Handbook for the Palm™ Portable Keyboard

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Introducing the Palm™ Portable Keyboard

The Palm™ Portable Keyboard is the convenient, portable solution for typing text and commands quickly and easily into your Palm OS® handheld. This compact and fully functional keyboard enables you to do the following:

- Type text and special characters into your Palm applications
- Quickly access your main applications with keyboard buttons
- Enter commands and options with function keys
- Travel anywhere with a keyboard for your handheld

Before you can use your keyboard, you must do the following:

- Install the Palm Portable Keyboard application on your handheld
- Set up the keyboard and attach your Palm OS handheld

Installing the Application

Before you install the Palm™ Portable Keyboard application on your handheld, it's a good idea to perform a HotSync® operation to back up your data.

The application for the Palm Portable Keyboard controls the way the portable keyboard interacts with your handheld. It's a PRC file like most other applications for your handheld, and you install Keyboard.prc just like any other application.

To load the keyboard application on Windows:

1. Insert the CD-ROM into the CD-ROM drive, and then double-click the CD-ROM drive icon.
2. Double-click the Keyboard.prc file; this opens the Install Tool.
3. In the User drop-down list, select the name that corresponds to your handheld, and then click OK.
4. Click Done, and when the confirmation message appears, click OK.

To load the keyboard application on Macintosh:

1. Exit any open programs, including those in the Startup folder, and disable any virus-scanning software.
2. Insert the CD-ROM into the CD-ROM drive.
3. When the folder appears on the desktop, drag the Keyboard.prc file into the Add-on folder in the Palm folder.
4. Double-click the HotSync Manager icon in the Palm folder.
5. Choose Install from the HotSync menu.
6. Drag Keyboard.prc to the Install Handheld Files dialog box.

To install the keyboard application on your handheld:

- Perform a HotSync operation to install the application on your handheld.

The icon for the Palm Portable Keyboard application appears in the Applications Launcher.

Icon of the Palm Portable Keyboard application

Now you're ready to set up your keyboard.

Setting Up the Keyboard

Always use your keyboard on a hard, flat surface.

To open the keyboard:

1. Hold the keyboard in your hands and slide the latch down to open the case.

2. Unfold the keyboard and place it on a hard, flat surface.

3. Grasp the two side-grips (with red borders) and slide them in toward the keyboard's center until the keyboard sections are completely together.

4. Your next step depends on the kind of keyboard you are opening.

   Keyboard for the Palm™ V series: While holding the keyboard, slide the docking connector support bracket out until it clicks; then tilt it up and push the flat support outward.

   Keyboard for the Palm™ III series, Palm™ VII series, and Palm™ m100 series: While holding the keyboard, slide the docking connector support bracket out until the flat support springs upward; then tilt up the docking connector.

To connect your handheld:

1. Line up your handheld with the angle of the support bracket.
2. Slide your handheld securely onto the keyboard docking connector. Your handheld turns on automatically.

For Palm V series

For Palm III series, Palm VII series, and Palm m100 series

After you install the keyboard application and connect the handheld, you can begin typing.

Closing the Keyboard

When you finish using your keyboard, remove the handheld, unlock and fold up the keyboard, and close it back into a portable case.

1. Pull your handheld up and away from the docking connector.
2. Fold the docking connector support bracket in and down flat; then slide it back into the keyboard.
3. With your thumbs, slide the side-grips to the outside of the keyboard. Make sure the two outer keyboard sections are as far apart as possible.

4. Fold the center section upward, and bring the left and right sides together. The keyboard now forms a “W.”

5. Continue to fold the keyboard shut. Press the two sides of the case together, and then snap all four corners shut. You feel a click at all four corners.

Customizing Your Keyboard

You can customize your keyboard using the options available in the keyboard application on your handheld.

Changing General settings

The General settings control the interaction of the keyboard with the handheld.

To change General settings:

1. Tap the Applications icon .
2. Tap the Keyboard icon .
3. Change the settings.

Key Repeat Rate: Drag the indicator to speed up or slow down the rate at which a character is typed when you hold down the key.

Delay Until Repeat: Drag the indicator to lengthen or shorten the time between typing the first key to repeat and the appearance of the subsequent repeated keys.

Test Repeat Settings: Hold down a key in this edit line to test your selections for Key Repeat Rate and Delay Until Repeat.

Enable key clicks: Tap in order to hear a click when you press a key. The System Sound option in the General Preferences for your handheld must also be set to Low, Medium, or High.

Enable keyboard: Tap to turn the keyboard driver off and on. The default setting is on (selected).

Assigning applications to command key combinations

You can open the main handheld applications — Date Book, Address Book, To Do List, and Memo Pad — using the four keys on the far right of your portable keyboard.

You can also open an application by using a command key combination that you assign to it.

To assign an application to a command key combination:

1. Tap the Applications icon .
2. Tap the Keyboard icon .
3. Tap the pick list in the upper-right corner of the screen and select Cmd Keys.

4. Tap the pick list of the command key combination that you want to assign to an application.
5. Select the application that you want to assign to the key combination.

Tap an arrow to move through the list a page at a time

Viewing keyboard shortcuts

Your keyboard comes with a full set of keyboard shortcuts for performing handheld functions. Use the Shortcuts list to view the available shortcuts.

To view the list of keyboard shortcuts:

1. Tap the Applications icon .
2. Tap the Keyboard icon .
3. Tap the pick list in the upper-right corner and select Shortcuts.

4. Use the onscreen scroll bar or the scroll button on the front panel of your handheld to move through the list.

See “Keyboard Shortcuts” for the keyboard shortcuts that appear in the list on your handheld.

Keyboard Shortcuts

This section lists the keyboard shortcuts that are available on your portable keyboard.

Cursor movements

This table lists the shortcuts for moving the cursor and selecting text.

Shortcut	Action
Ctrl - Left arrow	Moves cursor left (back) one word
Ctrl - Right arrow	Moves cursor right (forward) one word
Ctrl - Shift - Left arrow	Selects previous word
Ctrl - Shift - Right arrow	Selects next word
Shift - Left arrow	Selects character to the left of the cursor
Shift - Right arrow	Selects character to the right of the cursor
Shift - Up arrow	Selects previous line
Shift - Down arrow	Selects next line
Cmd - Left arrow	Moves cursor to the beginning of the line
Cmd - Right arrow	Moves cursor to the end of the line
Fn - Up arrow	Scrolls up
Fn - Down arrow	Scrolls down
Tab	Tabs forward through edit lines
Shift - Tab	Tabs backward through edit lines
Fn - Tab	Inserts a tab in a line

Button shortcuts

This table lists the key combinations to activate onscreen buttons.

Note: You can also activate a button by pressing Ctrl - Cmd and a letter unique to the button name.

Keystroke	Equivalent onscreen button
Fn - Enter	OK
Fn - Del	Delete
Fn - Done	Cancel
Fn - New	New
Fn - Left arrow	Show
Fn - Right arrow	Details
Fn - ,	Note
Fn - /	Edit

Menu commands

This table lists the key combinations to activate handheld commands.

Keystroke	Action
Ctrl - x	Cuts selected text
Ctrl - c	Copies selected text
Ctrl - v	Pastes cut or copied text
Fn - Cmd	Enters shortcut mode
Fn - =	Toggles backlight
Cmd-space	Enters kana mode (*Japanese OS only*)

Extended character set

The following two tables list the function key and character combinations to generate extended characters.

Table 1: Accent marks

First, type the letter to which you want to add an accent. Then quickly press the function key and the character indicated.

For example, to type the ö in Köln, type the o, and then quickly press Fn and ; (function key and semicolon). The umlaut appears over the o.

Keystroke	Character example	Description
Fn - '	á	Acute accent
Fn - ^	â	Circumflex
Fn - ;	ä	Umlaut
Fn - `	à	Grave accent
Fn - ~	ã	Tilde
Fn - o	å	Aring (with letter “a” only)

See “Does the keyboard support international characters?” later in this book to learn how to use the Alt key to make the portable keyboard mimic the onscreen international keyboard on your handheld.

Table 2: Characters, symbols, punctuation marks

Keystroke	Character example	Description
Fn - O	Ø	Uppercase Oslash
Fn - o	ø	Lowercase oslash
Fn - ?	¿	Upside down “?”
Fn - !	¡	Upside down “!”
Fn - A	Æ	Uppercase AE ligature
Fn - a	æ	Lowercase ae ligature
Fn - b	β	Beta

Fn - w	■	Bullet
Fn - c	¸	Cedilla
Fn - g	©	Copyright
Fn - d	°	Degrees
Fn - <hyphen>	÷	Divide
Fn - u	µ	Micro
Fn - \	¶	Paragraph symbol
Fn - p	£	Pound sterling
Fn - r	®	Registered trademark
Fn - s	§	Section
Fn - t	™	Trademark
Fn - y	¥	Japanese yen
Fn - +	±	Plus/minus
Fn - 2	1/2	Half
Fn - 3	3/4	Three-quarters
Fn - 4	1/4	One-quarter
Fn - $	¢	Cents
Fn - f	*f*	Script f
Fn - [	‘	Left single curly quote
Fn -]	’	Right single curly quote
Fn - {	“	Left double curly quote
Fn - }	”	Right double curly quote

Calculator functions

This table lists keystrokes to activate calculator functions.

Keystroke	Action
+ - * / =	Add, subtract, multiply, divide, equals
C	Clear all
E	Clear last entry
M	Clear memory
P	Set current number on display in memory
R	Recall value in memory

Frequently Asked Questions

If you encounter a problem with your keyboard, first review both "General questions and answers" below and the following sources:

- The readme file on the CD-ROM for your Palm™ Portable Keyboard.
- The web site http://www.palm.com/custsupp/keyboard for the latest FAQ and / or Troubleshooting guide for the keyboard.

If you are still having problems, contact Technical Support. For US and International telephone numbers, see the Worldwide Customer Support card that comes with your keyboard. International support numbers are also available in the International page of this web site: http://www.palm.com

General questions and answers

Does the keyboard require batteries?

No. The keyboard is designed to use an extremely low amount of power from your handheld.

Can I use the same keyboard for all handhelds?

No. The keyboard is available in two versions, one for the Palm™ III handheld and the other for the Palm™ V handheld. The keyboard for the Palm III handheld supports the PalmPilot™ Personal and Professional handhelds, the Palm™ III series, the Palm™ VII series, and the Palm™ m100 series.

Can I perform a HotSync® operation on the handheld while using the keyboard?

No. The keyboard does not replace the functionality of your cradle. To perform a HotSync operation after entering data with the keyboard, remove your handheld from the keyboard and place it in your cradle. Then press the HotSync button.

Does the keyboard support international characters?

Yes. You can enter international characters in two ways:

Use keyboard shortcuts: Use the function key (Fn) in combination with another key to add accent marks to letters you type, and to type punctuation marks. See “Extended character set” earlier in this book.

For example, to type the ö in Köln, type the o, and then press Fn and ; (function key and semicolon). The umlaut appears over the o.

Use the Alt key on the portable keyboard: When you press and hold down the Alt key, the next key you press produces the character corresponding to that location on your handheld’s onscreen international keyboard.

For example, to type the ö in Köln, press and hold down Alt; then press c on your portable keyboard.

Product Regulatory Information

Safety Statement

Warning: Prolonged or improper use of the keyboard may result in discomfort or injury.

You should use the method of inputting data into your Palm OS® handheld that is most comfortable for you. You may use this keyboard or purchase any of several shapes of styli from Palm, Inc. or third party accessory providers.

The keyboard is not intended for extended or intensive use. If discomfort develops, consider changing your method of input or the manner in which you use the keyboard or stylus. If discomfort or pain persists, either decrease usage or consult a medical or ergonomics professional.

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

Caution: Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

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Palm™ Portable Keyboard

Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all of the requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe B respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

CE Compliance Statement

This product was tested and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

This is a Class B product based on the standard of the Voluntary Control Council for Interference from Information Technology Equipment (VCCI). If this is used near a radio or television receiver in a domestic environment, it may cause radio interference. Install and use the equipment according to the instruction manual.

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