

6105-0001-01

ENGLISH

JUNE 1997

VERSION 1.0

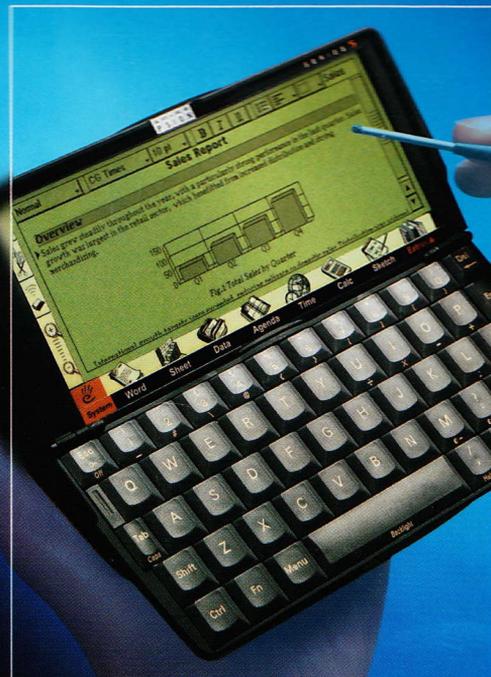
RS Servicepoint
CALIBRATION/SERVICE/REPAIR
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REPAIR
01536 405440
0101027485

RS Servicepoint
Venture Close, Lammers Road, Co. Wick, Ireland
Please do not remove or obscure.
This reference number gives us
access to this instrument's service history.

PC = DC
P S I O N

SERIES 5
HANDHELD COMPUTER

USER GUIDE



In the USA

For customers in the USA, the following booklet prepared by the Federal Communications Commission may be of help: "How to Identify and Resolve Radio-TV Interference Problems". This booklet is available from the US Government Printing Office, Washington, DC 20402
Stock No 004-000-00345-4.

EMISSIONS INFORMATION FOR CANADA

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

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

FCC DECLARATION OF CONFORMITY

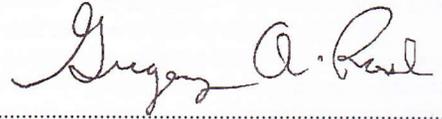
I hereby confirm that,

Product: Series 5
Models: 4M and 8M

have been tested to - and comply with - part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

The Product is for home or office use.



Signed:

Greg Paul
1st May 1997

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Fax: +1 508 371 9611

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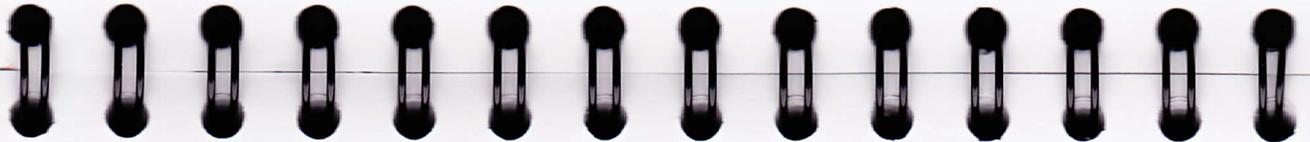
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GETTING STARTED

This manual contains information about the Series 5 and the PC connectivity software PsiWin 2.x.

It gives an overview of all the Series 5 functions and features to give you an idea of what you can do; for more detailed information than is given here, refer to the Series 5 and PsiWin's on-line help.

- Read the first part of this chapter to find out how to get the Series 5 ready for use: fit the batteries, switch on, adjust the screen, find and practise with the pen and set the time and your location or "home city". You need to set this information before you can make effective use of the Agenda program, alarms and world times and dialling.
- The rest of this chapter tells you all you need to know to be able to start using the Series 5; how to run programs and switch between them, start new files, and start to enter information.

- See the 'Connecting to PCs' chapter for more information about PsiWin and using the Series 5 with a PC.
- After you have started entering information into the Series 5, turn to the 'Security & Backups' chapter for details of how to protect your information against loss, damage and prying eyes.



WHERE THINGS ARE

COMMAND ICONS

MAINS ADAPTOR
SOCKET

MAINS POWER LED

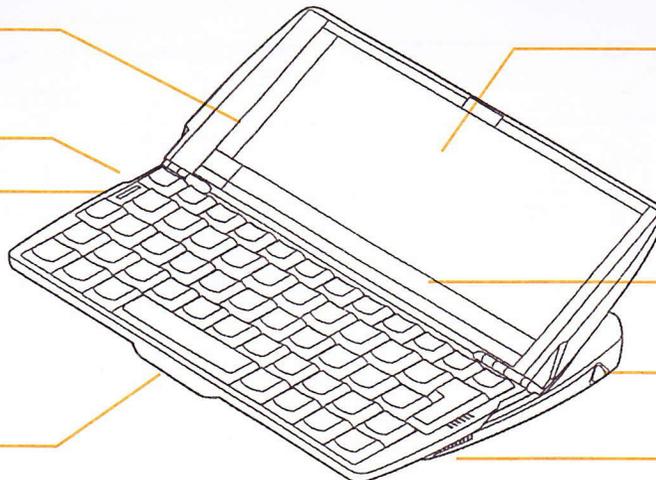
THUMBHOLD

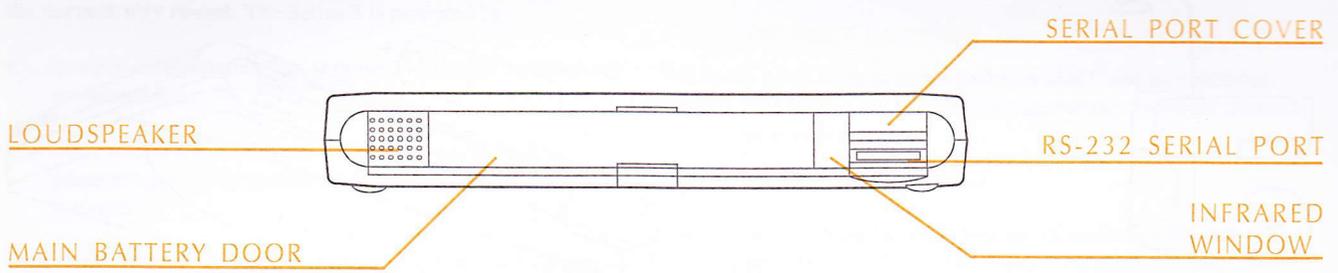
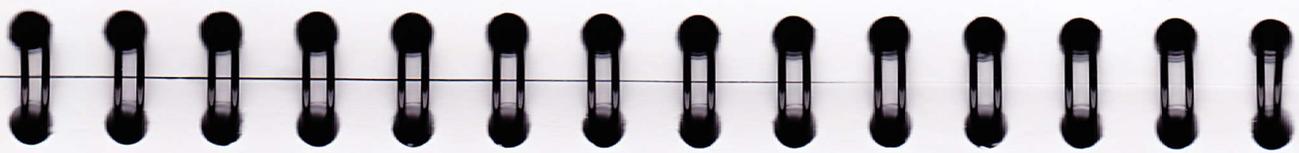
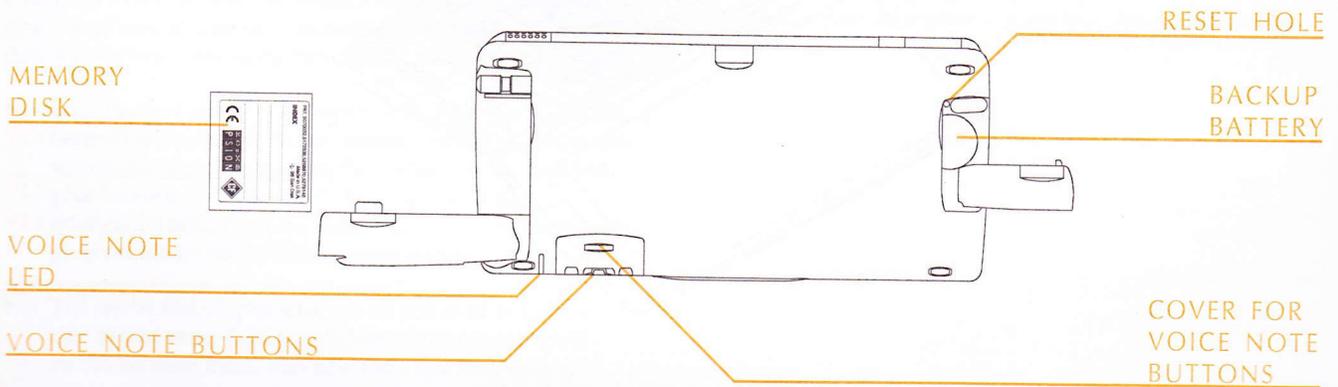
TOUCH-SENSITIVE
SCREEN

PROGRAM ICONS

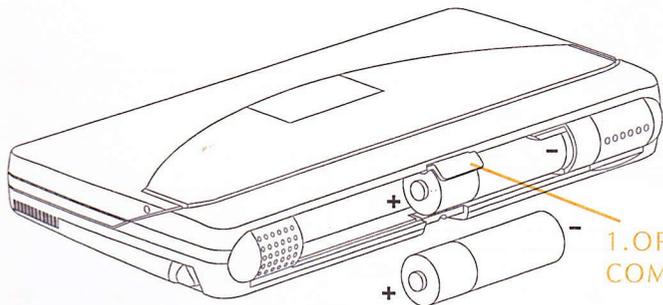
PEN

MICROPHONE



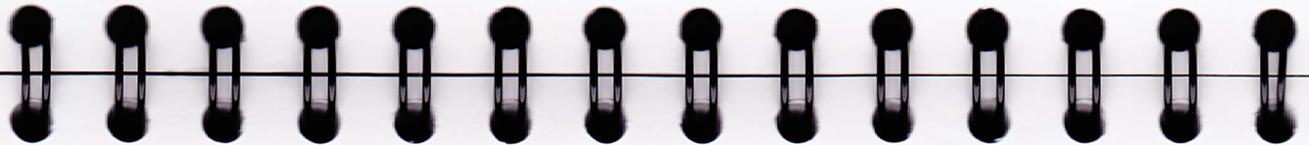
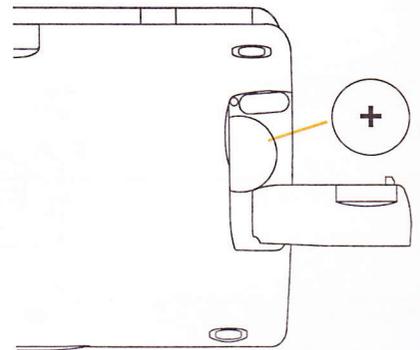


MAIN BATTERIES



2. FIT BATTERIES EXACTLY AS SHOWN

BACKUP BATTERY



FITTING THE BATTERIES

Before you can use the Series 5 you must fit both sets of batteries, as shown above. **Make sure you fit them exactly as shown and the correct way round.** The Series 5 is powered by:

- two AA size batteries (not supplied) - alkaline batteries are recommended.
- one Lithium CR2032 backup battery (supplied). This preserves your information while you change the main batteries.

Important: You will lose information if you remove both sets of batteries at the same time, or allow both sets of batteries to become completely run down. The Series 5 will warn you when its batteries are getting low, in plenty of time to change them. See the 'Care & safety' chapter for more about battery safety, and details of how to change the batteries.

You can also power the Series 5 from the mains. You should use **ONLY** Psion approved mains adaptors. See your Psion distributor for more information.

RECHARGEABLE BATTERIES

You can use AA-sized rechargeable Nickel Cadmium batteries (sometimes called NiCd or Nicad batteries) to power the Series 5, but some care is required.

If you use rechargeable batteries:

- you are advised to keep two sets of rechargeable batteries; when the pair in the Series 5 needs recharging, swap them over. If you have just one pair, you will run down the backup battery while you are recharging them.
- you should replace them with fresh non-rechargeable, preferably alkaline batteries, if you are not going to use the Series 5 for a while.

Note: When rechargeable batteries go flat, they do so very quickly, and you may get very little advanced warning. The backup battery will preserve your information for a limited time.

TURNING ON & OFF

- **To switch on:** press the Esc key. When you first do this, you'll see the System screen. You can also set up the Series 5 so that it switches on when you open the case, or tap the screen. See 'The System screen' chapter for more details.

Note: The Series 5 will automatically switch on when an alarm rings, or if you press one of the external voice note buttons.

- **To switch off:** hold down the Fn key and then press the Esc key. You can switch off at any time. You do not have to save your information first.

Note: If you do not press a key, the Series 5 will automatically switch off after 3 minutes to save battery power. Switch it on

again, and you can continue from where you left off. See 'The System screen' chapter for details of how to change this behaviour.

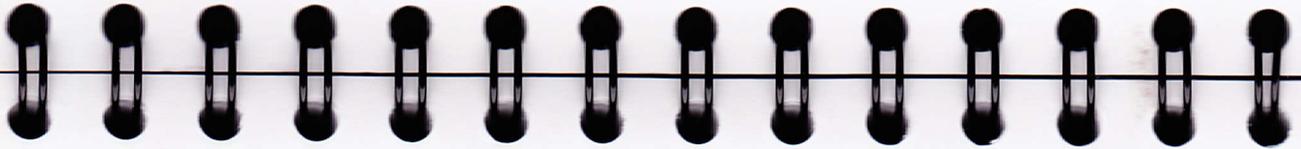
ADJUSTING THE SCREEN

Adjust the screen contrast by holding down the Fn key and pressing the M (contrast -) or ? (contrast +) key.

Change the size of the text on the screen using the **Zoom in** and **Zoom out** commands.

Switch the "backlight" on and off by holding down the Fn key and pressing the Spacebar. You can use the backlight to light up the screen in dim conditions.

Important: Note that the Series 5 uses **considerably** more battery power when the backlight is on.



FINDING & USING THE PEN

The pen is located in a holder at the right, near the back. Press the end of it in gently, and it will pop out. To replace it, push it back in and it will click into place.

Tap lightly on the screen using the pen. It's OK to use your fingers to tap on the screen, though it is best to use the pen to avoid fingerprints or smudges on the screen. **Do not** tap the screen with any object that has a sharp tip or you may damage the screen. Don't use any type of ink pen, as the ink may be impossible to remove. See the 'Care & safety' chapter for instructions on how to clean the screen.

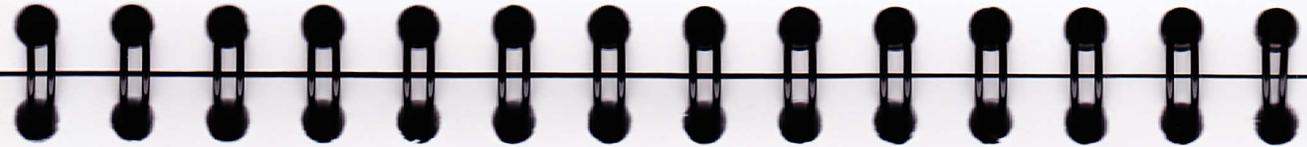
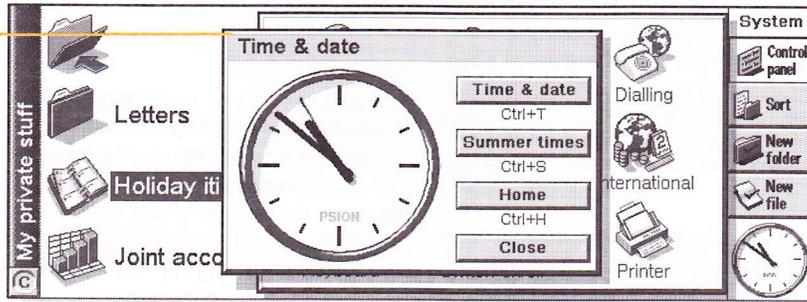
You can usually tap on an item with the pen to **select or change it**. For example, you can tap on:

- the program icons, to open a program.
- the command icons, for "shortcuts" to System functions, e.g. the menu bar, Infrared, cutting and pasting, zooming in and out.

Note: If the screen doesn't respond to your taps, you may need to re-calibrate it. See 'The System screen' chapter for details of how to change the screen settings.

Most of the things you can do with the pen have an equivalent keyboard combination, so you can use the pen, the keyboard, or a combination of both methods.

TIME & DATE DIALOG



SETTING THE TIME, DATE & THE HOME CITY

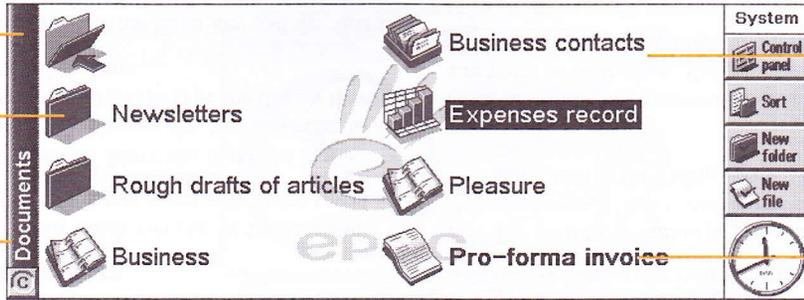
1. In the System screen, tap on the **Control panel** button on the Toolbar, or select the command from the **Tools** menu.
2. Tap the **Time & date** icon, or move the highlight to it using the arrow keys and press Enter.
3. You will see a “dialog” in which you can set the time and date, your home city and summer times around the world.
Tap the **Time & date** button. Move the highlight in the **Time** and **Date** lines by tapping on the part you want to change, or by using the arrow keys. Type the date or time, press ‘P’ for p.m. or ‘A’ for am.
4. Tap on the **OK** button or press the Enter key and the time and date are saved.
5. Tap the **Home** button.
6. Select your Home city and country. To do this:

- Start typing in the name of your home city, or tap on the arrow symbols or press the left and right arrow keys until you find the city you want.
 - If your home city is not listed, select a city that is nearby for now (adding a city is described in the ‘Time’ chapter).
7. Tap on the **OK** button or press the Enter key, and your home city is saved. Tap **Close** or press Enter to remove the dialog and return to the Control panel. Press Esc to return to the System screen.

Note: The Series 5 can use a 12 hour clock (midnight is 12:00:00 a.m.) or a 24 hour clock. Refer to the ‘Time’ chapter for details of how to change these settings, and how to adjust the clock for

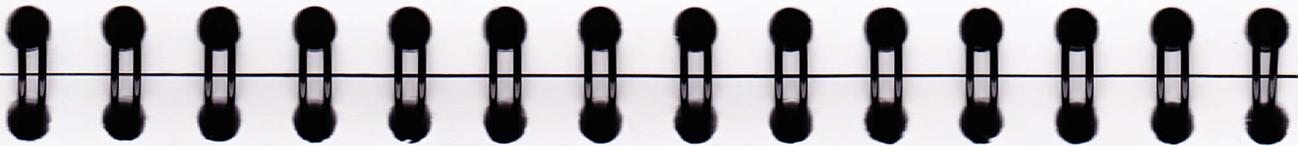
TITLE BAR

FOLDER

CURRENT
FOLDERICON &
FILENAME

TOOLBAR

OPEN FILE



THE SYSTEM SCREEN

When you first switch on the Series 5, you will see the System screen. This is the “desktop” where you can view your files and folders, and change settings that control how the Series 5 works.

- All the information you enter into the Series 5 is contained in files; their names are displayed in the System screen, beside icons that represent the programs that created them.
- All your files are stored in folders. When you start using the Series 5, the contents of the ‘Documents’ folder is displayed.
- The System screen’s “Title bar” shows you which folder is currently displayed on the screen. When you start you are in the ‘Documents’ folder on the “C (Internal) drive”.

You can have as many folders as you wish, and create folders within other folders. Folders can contain files created in a variety of programs; they are not restricted to files from a single program. See ‘The System screen’ for details of managing files and folders.

NAVIGATING BETWEEN FILES & FOLDERS

- Tap on a folder icon to move to that folder, tap on the Close folder icon to close it and move back up a level.
- Tap on a file to select it, tap again to open it. If the filename is displayed in bold, the file is open, and tapping it will move straight to the file.

See ‘The System screen’ for more information about manipulating files and folders.

STARTING PROGRAMS

When you open or move to a file, the correct program for this file is started automatically. You can also start programs by tapping on the “program icon” (the icon in the row of pictures at the bottom of the screen).

The program icons include:

System, the System screen is the Series 5’s control centre. You can tap the System icon at any time to move to the System screen.

Word, for writing letters and other documents.

Sheet, for spreadsheets, tables, and graphs.

Data, for names & addresses, or other lists.

Agenda, a time planner and agenda program, including lists of things to do.

Calc, the calculator for general and scientific calculations.

Time, for alarms and a world map with international times and dialling codes.

Sketch, for drawing pictures.

You can tap the Extras icon to display the “Extras bar” containing more program icons. These include:

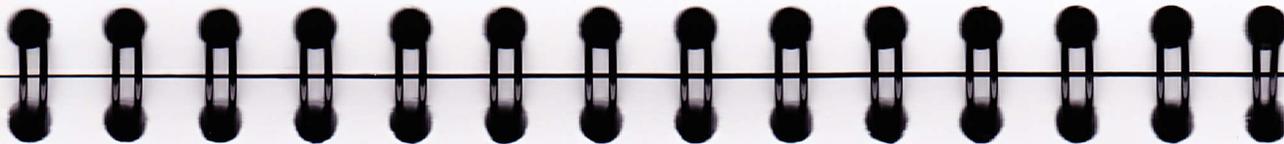
Bombs, a game of logical thinking.

Record, for recording voice memos and other sounds.

Program, the editor in which you can create programs using the built-in programming language.

Spell, for checking spelling, thesaurus, solving anagrams and crosswords clues.

Comms, for terminal emulation and file transfer.



You don’t have to close one program before opening another, just tap on another program icon, and that program will open too.

You can see what files are open, and which programs are running using the **List open files** command from the **File** menu or by tapping on the name in the top right corner of the screen.

PROGRAMS & FILES

When you run a program, it will usually display the currently open file, or the file that you last looked at. If you want to write a new letter, draw a new picture, create a new database and so on, you’ll need to create a new file for the particular program involved.

- **To create a new file:** select the command on the **File** menu. The file will now be created, and the current file will be closed and saved at the same time. You can start entering your information.

- You can also use the command in the **System** screen to create a new file. Usually, this creates a file using the standard settings; creating a file from within a program creates a file which already has any settings or preferences you have set up in the program.
- It is a good idea to keep related files together in a folder, to make the files easier to find later. See ‘The System screen’ chapter for details of how to manage your files and folders.

See the ‘Which program to use’ section for more about using the programs.

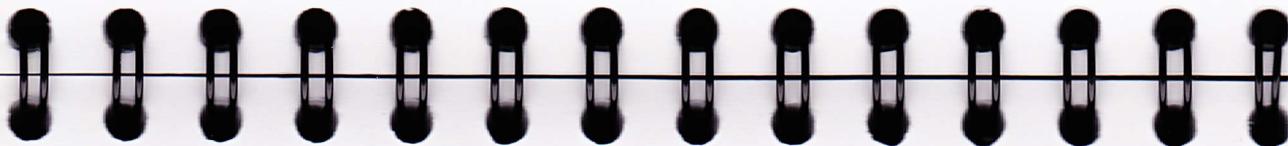
ENTERING INFORMATION

You can enter information and complete tasks using the pen or the keyboard. You can usually select a menu command to perform each task.

- Press the Menu key or tap on the  command icon to see the available commands on the “Menu bar”.
- Tap on the menu names and commands, or use the arrow keys to move around the menus. Tap on commands marked with a  or press the right arrow key to see further commands.

Note: You can press the shortcut key combinations shown next to the commands as a quick way of selecting them. The notation Ctrl+M, means hold down the Ctrl key and press the M key.

- A menu command with three dots at the end means that selecting the command will display a “dialog” where you enter more information.
- If a menu command is grey, it means that it’s not currently available, for example, you cannot “Copy” unless you have first selected something to copy.



USING DIALOGS

A “dialog” appears when you need to make selections and enter further information. You can move between dialog items by tapping on them, or using the up and down arrow keys. Dialogs contain one or more of the following elements:

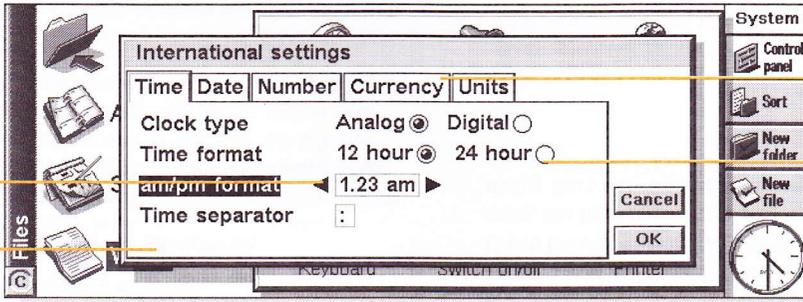
Text box: where you just type in your information.

List box: where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter of the option you want. You can usually tap in the box or press the Tab key to see a list of the available options.

Check box: where you make a choice between selecting an option or not selecting it. Just tap on the check box, or press the left and right arrow keys to add or remove a tick.

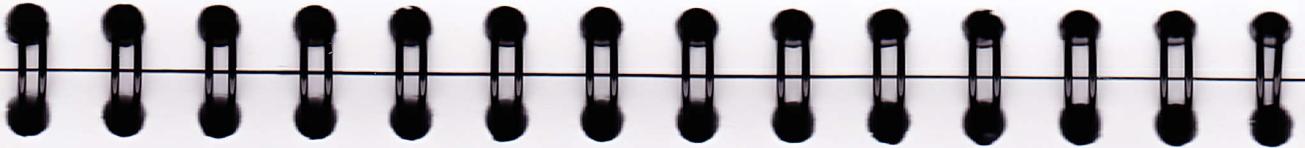
Radio buttons: where you make a choice between selecting an option or not selecting it. Just tap on an option, or use the left and right arrow keys to make a selection.

- If a dialog line is grey, it is currently not available, usually because you have to select something else first. For example, if you have not ticked the box to set an alarm for an Agenda entry, the lines to set the alarm time and date are grey. Some dialog lines only appear when another option has been chosen.



CHOICE LIST

DIALOG PAGE

TABS LEADING
TO OTHER
DIALOG PAGESRADIO
BUTTON

Some dialogs comprise a number of “pages”, each page has a “tab” at the top. Tap on the tab or move the highlight to the tab name, to go to that page. You can also move a dialog around the screen by holding the pen on the dialog title bar and dragging it across the screen.

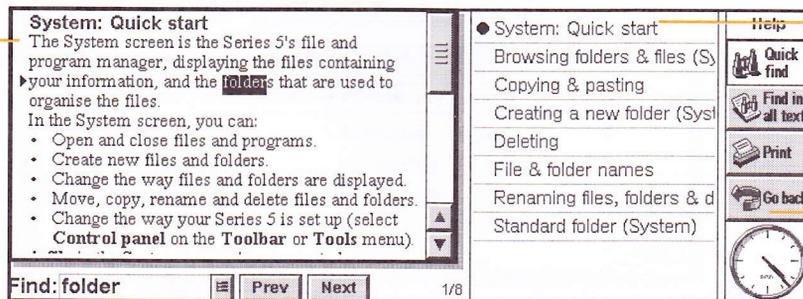
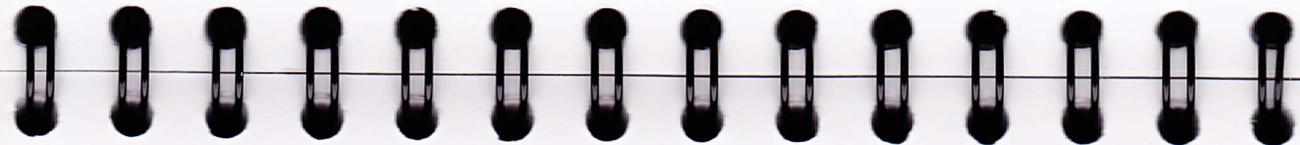
- For dialogs that ask a question, you can tap the **Yes** button or press the ‘Y’ key for ‘yes’; tap the **No** button, press the ‘N’ key or press the Esc key for ‘no’.

DIALOG BUTTONS

Dialogs may have on-screen buttons. Tap on the button or use the keypress combination under it. Some buttons have a standard keypress equivalent:

- Usually, you can tap the **OK** button or press the Enter key if you want to save information and remove the dialog.
- Tap the **Cancel** button or press the Esc key if you want to remove the dialog without saving the information.

HELP TEXT

HELP TOPICS IN
CARD BROWSERGO BACK
WITHOUT
CLOSING HELP

DISPLAYING HELP

You can display help at any time, and from any program. Help information is contained on a series of “Help cards” in one large database that looks similar to the databases that you create in the Data program. Help is not specific to the program that you are using; wherever you are, you can just type a “clue” to search for the information you need.

Note: The Help contains more detailed information than is included in this manual.

To display help: Hold down Fn and press /. The / key is to the right of the Spacebar, and has “Help” printed on it.

To search for help about something: simply type your clue into the ‘Find:’ box, and press Enter. The display will show a list of help cards that contain this word, and the first occurrence is highlighted. To move between cards, tap on the **Prev** or **Next** buttons, press Enter, or use the left and right arrow keys.

To look through the help text: drag the scroll bar on the side of the Help card, or use the up and down arrow keys.

To print the current Help card: select **Print** from the **File** menu.

To type in another search word: press Esc, and then type in the word to search for as before. To use one of the last five search words again, tap on the button next to the Find: box, or press Tab and select the word you want to use.

To return to the program you were using: tap the **Go back** button on the Toolbar, or tap the program’s icon. You can return to the Help card you were viewing by simply pressing Fn and / again.

Note: You can highlight text in a Help card using the pen or keyboard, and copy it to use in a file of your own. Copy the text by selecting the **Copy** command from the **Edit** menu. Then go to your own file, and paste it in.

WHICH PROGRAM TO USE?

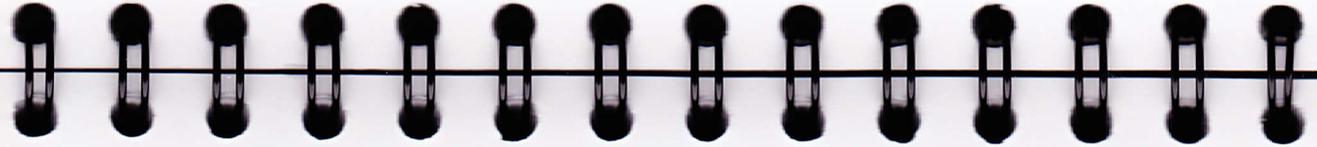
The first things you wish to do may include:

- **entering appointments, reminders, birthdays and lists of things to do** from your old diary or time planner into the Series 5's Agenda program.
- **entering names and addresses** from your old address book into the Series 5's address book, the Data program. You can also change the labels in Data for databases which contain other information.
- **setting a morning alarm** in the Time program. The Time program also includes a map of the world, and information about cities, world times, and national and international dialling codes.
- **entering a 'work to do list'**. This is best entered as a To-do

list in Agenda. You will be able to see outstanding tasks in the Day view, set alarms to remind you to do them and cross out items when you've completed them.

You may also wish to:

- keep a meeting agenda or minutes as a memo or voice note attached to the meeting's entry in the Agenda. You can then retrieve the notes by finding the meeting entry.
- keep a record of expenses in the Sheet program. Here you can search for items, add columns of numbers, work out totals and tax and so on.
- use a To-do list to keep track of current work projects; you can attach Word memos to keep more information about each project, and use entry symbols to tag other entries relating to each project.



COMBINING INFORMATION

You can insert information created in one program into a different program. This is known as "inserting" an "object".

For example, you may want to add a picture to a letter you are writing. To do this, write the letter as normal using the Word program. Then, while in Word, select the menu command to insert a sketch. This will start the Sketch program, where you can create the picture. Close Sketch when you have finished and the picture will be inserted in your letter.

Sometimes the object you insert can be displayed as an icon, perhaps if you insert a large amount of Word text in an Agenda entry. Alternatively, you may prefer to see the actual information added, e.g. a map to view in the Word file.

For example, you may wish to:

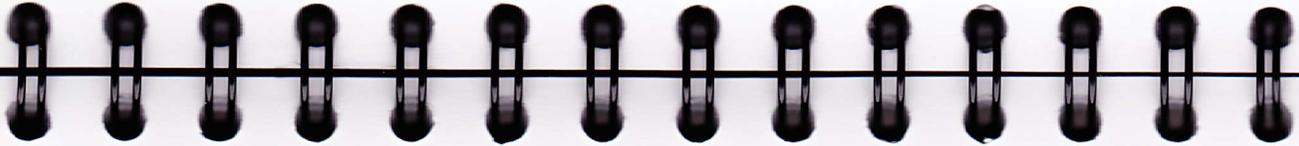
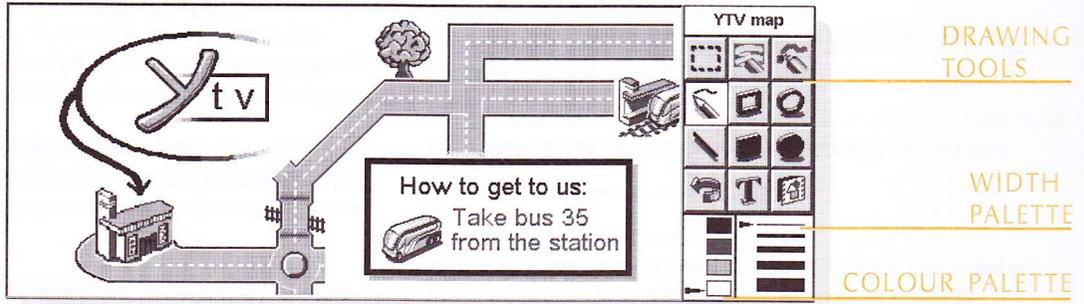
- insert tables of figures and graphs from Sheet into a Word file. You can add labels and titles to the graph in Sheet before inserting it in the Word file.
- keep a map of how to find a restaurant as a sketch, perhaps attached to an Agenda entry for the day that you're going there. If the restaurant is worth a second visit, perhaps copy the address to a Data file containing restaurants and insert the sketch of the map in the Data entry.
- create a Sketch file of your signature, and insert the signature when you write letters in the Word processor.
- keep handwritten notes and ideas in Sketch. You can then insert them into a database or Word file if necessary.



SKETCH

You can use Sketch to produce pictures, including maps, freehand sketches, invitations etc.

You can start straight away, by drawing freehand with the pen on the screen. However, you may want to change the “pen” or “paper” before you begin to draw.



You can select:

- The “tool” to draw with. Each type of line or shape you can draw has a tool which you can select. When you start Sketch the Freehand drawing tool  is selected.
- The colour of the tool. The default drawing colour is black. To change the shade tap on a colour in the Toolbar, or select the **Colour** palette tool from the **Tools** menu.
- The width of the line for the drawing tools and the erase tool. To change the width tap on a width in the tool bar, or select the **Width** palette tool from the **Tools** menu.
- The size of the sketch or the area on which you can draw. When you first start this is set to the same size as the screen. If you want to make it larger, select the **Resize sketch** command from the **Tools** menu and type in the new size. If

the sketch is larger than the screen, you can use the scroll bars to move around the screen.

ABOUT PIXELS

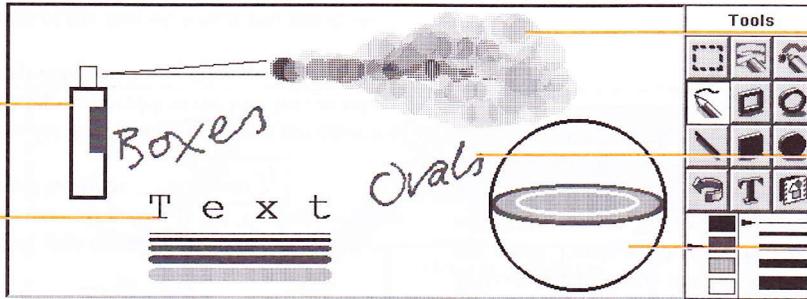
You can specify some settings used in Sketch in “pixels”, e.g. the pen width. Pixels are dots on the page which are combined to make up a picture. For example, when you draw a line on the page Sketch treats it as a number of coloured pixels grouped together to form a line. If you later want to change the line, you have to edit each pixel.





RECTANGLES & FILLED RECTANGLES

TEXT



"SPRAY CAN" TOOL

FREEHAND DRAWING

OVALS & FILLED OVALS



DRAWING SKETCHES

- Tap on a button in the Toolbar to select a different drawing tool, or select a drawing tool from the **Tools** menu.
- Change the pen colour and width **before** starting to draw.
- Use the pen to draw, or hold down the Shift key and use the arrow keys.
- **To draw a straight line:** tap , or select the **Line** drawing tool from the **Tools** menu. To draw a vertical line, horizontal line or one at 45 degrees hold down the Ctrl key as you draw.
- **To draw either hollow or filled circles and ellipses:** tap  or , or select the **Oval** or **Filled oval** drawing tools from the **Tools** menu. You can draw a circle by holding down the Ctrl key as you draw.

- **To draw either hollow or coloured squares and rectangles:** tap  or , or select either the **Rectangle** or **Filled rectangle** drawing tools from the **Tools** menu. You can draw a square by holding down the Ctrl key as you draw.
- **To draw in a similar style to using a can of spray paint:** tap , or select the **Spray** drawing tool from the **Tools** menu.

Note: If you use the keyboard to draw, the drawing will start from the current cursor position. You might find it useful to show the cursor position so you can see where the drawing will start. You can use the commands on the **View** menu to view the cursor position as cross hairs, or as a message showing the number of pixels across (the X co-ordinate) and down (the Y co-ordinate).



CHANGING A SKETCH

You can change a sketch in two ways:

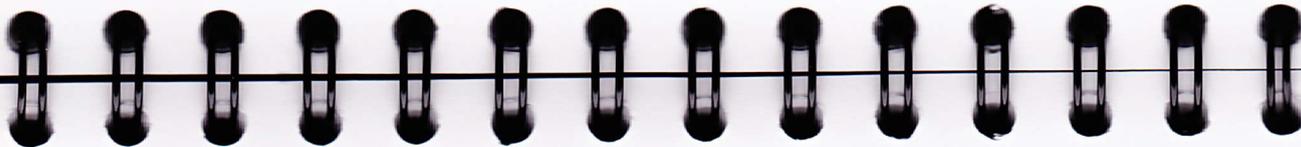
- by selecting an area and changing the selected area, e.g. rotating, moving, resizing or flipping it.
- by editing the pixels which make up the sketch.

To view the sketch in more detail, select the **Zoom in** command on the **View** menu. When you zoom in on a picture you can see the pixels comprising the picture and edit them individually.

SELECTING & MOVING OBJECTS

- **To select part of the picture:** tap , or select the **Select area** command from the drawing tools on the **Tools** menu, then use the pen or arrow keys to drag a box over the area.

- **To select the whole picture:** select the **Select all** command from the **Edit** menu.
- **To resize an area:** select an area, then use the pen to drag one of the “handles” surrounding the area to a new position to enlarge or reduce the area. Use a handle at a corner to resize both the horizontal and vertical dimensions keeping the same proportions; the handle from the midpoint of a horizontal “edge” to resize only the vertical dimension, and the handle from the midpoint of a vertical edge to resize only the horizontal dimension.
- **To resize an area using the keyboard:** select the area then hold down the Shift key and use the arrow keys to move the cross hair of the cursor onto one of the handles surrounding the text. When the cursor is positioned directly over the handle, release the Shift key and use the arrow keys to resize the area. Press Enter to fix the selected area to the sketch.



- **To move an area:** select an area, then position the pen inside the selected area and drag the area to the new position. You can also move the area using the arrow keys. Tap elsewhere or press Enter to fix the selected area to the sketch.

You can turn selected areas over, and turn them round (clockwise) at angles of 90 degrees.

- **To flip part of a sketch:** select the area and then select either the **Flip horizontally** or **Flip vertically** command from the **Transform** menu.
- **To rotate part of a sketch:** select the area and then select the **Rotate** command from the **Transform** menu.

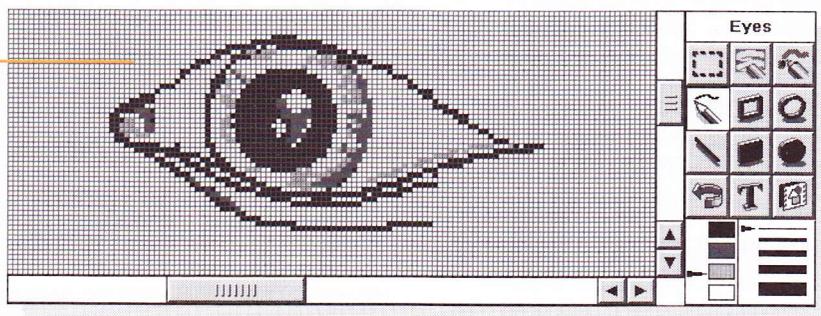
TRANSPARENCY

When you move a selected area you can “overlay” it on top of an existing area of the sketch. You can specify whether the existing sketch shows through by making the area “transparent”.

- To make a selected area transparent either press the  button in the Toolbar, or ensure that the **Make transparent** command on the **Transform** menu is ticked.
- To make the selected area opaque (so that any underlying sketch does not show through) either press the  button in the Toolbar or remove the tick from the **Make transparent** command on the **Transform** menu.



ZOOM IN TO VIEW PIXELS



ERASING & UNDOING

You can delete either all or part of your sketch, or undo up to the previous five actions you performed:

- To delete part of your sketch tap , or select the **Erase** drawing tool from the **Tools** menu. Use the pen or the arrow keys to delete part of the picture, starting from the cursor position.
- **To change the width of the Erase tool:** tap on a width in the Toolbar, or select the **Width** palette tool from the **Tools** menu. Change the width as required.
- **To delete the whole sketch:** select the **Delete all** command from the **Edit** menu.
- Tap , or select the **Undo** command from the **Edit** menu to remove the last action performed.

CHANGING COLOURS

You can change the colour of an area by selecting a different colour and using the Freehand drawing tool to draw over the existing colour. You can select the **Zoom in** command from the **View** menu to view the picture in more detail, and change the colour of the individual pixels.

Use the **Reverse colour** command from the **Transform** menu to invert the colour of a selected area. For example, reversing the colour of an area makes any black areas white and vice versa.

CUTTING OUT, CROPPING & RE-SIZING

You can cut out part of a picture by selecting the area to remove and selecting the **Cut** command from the **Edit** menu.

To remove unused space from around the edges of the sketch, select the **Crop** command from the **Tools** menu.





ADDING TEXT

To add text to your picture:

1. Tap **T**, or select the **Insert text** command from the **Tools** menu.
2. Type in the text. You can format the text before you insert it using **B**, **I** or **U**, and use the **Set Font** button to set the font type, size, colour and printing position of the text.
3. Press the **Insert** button to add the text to your picture.
4. The text is selected when you insert it into the sketch. You can move or resize it as usual.
5. Tap elsewhere on the screen or press Enter to fix the text onto the sketch.

INSERTING "CLIPART"

Sketch includes a gallery of "clipart" pictures which you can insert into a drawing:

1. Tap **C**, or select the **Clipart** command from the **Tools** menu. The clipart palette is displayed.
2. To select a piece of clipart either tap the picture, or use the arrow keys to select a picture and press Enter. You can rotate the clipart, for example, if you draw an arrow **↑** then flip it vertically you get **↓**. Rotating **↑** once provides **⇒**.
3. The clipart is selected when you insert it into the sketch. You can move or resize it as usual.
4. Tap elsewhere on the screen or press Enter to fix the picture onto the sketch.

PRINTING SKETCHES

The Printing commands are on the **File** menu.

- Before printing, it is useful to see what the sketch will look like on the page. To preview your picture use the **Print preview** command.
- To change the page size, orientation and margins, or add headers and footers to a sketch, use the **Page setup** command.
- When you are ready to print the picture, select the **Print** command.

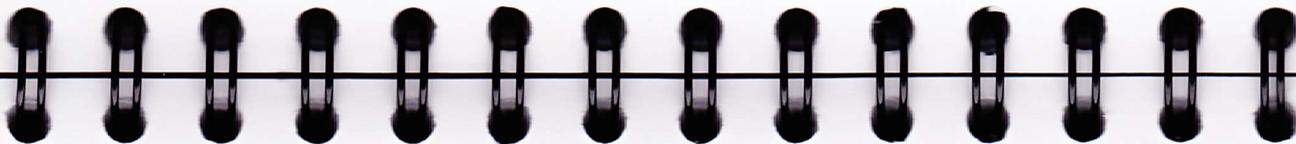
SKETCH FILES

When you use Sketch for the first time, you will see a blank screen. When you run Sketch at other times, the last sketch you created is automatically opened so that you can continue working.

- **To start a new sketch file:** use the command on the **File** menu.
- **To return to a different sketch file:** open the file using the command on the **File** menu.

The current file is saved each time you exit Sketch. You can also use the **More** commands on the **File** menu to:

- save the file at any other time using the **Save** command, or give it a different name using the **Save as** command.
- reject all changes made to a file since it was last saved using the **Revert to saved** command.



USING SKETCHES ON A PC

You can export a file in EPOC picture format to transfer to a PC using PsiWin. In order to transfer the file to the PC you need to convert either the whole file or a selected part of the sketch to an EPOC picture. To do this:

- Select an area to convert if you want to convert part of the sketch. Select the **Export** command from the **File** menu. Type a name for the EPOC picture, changing the Folder and Drive if necessary.
- To merge in a file which you created on your PC and transferred to your Series 5 using PsiWin select the **Merge in** command from the **File** menu in Sketch and select the filename. Set the file type to 'Epic picture'.

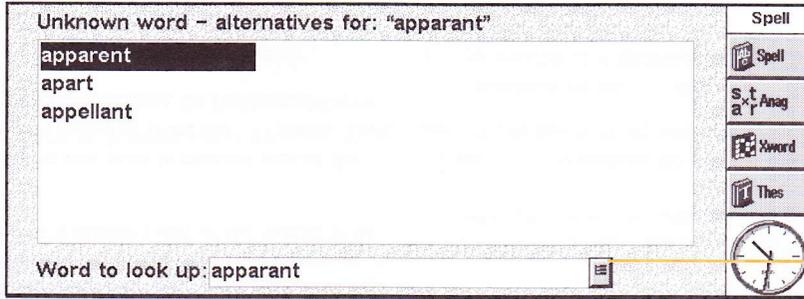


THE SPELL CHECKER & THESAURUS

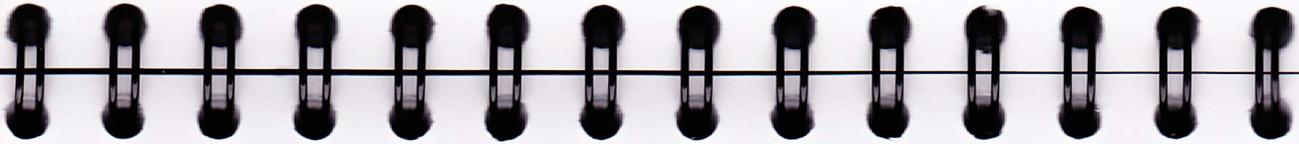
You can use the Spell program to check the spelling of words, search for anagrams, find missing letters to help solve crossword clues and search for synonyms using the thesaurus.

You can also use the **Paste** command in Spell to insert words

'copied' in other programs into the box, and copy the corrected word back into the other program. Refer to the 'Word' chapter for more information on checking the spelling of text in the Word program.



HISTORY LIST



SPELL-CHECKING AND CORRECTION

- **To check the spelling of a word:** type a word in the box and tap the **Spell** button, or select the **Spell check** command from the **Tools** menu.

If Spell finds the word you entered in its dictionary, it displays a message to tell you that the word is correct. If the word is not in the Spell dictionary, Spell searches for possible alternatives and lists them as they are found.

You can clear the display to remove the suggested solutions using the command on the **View** menu. You can also use the  button to display the "history list" which contains the words you have used in this Spell session.

USING THE THESAURUS

You can use the thesaurus to search for synonyms, i.e. words which have the same or a similar meaning to a word you enter.

- **To use the thesaurus:** type the word in the box and tap the **Thes** button, or select the **Thesaurus** command from the **Tools** menu.

If there are suitable words, Spell lists them as they are found. Spell divides the synonyms into categories, each category relating to a different meaning of the entered word, with the main suggestions in bold. The words are separated into groups, e.g. adjectives, nouns, verbs etc.

You can select any word from the list of suggestions to look up again. To do this, either tap on a word to highlight it, and then tap again to select it, or use the arrow keys to highlight the word and press Enter. You can also select a word from the list, then use one of the Toolbar buttons straight away.



SOLVING ANAGRAMS

You can use Spell to search for anagrams of words or letters. An anagram is a word which has some or all of the letters as another word, arranged in a different order. For example, anagram suggestions for 'Angle' could include 'glean', 'angel', 'lane' and 'age'.

- **To search for possible anagrams of a word:** type the word in the box, tap the **Anag** button, or select the command from the **Tools** menu.

Spell lists possible anagrams as they are found. Spell lists the words in order of size, starting with the longest words it can find. If Spell doesn't find any anagrams, it displays a message to tell you that no solutions were found.

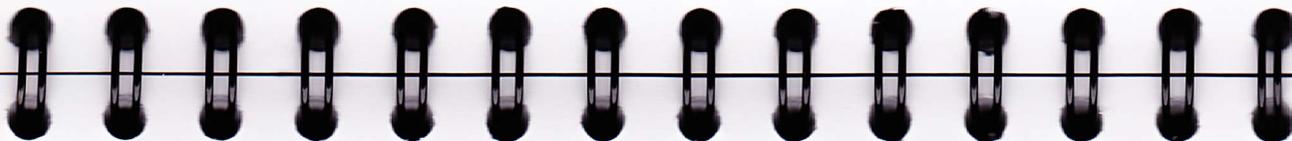
FINDING MISSING LETTERS - XWORD

To find missing letters to help solve crossword clues:

1. Type a word in the Word text box, entering "*" or "?" in place of the unknown letter(s). Enter "*" to search for several replacement letters, or "?" to search for one replacement letter.

For example, if you enter 'For*ed' suggestions include 'Forced', 'Foresighted', and 'Foraged', alternatively if you enter 'For?ed' the suggestions include 'Formed', 'Forked' and 'Forced'. You can enter "*" or "?" more than once when looking for missing letters, for example if you entered 'F?r?ed' the suggestions would include 'Forced' and 'Farmed'.

2. Tap the **Xword** button, or select the **Crossword** command from the **Tools** menu.



ADDING WORDS TO SPELL

Spell has two dictionaries it uses when checking the spelling of words:

- The Spell dictionary, which contains the built-in words. The Spell dictionary is always used when checking a word.
- The Personal dictionary, which you can use to add other words that you want to keep in Spell, e.g. if you use a specialised vocabulary for your work.

You can use the Personal dictionary in addition to the Spell dictionary. You can view the contents of the Personal dictionary, and delete words if they are no longer required, or if you added them by mistake.

- **To use the Personal dictionary as well as the Spell dictionary:** select the command from the **File** menu. This setting is saved when you close Spell, and also applies when

spell checking words in other programs, e.g. when spell checking a Word document.

- **To add a word to the Personal dictionary:** type the word in the box then select the **Add to** command from the **Personal dictionary** commands on the **File** menu.
- **To view the contents of the Personal dictionary:** select the **Show contents** command from the **Personal dictionary** commands on the **File** menu. This makes it easier for you to remove unwanted words, especially if you can't remember all the words you have added to the Personal dictionary.
- **To delete a word from the Personal dictionary:** show the contents of the Personal dictionary (as described above), highlight the word you want to delete and select the command from **Personal dictionary** commands on the **File** menu.



RECORD

You can use the Record program to make sound recordings and create alarm sounds. You can record sounds and play back from any point in the sound.

You can also use the Record program to record "voice notes" - see 'Recording voice notes' later for more details.

PLAYBACK POINT

START POSITION OF A RECORDED SOUND

The screenshot shows the Record program's control interface. On the left is a vertical volume slider labeled 'Volume' with 'Max' at the top and 'Min' at the bottom. In the center is a horizontal recording progress bar. Above the bar, 'Position: 0:05' is displayed on the left and 'Sound length: 0:26' is on the right. The bar itself is divided into segments, with a yellow highlight indicating the current playback position. Below the bar are five control buttons: 'REW' (left arrow), 'STOP' (square), 'PLAY' (right arrow), 'REC' (cassette icon), and 'FFWD' (right arrow). Below these buttons are the corresponding keyboard keys: Home, Esc, Space, Enter, and End. On the right side of the interface is a vertical menu with options: 'Record' (selected), 'Erase', 'Repeat', 'Alarm sound', and 'Go to time'. At the bottom right of this menu is a small analog clock face.

RECORDING A SOUND

When you open the Record program you can begin to record right away. Simply place the machine so that the microphone is near the sound source and press the **REC** button or press Enter.

Press the **STOP** button, or press Esc to stop recording.

Note: The microphone is located at the front right-hand edge of the machine, just in front of the disk drive door.

- To record some more, tap **REC** or press Enter again. New sound is added to the end of the existing recording.
- To start a new file, select the command from the **File** menu. Type in the name before you begin recording.
- To save your file under a different name, select the **Save as** command from the **File** menu.

- To replace the ending of an existing recording, use the pen to drag the bar to the point where you want to begin recording (or select the **Go to time** command from the **Play** menu and specify a start point in minutes and seconds), then select the **Record & replace** command from the **Record** menu.
- To erase the whole of the current recording, select the **Erase all** command from the **Record** menu.

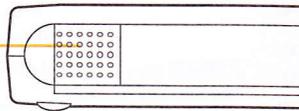
The maximum recording length depends on the amount of disk space available. While recording, a 'Time remaining' indicator shows how much more sound you could record if you wanted to use the available space. Record will not allow you to completely fill the disk, and will always leave 100K free so that you can use other programs.

Note: If an alarm is due to ring while you are recording or playing a sound, you may hear warning "ticks", and the alarm will be postponed until you finish the current action.

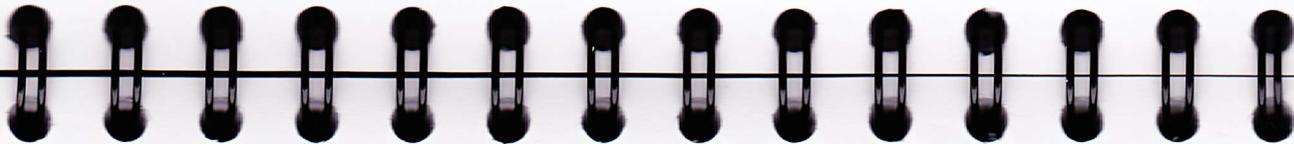
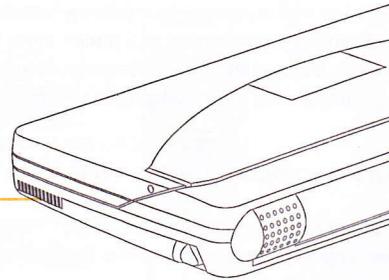




LOUDSPEAKER



MICROPHONE



PLAYING SOUNDS

To play back the entire sound file, tap the **PLAY** button, press the Spacebar, or select the command on the **Play** menu.

Note: The loudspeaker is located in the spine of the machine, next to the battery compartment and at the opposite end from the Infrared window.

- To play back only part of a sound, use the pen to drag the cursor to the point where you want to begin playing (or select the **Go to time** command from the **Play** menu and enter the start position in minutes and seconds), then press **PLAY**. Playback begins from the selected point. To pause playback, press **PLAY** again.
- To adjust the volume, use the pen or the up and down arrow keys to move the volume fader to one of the volume settings, or set it to **Min** to turn off the sound completely.

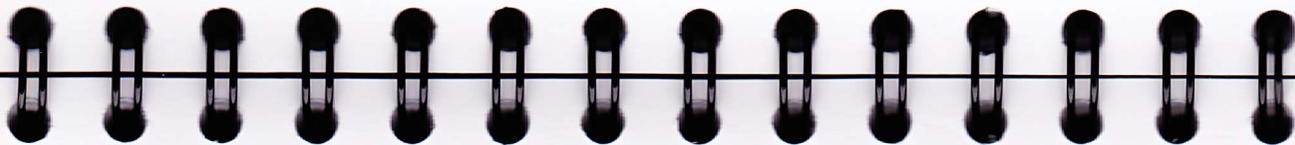
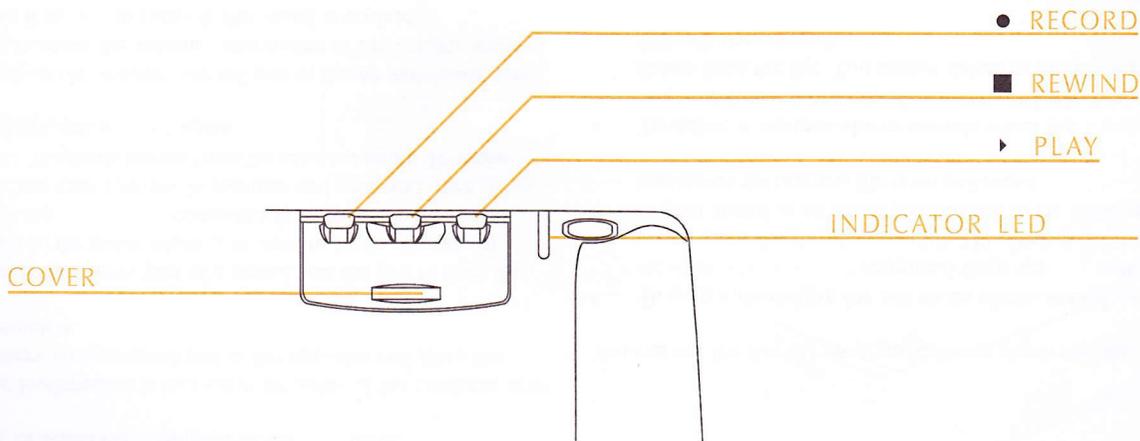
- To play back a sound recording several times in succession, select the **Repeat sound** command from the **Tools** menu and set the number of occurrences as appropriate.

USING SOUNDS AS ALARMS

You can use the Record program to create alarm sounds.

- **To save a recording for use as an alarm sound:** select the **Save as alarm sound** command from the **File** menu and type a name for the alarm sound. This creates another version of your sound as an alarm you can use in the Time program, and leaves the original file open in Record.
- **To delete a custom alarm sound:** select the **Delete alarm sound** command from the **File** menu, and select the alarm to delete from the list. You cannot delete or modify the built-in Series 5 alarm sounds.





RECORDING VOICE NOTES

You can use the Series 5 as a dictating machine by using the external buttons to record and play back voice notes. A “voice note” is a sound recording you can create and play back without starting the Record program, switching the Series 5 on, or even opening the the Series 5 case.

Voice notes are stored as sound files. You can use the files in the Record program, like other sound files.

Slide back the cover to reveal the voice note buttons. To avoid accidental recordings, replace the cover when you are not using the buttons.

- To record a voice note, press and hold down the ‘●’ voice note button on the external casing of the Series 5. The red recording indicator LED should come on and you can begin to dictate your voice note. If the LED does not come on, release the button and press it again until you hear a beep.

- Release the ‘●’ voice note button to stop recording.
- To add more recording to your voice note, press the ‘●’ voice note button again. New voice note recordings are always added to the end of any existing voice note recording, so it is not possible to accidentally record over your existing voice note.

Note: If you run out of disk space while recording, the recording indicator LED will begin flashing. You will not be able to record more unless you free some space by exiting another open program or deleting some files.

Important: Note that the machine will remain on after recording a voice note, for as long as specified for the auto switch-off command. It is best not to set the auto switch-off time to ‘No’ if you record voice notes as the Series 5 will remain on until the batteries are exhausted.





PLAYING BACK A VOICE NOTE

- **To play the current voice note:** press the '▶' button when you have finished recording. To replay the current voice note at any time from the start, press the '▶' button again.
- **To begin playback from a different position in the voice note file:** press the '■' button once to start rewinding in 2-second jumps. Press the '■' voice note button again to stop rewinding. Press the '▶' button to start playing from the new position in the voice note file.

Note: To rewind straight to the beginning of the file, press and hold down the '■' button.

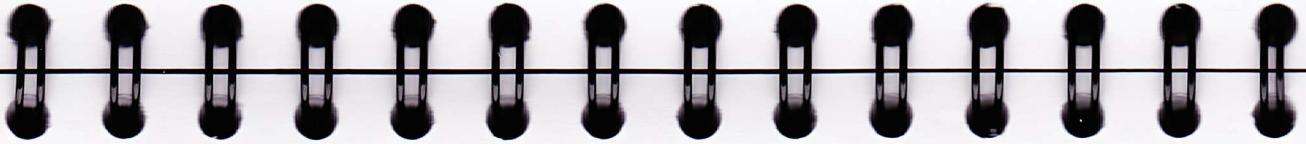
The machine will beep when the playback point is at the beginning of the file.

USING VOICE NOTES IN RECORD

When you press an external voice note button, the Record program opens to record your voice note.

Voice notes are always added to the 'Voice notes' file, which is stored in the folder set as the standard folder in the System screen (this is initially the Documents folder). The 'Voice notes' file can be loaded and used in the Record program just like any other Record file.

See the built-in help for advanced keypresses.



VOICE NOTE FILES

Important: As voice notes are always added to the end of the 'Voice notes' file, this file may grow very large. Make sure that you delete the contents of the voice note file if the information is no longer required.

- To delete the contents of the voice note file, open the 'Voice notes' file in the Record program and select the **Erase all** command from the **Record** menu.
- If you wish to keep an existing voice note recording and record another, rename the 'Voice notes' file to a different filename using the **Rename** command on the **File** menu in the System screen.

FILE SIZES AND COMPRESSION

Digital sound recordings can be very large. In order to save disk space a compression process is applied to Record files as they are being recorded.

- To save even more disk space use the **Compress sound** command on the **Tools** menu and select ADPCM (4 minutes per Mbyte) before starting to record the sound. This approximately halves the amount of space required. Search and skip functions may take slightly longer if a file is ADPCM compressed.

