

EXHIBIT 1020

How to Do
Everything
with Your

Palm™

Handheld

**Fourth
Edition**

**Work, play,
go wireless,
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multimedia**

**Master the
Palm OS®—
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Palm OS 5**

**Discover the
latest Palm OS
handheld
models and
applications**



Dave Johnson
Rick Broida

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Dealing with Documents

If you're like most business travelers, you're used to carting a laptop around with you to edit Word documents. If you have a 14-inch or 15-inch display, then you know what it's like trying to get the laptop screen open in the cramped space on an airplane seat. Heck, sometimes we can't get it open far enough to read what we're typing.

Thankfully, there's an easier solution. Your Palm—combined with a keyboard—can take the place of your laptop for text entry. You can even synchronize specific Word documents with your Palm, edit them on the road, and update your desktop PC with the latest versions of your work when you get home.

Using an Office Suite

Pocket PC users have one small advantage over Palm users—a Microsoft-branded office suite that includes Pocket Word and Pocket Excel. People can trust those apps to be very compatible with Microsoft Office on the desktop.

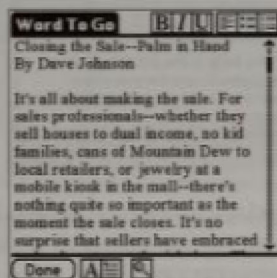
What a lot of people don't realize, though, is that there are several excellent Office-compatible suites for the Palm as well. Most Palm models come with one

Understanding the Doc Format

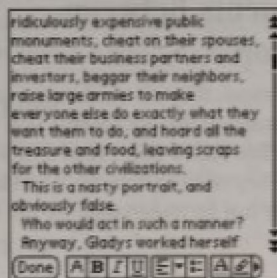
All Doc files are not created alike. Specifically, when Palm users talk about Doc files—text documents in the Doc format—they're usually not gabbing about Microsoft Word's .doc format but, instead, about a text format originally popularized by a program called AportisDoc. These days, programs such as TealDoc (from TealPoint) and Palm's own Palm Reader are generally considered the de facto standard among Palm text readers today. Although any Doc file can be read by almost any Doc reader/editor for the Palm (and vice versa), the Doc format is totally incompatible with the version used by Microsoft Word. On the plus side, you can generally get converters for most of these readers that convert desktop .doc to Palm Doc files and back again.

right in the box, in fact: Documents to Go, from DataViz. If your Palm-powered PDA didn't come with an office suite—or you want to try another, you'll be happy to know that there are three popular suites to choose from:

- **Documents to Go** (www.dataviz.com) Documents to Go is quite popular by virtue of the fact that Palm has chosen to put it in the box of every new Palm model it sells. In addition to a word processor (Word to Go) and spreadsheet (Sheets to Go), the Professional edition of Documents to Go includes the capability to view PowerPoint slides and Adobe Acrobat (PDF) files.



- **Iambic Office** (www.iambic.com) Comprised of FastWriter and TinySheet, these programs offer Word and Excel connectivity for your Palm. In addition, the suite includes Iambic Mail, an e-mail client that lets you synchronize messages with your desktop e-mail program or check mail on the go with a modem. Iambic Mail uses FastWriter and TinySheet to let you read Word and Excel attachments in e-mail.



letters you enter, the closer you get to the correct word (if it's in the software's database).

Obviously, for little words like "the" and "to," the program won't help much. But for longer words, it can indeed save you some scribbling. And WordComplete lets you add your own words and/or short phrases to its database, which can definitely save you time in the long run.

Goodbye, Graffiti Area!

Ever notice that the Graffiti area is kind of, well, small? Most of us aren't used to writing in such a confined space, and that alone can be a source of Graffiti contention. Fortunately, a pair of virtually identical utilities can liberate your stylus from that tiny box, effectively turning the entire Palm screen into one big Graffiti area.

Graffiti Anywhere enables you to write—using Graffiti characters—anywhere on the screen. What's more, it leaves a trail of "digital ink" beneath your stylus tip, which goes a long way toward helping you produce more accurate characters. You see what you write as you write it, just as you would with a pen on paper. Plus, it's free!

The Best Little Graffiti Tweak in Town

Part of the challenge in learning and mastering Graffiti is that you can't see your characters as you write them. (Actually, if you have one of the Sony CLIE models with the virtual Graffiti area, you can—the input area leaves a trail of digital ink beneath your stylus. Very cool.)

That's where TealEcho comes in. This simple utility displays your pen strokes on the main screen as you make them in the Graffiti area. As a result, you can gauge just how accurate (or inaccurate) your characters are. Sounds like no big deal, but trust us when we say TealEcho goes a long way toward improving Graffiti accuracy.

Graffiti, Your Way

Finally, we come to the one product that really manhandles Graffiti, that says, "Look, can't you just learn to understand *my* writing?" It is TealPoint Software's TealScript, a utility that lets you tweak Graffiti so it's more responsive to your hand, or replace it altogether with a customized character set.

If you're willing to battle one of the steepest learning curves we've encountered in a piece of Palm software, the benefits are truly worthwhile. TealScript works its wizardry through the use of custom profiles, which contain the Graffiti character set as you define it. In other words, you teach TealScript how you like to write, and it teaches Graffiti to accommodate your penmanship.



The letter *v* is a good example of how this works. Your profile can include the standard character—the one with the little tail we always forget to add—and a regular *v* you added yourself. Similarly, instead of always having to write capitalized versions of letters like *R* and *B*, you can add lowercase versions.

As confusing as TealScript can be to work with, it's not totally out of the question for novice users. That's because it comes with an already-built profile that helps you overcome the most commonly miswritten Graffiti characters. So, right out of the box it's useful. And even though TealScript may not be the friendliest program around, it's by far the best way to make Graffiti an ally instead of an obstacle.

TIP

If you've upgraded to a Palm OS handheld that has Graffiti 2, but you miss good old Graffiti 1, TealScript lets you switch back.

Where to Find It

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Web Site	Address	What's There
AppForge, Inc.	www.appforge.com	AppForge
Botzam	www.botzam.com	Botzam Backup
Brayder Technologies	www.brayder.com	JackFlash
CIC	www.cic.com	Jot, RecoEcho, WordComplete
Linkesoft	www.linkesoft.com	X-Master, ToneDial
Metrowerks	www.metrowerks.com	CodeWarrior
NS Basic Corp.	www.nsbasic.com	NSBasic/Palm
PalmGear	www.palmgear.com	The vast majority of the Hacks and utilities mentioned in this chapter
PDA Toolbox	www.pdatoolbox.com	PDA Toolbox
Puma Technology	www.pumatech.com	Satellite Forms

How to Do *Everything* with Your

Palm™ Handheld Fourth Edition



Did you know that you can use your Palm handheld to compose music, deliver PowerPoint presentations directly to a VGA projector, read books, and more? This insightful guidebook will help you work smarter, play better, and do more with your handheld than you ever thought possible. Master the core applications, discover new software, and take your PDA online. Plus, find out how to protect your data with better security. No matter which Palm handheld model you own, maximize its potential and use it to play games, watch movies, listen to music, create Word documents, work with spreadsheets, manage your schedule, and surf the Web.

- * Go wireless to work and play on the go
- * Transform your Palm handheld into a complete laptop replacement with Word, Excel, and PowerPoint compatibility
- * Gear up your Palm handheld for business on the road
- * Learn to use the core applications effectively
- * Protect your data with robust security
- * Create memos, task lists, electronic business cards, and much more
- * Take advantage of new and exciting multimedia features
- * Manage addresses, appointments, expenses, and tasks
- * Check e-mail from any location with infrared, modem, Bluetooth, or cable

About the authors:

Dave Johnson is the author of nearly three dozen books, editor of *Mobility* magazine, and an avid Palm handheld user. He co-authored the previous editions of the best-selling *How to Do Everything with Your Palm Handheld*.

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