available for the selected title. To access a drop-down list, tap the down arrow.

Use these lists to choose the audio title and section you want to hear.

## *Listening to an Audiobook*

1. Tap the top down arrow to see the list of available titles.
2. Tap the title you want to hear it.
3. Tap the bottom down arrow to see the list of sections available in the current title, where available.

Note:

Not all audiobooks contain sections.

Skip to step 5 if there are no sections in the title you want.

4. Tap the section you want to hear.

5. Tap ▶ to begin listening.

   You also can press the Control Wheel to start or stop the audiobook. Rock the wheel to adjust the volume.

   Use ◀ or ▶ to fast forward or rewind.

6. Tap ⏹ when done listening.

## *Saving Audiobooks to MultiMediaCards*

If you choose to save your audio books to MultiMediaCards (MMCs), you must "format" each MMC you use. To do this, follow these steps.

1. Insert the MMC into your device following the instructions under "Inserting MMCs" on page 209.

2. Connect your eBookMan device to the PC and turn the device on.

**Important!**

Existing content on the MMC will not be erased.

3. Start eBookMan Desktop Manager.

   This must be open for Audible Manager to recognize your device.

4. Start Audible Manager.

5. In the bottom left area, under Franklin eBookMan, select Storage Card.

6. Click **My Device|Format Franklin eBookMan**.

   If you have Audible Manager Advanced, click **Devices|Erase Franklin eBookMan.**

   You can now download books to the MMC.

   You must do this each time you save audiobooks to a different MMC.

Once you format or erase an MMC in Audible Manager, *Audiobook Player* in your eBookMan will only recognize audiobooks stored on the most recently formatted MMC.

# *Exiting Audiobook Player*

You can either close *Audiobook Player* and return to the Launcher, or you can return to the Launcher and leave *Audiobook Player* running in the background.

1. Tap 🔲 to return to the Launcher with *Audiobook Player* running in the background.

   The audiobook stops playing, but *Audiobook Playe*r remains open.

2. To exit the program, tap 🔲 and then **File|Exit** or write Menu shortcut **e**.

   You also can tap ☒ to close the program.

# 10. Music Player

eBookMan includes *Music Player*, a program that enables you to play music. This chapter describes features of the program and details how to select and play music titles, how to use the menus, and how to control the volume.

*Music Player* supports MP3 files. When you download an MP3 file into your device, *eBookMan® Desktop Manager* converts the MP3 format to one recognized by your eBookMan device. For more information about synchronizing music files, see "Chapter 3. Managing and Synchronizing Content."

Tap ♫ at the Launcher to open *Music Player*.



The application uses buttons, menus, and lists to provide functionality. The time elapsed appears on display.

## Understanding the Buttons

The following buttons perform the music functions:

Plays the music.

During play, pauses the music.

Stops the music.

Fast forwards the music.

Rewinds the music.

**Note**:

eBookMan requires approximately 625 K of memory for every minute of music stored in mono format.

It requires 1.25 MB of memory for every minute of music stored in stereo format.

When the drop-down list is open, use ▶ and ◀ to quickly step through music titles.

# *Using the Menus*

*Music Player* uses three menus: File, Edit, and Control. To see the menus, tap 📑. Tap the menu item you want or write the Menu shortcut.

## **File Menu**

Use the File menu to view information about the program and exit the program.

*File menu* —

```
Help              h
About
Program Info  i
Exit              e
```
`File` `Edit` `Control`

**Help (h)**          Displays tips for using *Music Player*.

**About**              Shows the copyright information for the pro-
                            gram.

**Program Info (i)**  Displays general information about the cur-
                            rent title, such as name, author, and size of
                            the file.

**Exit (e)**          Exits *Music Player*.

## **Edit Menu**

Use the Edit menu to set your preferences for the application.

*Edit menu* —

`Preferences p`
`File` `Edit` `Control`

**Preferences (p)**   Displays the left-handed controls.

## **The Control Menu**

Use the Control menu to set your preferences for the applica-
tion.

Control menu
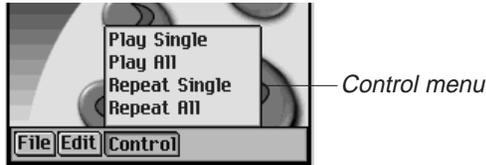
**Play Single**        Plays the selected music title.

**Play All**           Plays all music titles in the order listed.

**Repeat Single**      Plays the selected music title repeatedly.

**Repeat All**         Plays all music titles in the order listed and
                       repeats the entire list of song.

## Selecting a Title

*Music Player* uses a drop-down list to show the currently loaded
music titles. Tap the down arrow to view the list of titles.



Tap the title you want to select it.

## Listening to Music

1. Tap the down arrow at the top left of the screen.
   The drop-down list of titles appears.

2. Tap the music title you want.

3. Tap  .

   You can press the Control Wheel to start or stop the music.
   Rock the wheel to adjust the volume.

Use ▶ or ◀ to fast forward or rewind.

4. Tap ◼ when done listening.

## *Exiting Music Player*

You can either close *Music Player* and return to the Launcher, or you can return to the Launcher and leave *Music Player* running in the background.

1. Tap 😊 to return to the Launcher with *Music Player* running in the background.

   The music stops playing, but *Music Player* remains open.

2. Tap 📋 and then **File|Exit** or write Menu shortcut **e**.

   You can also tap ✖.

# ORGANIZER APPLICATIONS

# 11. Address Book

eBookMan includes *Address Book*, a standard organizer program for storing names, telephone numbers and street and internet addresses. This chapter describes how to add, view, edit, find and remove entries.

Tap ![icon] at the Launcher to open *Address Book*. You see the Contacts List (if entries have been made), a **New** button, and a **Search** field.



| Address Book | ☒ |
| | |

| Address Book | ☒ |
| --- | --- |
| Carpenter, C | 609-555-6887 |
| Collins, Marsh… | 717-555-2886 |
| Dunham, Anne | 423-687-6132 |
| Fisher, Peter | 718-516-8081 |
| Friends, Jenni… | 516-623-9104 |
| Hollfelder, Ka… | 707-455-9296 |
| Jones, Robert | 215-966-8687 |
| King, David | 215-234-0558 |
| Kirk, Richard | 908-324-9546 |
| Kline, Marie | 201-638-7031 |
| Mednitsky, Ma… | 541-922-3178 |
| Meenan, James | 856-778-0563 |
| Patel, Monisha | 530-746-253 |
| Sanchez, Robe… | 856-993-1278 |
| Vusler, Steph… | 807-455-3214 |

*Contacts List with no entries*      *Contacts List with entries*

When the List contains more entries than can fit on a single screen, a scroll bar appears.

Tap the up and down arrows on the scroll bar or the scroll lines on the Control Pad to move up or down one line at a time.

Tap in the scroll bar above or below the slider, or tap the scroll arrows in the Control Pad to move up or down one screen at a time.

Names may be shortened to fit in the display column. Tap a contact to see the entire entry.

# Adding Contacts

To add a contact, follow these steps.

1. Tap **New**.



*View buttons*

*Label column*

*Data entry column*
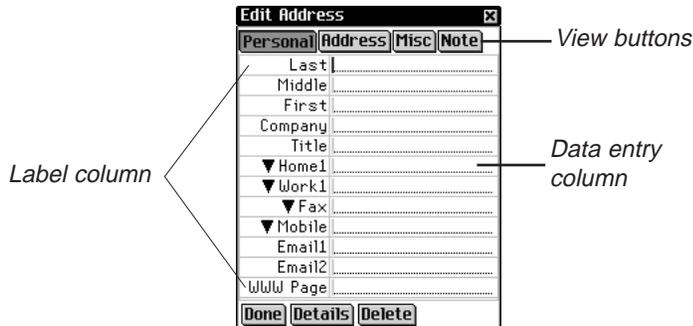
You see the Edit Address screen. It includes four buttons for the available views: Personal, Address, Misc and Note. **Personal** is selected as the Personal View is the first view to appear when you tap **New**. Each view contains data fields for specific information.

There are two columns - Label and Data entry. The Data entry column has a data field for each item in the Label column. A blinking cursor appears in the active field.

There are three buttons at the bottom of the screen: Done, Details, and Delete.

2. Tap in the Data entry column next to the label you want.

To see additional labels, tap the button for the view you want and then tap in the data entry column next to the label you want.

When ▼ appears next to a label, you can select a different name for that field. Tap ▼ to see the drop-down list and tap the name you want. The name appears in the label column.

3. Enter your information in every view and field you want.

When you enter more text than will fit on one line, the text wraps to the next line.

Each field has a limit on the number of characters it can hold. For details about the maximum number of characters in any particular field, see "Field Limits" on page 159.

---

**See also:**

For details about the different views, see "Understanding the Views" on page 152.

**Note:**

When you select a different name for a label, it applies only to the current contact.

**Note:**

You can enter data using the Handwriting area or the onscreen keyboard. To access the onscreen keyboard draw a line up and out of the Letter input area (**abc**).

4. In Personal View, tap **Details** to select the phone number you want displayed in the Contacts List.

   Please see "Address Details" on page 156 for more information.

5. Tap **Done** or  to save your changes and return to the Contacts List.

   The contact you entered appears in alphabetical order in the Contacts List. For more information on how to specify the information you want to appear in the Contacts List, please see "Preferences" on page 157. To exit the Edit Address screen without saving the entry, tap **Delete**. Tap **OK** to confirm or tap **Cancel** to exit the dialog box without deleting the entry.

## Understanding the Views

*Address Book* provides four screens to enter information for each contact. These are: Personal, Address, Misc, and Note.

### Personal View

By default, this is the view you see when you access the Edit Address screen. It enables you to see and enter names, phone numbers, job information and internet addresses.

```
Edit Address                    ☒
Personal Address Misc Note
        Last
      Middle
       First
     Company
       Title
      Work1  1
      Work2  1
      Home1  ×
      Home2  e
        Fax  1
     Mobile  2
      Pager  e
     Other  tails Delete
```

*Phone label drop-down list in Personal View*
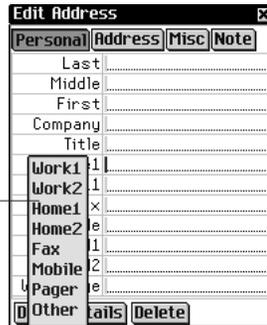
There are four fields for entering phone numbers. You can select a label for each of these fields. Tap ▼ to see the drop-down list with these choices: Work1, Work2, Home1, Home2, Fax, Mobile, Pager and Other. Tap a label on the list to select it.

**Note:**

If you do not specify a personal or company name, the entry in the Contacts List will be - Untitled-, and will show the designated phone number or email address.

*Chapter 11. Address Book*

## Address View

At this screen, you can enter addresses for work and home.

*Address View* ——
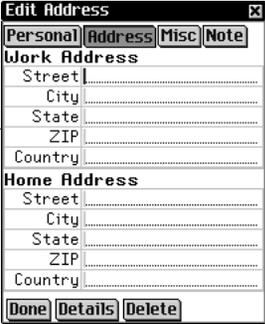
```
Edit Address            ☒
Personal Address Misc Note
Work Address
  Street|
    City
   State
     ZIP
 Country
Home Address
  Street
    City
   State
     ZIP
 Country
Done Details Delete
```

For both the Work Address and Home Address, you can enter
the street name, city, state, zip code and country.

## Misc View

At this screen, you can enter additional personal information
about your contact.

*Custom1 through*
*Custom2 are*
*labels you can*
*change*

{
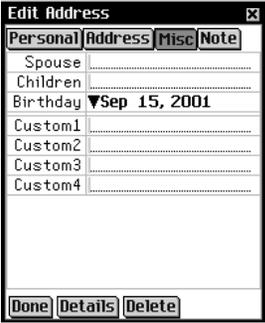
```
Edit Address            ☒
Personal Address Misc Note
  Spouse
Children
Birthday ▼Sep 15, 2001
 Custom1
 Custom2
 Custom3
 Custom4



Done Details Delete
```

—— *Misc View*

The labels include Spouse, Children, and Birthday. You can also
add custom labels. By default, the custom fields are named
Custom1, Custom2, Custom3, and Custom4.

**See also:**

See "Custom
Fields" on page
157 for more
information on
how to name the
custom fields.

*Setting a Birthday*

You can add a contact's birthday in the Misc View. Follow these steps.

1. Tap ▼ next to Birthday.

   You see the Month drop-down list.

2. Tap the Month you want to select.

3. Tap the day number.

   The day number is highlighted.

4. Enter the day number.

   Write in the Handwriting area or use the onscreen keyboard to enter the day number.

5. Tap the first two digits of the year number.

   The first two digits of the year number are highlighted.

6. Enter a *1* or *2*.

   When a "1" is entered, "19" automatically appears. When a "2" is entered, "20" automatically appears.

7. Tap the last two digits of the year number.

   The last two digits of the year number are highlighted.

8. Enter the last two digits of the year number.

# Note View

At this screen, you can enter additional comments or reminders regarding the current contact.



*Note View*
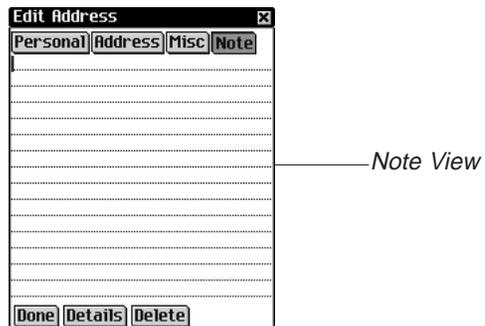
When a note is attached to a contact, ▤ appears next to it in the Contacts List.

## *Editing Entries*

To edit an entry, follow these steps.

1. Go to the Edit Address screen from the Contacts List in one of the following ways.

   • Tap the entry you want.

*Selecting an entry from the Contacts List*

```
Address Book                    ☒
Carpenter, C     609-555-6887
Collins, Marsh…  717-555-2886
Dunham, Anne     423-687-6132
Fisher, Peter    718-516-8081
Friends, Jenni…  516-623-9104
Hollfelder, Ka…  707-455-9296
Jones, Robert    215-966-8687
King, David      215-234-0558
Kirk, Richard    908-324-9546
Kline, Marie     201-638-7031
Mednitsky, Ma…   541-922-3178
Meenan, James    856-778-0563
Patel, Monisha   530-746-253
Sanchez, Robe…   856-993-1278
Vusler, Steph…   807-455-3214

[New]  Search ┊…………┊
```

   • Hold your stylus down on the entry you want. You see a pop-up menu. Tap **Edit**.

```
Address Book                    ☒
Carpenter, C     609-555-6887
Collins, Marsh…  717-555-2886
Dunham, Anne     423-687-6132
Fisher, Peter    718-516-8081
Friends, Jenni…  516-623-9104
Hollfelder, Ka…  707-455-9296
Jones, Robert    215-966-8687
King, David      215-234-0558
Kirk, Richard    908-324-9546
Kline, Marie     20┌─────────
Mednitsky, Ma…   541│Edit
Meenan, James    856│Delete
Patel, Monisha   53 │Duplicate
Sanchez, Robe…   856└─────────
Vusler, Steph…   807-455-3214

[New]  Search ┊…………┊
```

*Pop-up menu for editing, deleting, and duplicating entries.*

2. Tap in the data field you want to change.
   To find additional fields, check the other views.
3. Enter or edit information in any view and field.

⚠ **Note:**

You can create an exact copy of the entry by tapping **Duplicate** or delete an entry by tapping **Delete**.

4. Tap **Done** or ☒ to save your edits and return to the
   Contacts List.

To remove the entry, tap **Delete**. Tap **OK** to confirm or tap
**Cancel** to exit the dialog box without deleting the entry.

## Address Details

Use the Details dialog box to select the phone number or email
address you want displayed on the Contacts List.

1. From the Edit Address screen, tap **Details** to access this
   screen.

   You see the Details dialog box.

| Details ☒ |
|---|
| Show Phone: |
| ▼Home1 |
| |
| [OK] [Cancel] |

*Details dialog box*
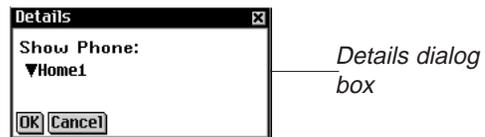
2. Tap ▼ next to Show Phone to see the drop-down list.
   Note: Only phone or email fields with data in them appear as
         options.

| Details ☒ |
|---|
| Show Phone: |
| ▼ Home1 |
| Work1 |
| [OK] Mobile |

*Show Phone drop-down list*
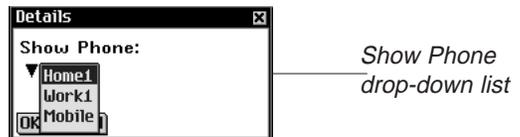
3. Tap the label of the phone number or email address you
   want displayed.
4. Tap **OK** to save your changes and return to the Edit Address
   screen.

   To use the previous or default display option, tap **Cancel**.

   **Note:** This display option applies only to this specific entry.

## Custom Fields

To create a custom field in the Misc view, follow these steps.

1. From the Contacts List, tap 🗐 and then tap **File|Custom Fields**.

   You see the Custom Fields dialog box.

*Custom Fields dialog box with edited label*

| Custom Fields | ☒ |
| --- | --- |
| Custom1........................ | |
| Custom2........................ | |
| Custom3........................ | |
| Custom4........................ | |
| OK Cancel | |
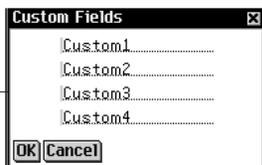
2. Tap in the field of the label you want to edit.

3. Drag your stylus across the current label to highlight it.

4. Enter the label name you want.

   Write in the Handwriting area or use the onscreen keyboard to enter your custom label.

5. Tap **OK** to save your changes and return to the Contacts List.

   Tap Cancel or ⊠ to close the Custom Labels dialog box without saving your changes.

## Preferences

You can sort the Contacts List by last name, first name or company name. To set your preference, follow these steps.

1. From the Contacts List, tap 🗐 and then either tap **File|Preferences** or write Menu shortcut **p**.

2. Tap ▼ to see the **Sort** drop-down list.

*Preferences dialog box with open drop-down list*

| Preferences | ☒ |
| --- | --- |
| Sort: ▼ Last, First | |
| First Last | |
| Company, Last | |
| OK Cancel | |
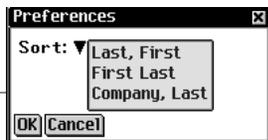
> ⚠️ **Note:**
>
> The custom fields you create will apply to all contacts.

3. Tap the option you want to select.

| Address Book ⊠ | Address Book ⊠ | Address Book ⊠ |
|---|---|---|
| Carpenter, C 609-555-6887 | Anne Dunham 423-687-6132 | Atlantic Train… 717-555-2886 |
| Collins, Marsh… 717-555-2886 | C Carpenter 609-555-6887 | DSD Consultin… 609-555-6887 |
| Dunham, Anne 423-687-6132 | David King 215-234-0558 | Dunham 423-687-6132 |
| Fisher, Peter 718-516-8081 | James Meenan 856-778-0563 | Fisher 718-516-8081 |
| Friends, Jenni… 516-623-9104 | Jennifer Frie… 516-623-9104 | Friends 516-623-9104 |
| Hollfelder, Ka… 707-455-9296 | Kathy Hollfeld… 707-455-9296 | Hollfelder 707-455-9296 |
| Jones, Robert 215-966-8687 | Margaret Med… 541-922-3178 | Jones 215-966-8687 |
| King, David 215-234-0558 | Marie Kline 201-638-7031 | King 215-234-0558 |
| Kirk, Richard 908-324-9546 | Marshall Colli… 717-555-2886 | Kirk Electric,… 908-324-9546 |
| Kline, Marie 201-638-7031 | Monisha Patel 530-746-253 | Kline 201-638-7031 |
| Mednitsky, Ma… 541-922-3178 | Peter Fisher 718-516-8081 | Meenan 856-778-0563 |
| Meenan, James 856-778-0563 | Richard Kirk 908-324-9546 | Patel 530-746-253 |
| Patel, Monisha 530-746-253 | Robert Jones 215-966-8687 | Sanchez 856-993-1278 |
| Sanchez, Robe… 856-993-1278 | Roberto Sanc… 856-993-1278 | Vusler, Vusle… 807-455-3214 |
| Vusler, Steph… 807-455-3214 | Stephen Vusler 807-455-3214 | Warren Inves… 541-922-3178 |
| **New** Search \|…… | **New** Search \|…… | **New** Search \|…… |

*Last, First*　　　　*First Last*　　　　*Company, Last*

4. Tap **OK** to accept your changes.

   Tap **Cancel** to close the Preferences dialog box without sav-
   ing your changes.

## *Searching for an Entry*

In the Contacts List, do the following to find an entry.

1. Tap on the line next to **Search** in the Contacts List.

2. Use the Handwriting area or onscreen keyboard to enter the
   first letter or letters of the entry you want.

| Address Book ⊠ |
|---|
| Waldman, Jon 201-344-7529 |
| Williams, Ja… 856-423-0104 |
| |
| |
| **New** Search wa\|…… |

*Searching the
Contacts List*

The first entry that matches your letters is highlighted. You can
add more letters and the highlight moves to the next matching
entry. When you enter a letter for which there is no match, the
highlight disappears.

## Deleting Entries

You can delete an entry from the Contacts List or from any of the views in the Edit Address screen. To delete an entry, do one of the following:

- In the Contacts List, hold your stylus down on the entry you want to delete. Tap **Delete** on the pop-up menu. You see a dialog box asking you to confirm the deletion. Tap **OK** to delete. Tap **Cancel** to exit without deleting.

- In the Contacts List, tap the entry you want to delete. You see the Edit Address screen. Tap the **Delete** button at the bottom of the screen. You see a dialog box asking you to confirm the deletion. Tap **OK** to delete or tap **Cancel** to exit without deleting.

## Field Limits

Each *Address Book* field has a limit on the number of characters it can hold. The following table lists each field and its respective limit.

| Field Name | Maximum number of characters | Field Name | Maximum number of characters |
|---|---|---|---|
| Last | 64 | Work Street | 64 |
| First | 64 | Work City | 64 |
| Company | 64 | Work State | 64 |
| Middle | 64 | Work ZIP | 32 |
| Title | 64 | Work Country | 64 |
| Work1 \| Work2 \| Home1 \| Home2 \| Fax \| Mobile \| Pager \| Other | 32 | Home Street | 64 |
| | | Home City | 64 |
| | | Home State | 64 |
| | | Home ZIP | 32 |
| Work1 \| Work2 \| Home1 \| Home2 \| Fax \| Mobile \| Pager \| Other | 32 | Home Country | 64 |
| | | Spouse | 64 |
| | | Children | 64 |
| | | Birthday | 64 |
| Work1 \| Work2 \| Home1 \| Home2 \| Fax \| Mobile \| Pager \| Other | 32 | Email1 | 64 |
| | | Email2 | 64 |
| | | WWW Page | 64 |
| | | Custom1 | 64 |
| Work1 \| Work2 \| Home1 \| Home2 \| Fax \| Mobile \| Pager \| Other | 32 | Custom2 | 64 |
| | | Custom3 | 64 |
| | | Custom4 | 64 |
| | | Note | 1024 |

**See also:**

For information on how field limits affect synchronization, see "Changing Advanced Settings" on page 45.

# Using the Menus

In addition to the drop-down and pop-up menus described in the different views, there are two Main menus available in *Address Book*. The File menu is available at the Contacts list and the Edit menu is available in each of the four views when the cursor is blinking.

To select a menu item, first tap ![menu icon], tap either **File** or **Edit** and then either tap the menu item you want or write the Menu short-cut in the Handwriting area.

## File Menu

Use the File menu to create custom fields, set preferences, view information about *Address Book* and exit the program.

*File Menu* ———

| **About** | Displays the version number of *Address Book*. |
|---|---|
| **Preferences (p)** | Enables you to select a sort order for the Contacts List. |
| **Custom Fields** | Enables you to create labels for the custom fields. |
| **Help (h)** | Displays online help. |
| **Exit (e)** | Exits *Address Book*. |

## Edit Menu

Use the Edit menu to cut, copy and paste text, access the onscreen keyboard, or view the Handwriting Guide. Cut and Copy are activated only when text is selected. To select text, drag your stylus over the text. Paste is available only when there is text saved to the clipboard.
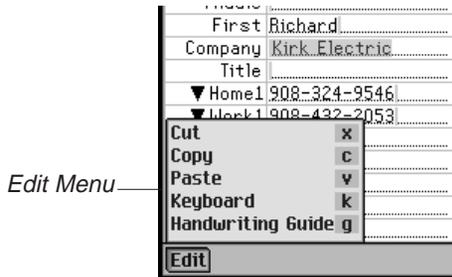
First  Richard

Company  Kirk Electric

Title

▼ Home1 908-324-9546

▼ Work1 908-432-2053

*Edit Menu* ——

| Cut | x |
| Copy | c |
| Paste | v |
| Keyboard | k |
| Handwriting Guide | g |

[Edit]

| **Cut (x)** | Removes any selected text. A copy is retained on the clipboard. |
| **Copy (c)** | Places a copy of any selected text on the clipboard. |
| **Paste (v)** | Places text from the clipboard into the selected location. |
| **Keyboard (k)** | Displays the onscreen keyboard. |
| **Handwriting Guide (g)** | Displays the libraries of input characters. |

## Synchronizing with Microsoft® Outlook

For detailed instructions please see "Using Intellisync" on page 43.

## Exiting Address Book

You can close *Address Book* and return to the Launcher or you can return to the Launcher and leave *Address Book* running in the background.

1. To return to the Launcher without closing *Address Book*, tap 📟 .

2. To close the program, tap 📄 , then tap **File|Exit** from the Contacts List.

   You can also tap ❎ at the top right of the Contacts List.

# 12. Date Book

eBookMan includes *Date Book*, a standard organizer program for maintaining your schedule. Once you enter appointments, you can view them by day, by week or by month. This chapter describes how to add appointments and edit them. It also shows you how to use the different views and menus and how to move around within the program.

Tap [icon] at the Launcher to open *Date Book*.



| | |
|---|---|
| Time column | |
| Data entry column | |
| View buttons | |

| | |
| 09/14/01 | S M T W T F S |
| 1:00P | |
| 2:00P | |
| 3:00P | |
| 4:00P | |
| 5:00P | |
| 6:00P | |
| 7:00P | |
| 8:00P | |
| 9:00P | |
| 10:00P | |
| 11:00P | |
| 1 7 31 New Edit Go To | |
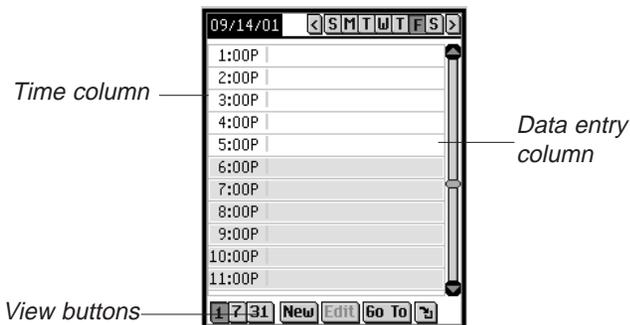
*Daily View with Appointments*

Each time you open *Date Book*, you see the Daily View for the current day. The current day is set in *My eBookMan®*.

The data entry fields in Daily View are divided into two columns - the time column on the left and a corresponding data entry column on the right. By default, there are time slots for every hour from 12 midnight (a.m.) to 11 p.m.

A scroll bar appears to the right of the screen. Tap the up and down arrows on the scroll bar to move up or down one line. Tap in the scroll bar above or below the slider to move up or down one screen.

[icon] **See also:**

For details about the views in *Date Book*, please see "Understanding the Views" on page 172.

# Adding Appointments

You can add appointments for the default times or you can create custom time slots. To add an appointment, follow these steps.

1. Tap **Go To**.

2. Tap the month you want.

3. Tap the day you want.

4. Tap **Select**.

   You go to the Daily View for that day.

   You must be in Daily View to add appointments to your schedule.

5. Tap on the line in the data entry column for the time you want.

6. Enter your appointment.

   You can either write in the Handwriting area or use the onscreen keyboard. To access the onscreen keyboard, draw a line up and out of the Letter input area (abc).

   Each field has a limit on the number of characters it can hold. For details about the maximum number of characters in any particular field, see "Field Limits" on page 175.

7. Tap the time approximate slot for your appointment to set a start and end time.

   You see the Select Time dialog box.



*Select Time dialog box*

```
Select Time                    ☒
Start: ▼12:▼00▼AM
  End: ▼01:▼00▼AM
       ☐ All Day Event
OK  Cancel
```

   Tap the down arrows and then tap the times you want. To set an all day event, tap the **All Day Event** check box.

8. Tap **OK** to save your changes.

   To exit without saving changes, tap **Cancel** or ☒.

   Your appointment appears in its sequential place in Daily View.

To add an appointment for a custom time slot, follow these steps.

1. Tap **New**.



*Blank line for new appointment*
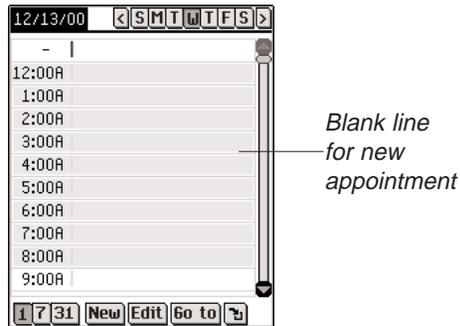
The cursor is active on a blank line in the data entry column at the top of the screen.

2. Enter your data.

3. Tap in the empty time column.

You see the Select Time dialog box.

The **All Day Event** check box is active by default.

4. Tap the check box to deselect an all day event and set a start and end time for this appointment.

5. Tap the down arrows and then tap the times you want.

6. Tap **OK** to save your changes.

To exit the Select Time dialog box without saving your changes, tap **Cancel** or ☒ .

Your appointment appears in its sequential place in Daily View.

## *Editing Appointments*

You can edit the text of an appointment directly in the data entry column. Tap to place the cursor in the appointment where you want to make your edits, and add or delete text.

Use the Handwriting area or the onscreen keyboard to make your changes. Your edits are automatically saved.

You can also enter the location of an appointment, set an appointment to repeat, set an alarm and attach a note in the Edit dialog box. To make these edits, tap in the data entry column of an appointment to select it, then tap **Edit**. The Edit dialog box appears.

*Edit dialog box*

| Edit | ⊠ |
|---|---|
| Date: | 04/08/02 |
| Time: | ▼07:▼00▼PM |
| | ▼08:▼00▼PM |
| | ☐ All Day Event |
| | ☐ Remind me 🔔 |
| Location | I |
| 🔄 Recurrence | |

OK Cancel Note Delete
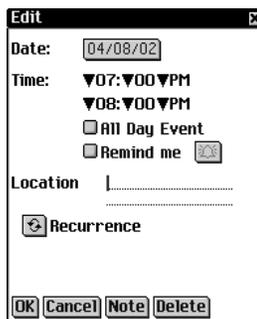
## Repeating Appointments

To set an appointment to repeat, do the following.

1. Tap 🔄.

*Recurrence screen*

| Recurrence | ⊠ |
|---|---|
| ○ Daily | ● Weekly |
| ○ Monthly | ○ Yearly |

Recur every 1 week(s) on:

S M T W T F S

● No end date
○ End by: 09/14/01

OK Cancel Delete

You see the Recurrence screen.

2. Tap the check box next to Daily, Monthly, Weekly or Yearly.
3. Set an interval for your appointment to automatically repeat.
4. Tap a button (SMTWTFS) to select the day for the recurring event.
5. Set an end date.

To set the end date, tap the **End by** check box and tap the

date box.

You see the Select Date screen. Tap the day/month/year and tap **Select**.

To repeat your appointment indefinitely, tap the **No end date** check box.

6. Tap **OK** to save your changes and return to the Edit dialog box.

To exit the Recurrence screen without saving any changes, tap **Cancel** or ![X].

To delete a previously set recurrence, tap **Delete**.

At the Daily View, ![icon] indicates that an appointment repeats.

The Recurrence screen varies by interval setting: Daily, Weekly, Monthly, and Yearly.

## *Daily Recurrence*

The Daily setting repeats your appointment based on a set number of days. For example, to repeat an appointment every 5 days, tap the **Daily** check box and write **5** in the **Recur every . . . day(s)** field.

*Recurrence screen for Daily interval*



## *Weekly Recurrence*

The Weekly setting repeats your appointment based on a set day of the week. To repeat an appointment every two weeks on Wednesday, tap the **Weekly** check box, write **2** in the **Recur every . . . week(s) on** field and tap ![W] for Wednesday.

*Recurrence screen for Weekly interval*

### *Monthly Recurrence*

The Monthly setting repeats your appointment on a monthly basis. To repeat an appointment every third month, tap the **Monthly** check box, write **3** in the **Recur every . . . month(s) on the** field and tap the day or date you want. The date setting is derived from the current day.



*Recurrence screen for Monthly interval*

⚠️ **Note:**

Appointments can recur through calendar year 2029.

### *Yearly Recurrence*

The Yearly setting repeats your appointment on an annual basis. You can set an appointment to repeat either on the current date every year or the current day. For example, if today is December 13 and the second Wednesday, you can select either the 13th day of December or the second Wednesday in December as the yearly recurrence date. To repeat an appointment every year, tap **Yearly**, then tap either the current date or day in the **Recur every year on the** field. The date setting is derived from the current day.

*Recurrence screen for Yearly interval*

```
Recurrence                    ⊠
○ Daily        ○ Weekly
○ Monthly      ● Yearly
Recur every year on the:

● 14th of Sep
○ 2nd Fri of Sep


● No end date
○ End by:  09/14/01
OK  Cancel  Delete
```

You can set an end date in each of the views. Tap the **End by** check box and then tap the date button. You go to the Select Date screen. Select your date as explained in "Setting the Date" on page 171. Tap **Select** to return to the recurrence screen. If you do not wish to set an end date, tap the **No end date** check box.

## Setting Alarms

To set an alarm, follow these steps.

1. Tap the **Remind Me** check box to activate an alarm for your appointment.

2. Tap 🕭 to set the time when you want the alarm to sound.

   You see the Reminder Settings dialog box.

```
Reminder Settings             ⊠
  Remind me
  15........ ▼minute(s)
  before the event.
OK  Cancel
```

*Reminder Settings dialog box*

3. Tap ▼ to see the time drop-down list and tap the item you want to select.

```
Reminder Settings             ⊠
  Remind me
  15........ ▼ minute(s)
  before t  hour(s)
OK  Cancel  day(s)
           week(s)
```
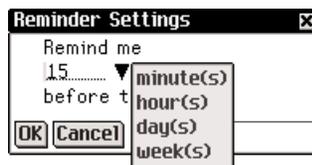
*Time drop-down list*

You can set your alarm for minutes, hours, days or weeks before the appointment.

> ⚠ **Note:**
>
> If you tap the **Remind Me** check box and don't tap 🕭, the default remind time is 15 minutes before the event.

4. Enter the interval number for when you want to be alerted.

5. Tap **OK** to accept your changes and return to the Edit dialog box.

   Tap **Cancel** to return to the Edit dialog box without changing the alarm settings.

   At the Daily View, 🔔 indicates that an alarm has been set for an appointment.

*Selecting Alarm sounds*

You must be in Daily View to set an alarm sound. Tap **OK** to exit the Edit dialog box and return to Daily View.

1. Tap 📖 and then either tap **File|Preferences** or write Menu shortcut **p**.

*Preferences dialog box*
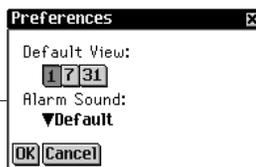
2. Tap ▼ to see the Alarm Sound drop-down list.

   You see a list of the available sounds your alarm can make.

*Alarm sounds drop-down list*

3. Tap the sound you want to select.

   You hear the sound.

4. Tap **OK** to enter your changes.

   Tap **Cancel** to close the Preferences dialog box without saving your changes.

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# Adding Notes

To add comments or information to the current appointment, follow these steps.

1. Tap **Note** in the Edit dialog box.

   You see the Notes screen.

   *Notes screen* ——————
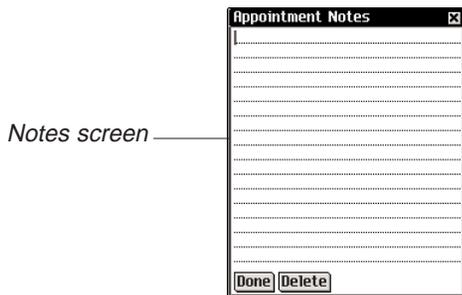
2. Enter your note.

   You can use the Handwriting area or the onscreen keyboard.

3. Tap **Done** to save the note for the appointment and return to the Edit dialog box.

   To delete the note from the appointment, tap **Delete**.

   At the Daily View, ▤ indicates that an appointment has a note.

# Setting the Date

1. From the Edit Appointment dialog box, tap the date box next to **Date** to set or change the date for this appointment.

   *Select Date screen*
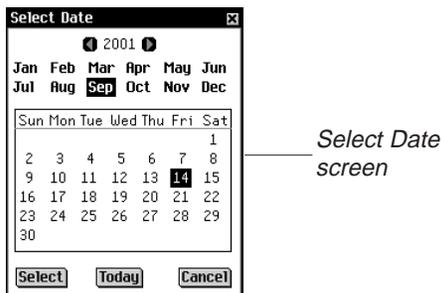
2. Tap ◀ or ▶ to go to a different year.

3. Tap the month you want.

4.  Tap the day of the month you want.

    To return to the current date from a different location, tap **Today**.

5.  To select the date, tap **Select**.

    To exit without selecting a date, tap **Cancel**.

# Understanding the Views

You can choose any of three different views while using your *Date Book*. Buttons at the bottom of the screen allow you to choose between Daily, Weekly and Monthly views.

To set the default view, tap 📳 and then either tap **File|Preferences** or write Menu shortcut **p**. Tap the view you want and tap **OK** to enter your changes.

## Daily View

Daily View displays the schedule for the selected day. It is the first screen you see when you enter *Date Book*. To return to this view from another screen, tap 1 .

*Daily View* —
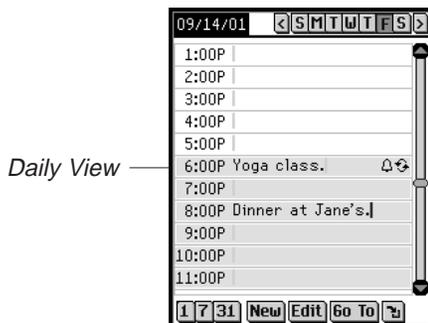


A scroll bar is always displayed to the right of the screen. Tap the up and down arrows on the scroll bar or the scroll lines on the Control Pad to move up or down your schedule one line at a time. Tap in the scroll bar above or below the slider, or tap the scroll arrows in the Control Pad to move up or down one screen at a time.

Buttons representing each day of the week, beginning at Sunday or Monday, are displayed across the top right of the screen.

1. Tap the day you want to select.

   The selected day is shaded.

2. Tap ◁ or ▷ to go to the previous or next calendar week.

3. Tap 🔁 to return to the current date from another location.

## Weekly View

1. Tap 7 to go to the Weekly View.

   This view displays the schedule for a single week. If there are no appointments for the week, you see the message "No appointments this week".

   The month and year are displayed at the top left of the screen and the number of the calendar week being displayed is at the top right of the screen.

2. Tap ◁ or ▷ to go to the previous or next calendar week.

3. To return to the current week, tap 🔁.

   You can view your weekly appointments as a list or as a grid.

4. Tap 🗐 at the bottom of the screen to see the week's schedule as a list.

```
┌─────────────────────────────┐
│Oct − Nov '01   ◁ Week 43 ▷  │
│         11/01/01            │
│2:00P Radiology meeting.     │
│4:00P Pick up Editor at airpor│
│                             │
│                             │
│                             │
│                             │
│                             │
│                             │
│ 1 7 31 Go To 🔁 🗐 🗐        │
└─────────────────────────────┘
```

*Weekly View as a list*

Each day is separated by a dark bar listing the day of the week and date.

If your schedule contains more appointments than can fit on one screen, a scroll bar appears. Tap the up and down arrows on the scroll bar or the scroll lines on the Control Pad to move up or down your schedule a line at a time. Tap in the scroll bar above or below the slider, or tap the scroll arrows in the Control Pad to move up or down one screen at a time.

5. Tap ▣ at the bottom of the screen to see the week's schedule as a grid.

*Weekly View as a grid* —
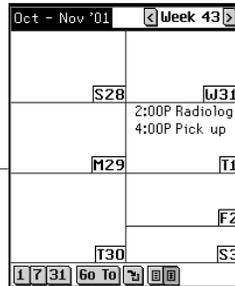


Each day's schedule is listed in it's own box. The day and date is abbreviated in the corner of each box. If you are viewing the week containing the current date, that day is highlighted. Tap the day/date box to go to the Daily View for that day.

## Monthly View

1. Tap 31 to go to the Monthly View.

*Monthly View* —
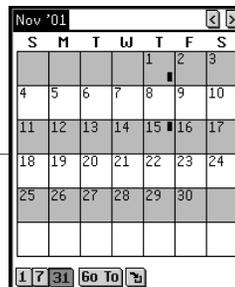


This view displays the schedule for any single month. If you are viewing the month containing the current date, it is highlighted.

Days for which you have entered appointments are marked with a bar. The bar appears to the top right for a.m. appointments and to the bottom right for p.m. appointments.

The month and year are displayed at the top left of the screen.

2. Tap ⟨ or ⟩ to go to the previous or next calendar month.

3. To return to the current month, tap 🔲.

## *Field Limits*

Each *Date Book* field has a limit on the number of characters it can hold. The following table lists each field and its respective limit.

| Field Name | Maximum number of characters |
|------------|------------------------------|
| Description | 64 |
| Notes | 1024 |

## *Using the Menus*

There are two menus in *Date Book*: File and Edit. The File menu is available in the Weekly and Monthy Views and both menus are available in Daily View.

To select a menu item, first tap 📇, tap either **File** or **Edit** and then either tap the menu item you want or write the Menu shortcut in the Handwriting area.

### File Menu

Use the File menu to set preferences, view information about *Date Book*, read online help, and exit the program.

*File menu*

| | |
|---|---|
| **About** | Displays the version number of *Date Book*. |
| **Preferences (p)** | Enables you to select the alarm sound. |
| **Help (h)** | Displays online help. |
| **Exit (e)** | Exits *Date Book*. |

## Edit Menu

Use the Edit menu to cut, copy and paste text, access the onscreen keyboard and view the Handwriting Guide. Cut and Copy are activated only when text is selected. Drag your stylus over the text you want to cut or copy. Paste is available only when there is text saved to the clipboard.



*Edit menu*

| | |
|---|---|
| **Cut (x)** | Removes any selected text. A copy is retained on the clipboard. |
| **Copy (c)** | Places a copy of any selected text on the clipboard. |
| **Paste (v)** | Places text from the clipboard into the selected location. |
| **Keyboard (k)** | Displays the onscreen keyboard. |
| **Handwriting Guide (g)** | Displays the libraries of input characters. |

## *Synchronizing with Microsoft® Outlook*

For detailed instructions please see "Using Intellisync™" on page 43.

## *Exiting Date Book*

You can close *Date Book* and return to the Launcher or you can return to the Launcher and leave *Date Book* running in the background.

1. To return to the Launcher without closing *Date Book*, tap ⊞.

2. To close the program, tap ▤, then either tap **File|Exit** or write Menu shortcut **e**.

# 13. ToDo Book

eBookMan includes *ToDo Book*, a standard organizer program for entering your todos and keeping track of them. This chapter describes how to enter, edit and delete todos and how to set priority levels for your tasks.

Tap ![icon] at the Launcher to open *ToDo Book*. When you open the program for the first time, you see a screen with three buttons at the bottom: New, Edit, and Show. When entries exist, the ToDo List displays all the entries.

*ToDo List with no entries*

*ToDo List with entries*

**Note:**

☐ completion check box.

⬇ low priority icon.

✦ normal priority icon.

❗ high priority icon.
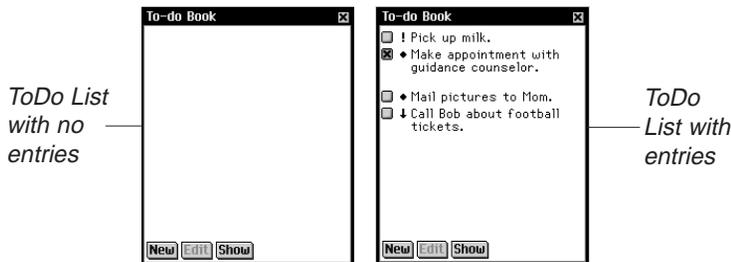
When your ToDo List contains more entries than can fit on one screen, a scroll bar appears. Tap the arrows to move up or down one line. Tap in the scroll bar above or below the slider, use the scroll arrows on the Control Pad or rock the Control Wheel to move up or down one screen.

## Adding Entries

To create a new entry, follow these steps.

1. Tap **New**.

   Write in the Handwriting area or use the onscreen keyboard to enter your todo.

   You can enter a maximum of 10 24 characters.

2. Tap the Priority icon to see the pop-up menu of priorities. Tap Low ⬇, Normal ✦ or High ❗ to select the one you want.

*Priority selection pop-up menu.*

3. Tap Edit to add settings.

   See "Editing Entries" below for more information.

4. Tap **OK** to exit the Edit dialog box.

5. Tap in the empty completion check box ☐ to mark your todo as completed ☒.

## *Editing Entries*

You can change the text of a todo right in the ToDo List.

Tap to place the cursor in a todo where you want to make your edits, and add or delete text.

Use the Handwriting area or the onscreen keyboard to make your changes. Your edits are automatically saved.

You can select a todo to edit from the ToDo List. Hold your stylus down on the todo you want to edit. You see a pop-up menu with 3 choices: Edit, Delete and Duplicate.



*Edit/Delete/ Duplicate pop-up menu*
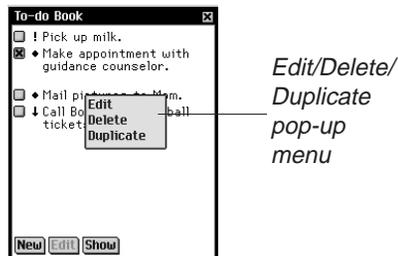
• To edit the entry, tap **Edit**.

  You go to the pop-up menu for this todo.

• To delete the todo, tap **Delete**.

You see a dialog box asking you to confirm the deletion. Tap **OK** to delete or tap **Cancel** to exit without deleting.

- To create an exact copy of the todo, tap **Duplicate**.

## Entering Settings

To enter or edit settings for a todo, tap in the line of the todo to select it, then tap **Edit**.

```
Edit                        ⊠
        Active:  None
      Due Date:  None
      Complete:  ☐
       Priority: ▼Low

OK  Cancel  Delete  Note
```
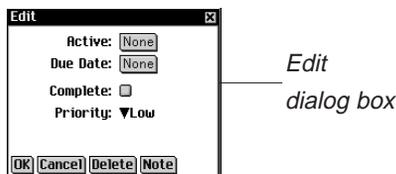
*Edit*
*dialog box*

In the Edit dialog box, you can set a priority level, the due date, and the activation date. You can also mark your todo as complete, add a note or delete your todo.

1. Tap ▼ to see the Priority drop-down list.

   The options on this menu are Low ▮ , Normal ● and High

   ❗ . Tap the priority level you want to set.

2. Tap the Due Date box to set a due date.

   In the Select Date screen tap the day/month/year you want.

3. Tap the Active date box to select an activation date.

   In the Select Date screen tap the day/month/year you want.

5. Tap **Note** to add additional comments or information regarding this todo.

   You can add up to 1028 characters.

*Notes*
*screen*

```
Notes                       ⊠
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Done  Delete
```
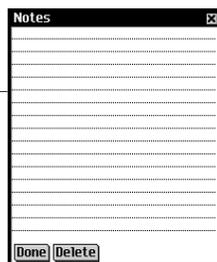
Tap **Done** to save the note. ▤ appears next to the todo on the ToDo List.

To delete the note, tap **Delete**. You see a dialog box asking you to confirm the deletion. Tap **OK** to delete or tap **Cancel** to exit without deleting.

5. Tap in the empty completion check box ☐ to mark your todo as complete ☒.

6. Tap **OK** to save your changes.

   Tap **Cancel** to exit the Edit dialog box without saving your changes or settings.

   To delete the todo, tap **Delete**. You see a dialog box asking you to confirm the deletion. Tap **OK** to delete or tap **Cancel** to exit without deleting.

## Selecting a Date

When you select the Active or Due Date options in the Edit dialog box, the Select Date screen is displayed.

*Select Date screen* —
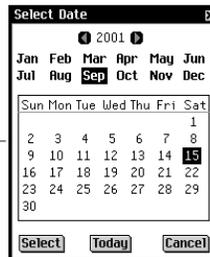


1. Tap the ◀ or ▶ to select the current year.

2. Tap the current month and day.

   To return to the current date from a different location, tap **Today**.

3. Tap **Select** to save changes.

   Tap **Cancel** to exit without saving your changes.

## Changing Your ToDo List View

The default view has the completion check box and the priority icon to the right of the todo. To change the display of your todos, do the following:

1. Tap **Show** to change the way you view your todos.

*Show dialog box* ———

```
Show                    ☒
☐ Show Due Dates
☒ Show Completed Todos
☐ Show Only Active Todos

[OK] [Cancel]
```
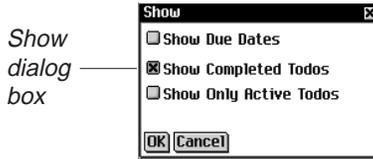
2. Tap the check box next to the options you want to see in your ToDo List.

   - Show Due Dates displays due dates.
   - Show Completed Todos displays completed todos in addition to active ones.
   - Show Only Active Todos displays only those todos that are not yet completed.

3. Tap **OK** to confirm your changes.

   Tap **Cancel** to exit the Show dialog box without saving your changes.

## *Field Limits*

Each *ToDo Book* field has a limit on the number of characters it can hold. The following table lists each field and its respective limit.

| Field Name | Maximum number of characters |
|------------|------------------------------|
| Description | 128 |
| Notes | 1024 |

**See also:**

For information on how field limits affect synchronization, see "Changing Advanced Settings" on page 45.

# Using the Menus

There are two menus in *ToDo Book*: File and Edit. The File menu is available when no todo is selected in the ToDo List. When a todo is selected, both menus are available.

To select a menu item, first tap ⬛, tap either **File** or **Edit** and then either tap the menu item you want or write the Menu shortcut in the Handwriting area.

## File Menu

Use the File menu to delete all completed todos, view information about *ToDo Book*, read online help and exit the program.

*File menu* —
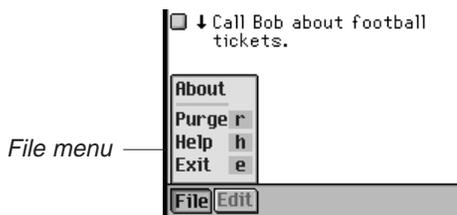


| **About** | Displays the version number of *ToDo Book*. |
|---|---|
| **Purge** (**r**) | Enables you to delete all completed todos from your list. You must confirm the deletion by tapping **OK**. Tap **Cancel** to exit the Purge confirmation dialog box without deleting todos. |
| **Help** (**h**) | Displays online help. |
| **Exit** (**e**) | Exits *ToDo Book*. |

## Edit Menu

Use the Edit menu to cut, copy and paste text, access the keyboard and view the Handwriting guide. Cut and Copy are activated only when text is selected. Drag your stylus over the text you want to cut or copy. Paste is available only when there is text saved to the clipboard.

*Edit menu*

| **Cut (x)** | Removes any selected text. A copy is retained on the clipboard. |
|---|---|
| **Copy (c)** | Places a copy of any selected text on the clipboard. |
| **Paste (v)** | Places text from the clipboard into the selected location. |
| **Keyboard (k)** | Displays the onscreen keyboard. |
| **Handwriting Guide (g)** | Displays the libraries of input characters. |

## *Synchronizing with Microsoft® Outlook*

For detailed instructions please see "Using Intellisync™" on page 43.

## *Exiting ToDo Book*

You can close *ToDo Book* and return to the Launcher or you can return to the Launcher and leave *ToDo Book* running in the background.

1. To return to the Launcher without closing *ToDo Book*, tap
   .

2. To close the program, tap , then tap **File|Exit** or tap  at the top right of the screen.

# *14. Memo Book*

eBookMan includes *Memo Book*, a standard organizer program for storing memos. This chapter describes how to add, view and edit memos.

Tap ![icon] at the Launcher to open *Memo Book*. When you open the program for the first time, you see an empty screen with a New button at the bottom left and a Sort arrow to the bottom right. When entries exist, the Memo List displays all the entries.

*Empty Memo List*
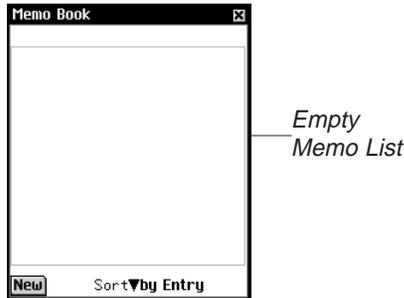
When your Memo List contains more entries than can fit on one screen, a scroll bar appears. Tap the arrows to move up or down one line. Tap in the scroll bar above or below the slider, use the scroll arrows on the Control Pad or rock the Control Wheel to move up or down one screen.

## *Adding Memos*

1.  To add a memo, tap **New**.

    You see the Edit screen.

    *Edit screen*
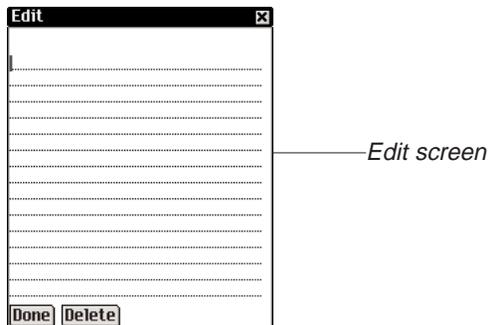
2. Enter your memo.

   Write in the Handwriting area or use the onscreen keyboard to enter your memo.

   You can enter a maximum of 4096 characters.

3. Tap **Done** to enter your memo.

   Tap **Delete** to exit without entering your memo.

# *Viewing Memos*

When you open *Memo Book* you see the Memo List, a numbered list of the memos you entered in the order that you entered them. The first line of your memo acts as a title and appears in the Memo List. Memos are numbered in the order they are entered. You can change the order to view your memos alphabetically.

Tap ▼ to see the Sort drop-down list.



Sort drop-down list
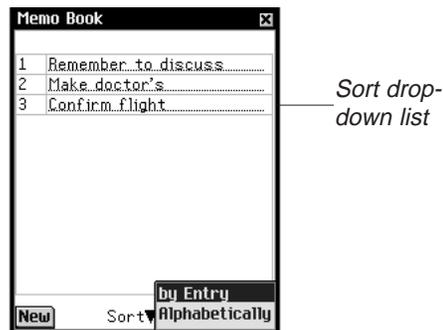
Tap **Alphabetically** to view your memos in alphabetical order.

Tap **by Entry** to return to the default view.

To view the whole memo, tap the number of the memo you want.

# *Editing Memos*

You can go to the Edit screen for the memo you want to view or edit.

You can edit the memo text or delete your memo.

1. Tap the memo you want to edit.

   You see the Edit screen.



*Edit screen*
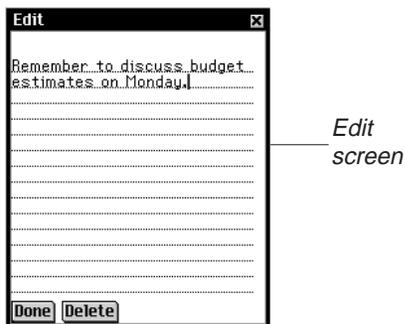
2. Tap on a line to place the cursor where you want to make your edits.

3. Add or delete text.

4. Tap **Done** to save your changes.

   The device returns to the Memo List.

   You also can tap **Delete** to remove your memo. You see a dialog box asking you to confirm the deletion. Tap **OK** to delete or tap **Cancel** to exit without deleting.

# *Using the Menus*

There are two menus in *Memo Book*: File and Edit. The File menu is available in the Memo List and both menus are avail-able in the Edit screen.

To select a menu item, first tap 📑, tap either **File** or **Edit** and then either tap the menu item you want or write the Menu short-cut in the Handwriting area.

## File Menu

Use the File menu to view information about *Memo Book* and exit the program. The File menu is available at the Memo List. Both menus are available at the Edit screen.

*File menu* —

| About |   |
|-------|---|
| Help  | h |
| Exit  | e |

**File**

**About**     Displays the version number of *Memo Book*.

**Help (h)**     Display online help.

**Exit (e)**     Exits *Memo Book*.

## Edit Menu

Use the Edit menu to cut, copy and paste text, access the onscreen keyboard or view the Handwriting Guide. Cut and Copy are activated only when text is selected. Drag your stylus over the text you want to cut or copy or use Select All to high-light the entire text of a memo. Paste is avaiable only when there is text saved to the clipboard.
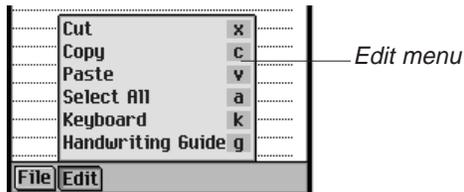
| Cut               | x |
|-------------------|---|
| Copy              | c |
| Paste             | v |
| Select All        | a |
| Keyboard          | k |
| Handwriting Guide | g |

— *Edit menu*

**File** **Edit**

| **Cut (x)** | Removes any selected text. A copy is retained on the clipboard. |
|-------------|------------------------------------------------------------------|
| **Copy (c)** | Places a copy of any selected text on the clipboard. |
| **Paste (v)** | Places text from the clipboard into the selected location. |
| **Select All (a)** | Select the entire text of your memo. You can then copy it and paste it in another location. |
| **Keyboard (k)** | Displays the onscreen keyboard. |

**Handwriting Guide (g)** Displays the libraries of input characters.

## *Synchronizing with Microsoft® Outlook*

For detailed instructions please see "Using Intellisync" on page 43.

## *Exiting Memo Book*

You can close *Memo Book* and return to the Launcher or you can return to the Launcher and leave *Memo Book* running in the background.

1. To return to the Launcher without closing *Memo Book*, tap ▨.

2. To close the application, tap ▨, and then either then tap **File|Exit** or tap ▨ at the top right of the screen.

# MISCELLANEOUS APPLICATIONS

# 15. Voice Memo

eBookMan includes *Voice Memo*, a program that enables you to record memos and play them back. This chapter describes features of the program and details how to record and play memos, how to use the menus, and how to control the volume.

Tap  at the Launcher to open *Voice Memo*.



The application uses buttons, menus, and lists to provide functionality. While recording and playing, the time-elapsed indicator appears on the display.

## Understanding the Buttons

The following buttons perform the functions:

| | |
|---|---|
|  | Records a memo. This button changes to Stop when you are recording or listening. |
|  | Stops the memo from recording or playing. |
|  | Plays the memo. |
|  | During play, pauses the memo. |
|  | Fast forwards the memo. |
|  | Rewinds the memo. |

# Using the Menus

*Voice Memo* uses three menus: File, Edit, and Control. Tap 🔲 in the Control Pad. To select an option, you can tap the menu item you want or write the Menu shortcut in the Handwriting area.

## The File Menu

Use the File menu to view information about the program and exit the program.



*File menu*

| | |
|---|---|
| **Help (h)** | Displays tips for using *Voice Memo*. |
| **About** | Shows the copyright information for the program. |
| **Memo Info (i)** | Displays general information about the current title, such as name, author, and size of the file. |
| **Delete** | Deletes the selected memo. |
| **Exit (e)** | Exits *Voice Memo*. |

## The Edit Menu

Use the Edit menu to set your preferences for the application.



*Edit menu*

| | |
|---|---|
| **Preferences (p)** | Enables you to display the left-handed controls and change the prefix name of all new memos that you record. |

To change the orientation of the buttons, tap the check box. To change the prefix name for new memos, tap the Name box and then either tap ▦ and enter a new name, or write it in the Handwriting area.

**Note:** By default, "Recording" is the prefix name. The name of the memo is numbered sequentially "Recording #1", "Recording #2," and so forth. When you change the prefix name, only future recordings will have the new name.

Tap **Save** to keep your selection or **Cancel** to exit without saving changes.

## The Control Menu

Use the Control menu to set your preferences for the application.



*Control menu*

| | |
|---|---|
| **Play Single** | Plays the selected memo. |
| **Play All** | Plays all memos in the order listed. |
| **Repeat Single** | Plays the selected memo repeatedly. |
| **Repeat All** | Plays all memos in the order listed and repeats the entire list of memos. |

## *Recording Voice Memos*

⚠ **Note:**

When the drop-down list is open, use ◀ and ▶ to quickly step through recordings.

1. Tap ⬤ or press the Control Wheel.

   ▢ shows on the screen.

2. Speak into the microphone located at the top right of the device.

   The time-elapsed indicator starts to run.

3. When done recording, tap ▢ or press the Control Wheel.

   The recorded memo is automatically added to the drop-down list.

**Note:** The length and number of memos you can record depends on the memory available in your device. If your device runs out of memory, the recording will stop.

Rock the wheel to adjust the volume.

## *Listening to Voice Memos*

1. Tap the down arrow at the top left of the screen.
   The drop-down list of memos appears.

2. Tap the memo you want to hear.

3. Tap ▶ to listen.

   ⏸ shows on the screen.

   You can rock the wheel to adjust the volume.

   Use ▶ or ◀ to fast forward or rewind. Hold the button and release it for the memo to resume playing.

4. Tap ⏸ when done listening.

## *Exiting Voice Memo*

You can either close *Voice Memo* and return to the Launcher, or you can return to the Launcher and leave *Voice Memo* running in the background.

1. Tap 👥 to return to the Launcher with *Voice Memo* running in the background.
   The memo stops playing, but *Voice Memo* remains open.

2. Tap 📋 and then **File|Exit** to close the application and return to the Launcher.

   You can also tap ❎.

# 16. Calculate

eBookMan includes a standard calculator with memory features. The display screen holds 10 digits. This chapter describes the calculator keys, menus, how to make calculations, and how to use calculator memory.

Tap ▣ at the Launcher to open the program.



## Understanding the Keys

The following keys perform mathematical functions:

| | |
|---|---|
| **X** | Multiplies |
| **÷** | Divides |
| **-** | Subtracts |
| **+** | Adds |
| **.** | Enters a decimal point (if no decimal point appears on the display) |
| **=** | Calculates a function |
| **+/-** | Enters a negative or positive |
| **C/CE** | When first tapped, clears the number displayed. When tapped a second time, clears the equation. |
| **%** | Calculates a percentage |
| **√** | Calculates the square root of a number |
| **MC** | Clears the memory |
| **MR** | Recalls the value stored in memory |

| **M+** | Adds the current value to the value stored in memory (but does not display the sum) |
| **M-** | Subtracts the current value from the value stored in memory (but does not display the difference) |

## Using the Menu

To access the menu, tap 📃 in the Control Pad. The program uses a menu that contains the following items.

**Help**  Displays online help.

**About**  Displays legal information about *Calculate*.

**Exit**  Closes the program.

## Making Calculations

To make a simple calculation, follow these steps.

1. Tap a number. For example, tap **4**.

   To enter a negative value, tap the number and then tap **+/-**.

2. Tap the key for the mathematical function you want. For example, tap **+**.

   A symbol for the function appears on the display.

3. Tap another number. For example, tap **9**.

4. Tap **=**.

   The sum, **13**, appears on the screen. To clear the program, press **C/CE**.

To subtract a percentage from a value, follow these steps.

1. Tap the total value. For example, tap **300**.

2. Tap the key for the mathematical function you want. For example, tap **-**.

3. Tap the percent value. For example, tap **5**.

4. Tap **%**.

   The value that equals a 5% discount from 300, **285**, appears on the screen.

---

📝 **Note:**

If you want to perform a function using the number in the display, simply tap the function and then **=** instead of tapping the number again. For example, tap **4 + =** to get **8**.

📝 **Note:**

You cannot repeat the calculation of a percentage by pressing **=** again.

# Using Calculator Memory

Using memory, you can add or subtract to and from a stored value. Once the memory is set, you can recall the value and use it in different calculations. You also can clear memory.

To use memory, follow these steps.

1. Tap a value.

2. Tap **M+** to add the value displayed on the screen to memory.

   When a value is stored in memory, an **M** appears in the lower left corner of the calculator display.

3. Tap **M+** again to add to the stored value.

   You also can subtract from the value in memory by tapping **M-**.

4. Tap **MR** to see the actual value in memory.

5. Tap **MC** to clear memory.

# Exiting Calculate

You can close the program and return to the launcher or you can return the the Launcher and leave the program running in the background.

1. Tap 🔳 to return to the Launcher leaving *Calculate* running in the background.

2. To close the calculator, tap 🔳 and then **File|Exit** or tap 🔳.

# APPENDIX

# A. Getting Updates

Franklin releases updated versions of the eBookMan software on a regular basis. Check the latest releases often for new features and enhancements to existing features. The upgrades are free.

## Checking for Updates

To check for updates to both the Desktop Manager and the eBookMan Operating System and applications, do the following:

1. Open your internet connection.
2. Connect your eBookMan to your PC.
3. Turn your device on.
4. Start the Desktop Manager.
5. Click **Web|My Updates**.

You go to Franklin's Web page that has links to the latest Desktop Manager and OS and applications. The version numbers of your currently installed Desktop Manager and the Operating System on your eBookMan are compared to those of the Desktop Manager and OS posted on Franklin's Web site. If the versions on the Web site are newer, "NEW" appears to indicate this.

## Updating the eBookMan® Desktop Manager

**Note:**

For a seamless installation of your Desktop Manager and OS for eBookMan, it is best to access your Internet connection and close all other programs.

If the Desktop Manager on Franklin's Web site is newer than your currently installed Desktop Manger, do the following.

1. Close your currently installed Desktop Manager if it is open.
2. Click the link on Franklin's Web site to download the *eBookMan® Desktop Manager*.

   The eBookMan Download Software page appears in your browser.

   **Note**: It is highly recommended that you print and read the eBookMan Download Software page before you continue.

3. On the eBookMan Download Software page, scroll down and, under **Step 1**, click the button next to the Desktop Manager you want.

   You can download the *eBookMan® Desktop Manager* only or the *eBookMan Desktop Manager* with *Intellisync™*, which enables you to synchronize the personal information in your eBookMan to and from Microsoft® Outlook®.

4. Click **Download**.

   A Download page appears with links to the Desktop Manager executable from an HTTP server and an FTP server.

5. Click the link for the server from which you want to download.

   **Note**: You get the same files from both servers. If you have trouble downloading the files from one server because of a conflict with your PC settings, try the other server.

6. Install *eBookMan Desktop Manager* from the server or save the installation program to your PC.

   If you install from the server, the installation process automatically begins.

   If you save the executable to your PC, you must locate the file on your PC and double-click it to start the installation process.

7. Follow the instructions on the screen to install the Desktop Manager.

   Your currently installed Desktop Manager is overwritten.

   **Note**: You may need to restart your Windows system when installation is complete. You will be prompted if this is necessary.

8. Start the Desktop Manager.

   See "Start the Desktop Manager" on page 21 for details.

## *Updating the eBookMan Software*

You can either check for updates as described in "Checking for Updates" on page 204, or you can have the program do this for you. To get the latest OS and applications, do the following:

1. Connect your eBookMan device to your computer and turn it on.
2. Open your Internet connection.
3. Start the *eBookMan® Desktop Manager*.
4. Click **Web|Download OS/Applications**.

   The program automatically compares the version numbers of your currently installed OS and the latest one that is available on Franklin's Web site. If the one on Franklin's Web site is newer, the download begins.

   Follow the instructions on the screen to download and synchronize the latest OS and applications.

# B. Serial Port Connection

If you have purchased a serial cradle or cable, please read the following sections to learn how to connect your device to your PC.

## Serial cradle users

The USB-to-serial cradle has three connectors:

- DB-9 serial connector
- Female PS/2 connector
- Male PS/2 connector
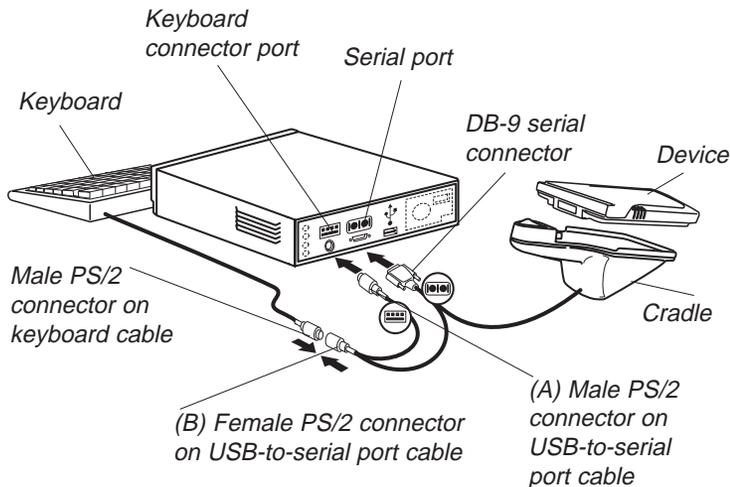


*Keyboard connector port*

*Serial port*

*Keyboard*

*DB-9 serial connector*

*Device*

*Male PS/2 connector on keyboard cable*

*Cradle*

*(A) Male PS/2 connector on USB-to-serial port cable*

*(B) Female PS/2 connector on USB-to-serial port cable*

Do the following to connect your device to a serial port on your computer using the USB-to-serial cradle.

1. Plug your eBookMan into the USB-to-serial cradle.
2. Plug the DB-9 serial connector end into a free serial (COM) port on your desktop computer.
3. Disconnect the keyboard from your computer.
4. Plug the Male (A) PS/2 connector end into the keyboard connector port on your computer.
5. Plug the Female (B) PS/2 connector end into the Male PS/2 connector end of your keyboard cable.

**⚠ Note:**

The USB-to-serial cable and cradle must draw power from the keyboard connector port on your computer to preserve the battery life of your eBookMan.

When using a laptop without a mouse, leave the Female (B) PS/2 connector unplugged.

To use a mouse with a laptop, plug the Female (B) PS/2 connector into the Male PS/2 connector on the mouse.

## Serial cable users

The USB-to-serial cable has four connectors:

- USB connector
- DB-9 serial connector
- Female PS/2 connector
- Male PS/2 connector
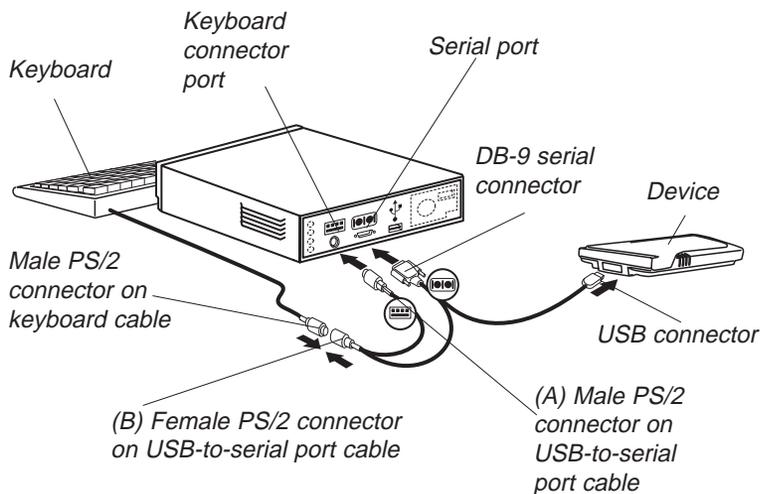


Do the following to connect your device to a serial port on your computer using the USB-to-serial cable.

1.  Plug the USB connector end of the cable into the USB port on your device.
2.  Plug the DB-9 serial connector end into a free serial (COM) port on your desktop computer.
3.  Disconnect the keyboard from your computer.
4.  Plug the Male (A) PS/2 connector end into the keyboard connector port on your computer.
5.  Plug the Female (B) PS/2 connector end into the Male PS/2 connector end of your keyboard cable.

# C. MultiMediaCards

You can purchase MultiMediaCards (MMCs) with content on them or you can purchase blank ones to either increase the memory in your device or backup your Operating System and applications. These cards are available in memory sizes ranging from 8 MB to 64 MB. Please note that you cannot write to MMCs purchased with content on them.

**Note**: MMCs are sold separately at **www.franklin.com/ ebookman/accessories.asp** or your local retailer.

You can put applications and files on an MMC using the Desktop Manager. Just make sure your MMC is inserted in the device before you connect it to your PC. You can also create a complete backup of all the files on your device on an inserted MMC. Just select **MMC Backup** on the Launcher menu.

## *Inserting MMCs*

1. Put your thumb on the MMC port cover and slide it off.
2. Slide the MMC into the compartment with the contacts facing up and the label facing down. Push gently until it clicks into place.
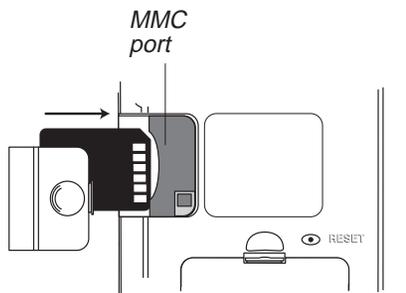
*MMC port*



3. Snap the cover back on.

To remove an MMC from the port, remove the MMC port cover, put your thumb on the MMC and push it in slightly. You hear a click and the card pops out. Slide it out and snap the cover back on.

⚠️ **Note:**

Before storing audiobooks on an MMC, you must first format or erase the card in *AudibleManager®*. *Audiobook Playe*r in your eBookMan will only recognize audiobooks stored on the most recently for-matted MMC.

Backup requires substantial battery power. If you attempt to backup to MMC while the battery power is low, the error message "The operation was unsucessful. Change your batteries or erase the MMC, then try again" appears.

📑 **Important!**

If there is not enough memory on the MMC to perform a backup, the message "The MMC has insufficient free space to backup your data" appears. Either erase the MMC or use a different MMC.

# *Backing Up to MMC*

To save a backup copy of the eBookMan Operating System, core applications, and information you entered into your eBookMan on an MMC, follow these steps.

1. Insert an MMC into your eBookMan following the instructions under "Inserting MMCs" on page 209.

   The MMC must be "writable." You can not save to a read-only MMC.

2. At the Launcher, tap 📖.

3. Tap **MMC Backup**.

   The MMC Backup dialog box appears.

*MMC Backup dialog box*

```
┌─────────────────────────────┐
│ MMC Backup              ✕   │
│ The current MMC has no      │
│ backup on it.               │
│                             │
│                             │
│        ┌──────────┐         │
│        │ Backup   │         │
│        └──────────┘         │
│                             │
│ [Erase]          [Restore]  │
└─────────────────────────────┘
```
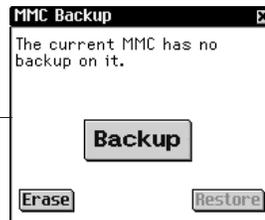
If the MMC is empty, the message "The current MMC has no backup on it" appears.

If the MMC contains a backup, the message "The backup was created on 00/00/00 at 00:00 AM/PM" appears with the actual date and time of the last backup.

4. Tap **Backup** to save all files to MMC.

   If a backup already exists, it will be deleted. The message, "This backup replaces the current backup on the MMC." appears. You must tap **OK** to proceed or tap **Cancel** to stop the process.

   The Backup screen appears.

*Backup screen*

```
┌─────────────────────────────┐
│ Backup                      │
│ Caution: Do not power off   │
│ while backup is in progress.│
│                             │
│ File 1 of 6                 │
│ ███████████████████████     │
│ frnkebos·sys                │
│ ███████████████████████     │
│              [Cancel]       │
└─────────────────────────────┘
```
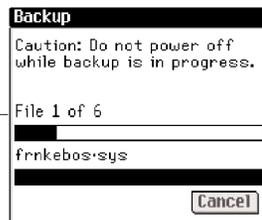
To stop the backup, tap **Cancel**. If you cancel, a partial backup is saved.

## Restoring from MMC

If you overwrite or delete files on your eBookMan that are backed up to MMC, you can restore those files easily. To restore files from MMC, follow these steps.

1. Insert an MMC into your eBookMan following the instructions under "Inserting MMCs" on page 209.
2. At the Launcher, tap 📑.
3. Tap **MMC Backup**.
4. Tap **Restore**.

   The message "This will overwrite all data currently in RAM" appears.

   Tap **Cancel** to exit without restoring files from the MMC.
5. Tap **OK** to restore files from the MMC.

   The Restore screen appears.

   **Note**: This process takes several minutes. The amount of time varies by the number of files that must be restored.

   After the files are restored, you must calibrate the screen to use your eBookMan.

## Erasing an MMC

To erase an MMC, follow these steps.

1. Insert an MMC into your eBookMan following the instructions under "Inserting MMCs" on page 209.
2. At the Launcher, tap 📑.
3. Tap **MMC Backup**.
4. Tap **Erase**.

   The message "This will delete all data on the MMC. Continue?" appears.

   Tap **Cancel** to exit without erasing the MMC.
5. Tap **OK** to erase the MMC.

# D. Glossary

| | |
|---|---|
| **Application** | A program that performs a specific task or series of tasks for the user. |
| **ART** | (Advanced Recognition Technologies, Inc.) A company that creates voice and handwriting recognition for mass-market mobile devices. |
| **Audio book** | A book recording that is formatted for use in an audio device. eBookMan supports audio format #2 with audio capacity of approximately 5.1 hours for 16 MB of memory. |
| **Backlight** | Lighting that appears to come from behind the LCD (Liquid Crystal Display) screen, making it easy to see and read text in the dark. |
| **BIOS** | (Basic input/output system) The built-in software in a computer that controls the display screen, the keyboard, the drives and so on. |
| **Calibration** | The setting of reference points to determine the accuracy and precision of the touch-sensitive screen. |
| **Category** | In your eBookMan device, a name used to group **applications** and content that appears in the **Launcher**. |
| **Content application** | eBookMan **programs** that require content files, e.g. *Franklin Reader*, *Mobipocket Reader*, *Audiobook Player*, and *Music Player*. |
| **Contents pane** | In the **Desktop Manager**, the pane that shows all files and folders in the selected directory. It reflects the file structure on your PC. |
| **Control Pad** | The area on the device that contains the **Handwriting area**, the **Launcher** and Menu icons and the scroll area. |
| **Control wheel** | The wheel in the rear, left side of the eBookMan that functions as an "Enter" key, a scrolling mechanism, or volume setting. |

| | |
|---|---|
| **Cookie** | Information sent by a Web site and returned by your PC each time that Web site is accessed. In most cases, cookies identify a user who re-visits a particular Web site, making it unnecessary to register during each visit. |
| **Core application** | A free eBookMan program that is bundled with the operating system. Core applications include *Franklin Reader*, *Franklin Viewer*, *Audiobook Player*, *Music Player*, *Voice Memo*, *Address Book*, *Date Book*, *Memo Book*, *ToDo Book*, and *Calculate*. |
| **Cradle** | The piece of equipment designed to hold your eBookMan device and connect to your PC. |
| **Crosshair** | On your eBookMan screen, the markings (+) used to show reference points during **calibration**. |
| **Desktop Manager** | The PC **program** that works with your eBookMan device and enables you to **synchronize** files between your PC and your device. |
| **Device driver** | Drivers are programs on your PC that control devices such as keyboards, printers and so on. Your eBookMan also needs its own driver installed on your PC in order for your PC to recognize it and allow it to communicate with your **Desktop Manager**. |
| **Device pane** | In the **Desktop Manager**, the pane that shows all the files and folders in **RAM** and any installed **MMC** on your eBookMan device. |
| **Download** | (verb) Transferring data from a server to the memory of another computer or device.<br>(noun) The data transferred from a server to the memory of another computer or device. |
| **eBook** | A "soft" copy or electronic version of a book. eBooks come in several formats and you need a program called a Reader in order to view these books either on your PC or a handheld device. |

| | |
|---|---|
| **export** | A one-way transfer of data from your main system to your other **application**, for example, from an **organizer** application in your eBookMan to Microsoft® Outlook® on your PC. |
| **field mapping** | The linking of equivalent fields in two systems, so that data can be transferred between them during synchronization. Fields that are linked are referred to as mapped fields. |
| **FUB** | (Franklin Universal Binary) The file type recognized by Franklin Reader. |
| **Function** | A stroke made in the **Handwriting area** to perform a specific function - for example, backspace. |
| **Handwriting area** | The area in the **Control Pad** in which you write letters, numbers and punctuation. |
| **hard reset** | To return the device to its original settings. This removes all user entered data. A hard reset of the eBookMan is performed by holding the **On/Off** button and gently depressing the reset button at the back of the device. It should not be confused with **soft reset**. |
| **import** | A one-way transfer of data from another system to your main system, for example from Microsoft® Outlook® on your PC to the organizer applications in your eBookMan. |
| **Intellisync™** | The program on your PC that enables you to transfer data from a **PIM** such as Microsoft® Outlook® to the **organizer applications** in your eBookMan device. It is part of the *eBookMan® Desktop Manager*. |
| **Launcher** | The default screen on your eBookMan device from which all programs and some content files are opened. This includes files both on **RAM** and any installed MMC (**MultiMediaCard**). The programs and content files are represented by icons. |
| **Letter input area** | The section of the **Handwriting area** that has *abc* on it. This is the area in which you write letters. |

| | |
|---|---|
| **MMC** | See **MultiMediaCard**. |
| **MP3** | (MPEG audio layer 3) A compressed music file much smaller in size than its counterpart on a CD, and hence easily sent over the Internet. |
| **MultiMediaCard** | (MMC) An electronic card, similar to a floppy disk for your PC. An MMC with preloaded content is read-only. Blank MMCs are available in different memory sizes and can store up to 64 MB of data. |
| **natural handwriting** | The way you write. eBookMan has a handwriting recognition system that recognizes several ways of writing letters so you can find one that best suits you. |
| **Number input area** | The section of the **Handwriting area** that has *123* on it. This is the area in which you write numbers. |
| **Operating system** | (OS) The most important program on any computer or handheld device that helps run all other programs and helps the computer recognize peripheral devices such as keyboards and printers. It is necessary for basic functions such as opening other programs, keeping track of files, recognizing input from the keyboard, and so on. It presents a default screen to the user when no program is running. |
| **Organizer** | A program in which data such as addresses, telephone numbers and memos are stored. |
| **OS** | See **Operating system**. |
| **PDB** | (Palm Database) Files formatted for the Palm Computing Platform that have the extension .pdb. |
| **.prc** | A file formatted for Palm devices. |
| **pen calibration** | See **Calibration**. |
| **pen language** | The character recognition set you want your eBookMan to use. You can select the language you want in *My eBookMan®*. |

| | |
|---|---|
| **PIM** | (Personal Information Manager) The term commonly used to describe programs either on your PC or a handheld device in which you store information data such as names, addresses, telephone numbers, schedules and so on. |
| **port** | The part of a computer through which a peripheral device such as a keyboard or printer is connected. There are several types of ports, the most common being **serial,** parallel and **USB** ports. |
| **program** | An application that is run either on your PC or on your handheld device. For example Microsoft® Outlook® is an organizer **application** that runs on your PC. *Franklin Reader* is a program that runs on your eBookMan device. |
| **PS/2 connector** | **(**Personal System/2-IBM compatible) The part of a cable that plugs into either a port on your PC or a port on your device. There are *male* connectors which have one or more pins and *female* connectors which have a hole in which a male connector can be inserted. |
| **Punctuation input** | The section of the **Handwriting area** that has *:-)* on it. This is the area in which you write punctuation marks. |
| **quiet mode** | The absence of device sound. eBookMan has various device sounds to indicate different functions. In *My eBookMan®*, you can select Quiet Mode if you do not wish to hear these sounds. |
| **RAM** | (Random Access Memory) The main memory in your computer that is available to all programs. Programs on any computer, PC or handheld device, need RAM in order to run. |
| **SEB** | (secure eBookMan binary) Most content files that you download from Franklin's Web site have this extension. It means that the file has a security lock on it and can be read only by your eBookMan device. |

| | |
|---|---|
| **serial port** | One of the types of connector **ports** on a computer. It can be used to connect devices such as modems, mice and so on. |
| **shutoff time** | The amount of time your device stays on if you forget to turn it off. |
| **simpliWrite** | A copyrighted system of handwriting recognition developed by **ART**. |
| **soft reset** | Exits a temporarily problematic program and takes you to the **calibration** screen. A soft reset of the eBookMan is performed either by gently depressing the reset button at the back of the device or selecting **Restart system** on the **Launcher** menu. It should not be confused with **hard reset**. |
| **Status bar** | A bar in a program that displays some information about the program. In **Desktop Manager**, the status bar is at the bottom of the window and tells you what the program is currently doing, such as "Ready" or "Uploading item" and so on. In the **Launcher**, the status bar is at the bottom of screen and shows remaining battery life, time/date, the current category, and the available free memory. |
| **Stylus** | A pen-like instrument that is used for writing. |
| **sync** | The informal term for **synchronization**. |
| **synchronization** | To bring two or more programs or events to a parallel state. For example, you can synchronize the data in your Microsoft® Outlook® with the data in the **organizer applications** on your eBookMan device so that the same data is contained in both places. |
| **translator** | Term used in **IntellisyncTM** to stand for the **organizer application** on your PC whose data you want to synchronize with the data in the organizer applications on your eBookMan device. |
| **USB** | Universal Serial Bus. |
| **USB port** | One of the types of connector **ports** on a computer. On your PC it can support multiple peripheral devices such as mice, printers and so on. |

# E. Troubleshooting

This section offers solutions to problems you may encounter while:

- downloading and installing *eBookMan® Desktop Manager*
- synchronizing the operating system (OS) and applications from your PC to your eBookMan
- using the *eBookMan® Desktop Manager* software
- using the eBookMan device

It also provides information about error messages that you may see in the Desktop Manager or on the eBookMan device. Detailed online help is available both in the *eBookMan® Desktop Manager* and in each application on the eBookMan device. To access Help in the Desktop Manager, click **Help** in the Menu bar. To access Help from most programs on the device, select **File|Help**.

For more information, visit Franklin's technical support Web page and check the FAQ (frequently asked questions) database. Just connect to **www.franklin.com/ebookman/support.asp**, and click on a flag to choose your language. Customers in the United States or Canada can also send email or even chat with Franklin.

If you need further technical support, see "Support" on page 15 for a list of contacts.

## Downloading and Installing the Desktop Manager, Operating System, or Applications

Here are a number of solutions to possible problems with downloading and installing the *eBookMan® Desktop Manager*:

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| When I try to download eBookMan software from the Franklin Web site, my Web browser shows a **validation #3** error instead of the Web Sync page. | 1. Remove and re-connect your eBookMan device to the PC.<br><br>2. Turn the unit on.<br><br>3. On your PC, click in the Device Pane of your Desktop Manager, then click **View\|Refresh**.<br><br>4. Click **Web\|Download Applications**. | Make sure your eBookMan device is properly connected to the PC and turned on before you download eBookMan software from the Franklin Web site. |

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| When I try to download or install the operating system (OS), my eBookMan device freezes and the error message "eBookMan not responding" appears on my computer screen. | 1. Disconnect your eBookMan from the cradle or cable.<br><br>2. Using a paper clip, gently press the Reset button located on the back of your eBookMan device.<br><br>3. Reconnect your device to your PC and turn it on.<br><br>4. On your Desktop Manager, click ✍ to re-send the OS and applications to your eBookMan. | Make sure your eBookMan device is turned on and properly connected to your PC before starting the synchronization process. |
| The Device pane in my Desktop Manager shows the message "Waiting for an eBookMan. . ." | **Note**: This is normal if the Desktop Manager is open and eBookMan is not connected to your PC. If this is not the case, try the following.<br><br>• In the Desktop Manager, select **Setup\|Connection** and confirm that the right port is shown in the Connection Configuration dialog box.<br><br>• Check that the port you selected is functioning properly.<br><br>• Make sure your eBookMan device is turned on and properly connected to the PC. | To check whether the port you selected is functioning properly, locate its entry in the Device Manager on your PC. This is generally found under System in the Control Panel. To learn more about the Device Manager, please refer to your PC or Windows manual. |

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| When I try to open the User's Guide in my Web browser from Franklin's Web site, I get a blank screen. | • Your browser may not have the option (plug-in) for opening .pdf documents. Right-click on the *eBookMan® User's Guide* link and select the "Save Target As.." option. In the dialog box, select a location on your PC in which you want your file downloaded and click **OK**. The User's Guide is downloaded to your PC. You can then double-click the file and view it at any time. | You need the Adobe Acrobat Reader software to view the *eBookMan® User's Guide*. If it is not already installed on your PC, go to the Adobe Web site (**www.adobe.com**) and follow the instructions provided to download and install the latest version of Acrobat Reader. |

## *Sending Files from the Desktop Manager to eBookMan*

| Problem | Solution | Helpful Hint |
|---|---|---|
| The PC fails to recognize my eBookMan device. | This may be because the drivers for your USB port are either missing or corrupted. To reinstall the drivers do the following: | Install your Desktop Manager BEFORE you connect your eBookMan device to your PC. If you do this, the USB drivers are installed automatically. |

1. On your PC, click **Start|Settings|Control panel|System**.

2. Click the **Device Manage**r tab. (Windows 2000 users will find the Device Manager under Hardware).

   If eBookMan is not listed as a device, click Other Devices for information about the USB port and eBookMan.

3. Double-click **USB Port/eBookMan.**

4. Click the **Driver** tab.

5. Click the **Update Driver** button and follow the instructions in the Update Driver wizard.

   Drivers can be found on the Installation CD.

   If the installation is successful, ▯ appears in the Connection view the next time you open the *eBookMan® Desktop Manager* software.

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| Newly downloaded material is not copied over to my eBookMan device during synchronization. | • Make sure your file is in the Contents folder. Only files in the Contents folder are moved over during synchronization.<br><br>• Your file may be of a type that is not recognized by eBookMan. Please see "Chapter 3: Managing & Synchronizing Content" on page 39 for information on supported file types.<br><br>• Your file may need to be unpacked. To unpack a file do the following:<br><br>1. Locate the downloaded file in the Contents pane.<br><br>2. Highlight the file and click **File\|Unpack**.<br><br>If the file is in your Contents folder, it will be copied over to your eBookMan the next time you synchronize.<br><br>If the file is in another folder, you must drag it into the Device pane. | In the Contents folder, if you do not see the eBookMan icon next to the file you are trying to copy to your device, it is either a file that is not recognized by eBookMan or is a file that needs to be unpacked. |

# The Desktop Manager

| Problem | Solution | Helpful Hint |
|---|---|---|
| When I try to start the Desktop Manager, an error message appears stating that the maximum available Universal Serial Bus (USB) power has been exceeded. | • Disconnect one or more of the devices attached to your USB port.<br>• Re-connect your eBookMan device to your PC.<br>• Restart the Desktop Manager on your PC. | You may encounter this problem if multiple devices are drawing power from a single USB connection. |

# *The eBookMan Device*

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| I have to tap slightly off-center on the icons in the Launcher to open the application or file. How can I fix the screen? | Your eBookMan screen needs to be re-calibrated. To correct the calibration, do the following:<br><br>1. Tap 🔲 to go to the Launcher screen.<br><br>2. Tap 📑 to view the Launcher menu.<br><br>3. Tap **Pen Calibration**. The word "Calibrate" appears on the screen.<br><br>4. Using the stylus, tap in the center of the crosshairs (+) as they show up on the screen. | Re-calibrate your screen whenever it responds poorly to your stylus input. |
| When I press the **On/Off** button, my eBookMan device beeps but does not turn on. What's happening? | This usually occurs only when the batteries need to be replaced.<br><br>• Reinstall 2 AAA batteries paying close attention to the markings in the battery compartment. Press both batteries firmly into place and close the battery door. | Place the negative side of the battery next to the negative terminal marked with a "-", and the positive side of the battery next to the positive terminal marked with "+". |

| Problem | Solution | Helpful Hint |
|---------|----------|--------------|
| I'm having difficulty getting my eBookMan device to understand my handwriting input. Where can I go for help? | You need practice with "natural handwriting."<br><br>• Tap 📖 and select **Handwriting Guide** on the menu to see how to write letters, numbers and punctuation marks. | To learn more about using the natural handwriting feature, please refer to "Entering Data With Natural Handwriting" on page 87.<br>Play the Stalagmite game and you can quickly master Natural Handwriting. |
| I am having a hard time writing letters. Is there another way to enter data in the eBookMan? | An onscreen keyboard is available for most data entry screens.<br><br>• To see the onscreen keyboard, draw a line straight up and out of the Handwriting area. | To learn more about the onscreen keyboard, please refer to "Using the Onscreen Keyboard" on page 91. |
| How do I make new entries in the eBookMan *Address Book*? When I tap on the "abc" box, nothing happens. | 1. Tap **New**.<br><br>The Edit Address screen appears.<br><br>2. Tap next to the field in which you want to enter data and start writing in the Handwriting area. | |

| Problem | Solution | Helpful Hint |
|---|---|---|
| I forgot my password for my eBookMan device. What can I do to access my data and content? | If you forget your password, you must perform a hard reset. This will clear the old password, but will also remove the operating system and all your data from the unit. Please follow these steps to perform a hard reset: | Keep a written copy of your password in a place where you can find it easily. **Remember**: When you perform a hard reset, any data entered after your last synchronization will be lost. |

If you forget your password, you must perform a hard reset. This will clear the old password, but will also remove the operating system and all your data from the unit. Please follow these steps to perform a hard reset:

1. Press and hold the **On/Off** button while pressing the reset button on the back of the unit with the end of a paper clip.

2. Release the **On/Off** button.

The eBookMan beeps and the Tour screen appears.

3. Connect your device to your PC and turn it on.

4. Open the *eBookMan® Desktop Manager* and click .

**Note**: Data from your organizer applications is stored in the Contents folder during a synchronization. Only the data that was in your unit when you last performed a synchronization is transferred to your device.

Keep a written copy of your password in a place where you can find it easily. **Remember**: When you perform a hard reset, any data entered after your last synchronization will be lost.

Synchronize often so that your files are always backed up on your PC.

| Problem | Solution | Helpful Hint |
|---|---|---|
| I inserted a MultimediaCard (MMC) into my eBookMan device but I don't see any icon on the Launcher. How do I access the content on the MMC card? | • Check to see if the content is in eBookMan by opening the appropriate content application. The title may not include an icon.<br>• Make sure the MMC card is inserted properly. The gold contacts must be facing up and towards the unit.<br>• Check to see if the gold contacts are dirty. For cleaning information, please refer to the manufacturer's instructions.<br>• If your eBookMan operating system is older than version 1.05 you must perform a soft reset. To perform a soft reset, gently press the reset button on the back panel with the end of a paper clip. | To check the version number of your eBookMan operating system, tap 📖 at the Launcher screen and then tap **About**.<br>To avoid resetting your unit each time you insert an MMC, it is best to update both your Desktop Manager and your eBookMan operating system. For free updates, go to **www.franklin.com/ebookman**, click on the link to eBookMan, then click on **What's new**. Click on the link to download the latest Desktop Manager. Once the Desktop Manager is installed on your PC, click **Web|Download Applications** from the Desktop Manager to get the latest version of the operating system. |
| Why does my MultiMedia Card (MMC) only store music files? | Your Desktop Manger is older than version 1.12 and your eBookMan operating system is older than version 1.05. | |

| Problem | Solution | Helpful Hint |
|---------|----------|--------------|
| An application on my eBookMan device is not responding. What should I do? | There could be a number of reasons why the application may have stopped responding.Try the following.<br><br>• Stop the application in File Manager. For details, see "Opening and Closing Programs" on page 72.<br><br>• If this does not resolve the problem, tap 📑 and then tap **Restart System**.<br><br>• If your unit still does not respond, reset your device. For details, see "Resetting the Device" on page 64. | |
| Why are files I remove from my eBookMan device never removed permanently from the unit? | To remove a file permanently, you must delete it both in your device and on the PC. Otherwise, the file will be re-loaded onto your eBookMan device during the next synchronization.<br><br>• For more information, see "Deleting Files" on page 42. | |

| Problem | Solution | Helpful Hint |
| --- | --- | --- |
| If I tap **Restart System** at the Launcher menu will I lose all my data? | No. When you tap 📖 and then tap **Restart System** at the Launcher, all data in memory is retained.<br><br>However, it is recommended that you backup and synchronize your data prior to a restart of any kind. | |
| I see "OK" at the bottom right of the screen, but when I tap the screen or try to write nothing happens. | The indicator at the bottom right of your Launcher screen is the memory indicator. What you're seeing is not "OK" but "Zero K" meaning that your device is out of memory.<br><br>• Use the end of a paper clip to gently press the Reset button located on the back of the unit. | It is best to close applications as you finish using them. To see the applications you currently have open, select **File Manager** on the Launcher menu. You can close applications from the File Manager screen. |

# F. Legal Information

## Specifications

Model: **EBM-900**

Dimension: 13.15 x 8.6  x 1.7 cm.  |  Weight: approx. 185 g.

Batteries: 2 X AAA  |  Memory: 8 MB  |  ISBN: 1-56712-607-3

Model: **EBM-901**

Dimension; 13.15 x 8.6  x 1.7 cm.  |  Weight: approx. 185 g.

Batteries: 2 X  AAA  |  Memory: 8 MB  |  ISBN: 1-56712-608-1

Model: **EBM-911**

Dimension; 13.15 x 8.6  x 1.7 cm.  |  Weight: approx. 185 g.

Batteries: 2 X AAA  |  Memory: 16 MB  |  ISBN: 1-56712-609-X

FOR HOME OR OFFICE USE

## FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

–Reorient or relocate the receiving antenna.

–Increase the separation between the equipment and receiver.

–Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

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FRANKLIN ELECTRONIC PUBLISHERS, INC.
ATTN: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NJ 08016-4907

IF YOU RETURN A FRANKLIN PRODUCT, PLEASE INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.

# Limited Warranty (outside U.S.)

This product, excluding batteries and screen glass, is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided and the product is still within the warranty period.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

# Limited Warranty (E.U. and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of two years from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

# Limited Warranty (outside U.S.,the E.U. and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States, the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

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