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3rd Edition

# BlackBerry®

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## Learn to:

- Use all the features of your BlackBerry model, including Bold™, Pearl™ Flip, Storm™, and Curve™ 8900
- Manage meetings, appointments, and tasks on the go
- Surf the Web, handle e-mail, and take pictures
- Take advantage of handy, free applications

**Robert Kao**

**Dante Sarigumba**

*Coauthors of BlackBerry Storm For Dummies*





***BlackBerry***<sup>®</sup>  
FOR  
**DUMMIES**<sup>®</sup>  
3RD EDITION

**by Robert Kao and Dante Sarigumba**



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# Dedication

I would like to thank my father (MHK) and mother (SYT) for everything they've done for me. I wouldn't be here without their kindness and support. I would also like to thank my lovely wife, Marie-Claude, and little Jade for all their support.

— Robert Kao

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— Dante Sarigumba

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— Rob & Dante

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# Contents at a Glance

---

<b><i>Introduction</i></b> .....	<b>1</b>
<b><i>Part I: Meet and Greet Your BlackBerry</i></b> .....	<b>7</b>
Chapter 1: Your BlackBerry Isn't a Fruit.....	9
Chapter 2: Navigating the BlackBerry .....	19
Chapter 3: Turning On Your BlackBerry — And Keeping It Happy.....	35
<b><i>Part II: Getting Organized and Productive with Your BlackBerry</i></b> .....	<b>53</b>
Chapter 4: Keeping Track of Your Acquaintances .....	55
Chapter 5: Don't Miss Your Appointments.....	85
Chapter 6: Your To-Do List and Keeping Your Password.....	97
<b><i>Part III: Getting Multimedia and Online with Your BlackBerry</i></b> .....	<b>117</b>
Chapter 7: You've Got (Lots of) E-Mail .....	119
Chapter 8: Too Cool for E-Mail.....	147
Chapter 9: Surfing the Internet Wave.....	173
Chapter 10: Calling Your Favorite Person .....	197
Chapter 11: Taking Pictures and Recording Video with Your BlackBerry .....	215
Chapter 12: Getting Entertained with Your BlackBerry .....	231
Chapter 13: Getting Around with Your BlackBerry GPS.....	249
Chapter 14: Lifestyle Applications.....	257
<b><i>Part IV: Working with BlackBerry Desktop Manager</i></b> ....	<b>265</b>
Chapter 15: Syncing the Synchronize Way .....	267
Chapter 16: Switching Devices .....	283
Chapter 17: Unite! Your BlackBerry .....	291
Chapter 18: Protecting Your Information .....	301
Chapter 19: Installing and Managing Third-Party Applications .....	311

<b><i>Part V: The Part of Tens</i></b> .....	<b>321</b>
Chapter 20: Ten Great BlackBerry Accessories .....	323
Chapter 21: Ten Must-Have BlackBerry Programs .....	329
Chapter 22: Ten Fun Games on Your BlackBerry .....	333
Chapter 23: Ten Web Site Categories for BlackBerry Browsing .....	337
<b><i>Index</i></b> .....	<b>345</b>

# Table of Contents

.....

<b><i>Introduction</i></b> .....	
About This Book .....	2
Who Are You? .....	2
What's in This Book .....	3
Part I: Meet and Greet Your BlackBerry.....	3
Part II: Getting Organized and Productive with Your BlackBerry ...	3
Part III: Getting Multimedia and Online with Your BlackBerry .....	3
Part IV: Working with BlackBerry Desktop Manager.....	4
Part V: The Part of Tens .....	4
So Many Models, So Little Time.....	4
Icons in This Book .....	5
Where to Go from Here.....	6

## ***Part I: Meet and Greet Your BlackBerry*** ..... 7

### **Chapter 1: Your BlackBerry Isn't a Fruit.** ..... 9

How It All Works: The Schematic Approach.....	10
The role of the network service provider.....	10
Connecting to your computer .....	11
BlackBerryng the world with your BlackBerry .....	12
Oh, the Things You Can Do! .....	13
All-in-one multimedia center .....	14
Internet at your fingertips.....	14
Me and my great personal assistant.....	14
A computer in the palm of your hand .....	15
Look Dad, no hands!.....	16
Chewing on Hardware.....	16
Saving power .....	16
Putting a sentry on duty .....	17

### **Chapter 2: Navigating the BlackBerry** ..... 19

Anatomy 101: The Body and Features of Your BlackBerry .....	19
Display screen .....	24
QWERTY keyboard .....	25
SureType keyboard .....	25
Escape key .....	28
Trackball .....	28
Menu key.....	28
The microSD slot.....	29



- General Navigation Guidelines..... 29
  - Switching applications ..... 30
  - Changing options ..... 31
- General Keyboard Shortcuts..... 31
  - Using Home screen shortcuts ..... 32
  - Other (non-Home screen) shortcuts ..... 33

**Chapter 3: Turning On Your BlackBerry — And Keeping It Happy . . . 35**

- Making Your BlackBerry Yours ..... 35
  - Branding your BlackBerry ..... 36
  - Choose a language, any language ..... 37
  - Typing with ease using AutoText ..... 37
  - Getting your dates and times lined up..... 40
  - Customizing your screen’s look and feel ..... 40
  - Choosing themes for your BlackBerry ..... 43
  - Wallpaper for your BlackBerry ..... 44
  - Let freedom ring..... 45
- Keeping Your BlackBerry Safe ..... 50
- Block That Spam..... 51

***Part II: Getting Organized and Productive  
with Your BlackBerry ..... 53***

**Chapter 4: Keeping Track of Your Acquaintances . . . . . 55**

- Accessing Your Contacts..... 56
- Working with Contacts ..... 57
  - Creating a contact..... 58
  - Adding contacts from other BlackBerry applications ..... 62
  - Viewing a contact..... 63
  - Editing a contact ..... 63
  - Deleting a contact ..... 64
- Transferring Contacts from Cellphones ..... 65
  - Copying contacts from a SIM card..... 65
  - Copying a contact to a SIM card ..... 69
- Copying Contacts from Desktop Applications..... 70
- Looking for Someone?..... 71
- Organizing Your Contacts ..... 73
  - Creating a group..... 74
  - Using the Filter feature on your contacts ..... 76
  - Setting preferences..... 78
- Sharing a Contact ..... 80
  - Sending a vCard ..... 80
  - Receiving a vCard ..... 81
- Searching for Somebody Outside Your Contacts..... 82

<b>Chapter 5: Don't Miss Your Appointments</b> .....	<b>85</b>
Accessing BlackBerry Calendar .....	85
Choosing Your Calendar View .....	86
Moving between Time Frames .....	87
Customizing Your Calendar .....	89
All Things Appointments: Adding, Opening, and Deleting .....	90
Creating an appointment .....	91
Opening an appointment .....	94
Deleting an appointment .....	94
Appointments versus Meetings .....	95
Sending a meeting request .....	95
Responding to a meeting request .....	96
<b>Chapter 6: Your To-Do List and Keeping Your Password</b> .....	<b>97</b>
Accessing Tasks .....	98
Recording a New Task .....	98
Navigating the Tasks Fields .....	99
Task field .....	99
Status field .....	100
Priority field .....	100
Due field .....	101
Time Zone field .....	102
Reminder field .....	102
Categories field .....	102
Notes field .....	103
Updating Your Tasks .....	103
Deleting a Task .....	103
Organizing Your Tasks List .....	104
Customizing tasks .....	105
Creating a category .....	107
Assigning categories to your tasks .....	108
Filtering the list .....	109
Creating Recurring Tasks .....	110
Using Password Keeper .....	111
Accessing Password Keeper .....	112
Setting a password for Password Keeper .....	112
Creating credentials .....	112
Random password generation .....	113
Using your password .....	114
Password Keeper options .....	115
Changing your password to Password Keeper .....	115

## ***Part III: Getting Multimedia and Online with Your BlackBerry* ..... 117**

### **Chapter 7: You've Got (Lots of) E-Mail ..... 119**

Getting Up and Running with E-Mail .....	119
Using the BlackBerry Internet Service client .....	120
Combining your e-mail accounts into one.....	120
Adding an e-mail account .....	121
Setting up e-mail in an enterprise environment.....	122
Getting e-mail in an enterprise environment using Desktop Redirector .....	122
Customizing Your E-Mail .....	123
Configuring your e-mail signature .....	123
Enabling wireless reconciliation.....	125
Automating replies and out-of-office messages (for enterprise users) .....	127
Accessing Messages .....	127
Receiving e-mails .....	128
Sending e-mail .....	131
Spell-checking your outgoing messages .....	134
Adding a sender to Contacts .....	135
Deleting e-mail.....	135
Filtering your e-mail.....	136
Searching through Messages like a Pro.....	140
Searching by sender or recipient.....	140
Searching by subject .....	141
Running a general search.....	141
Saving search results.....	143
Reusing saved searches.....	144
Long Live E-Mail.....	145

### **Chapter 8: Too Cool for E-Mail. .... 147**

Sending and Receiving PIN-to-PIN Messages .....	148
Getting a BlackBerry PIN.....	149
Assigning PINs to names.....	150
Sending a PIN-to-PIN message .....	151
Receiving a PIN-to-PIN message.....	153
Keeping in Touch, the SMS/MMS Way .....	153
Using shorthand for speedy replies .....	154
Awhfy? .....	155
Showing some emotion .....	156
Sending a text message.....	158
Viewing a message you receive.....	159
Always Online Using Instant Messaging .....	159
Chatting using IM rules .....	160
Instant messaging on your BlackBerry .....	161
Using BlackBerry Messenger.....	165
Taking control of your IM app.....	169

**Chapter 9: Surfing the Internet Wave . . . . . 173**

- Getting Started with BlackBerry Browser ..... 173
  - Accessing Browser ..... 174
  - Hitting the (air) waves..... 176
  - Navigating Web pages ..... 176
  - Saving a Web page address ..... 180
  - Sending an address by e-mail..... 181
  - Saving Web images ..... 181
- Bookmarking Your Favorite Sites ..... 182
  - Adding a bookmark..... 182
  - Available offline..... 183
  - Modifying a bookmark..... 183
  - Organizing your bookmarks ..... 183
- Exercising Options and Optimization Techniques..... 186
  - Configuring Browser ..... 187
  - General Browser properties ..... 188
  - Cache operations ..... 190
- Installing and Uninstalling Applications from the Web ..... 192
- Browser’s Behavior in an Enterprise Environment..... 194
  - Using Browser on your company’s BES ..... 194
  - Using your network provider’s browser ..... 195
  - Setting the default browser ..... 195

**Chapter 10: Calling Your Favorite Person . . . . . 197**

- Using the BlackBerry Phone Application ..... 197
- Making and Receiving Calls ..... 198
  - Making a call ..... 198
  - Receiving a call..... 199
  - Handling missed calls..... 200
- Phone Options while on a Call ..... 201
  - Muting your call ..... 201
  - Placing your call on hold ..... 202
  - Adjusting the call volume ..... 202
- Customizing the BlackBerry Phone..... 202
  - Setting up your voice mail number ..... 202
  - Using call forwarding..... 203
  - Configuring speed dial..... 204
- Arranging Conference Calls..... 206
  - Talking privately to a conference participant..... 207
  - Alternate between phone conversations..... 208
  - Dropping that meeting hugger ..... 208
- Communicating Hands-Free ..... 209
  - Using the speaker phone ..... 209
  - Pairing your BlackBerry with a Bluetooth headset ..... 209
  - Using voice dialing..... 211
- Multitasking while on the Phone ..... 212
  - Accessing applications while on the phone ..... 212
  - Taking notes while on the phone..... 212

<b>Chapter 11: Taking Pictures and Recording Video with Your BlackBerry</b> .....	<b>215</b>
Say Cheese: Taking Pictures .....	215
Reading the screen indicators .....	217
Choosing the picture quality .....	217
Zooming and focusing .....	218
Setting the flash .....	218
Setting the white balance .....	219
Setting the picture size .....	219
Geotagging .....	219
Working with Pictures .....	220
Viewing .....	220
Creating a slide show .....	221
Trashing .....	221
Listing filenames versus thumbnails .....	221
Checking picture properties .....	222
Organizing your pictures .....	222
Sharing your pictures .....	224
Setting a picture as caller ID .....	225
Setting a Home screen image .....	225
Setting Camera Memory Options .....	226
Say Action: Capturing Video .....	226
Customizing the Video Camera .....	228
<b>Chapter 12: Getting Entertained with Your BlackBerry</b> .....	<b>231</b>
Accessing Media .....	231
Let the music play .....	232
Now showing .....	234
Lord of the ring tones .....	235
Picture this .....	236
Recording your voice .....	237
Viewing and Controlling Media Files .....	238
Turning it up (or down) .....	238
Navigating the menu .....	238
Changing the media flavor .....	239
Working with Media Files .....	240
Greeting BlackBerry Desktop Media Manager .....	241
Synchronizing with iTunes using BlackBerry Media Sync .....	245
Downloading sounds .....	246
Transferring media files using the microSD card .....	247
<b>Chapter 13: Getting Around with Your BlackBerry GPS</b> .....	<b>249</b>
Putting Safety First .....	249
What You Need .....	250



Your GPS Application Choices..... 251  
 BlackBerry Map..... 252  
 Google Maps ..... 252  
 TeleNav GPS Navigator ..... 254  
 Garmin Mobile..... 255

**Chapter 14: Lifestyle Applications ..... 257**

PeeKaWho Email and SMS Alert ..... 257  
 BlackBerry Facebook Application ..... 258  
 Unify4Life..... 260  
 MiuTunes ..... 261  
 Viigo RSS Reader..... 262  
 SmrtGuard, Your BlackBerry Guardian ..... 263  
 E\*TRADE for BlackBerry..... 263

***Part IV: Working with BlackBerry Desktop Manager .... 265***

**Chapter 15: Syncing the Synchronize Way ..... 267**

Meeting Your BlackBerry Desktop Manager ..... 267  
 Installing BDM and Desktop Redirector ..... 268  
 Launching BDM ..... 268  
 Connecting BDM to your BlackBerry ..... 270  
 Running BDM for the first time ..... 271  
 Setting Up Synchronize..... 271  
 Configuring PIM synchronization ..... 272  
 Mapping fields for synchronization..... 276  
 Confirming record changes ..... 278  
 Resolving update conflicts..... 279  
 Ready, Set, Synchronize!..... 280  
 Using on-demand synchronization ..... 281  
 Automatic synchronization ..... 281

**Chapter 16: Switching Devices ..... 283**

Switching to a New BlackBerry ..... 283  
 Switching from a Non-BlackBerry Device..... 286  
 Palm device requirements ..... 286  
 Windows Mobile device requirements ..... 287  
 Running the wizard..... 287

**Chapter 17: Unite! Your BlackBerry ..... 291**

Getting Started with BlackBerry Unite!..... 291  
 Minimum requirements..... 292  
 Where to get it..... 292

Installing BlackBerry Unite! .....	292
Registering and opening Unite! .....	293
Adding BlackBerry users .....	294
Sharing Calendar Events on BlackBerry Unite! .....	295
Downloading and Syncing Files .....	296
Downloading files remotely with Download Manager .....	296
Syncing files with Folder Sync .....	297
Restricting and Monitoring BlackBerry Usage .....	298

## **Chapter 18: Protecting Your Information . . . . . 301**

Accessing Backup and Restore .....	302
Backing Up, BlackBerry Style .....	303
Backing up your BlackBerry manually .....	303
Setting up automatic backups .....	304
Restoring Your Data from Backup Information .....	305
Protecting Your Data, Your Way .....	306
Backing up, your way .....	307
Restoring, your way .....	308
Clearing BlackBerry information, your way .....	309
Backup and Restore Wirelessly .....	310

## **Chapter 19: Installing and Managing Third-Party Applications . . . 311**

Accessing Application Loader .....	311
Installing an Application .....	313
Uninstalling an Application .....	315
Uninstalling with Application Loader .....	315
Uninstalling with your BlackBerry handheld .....	316
Upgrading Your BlackBerry OS .....	317
Finding and Installing Applications from App Stores .....	319

## ***Part V: The Part of Tens* . . . . . 321**

### **Chapter 20: Ten Great BlackBerry Accessories . . . . . 323**

microSD Card .....	323
BlackBerry Remote Stereo Gateway .....	324
Stereo Headsets .....	324
Case and Belt Clip .....	324
Screen Protector and Skins .....	325
Extra Battery, Charger, and Charging Pod .....	325
Full Keyboard .....	326
External Speaker .....	327
Car Mount .....	327
Unify AV Solution .....	327

<b>Chapter 21: Ten Must-Have BlackBerry Programs . . . . .</b>	<b>329</b>
SmrtGuard, Your BlackBerry Guardian .....	329
VibAndRing.....	330
Handmark Pocket Express .....	331
PeeKaWho — Email/SMS Alerts.....	331
Digby .....	331
Google Talk Mobile and Yahoo! Messenger Mobile .....	331
iSkoot Skype Client.....	332
Nobex Radio Companion.....	332
WorldMate.....	332
Ascendo Money .....	332
<b>Chapter 22: Ten Fun Games on Your BlackBerry . . . . .</b>	<b>333</b>
Great Free Classic Games .....	334
Bookworm .....	334
Crash Bandicoot Nitro Cart.....	334
Who Wants to Be a Millionaire 2009 .....	335
Texas Hold'em King 3.....	335
Guitar Hero III Mobile.....	335
Aces Solitaire Pack .....	336
Golden Tee Golf Mobile Edge.....	336
Chuzzle.....	336
Nintaii .....	336
<b>Chapter 23: Ten Web Site Categories for BlackBerry Browsing . . .</b>	<b>337</b>
Weather.....	338
News .....	338
Search Engines, Directories, and Portals .....	339
Business .....	339
Travel .....	340
Sports .....	340
Advice and Self-Help.....	341
Social and Virtual Networking .....	341
Shopping and Shipping Information.....	342
Other Browsing Categories .....	342
<b><i>Index</i>.....</b>	<b><i>345</i></b>



# Introduction

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**H**i there, and welcome to the third edition of *BlackBerry For Dummies*. The BlackBerry is the best-selling smartphone in North America, and we assume that you own one. This is a great book to have around when you want to discover new features or need something to slap open and use as a quick reference. If you are new to the BlackBerry and have some basic questions (such as “What is a BlackBerry?” or “How can a BlackBerry help me be more productive?”), you can benefit by reading this book from cover to cover. If you bought the previous editions of our book and recently got a new BlackBerry, this third edition bridges the gap and gets you up to date on the latest innovations that have been added to your device. No matter what your current BlackBerry user status — BUS, for short — we’re here to help you get the most out of your BlackBerry.

Right off the bat, we can tell you that a BlackBerry is not a fruit you find at the supermarket but rather is an always-connected handheld device that has e-mail capabilities and a built-in Internet browser. With your BlackBerry, you are in the privileged position of always being able to receive e-mail and browse the Web.

On top of that, a BlackBerry has all the features you expect from a personal organizer, including a calendar, to-do lists, and memos. Oh, and did we mention that a BlackBerry also has a built-in mobile phone? Talk about multitasking! Imagine being stuck on a commuter train: With your BlackBerry by your side, you can compose e-mail while conducting a conference call — all from the comfort of your seat.

That’s not all. BlackBerry goes a step further to make it more fun for you to own this device. You can snap a picture with its camera, listen to your music collection, and enjoy capturing and watching video.

In this book, we show you all the basics but then go the extra mile by highlighting some of the lesser-known (but still handy) features of the BlackBerry. Your BlackBerry can work hard for you when you need it, as well as play hard when you want it to. (Need we say that we’re ready, willing, and able to show you where to get great games for your BlackBerry?)

## About This Book

*BlackBerry For Dummies, 3rd Edition*, is a comprehensive user guide as well as a quick user reference. This book is designed so that you certainly can read it from cover to cover if you want, but you don't need to read one chapter after the other. Feel free to jump around while you explore the different functionalities of your BlackBerry.

We cover basic and advanced topics, but we stick to those that we consider the most practical and frequently used. If you use or want to use a certain function of your BlackBerry, we likely cover it here.

This book is also targeted to the latest models as of this writing. Without going into the many model numbers, if you see a camera lens in your device, this book is intended for you. If you own a BlackBerry that doesn't have a camera, you should get the second edition of this book. If your BlackBerry is a touch-screen model, you should pick up *BlackBerry Storm For Dummies* (published by Wiley and also written by us).

## Who Are You?

In this book, we tried to be considerate of your needs, but because we've never met you, our image of you is as follows. If you find that some of these images are true about you, this might just be the book for you:

- ✔ You have a BlackBerry, and you want to find out how to get the most from it.
- ✔ You don't have a BlackBerry yet, and you're wondering what one could do for you.
- ✔ You're looking for a book that doesn't assume that you know all the jargon and tech terms used in the PDA industry. (PDA stands for personal digital assistant, by the way. Take that, you jargon, you!)
- ✔ You want a reference that shows you, step by step, how to do useful and cool things with a BlackBerry without bogging you down with unnecessary background or theory.
- ✔ You're tired of hauling your 10-pound laptop with you on trips, and you're wondering how to turn your BlackBerry into a miniature traveling office.
- ✔ You no longer want to be tied to your desktop system for the critical activities in your life, such as sending and receiving e-mail, checking your calendar for appointments, and surfing the Web.
- ✔ You like to have some fun with, play games on, and be entertained by a device but don't want to carry an extra game gadget in your bag.

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## *What's in This Book*

*BlackBerry For Dummies, 3rd Edition*, consists of five parts, and each part consists of different chapters related to that part's theme.

### *Part I: Meet and Greet Your BlackBerry*

Part I starts with the basics of your BlackBerry: what it is, what you can do with it, and what the parts are. We describe the differences between owning a BlackBerry with a SureType versus a QWERTY keyboard. We also show you how to personalize and express yourself through your BlackBerry. This part wraps up with must-knows about security and where to go for help when you get into trouble with your BlackBerry.

### *Part II: Getting Organized and Productive with Your BlackBerry*

Part II deals with the fact that your BlackBerry is also a full-fledged PDA. We show you how your BlackBerry keeps your contacts in Contacts as well as how to manage your appointments and meetings in Calendar. We also show you how to create a to-do list and have Calendar manage your to-do's for you so that you don't miss a task. As you'll see, most BlackBerry applications interconnect, working hard for you. And finally, you'll never forget your passwords anymore by keeping your BlackBerry organized and secure through the Password Keeper application.

### *Part III: Getting Multimedia and Online with Your BlackBerry*

Part III shows you how you can use the true strengths of the BlackBerry — its always-connected e-mail and its Web-surfing functionality — but it doesn't stop there. We also point out how you can use other forms of messages on the BlackBerry that you might not have known about, such as PIN-to-PIN messages and BlackBerry Messenger. We also describe the fun features of your BlackBerry, such as using its camera to take pictures and capture videos, listening to music, and watching videos. Rest assured that your BlackBerry will be a good companion when you're traveling because we also show you how to use its GPS. And for those who want to extend their BlackBerry's usefulness beyond the out-of-the-box applications, we recommend and describe the best applications to enhance your lifestyle.

## *Part IV: Working with BlackBerry Desktop Manager*

In Part IV, we detail BlackBerry Desktop Manager and show you some of the hoops you can put it through with your BlackBerry, including making backups and installing BlackBerry applications from your PC to your BlackBerry. You also find out how to port data from your older devices — BlackBerry or not — to your new BlackBerry. We didn't forget to cover important stuff such as data-syncing your appointments and contacts with desktop applications such as Outlook and Lotus Notes. And for those who have multiple BlackBerry devices at home and are willing to take the extra effort, we describe how to use BlackBerry Unite, software that you can download free from Research In Motion's Web site that allows you to manage near-real-time synchronization of data through a PC connected to the Internet.

## *Part V: The Part of Tens*

All *For Dummies* books include The Part of Tens, and this book is no different. In Part V, we show you where to get cool BlackBerry accessories, download useful applications, visit useful mobile Web sites, and (of course) get great games to play on your BlackBerry. In addition, we keep this list up to date on our Web site at [www.blackberryfordummies.com](http://www.blackberryfordummies.com).

## *So Many Models, So Little Time*

When you first visit the Web site for Research In Motion (RIM, the brains behind the BlackBerry device), you might be overwhelmed by the many variations of BlackBerry. These devices comes in many colors, some with QWERTY keyboards, some with a QWERTY-like keyboard (which RIM calls SureType), some with a camera, and some with two screens. Whew!

Don't worry, it isn't as complicated as it seems; let us break it down for you. (Remember that we're not talking about the touch-screen BlackBerry here.) We generally don't like to generalize, but you can pretty much divide the BlackBerry with keyboard into two categories: the SureType and the QWERTY. And why did we make such a separation? You operate the two models a bit differently. But that doesn't mean that the functions underneath are different. Beneath the surface, they are quite similar. For example, both models can do e-mail, but how you get to your e-mail application is a bit different in each. It's that simple. Of course, there are other small (yet important) differences, which we denote in this book with a Pearl icon (see the following section). The Pearl icon covers the traditional Pearl model and the



Pearl Flip, which is the only BlackBerry flip phone as of this writing. Pearl Flip is actually a Pearl that features a different hardware look and an extra screen, but the user experience should be very similar to that of a Pearl.

This book is written with the latest models of the SureType and QWERTY types in mind. If you have a slightly older model, not to worry; you'll find this book useful because the functionality is still similar. You just might discover, however, that some of the newer functions we cover may not be available on your particular (older) BlackBerry. Of course, you can always refer to the second edition of this book.

## Icons in This Book



If a paragraph sports this icon, it means we're talking about BlackBerry devices that are provided by your employer.



Text marked with this icon applies to the BlackBerry Pearl or the BlackBerry Pearl Flip, which use the SureType technology. Other BlackBerry models use a full QWERTY keyboard. On the Pearl's and Pearl Flip's SureType keyboard, many keys share letters.



This icon highlights an important point that you don't want to forget because it just might come up again. We'd never be so cruel as to spring a pop quiz on you, but paying attention to these details can definitely help you.



This book rarely delves into the geeky, technical details, but when it does, this icon warns you. Read on if you want to get under the hood a little, or just skip ahead if you aren't interested in the gory details.



Here's where you can find not-so-obvious tricks that can make you a BlackBerry power user in no time. Pay special attention to the paragraphs with this icon to get the most out of your BlackBerry.



Look out! This icon tells you how to avoid trouble before it starts.

## *Where to Go from Here*

To find out more about the book, or if you have a question or comment for the authors, please visit us at either of the following:

- ✓ [www.blackberryfordummies.com](http://www.blackberryfordummies.com)
- ✓ [www.blackberrygoodies.com](http://www.blackberrygoodies.com) — where we answer your submitted questions!

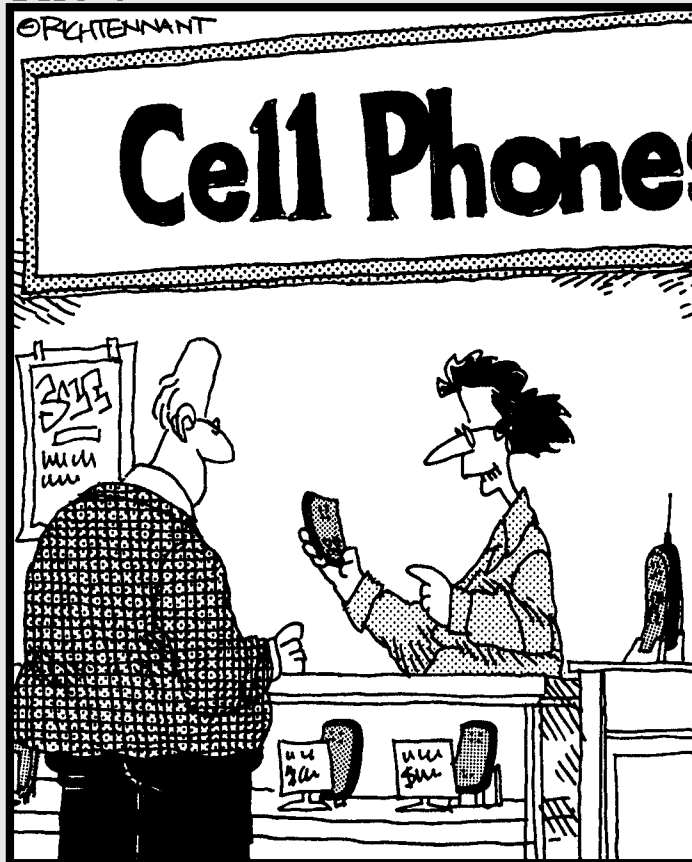
Now you can dive in! Give Chapter 1 a quick look to get an idea of where this book takes you, and then feel free to head straight to your chapter of choice.

# Part I

# Meet and Greet Your BlackBerry

The 5<sup>th</sup> Wave

By Rich Tennant



"This model comes with a particularly useful function – a simulated static button for breaking out of long-winded conversations."

## *In this part . . .*

**T**he road to a happy and collaborative relationship with your BlackBerry starts here. Chapter 1 covers all the nuts and bolts: how the BlackBerry works, its look and feel, and its connectivity. Chapter 2 describes the major differences among BlackBerry models. Chapter 3 discusses customizing your BlackBerry and also offers timesaving shortcuts.

# Chapter 1

## Your BlackBerry Isn't a Fruit

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### *In This Chapter*

- ▶ Checking out your BlackBerry behind the scenes
  - ▶ Seeing what your BlackBerry can do
  - ▶ Handling the hardware
- 

**B**ecause you're reading this book, you probably have a BlackBerry (and we're pretty sure that you're not eating it). We're just curious, though — what actually convinced you to buy this particular handheld mobile device? Was it the always-connected e-mail, the multimedia player to replace your iPod or iPhone, or a really good sales pitch? We know; the list could go on and on — and we might never hit on the exact reason you got yours. For whatever reason you bought your BlackBerry, congratulations; you made an intelligent choice.

The same smarts that made you buy your BlackBerry are clearly at it again. This time, your intelligence led you to pick up this book, perhaps because your intuition told you there's more to your BlackBerry than meets the eye.

Your hunch is right. Your BlackBerry *can* help you do more than you thought. For example, your BlackBerry is a whiz at making phone calls, but it's also a computer that can check your e-mail and surf the Web. We're talking *World Wide Web* here, so the sky's the limit. Help is always at your fingertips instead of sitting on some desk at home or at the office:

- ✔ Need to check out the reviews of that restaurant on the corner?
- ✔ Need to know — right now — what's showing in your local movie theaters, or what the weather will be like tonight, or what's the best place to shop the sales?
- ✔ Need to know your current location and get directions to that cozy bed-and-breakfast, or retrieve news headlines, or check stock quotes?
- ✔ Want to do some online chatting or view some pictures online?
- ✔ Hankering to network with your old classmates?

You can do all these things (and more) by using your BlackBerry.



BlackBerry is also a full-fledged *personal digital assistant (PDA)*. Out of the box, it provides you with the organizational tools you need to set up to-do lists, manage your appointments, take care of your address books, and more.

Being armed with a device that's a phone, an Internet connection, a PDA, a GPS, and a full-on media player all built into one makes you a powerful person. With your BlackBerry (along with this resourceful book), you really can increase your productivity and become better organized. Watch out, world! BlackBerry-wielding powerhouse coming through!

If you stick with us, you find out all you need to get the most out of your device or maybe even save a troubled relationship. (Well, the last one is a bit of an exaggeration, but we got your attention, right?)

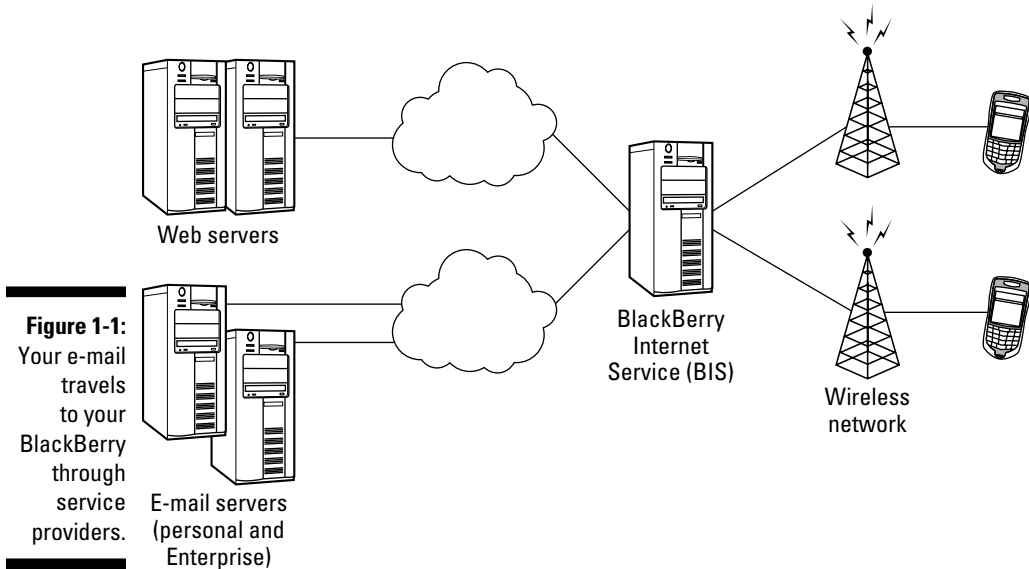
## *How It All Works: The Schematic Approach*

For those who always ask, “How do they do that?” you don't have to go far; the following sections are just for you.

### *The role of the network service provider*

Along with wondering how your BlackBerry actually works, you might also be wondering why you didn't get your BlackBerry from RIM (Research In Motion) rather than from a network service provider such as AT&T or T-Mobile. Why did you need to go through a middle person? After all, RIM makes the BlackBerry.

That's an excellent question — and here's the quick-and-dirty answer: RIM needs a delivery system — a communication medium, as it were — for its technology to work. Not in a position to come up with such a delivery system all by its lonesome, RIM partnered (and built alliances across the globe) with what developed into its network service providers — the usual suspects (meaning the big cellphone companies). These middlemen support the wireless network for your BlackBerry so that you can connect to the BlackBerry Internet service — and get all those wonderful e-mails (and spend so much valuable time surfing the Internet). See Figure 1-1 for an overview of this process.



**Figure 1-1:**  
Your e-mail travels to your BlackBerry through service providers.

Network service providers don't build alliances for nothing, right? In return, RIM gave them the right to brand their names on the BlackBerry they offer for sale. For example, a T-Mobile BlackBerry looks different from a similar model you get from Vodafone.



Which leads to another question: Do BlackBerry functionalities differ from phone model to phone model? Quick answer: On the core BlackBerry applications (such as Tasks and Address Book), you find no major differences. Other features, such as Instant Messaging, might or might not be supported by the network service provider.

Just to keep the score card straight, when we talk about features available from one network service provider that aren't available from others, we point them out.

## *Connecting to your computer*

Nowadays, a personal computer is a household necessity. People spend so much time using them, and so much information is stored in them. No surprise that BlackBerry works hand in hand with your PC. The USB cable that comes with your BlackBerry does more than just charge your device.

Part IV helps you use your PC connection with the help of BlackBerry Desktop Manager and all the utilities that come with it. For instance, in Chapter 15, you find how to sync your device with the Personal Information Manager data that you keep in your PC. You can also read Chapter 16 for directions about switching from another device (even a non-BlackBerry device) to a new BlackBerry. For example, you find out how to import your contact list into your new BlackBerry. Chapter 18 tells you how to protect your data. Last, Chapter 19 talks about installing new applications to your BlackBerry with the help of your PC.

Note that if you have a Mac instead of a PC, you can still sync with the PocketMac Sync on your Mac. Research In Motion does not actually support the application but does provide the software for free.

## *BlackBerrying the world with your BlackBerry*

If you received your BlackBerry from T-Mobile or AT&T, chances are that your BlackBerry will continue to work when you travel to, say, London or Beijing. All you need to worry about is remembering to turn on your BlackBerry (and maybe the extra roaming charges).

Because your BlackBerry is quad band, it works in more than 90 countries. What is *quad band*? Basically, different cellphone networks in different countries operate on different frequencies. For example, the United States operates on 850 and 1900 MHz, Canada operates on 850 and 1900 MHz, and Europe and Asia Pacific operate on 900 and 1800 MHz.



Your quad-band BlackBerry is designed to work on 850 MHz, 900 MHz, 1800 MHz, and 1900 MHz, so you're covered almost wherever you go. Check with your network service provider to see whether your BlackBerry will work at your destination before you hop on a plane, just to be sure.



Nothing stands still in this world, and this saying is proven by the fact that GSM (Global System for Mobile Communication) has spawned *High Speed Downlink Packet Access (HSDPA)*, technologies that have been growing because they work on the same GSM phone infrastructure. This HSDPA is now available in the United States through most major network service providers. HSDPA competes in the marketplace against CDMA's (Code Division Multiple Access) EvDo.

What's it to you? CDMA and GSM aren't compatible. Your phone works on only one technology. When you travel outside North America, you face the burning question: CDMA or GSM? (Read: Will my BlackBerry work on this country's network or won't it?)



If you currently work with GSM, you should be okay to travel outside the United States. Most non-North American countries are on GSM networks. If you're a CDMA kind of person, you might have some "issues," as they say. When in doubt, talk to your network service provider.

## Oh, the Things You Can Do!

In the BlackBerry world, always-connected e-mail used to be the primary factor that made BlackBerry very attractive and was likely first in the long list of reasons you got yours. And, if you need to go global, you can use your BlackBerry in more than 100 plus countries. Just hop off your flight, turn on your BlackBerry, and voilà: You can receive and send e-mails whether you're in Hong Kong, London, or Paris. Your significant other can get in touch with you wherever you are — just to say hi or to remind you that you promised Aunt Edna a bottle of Chanel No. 5.



One caveat here — you need to make sure that your network service provider has the technology to go global. See the preceding section of this chapter for more info. Generally speaking, you can receive and send e-mails just like you do when you're at home.

### Know your BlackBerry history

Your BlackBerry is truly a wondrous thing, boasting many features beyond your ordinary mobile phone. And its "sudden" popularity didn't happen overnight. Like any other good product, BlackBerry has come a long way from its (relatively humble) beginnings.

In the days when the PalmPilot ruled the PDA world, Research In Motion (RIM, the maker of the BlackBerry) was busy in its lab, ignoring the then-popular graffiti input method, and designing a device with a QWERTY keyboard — the kind of keyboard people were already used to from working on their computers. RIM didn't stop there, however. It added an always-connected e-mail capability, making this device a must-have among government officials as well as finance and health professionals.

To meet the needs of government officials and industry professionals, RIM made reliability, security, and durability the priorities when manufacturing its devices. Today, the BlackBerry comes from the same line of RIM family products, inheriting all the good genes while boosting usability and adding more functions to its core BlackBerry applications. As a result, BlackBerry is popular among not only *prosumers* (professional customers) but also consumers. Starting with BlackBerry Pearl, RIM has been targeting the mainstream consumer market. Clearly, with BlackBerry, RIM is winning the hearts of consumers while maintaining its hold on the enterprise market.

Although e-mail is BlackBerry's strength, that's not the only thing it can do. The following sections go beyond e-mail to point out some of the device's other major benefits.

## *All-in-one multimedia center*

Previously, many people hesitated to buy a BlackBerry due to the lack of multimedia functions. They wanted a camera and audio and full video playback. BlackBerry has changed all that and has more features than you may expect. Not only does BlackBerry have a high-resolution camera — but it also has a memory slot for a microSD chip (see Chapter 2). What does that mean?

Well, it means your BlackBerry can function as the following:

- ✓ A music player
- ✓ A video player
- ✓ A portable flash drive
- ✓ Your personal photo collection

## *Internet at your fingertips*

Yup, with the new BlackBerry Web browser, you can surf the Net nearly as smoothly as you do on a desktop computer. Even better, you can continue chatting with your friends through Instant Messenger, just as if you never left your office. You'll get an alert when your stock is tanking. True, that isn't fun, but you want this information as fast as possible.

Intrigued? Read how BlackBerry can take full advantage of the Web in Chapter 9.

## *Me and my great personal assistant*

You might be saying, "But I'm really a busy person, and I don't have time to browse the Web. What I *do* need is an assistant to help me better organize my day-to-day tasks." If you can afford one, by all means go ahead and hire a personal assistant. The next best thing is a personal *digital* assistant (PDA). Just like people come in many flavors, so do many PDAs.

Whip out that BlackBerry of yours and take a closer look. That's right; your BlackBerry is also a full-fledged PDA, helping you do all this and much more:

- ✓ Remember all your acquaintances (see Chapter 4)
- ✓ Manage your appointments (Chapter 5)
- ✓ Keep a to-do list (Chapter 6)

## *A computer in the palm of your hand*

Remarkable communication device? Check.

Full-fledged PDA? Check.

Full-featured media player? Check.

These capabilities are just the tip of the iceberg. Don't underestimate the device because of its size: Your BlackBerry is also a powerful computer.

Need convincing? Here goes. Out of the box, with no fiddling, it comes with a great set of organizational and productivity tools in the form of programs. Software developers besides RIM are taking advantage of this growing market — which means that hundreds of applications are out there for you. For example, you can download graphic-intensive games or a mortgage calculator.

Download? Absolutely! BlackBerry supports the downloading of applications through BlackBerry Browser. And of course, downloading of the application can be done both wired and wireless (or OTA — over the air). By the time you read this book, Research In Motion will have rolled out the Application Store Front, which is a single icon that allows you to browse through applications made by third-party developers. (For more information on downloading third-party applications, see Chapter 9.)



To be honest, we have no way to foresee how many applications will be on the market when you're reading this book. And the price of an application varies, depending on how sophisticated the program is, so we can't really give firm numbers. But if you're curious, check out Chapters 14 and 21, where we describe some of the best business applications. You should be able to find some treasures suited to your field of work.

## *Look Dad, no hands!*

Your BlackBerry is equipped with an earphone that doubles as a mic for hands-free talking. This accessory is your doctor's prescription for preventing the stiff neck that comes from wedging your BlackBerry against your ear with your shoulder. At the minimum, it helps free your hands so that you can eat Chinese takeout. Some places require you by law to use an earphone while driving (but only when you're talking on a cellphone, of course).



We recommend that you avoid using your cellphone while driving, hands-free or not.

But RIM didn't stop with just your standard wired earphones. BlackBerry also supports cool wireless earphones based on Bluetooth technology. How could a bizarrely colored tooth help you here? *Bluetooth* is the name for a (very) short-distance wireless technology that connects devices. See Chapter 12 for how to connect your BlackBerry to a Bluetooth headset.

## *Chewing on Hardware*

Reliability and quality were probably your main concerns when you decided on a BlackBerry. Will the product last? Will it perform like the manufacturer says? Will you regret having bought this item six months down the road?

The following sections look at some of the hardware features that make the BlackBerry device a wise purchase.

### *Saving power*

Anyone with BlackBerry experience knows it's a highly efficient power consumer.

The addition of a color, high-resolution screen, GPS and Bluetooth support have weakened the power efficiency. Power requirements have increased so much that you need to recharge roughly every two days. But hey, now you have a GPS on deck!

## Putting a sentry on duty

The virtual world isn't exempt from general human nastiness; in fact, every day a battle is fought between those who are trying to attack a system and those who are trying to protect it.

A computer connected to the Internet faces an extra risk of being cracked by a hacker or infected by a virus. Viruses try to replicate themselves and generally bug you.

Fortunately, security is a BlackBerry strong point. Viruses often come as e-mail attachments. However, BlackBerry supports very few file types out of the box (mostly images and documents). You won't face threats from e-mails with these attachments. And data that you send to or get from the PDA is *encrypted* (coded) to prevent snooping.



RIM also has a Signature process for application developers that forces developers to identify themselves and their programs if they're developing any applications for the BlackBerry that need to integrate with either BlackBerry core applications or the OS.

Remember the *I love you* and *Anna Kournikova* viruses? These are virtual evils transmitted through e-mail, scripts, or sets of instructions in the e-mail body or attachment that can be executed either by the host e-mail program or, in the case of an attachment, by the program associated with the attached file. Fortunately, BlackBerry's Messages does not support scripting languages. BlackBerry's viewer for such files doesn't support scripting either, so you won't be facing threats from e-mails having these attachments.



The security measures RIM implemented on the BlackBerry platform have gained the trust of the U.S. government as well as many of the Forbes Top 500 enterprises in the financial and health industries.



## Chapter 2

# Navigating the BlackBerry

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### *In This Chapter*

- ▶ Signing up, or BlackBerry Anatomy 101
  - ▶ Understanding general navigating guidelines
  - ▶ Using common shortcut keys
- 

**R**egardless of whether you previously owned a BlackBerry, you might have heard that the new BlackBerry is totally different. You might be wondering how you spot a new BlackBerry. Looks aren't deceiving in this case. From the outside, the new BlackBerry is a lot slimmer than the older BlackBerry handhelds. The new design has a brighter and higher-resolution screen. But what makes it fundamentally different is the fact that it has a *trackball*.

What? No more trackwheel? Where is the trackball? What can you do with it? How can you navigate your BlackBerry better with the trackball? Those are some of the questions that we answer in this chapter. Bear with us and you will be master of your BlackBerry in no time.

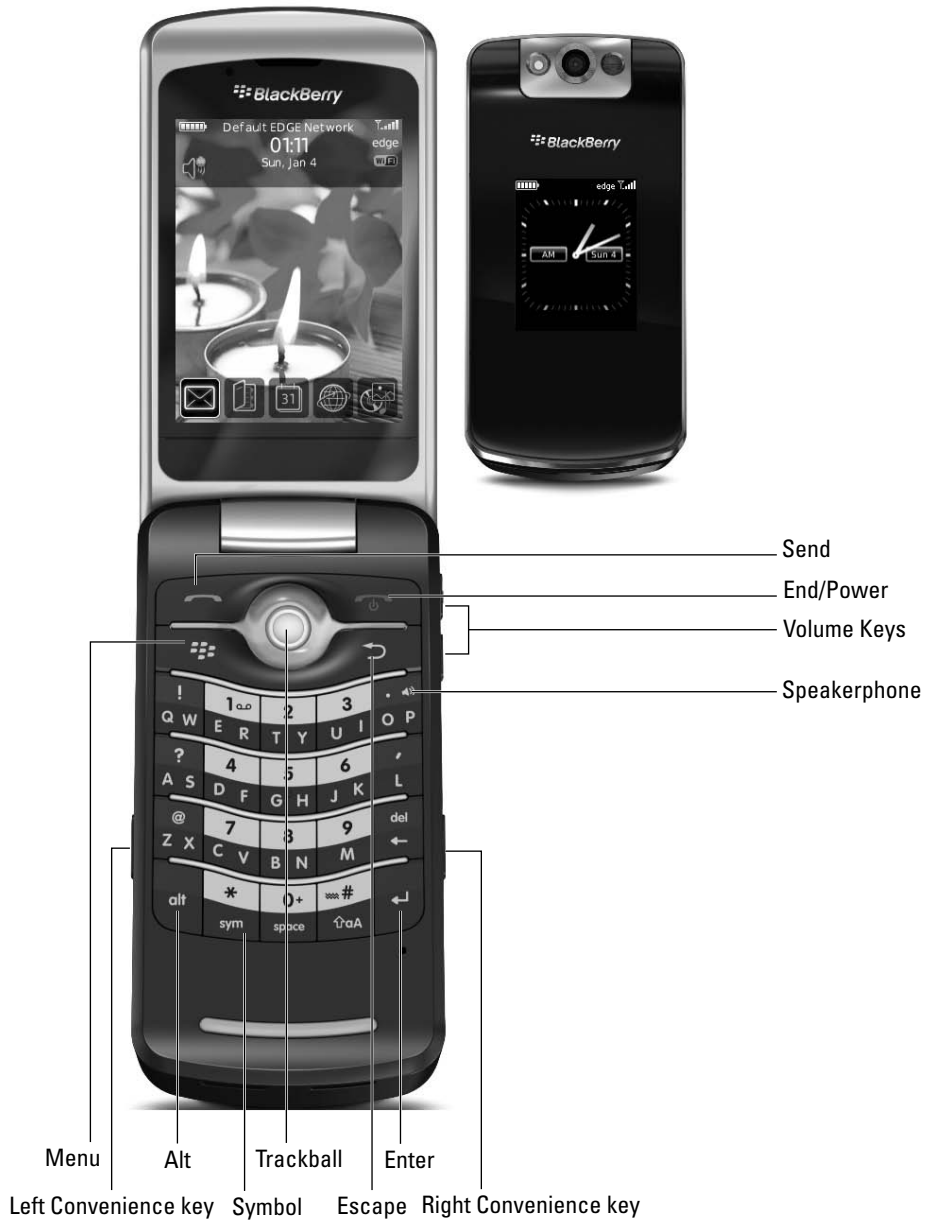
## *Anatomy 101: The Body and Features of Your BlackBerry*

In this and the following sections, we show you all the keys and features on your BlackBerry Bold, Pearl Flip, or Curve 8900. The three models are shown in Figures 2-1, 2-2, and 2-3, respectively.

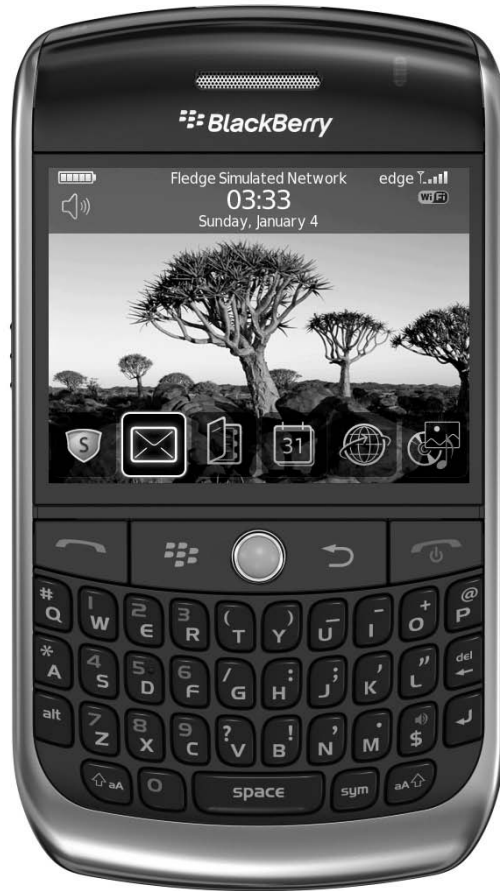


**Figure 2-1:**  
Main features on a BlackBerry Bold.





**Figure 2-2:**  
Main features on a BlackBerry Pearl Flip.



**Figure 2-3:**  
BlackBerry  
Curve 8900,  
similar to a  
BlackBerry  
Bold.

First, the major features:

- ✓ **Display screen:** The graphical user interface (GUI) on your BlackBerry.
- ✓ **QWERTY keyboard:** The input for your BlackBerry — very straightforward.
- ✓ **SureType keyboard:** The input for your BlackBerry Pearl. We cover how to type with the SureType keyboard in the later section, “SureType keyboard.”
- ✓ **Escape key:** This key is used to cancel a selection or return to a previous page within an application. If you hold it down, it returns you to the Home screen from any program.



- ✔ **Menu key:** This key displays the full menu of the application you are using.
- ✔ **Trackball:** You navigate the display screen of your BlackBerry with the trackball. It allows you four directional movements. When you press the trackball, the short menu of the application you are using appears.
- ✔ **Convenience keys:** Depending on the BlackBerry model you have, you have one or two convenience keys. By default, the convenience keys are preprogrammed to open an application. In Chapter 3, we show you how to reprogram the convenience keys so that they display the programs you use the most.
- ✔ **MicroSD slot:** Although it is hidden inside your BlackBerry and can be revealed only by removing the battery, the microSD slot is a crucial element to your BlackBerry media experience.
- ✔ **Send key:** Because your BlackBerry can also function as a cellular phone, this key allows you to go straight to the Phone application, regardless of which application you are currently using. When you are already in the Phone application, the Send key starts dialing the number you entered.
- ✔ **End key:** While on a phone call, use this key to end your call. If not on a phone call, this key allows you to jump straight back to the Home screen from wherever you are.
- ✔ **Power key:** Press and hold the Power key to turn your BlackBerry on or off. On the 8800, pressing Power also turns on an extra backlight. This feature is very useful when you're in direct sunlight.
- ✔ **Mute key:** Mutes a call when on a call.



If you owned an older BlackBerry (one with a trackwheel), the Menu key essentially replaces the trackwheel click but with added functions, like quick access to the short menu. With the new BlackBerry, you can also click the trackball to confirm selection choices.

Two types of context menus can appear on your BlackBerry, as shown in Figure 2-4.

- ✔ **Full menu:** This menu lists all the options and features you can perform. Full menu is access by pressing the Menu key.
- ✔ **Short menu:** This is an abbreviated list of the full menu (Figure 2-4). Short menu is access by pressing the trackball when you are not prompted by a dialog box.

**Figure 2-4:**  
Examples  
of a short  
menu in the  
Memo  
application.



## Display screen

When you first turn on your BlackBerry, the display screen displays the *Home screen*, which is your introduction to the graphical user interface (GUI) of your BlackBerry. The different icons represent the different applications found in your BlackBerry. See Figure 2-5 for an example of what your Home screen might look like.



Depending on the theme you're using, you might see your applications listed in text form rather than as icons. Remember that how your GUI looks depends on how you want it to look because the font and theme are customizable. For more on personalizing your BlackBerry, see Chapter 3.

**Figure 2-5:**  
Your  
BlackBerry  
might come  
with a differ-  
ent default  
theme.



## *QWERTY keyboard*

For those non-BlackBerry Pearl owners, this section is for you.

Unlike some PDA manufacturers — they know who they are — RIM chose as the input method for the BlackBerry the same QWERTY keyboard you know and love from your personal computer. We think that was a great decision because it means that we don't have to master some new way of writing — graffiti or whatever — to get data into our BlackBerry. All we have to do is type on a familiar keyboard — and we already know how to do that.

Whether you use your pinky or your index finger, how you type on your BlackBerry is up to you. However, most people find that typing with two thumbs is the most efficient method.

## *SureType keyboard*



If you have the BlackBerry Pearl, this section is for you. The Pearl doesn't have a full QWERTY keyboard; rather, it works with a QWERTY-based keyboard known as the *SureType* keyboard. The idea is that many keys share letters (refer to Figure 2-2 to see how this looks) and that the SureType technology is smart enough to find what key combinations come up with the words you want. Basically, with SureType, you can now type with only one thumb, and your BlackBerry Pearl learns the words that you frequently use.

Here are tips to speed the learning curve when using SureType technology:

- ✓ **Always finish typing a word before correcting it.** This way, SureType learns what you want to type next time.
- ✓ **If SureType gets the word you're typing right on the first try, simply use the Space key to move on instead of clicking the trackball or pressing Enter.**
- ✓ **Take advantage of Custom Wordlist, which is a list of words that you define.** More on this later in the "Custom Wordlist" section.
- ✓ **Type! Type! Type!** Because SureType learns how you type, the more you use it, the smarter it becomes in adapting to your style.

### *SureType versus multitap*

On your Pearl, you can type in another mode: *multitap*. The regular way — at least we think of it as the regular way — is the multitap approach. The best way to explain multitap is by example: Say you want to type an **h** character

on the Pearl. You search out the *h* on your keyboard but then notice to your dismay that the *h* shares a key with the letter *g*. What's a person to do? Do you really want to go through life writing *GHello* for *Hello*?

Actually, there's a perfectly easy solution to your problem. To get the letter *g*, you tap the GH key once. To get the letter *h* — the second letter in the key's pair — you tap the key twice — hence, the term *multitap*.

What about SureType? When you are in SureType mode, your Pearl tries to help you do the communication thing by figuring out what word you are typing. For example, if you want to type the word **hi**, you start by pressing the GH key and then the UI key. Doing so prompts SureType to display a list of words it thinks might be what you're aiming for, as shown in Figure 2-6. If the first listed word is what you want, simply press the Space key. The word is automatically selected, and you can continue to type. If what you really wanted to type appears a little later in the list, simply scroll to it by using the trackball and press the trackball to select it. Over time, SureType learns the words you're most likely to use and sticks those at the top of the list. Yup, that's right — it gets smarter the more you use it.



**Figure 2-6:**  
Now, did  
you want to  
type **hi**  
or **gi**?

### *Custom Wordlist*

SureType keeps all the words it has learned in a safe place — a Wordlist, to be precise. It turns out that you can review your SureType Wordlist — and even add to it — using the Custom Wordlist option. (Using this option to add words or proper names to the list means that SureType doesn't have to learn them when you are in the act of typing.)

To see or add words by using the Custom Wordlist option, follow these steps:

- 1. From the Home screen, press the Menu key and then select the Options (wrench) icon.**
- 2. Select Custom Wordlist.**

This opens Custom Wordlist. This is where you can see all the words that SureType has learned. (If you purchased your BlackBerry recently,

there might be only a few words or even no words in this list, depending on how often you've used SureType mode to type.)

**3. From within Custom Wordlist, press the Menu key and then select New.**

Doing so brings up a dialog box that prompts you to type in a new word, as shown in Figure 2-7.

**4. To save your changes, press the Menu key and then select Save.**



**Figure 2-7:**  
Adding our  
favorite,  
**btw**, to  
Custom  
Wordlist.

Getting people's names right is tough with SureType, but thankfully, you can make sure that SureType automatically learns all the names in Address Book as follows:

**1. From the Home screen, press the Menu key and then select the Options icon.**

**2. Select Language.**

You now see the Language option screen, where the handy Input Option button makes its home.

**3. Scroll to the Input Option button and select it.**

This displays the Fast Options screen with the following options:

- *Frequency Learning*: If turned on, the word used most frequently appears first in the SureType Wordlist while you type.
- *Auto Word Learning*: If turned on, SureType learns as you type.
- *Use Address Book as Data Source*: If turned on, SureType learns all the names in your Address Book.

**4. Make sure that the Use Address Book as Data Source option is turned on.**

If it isn't, scroll to this field, press the trackball, and then select On from the drop-down list.

**5. To save your changes, press the Menu key and then select Save.**

## Escape key

Simple yet useful, the Escape key allows you to return to a previous screen or cancel a selection. The Escape key is the arrow key to the right of the trackball.

## Trackball

You can perform two functions with the trackball: scrolling and pressing down. When you scroll with your trackball, you can navigate the display screen in four directions. In a text-filled screen such as the body of an e-mail, you can usually navigate through the text in four directions.

Depending on where you are on the BlackBerry's screen, different situations determine what happens when you press the trackball, also called the *trackball click*:

- ✓ **Display a drop-down list:** When you are in a choice field, pressing the trackball displays a drop-down list of choices for that field.
- ✓ **Confirm a choice:** The trackball can also function as a confirmation key. For example, when you need to select a choice in a drop-down list, you can press the trackball to confirm the highlighted choice.
- ✓ **Display a short menu:** When you are in a text-filled screen (e-mail body or Web page), pressing the trackball displays a short menu (refer to Figure 2-4, right), which is just an abbreviated version of the full menu. You get the full menu by pressing the Menu key.

## Menu key

The Menu key brings up the full menu for the application you are using. When you are on the Home screen, pressing the Menu key displays a list of applications installed on your BlackBerry. If you want to change the order of the applications in the list, see Chapter 3.



When you are on the Home screen, the behavior of the Menu key depends on the BlackBerry theme. The behavior just described is based on the default theme. See Chapter 3 for more on changing themes.



## *The microSD slot*

Your BlackBerry comes with some internal memory, 1GB if you have the BlackBerry Bold. If you are a music or video fan, you know that 1GB is not going to keep you entertained for a long commute. But no need to worry. The folks at Research In Motion have incorporated a microSD slot into your BlackBerry so that you can add extended memory and store all the media files you want in your BlackBerry.

You can purchase a microSD card separately for a relatively low price these days. At the time of this writing, a 4GB microSD card costs about \$20.

## *General Navigation Guidelines*

In the Cheat Sheet at the front of the book, as well as throughout the book, we show you shortcuts that are application specific. In this section, however, we go over general shortcuts and navigation guidelines. On a Web page or an e-mail full of text, you can perform the following tasks:

- ✓ **Move to the top of the page:** Press the T key.
- ✓ **Move to the bottom of the page:** Press the B key.
- ✓ **Move to the top of the next page:** Press the Space key.
- ✓ **Select a line:** Press and hold the Shift key and scroll the trackball horizontally.
- ✓ **Select multiple lines:** Press and hold the Shift key and scroll the trackball vertically.
- ✓ **Copy selected text:** Press and hold the Shift key and press the trackball.
- ✓ **Cut selected text:** Press and hold the Shift key and press the Delete key.
- ✓ **Paste text:** Press and hold the Shift key and press the trackball.
- ✓ **Insert an accented character:** Hold down a letter key and scroll the trackball.
- ✓ **Insert a symbol:** Press the Sym key and press the letter below the symbol.
- ✓ **Cap lock:** Press the Alt and right Shift keys.
- ✓ **Num lock:** Press the Alt and left Shift keys.



Here are the keys for the BlackBerry Pearl:

- ✓ **Num lock:** Press Shift and Alt.
- ✓ **Move to the top of the page:** Press the ER key.
- ✓ **Move to the bottom of the page:** Press the CV key.
- ✓ **Move to the next page:** Press the M or Space key.
- ✓ **Move to the previous page:** Press the UI key.
- ✓ **Move to the next line:** Press the BN key.
- ✓ **Move to the previous line:** Press the TY key.
- ✓ **Switch between multitap and SureType mode:** When typing in a text field, press and hold the \* key.

## Switching applications

When you are navigating in an application, an option called Switch Application appears when you press the Menu key. Switch Application, which is similar to Alt+Tab in Windows, lets you multitask between applications (see Figure 2-8).



**Figure 2-8:**  
Switch  
Application  
menu.

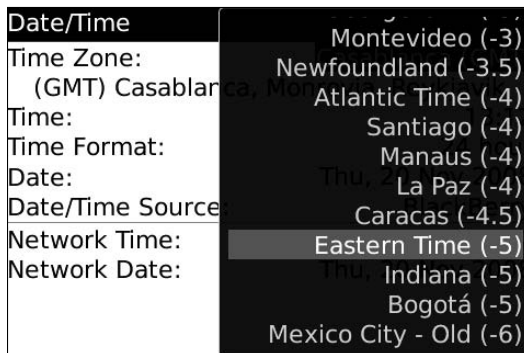
Another way to switch applications is to press the Alt and Escape keys. (The Alt key is located to the left of the Z key, and the Escape key is the arrow key to the right of the trackball.)



If you always use a particular application, such as the Tasks application, you can program the convenience key so that you can get to your favorite application even more quickly than by using the Switch Application function.

## Changing options

Throughout this book, you see examples of an options field being changed to a different value. The easiest way to change the value in a field is to first use the trackball to scroll to the field. Then press the trackball to display a drop-down list of choices (see Figure 2-9), and finally press the trackball again on your choice.



**Figure 2-9:**  
An example of an option field's drop-down list.

## General Keyboard Shortcuts



If you have a BlackBerry Pearl or Pearl Flip, this section does not apply to you. All the shortcuts described here are for QWERTY-based BlackBerry models only.

In many instances in this book, when we ask you to go to a BlackBerry application (Profile, for example), you have to first scroll to it from the Home screen and then click the trackball. You might be thinking “Hey, there must be a shortcut for this,” and you’re right. This and the following sections cover such general keyboard shortcuts, all in the name of making your life easier. (Shortcuts that are more application-specific are covered in the chapter dealing with the particular application.)

Before you get all excited about shortcuts, you need to take care of one bit of housekeeping. To use some of these general keyboard shortcuts, you first have to make sure that the Dial from Home Screen setting — buried deep within the Phone application — is turned off.

## Other Pearl shortcuts

The Pearl has a few other shortcuts you may find useful:

✓ **Switch between current profile and vibrating profile:** From the Home screen, press

and hold the # key. If you don't know what a profile is, refer to Chapter 3.

✓ **Key lock your Pearl:** From the Home screen, press and hold the \* key.

Inquiring minds want to know, so we'll tell you. The Dial from Home Screen option is designed for users who make frequent BlackBerry phone calls. If you are not a frequent phone user and want to access all applications with a press of a button, get ready to ditch Dial from Home Screen.

Here's how to turn off the Dial from Home Screen setting:

**1. From the BlackBerry Home screen, highlight the Phone application and then press the trackball.**

**2. Press the Menu key and then select the Options icon.**

A screen that lists a range of options appears.

**3. Select General Options.**

The General Options screen appears.

**4. Highlight the Dial from Home Screen field and then select No.**

Doing so shuts down the Dial from Home Screen option, enabling you to use Home screen shortcuts.

**5. To confirm your changes, press the trackball and then select Save from the menu that appears.**



If you're a frequent phone user on your BlackBerry, as opposed to an e-mail or Internet user, you might not want to turn off the Dial from Home Screen feature.

## Using Home screen shortcuts

After you disable the Dial from Home Screen feature, you are free to use any Home screen shortcut. (The name for these shortcuts is actually a pretty good fit because you can use these shortcuts only while you are on the Home screen.)

Okay, here goes. To call up the application listed in the first column of Table 2-1, press the key listed in the table's second column.

<i>Application</i>	<i>Shortcut Key</i>
Messages	M
Saved Messages	V
Compose	C
Search	S
Contacts	A
Tasks	T
Profile	F
Browser	B
Calendar	L
Calculator	U
MemoPad	D
Keyboard Lock	K
Phone	P

## *Other (non-Home screen) shortcuts*

The following shortcuts can be used at any time, regardless of which screen you're currently in — or whether you have Dial from Home Screen enabled, for that matter:

- ✔ **Soft Device Reset (also known as the 3-Button Salute):** Pressing Alt+cap+Del forces a manual soft reset, which is just what you need when your BlackBerry has crashed or when you install an application and it needs a manual reset. A hard reset can be done by pulling out the battery from the back of the BlackBerry. What's the difference between a soft reset and a hard reset? Without getting into the technical jargon, from a BlackBerry user's perspective, a hard reset takes longer and is usually the last resort to solve any issues before contacting the help desk.
- ✔ **HelpME:** In the BlackBerry world, SOS is actually spelled Alt+cap+H. Use it when you're on the phone with technical support. (It gives support personnel info such as your BlackBerry PIN, memory space, and version number so that they have information about your BlackBerry when they try to troubleshoot your problems.)

*Note:* Your BlackBerry PIN isn't a security password; rather, it is a unique number that identifies your BlackBerry, sort of like a serial number. But unlike a serial number, you can message another BlackBerry by using PIN-to-PIN messages. For more on PIN-to-PIN messages, see Chapter 8.

## Chapter 3

# Turning On Your BlackBerry — And Keeping It Happy

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### *In This Chapter*

- ▶ Putting your stamp on your BlackBerry device
  - ▶ Watching your BlackBerry's back
  - ▶ Blocking spam e-mail and unwanted SMS messages
- 

**R**egardless of how long you've had your BlackBerry — one week, one month, one year, or five years — you'll want to have it around for as long as you possibly can. (Or, at least until you have the bucks for that way-cool new model that's surely coming down the pike.) And, for the duration that you *do* have your device, you'll want to trick it out so that your BlackBerry doesn't feel and sound exactly like the millions of other BlackBerry devices out there. (C'mon, admit it — your BlackBerry is definitely a fashion statement, so you better feel comfortable with what that statement is saying.)

In addition to customizing your BlackBerry so that it expresses the inner you, you want to make sure that you keep your BlackBerry in tip-top shape by watching out for things such as your BlackBerry battery life and information security. Luckily for you, this chapter puts any and all such worries to rest by filling you in on all you need to know to keep your BlackBerry a finely tuned (and yet quirkily personal) little PDA.

## *Making Your BlackBerry Yours*

BlackBerry devices are increasingly popular, so much so that close to 8 million BlackBerry smartphones are out there serving the needs of people like you. Because of this fact, we're certain that finding ways to distinguish your BlackBerry from your colleagues' is high on your list of priorities.

Your wish is our command. Follow the tips and techniques outlined in the following sections and you, too, can have your very own personalized BlackBerry.

## *Branding your BlackBerry*

Like any number of other electronic gadgets that you could possibly own, your BlackBerry comes to you off the shelf fitted with a collection of white-bread factory settings. This section helps you put your name on your BlackBerry, both figuratively and literally. You can start by branding your name on your BlackBerry. Follow these steps:

1. **Press the Menu key, scroll to the Options icon, and then press the trackball.**
2. **Scroll through the list of options until you find the Owner setting and then press the trackball.**

You see places to enter your owner information.

3. **Enter your name in the Name field and your contact information in the Information field.**

The idea here is to phrase a message (like the one shown in Figure 3-1) that would make sense to any possible Good Samaritan who might find your lost BlackBerry and want to get it back to you.



If you lock or don't use your BlackBerry for a while, the standby screen comes on, displaying the owner information that you entered. Read how to lock your BlackBerry, either manually or by using an auto setting, in the later section "Keeping Your BlackBerry Safe."

4. **Confirm your changes by pressing the trackball and then choosing Save from the menu that appears.**

**Figure 3-1:**  
List your owner info here, shown on a BlackBerry Pearl Flip.





## Choose a language, any language

Branding your BlackBerry with your own John Hancock is a good start, but setting the language to your native tongue so that you don't need to hire a translator to use your BlackBerry is equally important — and equally easy. You can also set your input method of choice here, which can affect whether AutoText shows up. Don't worry. We explain what that means in the next section.

Here's how you choose a language:

1. **Press the Menu key, scroll to the Options (wrench) icon, and then press the trackball.**
2. **Scroll through the list of options until you find the Language setting and then press the trackball.**

Here you can choose the language and input method of your choice.

3. **Select the Language field and then scroll the drop-down menu to select your native tongue.**

Depending on your network provider, as well as what region (North America, Europe, and so on) you're in, the language choices you have can vary. Most handhelds sold in North America default to English or English (United States).

If your network provider supports it, you can install more languages into your BlackBerry by using Application Loader in BlackBerry Desktop Manager. For more information on Application Loader, see Chapter 19.

4. **Confirm your changes by pressing the trackball and then choosing Save.**

Isn't it great when you can actually read what's on the screen? But don't think that you're finished quite yet. You still have some personalizing to do.



## Typing with ease using AutoText

Even the most devoted BlackBerry user has to admit that typing on a full keyboard is easier than thumb-typing on a BlackBerry. In an attempt to even the score a bit, your BlackBerry comes equipped with an AutoText feature, which is a kind of shorthand that can cut down on how much you have to type. Even if you have the BlackBerry Pearl with SureType technology, you can still benefit by using the AutoText feature. (For more on SureType technology, see Chapter 2.)

AutoText basically works with a pool of abbreviations that you set up — you then just type an abbreviation to get the word you associated with that abbreviation. For example, after setting up *b/c* as an AutoText word for *because*, anytime you type **b/c**, you automatically get *because* on-screen.



Your BlackBerry comes with a few default AutoText entries. Here are some useful ones:

- ✓ mypin — displays your BlackBerry PIN.
- ✓ mynum — displays your BlackBerry phone number.
- ✓ myver — displays your BlackBerry model number and OS version.



The whole AutoText thing works best if you set up your own personal code, mapping your abbreviations to their meanings. (This is why we're discussing AutoText as part of our personalization discussion.) To set up your own code, do the following:

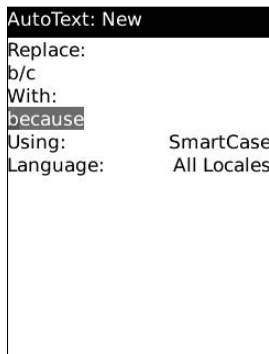
1. **From the Home screen, press the Menu key, scroll to the Options icon, and then press the trackball.**
2. **Scroll to the AutoText option, and then press the trackball.**

Here, you can choose to see (or search for) existing AutoText words or create new ones.

3. **Press the Menu key, scroll to New, and then press the trackball.**

The AutoText screen appears, as shown in Figure 3-2.

4. **In the Replace field, enter the characters that you want to replace (in this example, b/c). In the With field, type what replaces your characters (in this example, because).**



**Figure 3-2:**  
Create  
AutoText  
here.

5. **In the Using field, choose between the SmartCase and Specified Case options.**

- *SmartCase* capitalizes the first letter when the context calls for that, such as the first word in a sentence.
- *Specified Case* replaces your AutoText with the exact text found in the With field.

For example, say you have the AutoText *bbg* set up for the term *blackberryGoodies.com* and you want it to appear as is, in terms of letter cases (the first *b* is not capitalized). If you were to choose SmartCase for this particular AutoText, it would be capitalized as the first word in a sentence, which is not what you want. On the other hand, if you use Specified Case, your AutoText always appears as *blackberryGoodies.com* no matter where it is in the sentence.

**6. Scroll to the Language field and then select All Locales from the list of options.**

Our preference for this setting for any self-created AutoText is All Locales. What this means is that regardless of the language input method (for example, English UK or English US or French), any self-created AutoText is available for you to use. So, in the case of the AutoText *bbg* (*blackberryGoodies.com*), whether you are typing in French or Chinese, you can use this AutoText. On the other hand, if you select only the French input method for *bbg* as the Language field, you would be able to use this only if your input method is set to French in the Language option.

You can choose the input method in the Language options. We go over choosing a language input method next.

**7. Confirm your changes by pressing the trackball and then choosing Save.**

If you specify a language input method other than All Locales, your input method setting in the Language option must match the Language field in AutoText to use your newly created AutoText. Follow these steps:

- 1. Press the Menu key, scroll to the Options icon, and then press the trackball.**
- 2. Scroll through the list of options until you find the Language setting, and then press the trackball.**

Here you can choose the language and input method.

- 3. Select the Input Method field and then select the input method you need from the list.**

For your new AutoText setting to work (assuming that you didn't choose All Locales as the language for your AutoText), this option needs to match the input method set in your Language option.

- 4. Confirm your changes by pressing the trackball and then choosing Save.**

## *Getting your dates and times lined up*

Having the correct date, time, and time zone is important when it comes to your BlackBerry for, we hope, obvious reasons. Many of the fine features that make up the BlackBerry core experience, as it were, depend on the time, date, and time zone being accurate.

Need an example? How about your BlackBerry calendar events? Imagine, if you will, that you have set up a make-or-break meeting for 9 a.m. (in your time zone) with a client in Paris, France, which is in who-knows-what time zone. You definitely want to be on time for that appointment, but you probably won't be if you're planning on having your BlackBerry remind you — that is, if you haven't set up the appropriate date, time, and time zone. Follow these steps to do that:

**1. Press the Menu key, scroll to the Options icon, and then press the trackball.**

**2. Scroll to the Date/Time setting and then press the trackball.**

The Date/Time screen appears.

**3. Scroll to your time zone and press the trackball.**

The Date/Time screen confirms the time zone that you chose.

**4. Scroll to the Time field and use the trackball to adjust the proper hour and minutes.**

**5. Scroll to the Date field and use the trackball to adjust the date appropriately.**

**6. Scroll to the Date/Time Source field and press the trackball.**

This sets your date and time source to your service provider's server time. See Figure 3-3.

**7. To confirm your changes, press the Menu key and then select Save.**

Doing so saves your date and time settings in perpetuity — a really long time, in other words.

## *Customizing your screen's look and feel*

Right up there with making sure that your date and time settings are accurate is getting the display font, font size, and screen contrast to your liking. Now we know that some of you don't give a hoot if your fonts are Batang or Bookman as long as you can read the text, but we also know that some of you won't stop

configuring the fonts until you get them absolutely right. For all you tweekers out there, here's how you play around with your BlackBerry's fonts:

1. **Press the Menu key, scroll to the Options icon, and then press the trackball.**
2. **Scroll to the Screen/Keyboard setting and then press the trackball.**

The Screen/Keyboard screen appears with various customizable fields, as shown in Figure 3-4.

3. **Highlight the Font Family field and then select a font from the drop-down list.**

You can choose from three to ten fonts, depending on your provider.

**Figure 3-3:** Set the time source of your BlackBerry to your network provider's clock, shown on a BlackBerry Pearl Flip.

Date/Time	
Time Zone:	Eastern Time (-5)
	(GMT-05:00) Eastern Time (US & Canada)
Time:	13:43
Time Format:	24 hour
Date:	Sun, 21 Dec 2008
Date/Time Source:	Network
Network Time:	23:43
Network Date:	Sun, 21 Dec 2008

**Figure 3-4:** The Screen/Keyboard screen, waiting for personalization.

Screen/Keyboard	
Font Family:	BBAlpha Sans
Font Size:	7
Font Style:	Plain
The quick brown fox jumps over the lazy dog.	
Backlight Brightness:	100
Backlight Timeout:	30 Sec.
Automatically Dim Backlight:	On
LED Coverage Indicator:	On
Key Tone:	Off
Key Rate:	Normal
Currency Key:	\$
Right Side Convenience Key Opens:	Default (Camera)
Left Side Convenience Key Opens:	Nothing

4. **Continuing down the Screen/Keyboard screen, highlight the Font Size field, and then select a font size.**

One thing to keep in mind is that the smaller the font size, the more you can see on-screen; however, a smallish font is harder on the eyes.

**Note:** As you scroll up and down the list of fonts and font sizes, notice that the text *The quick brown fox jumps over the lazy dog* in the background takes on the look of the selected font and size so that you can preview what the particular text looks like. (In case you were wondering, this sentence uses every letter in the alphabet.)

5. **Confirm your changes by pressing the Menu key and choosing Save.**

Similar to setting Font Size, you can also play with Font Style to set it to Bold, Italic, or Plain.

With fonts out of the way, it's time to change the brightness of your screen as well as a few other viewing options, including how to program the Convenience key to exactly what is convenient to you:

1. **Press the Menu key, scroll to the Options icon, and then press the trackball.**
2. **Scroll to the Screen/Keyboard setting and then press the trackball.**

The Screen/Keyboard screen appears with its various customizable fields. (Refer to Figure 3-4.)

3. **Highlight the Backlight Brightness field and then select the desired brightness from the drop-down list.**

You can choose from 0 to 100, where 0 is the darkest and 100 is the brightest.

4. **Highlight the Side Convenience Key Opens field and then select what you want your left-side key to open when you press it.**

If you have a BlackBerry Pearl, you see Left Side and Right Side Convenience Key options. Perform Step 4 for both the left- and right-side Convenience keys.

5. **Select the Backlight Timeout field, press the trackball, and choose the amount of time for the backlight timeout.**

You can choose from ten seconds up to two minutes. The lower this setting, the less time you'll have backlighting (after you press each key). However, a low setting helps you conserve battery life.



When you're outdoors with a bright sun on your BlackBerry, you'll probably have difficulty reading your BlackBerry screen. Press and quickly release the Power button (in the upper-left corner of your BlackBerry). This brightens your BlackBerry screen so that you can see it even under a bright sun.

6. **Highlight the Trackball Horizontal Sensitivity field and then select how sensitive you want the trackball to be horizontally.**

You can choose from 20 to 100, where 20 is the least sensitive and 100 is the most sensitive.

7. **Highlight the Trackball Vertical Sensitivity field and then select how sensitive you want the trackball to be vertically.**

Again, 20 is the least sensitive, and 100 is the most sensitive. Keep in mind that if your trackball is too sensitive, it will be hard to control.

8. **To confirm your changes, press the Menu key and select Save.**

## *Choosing themes for your BlackBerry*

Your BlackBerry is preloaded with different themes, which are predefined sets of looks (wallpaper, fonts, menu layout) for your BlackBerry. You can download themes from BlackBerry's mobile Web site.

Regardless of what BlackBerry model you have, follow these steps to change your theme:

1. **Press the Menu key and then select the Options icon.**

2. **Select the Theme setting.**

You see a list of available themes.

3. **Scroll to and select the theme you want.**

You see a preview of the theme you've selected. See Figure 3-5.

4. **Press the Menu key and then select Activate.**

You should be able to see the change immediately.



**Figure 3-5:**  
Preview of  
currently  
selected  
theme.



You can download other themes. Just remember that you have to use your BlackBerry, not your PC, to access the following URLs:

- ✓ <http://mobile.blackberry.com>
- ✓ <http://blackberrywallpaper.com>

## *Wallpaper for your BlackBerry*

Like your desktop PC, you can customize the BlackBerry Home screen with personalized wallpaper. You set an image to be your BlackBerry Home screen background by using the BlackBerry Media application. Follow these steps:

- 1. From the Home screen, press the Menu key and then select the Media application.**

This opens the Media application, where you see different categories: Music, Video, Ringtones, and Pictures.

- 2. Scroll to and select the Picture category.**

Doing so brings up two folders: The Preloaded Media folder stores pictures that came with your BlackBerry, and the Device Memory folder stores pictures that you took with your camera.

- 3. Scroll to and select one of the folders.**

This lists all the pictures in the folder.

- 4. Select the picture you want to use for your Home screen background.**

The selected picture appears in full-screen view.

- 5. Press the Menu key and then select Set as Home Screen Image.**

The picture is now your new Home screen wallpaper.

- 6. Press and hold the Escape key (to the right of the trackball) to return to the Home screen and see the result.**

You can download free wallpapers from the following Web sites (as long as you use your BlackBerry, not your PC, to access the URLs):

- ✓ <http://mobile.blackberry.com>
- ✓ [www.blackberrywallpapers.com](http://www.blackberrywallpapers.com)
- ✓ [www.blackberrygoodies.com/bb/wallpapers](http://www.blackberrygoodies.com/bb/wallpapers)

After you have your BlackBerry's look and feel just the way you want, there's just one thing left to do before you can move on. You need to get your BlackBerry to sound the way you want it to.



## Let freedom ring

The whole appeal of the BlackBerry phenomenon is the idea that this little electronic device can make your life easier. One of the ways it accomplishes this is by acting as your personal reminder service — letting you know when an appointment is coming up, a phone call is coming in, an e-mail has arrived, and so on. Basically, your BlackBerry is set to bark at you if it knows something it thinks you should know, too. Figure 3-6 lists the kinds of things your BlackBerry considers bark-worthy, ranging from browser alerts to tasks deadlines.

**Figure 3-6:**  
Set  
attention-  
needy  
applications  
here.

Normal
BlackBerry Messenger Alert
BlackBerry Messenger New Message
Browser
Calendar
Level 1
Messages [Email]
Phone
SMS Text
Tasks

Different people react differently to different sounds. Some BlackBerry barks would be greatly appreciated by certain segments of the population, whereas other segments might react to the same sound by pitching their BlackBerry under the nearest bus. The folks at Research In Motion are well aware of this and have devised a great way for you to customize how you want your BlackBerry to bark at you — they call it your *profile*.

You can jump right into things by using a predefined profile, or you can create your own profile. The upcoming sections take a look at both approaches.

Whether you create your own profile or customize a predefined profile, each profile is divided into seven categories that represent the application for which you can define alerts:

- ✔ **Browser:** Alerts you when you receive a new channel push, which is just a Web page sent to your BlackBerry.
- ✔ **Calendar:** Alerts you when you have upcoming appointments.
- ✔ **Level 1 (urgent e-mail messages):** Alerts you with a special tone when you have an urgent e-mail. What's considered an urgent message? E-mail can be defined as urgent by your sender. Also, a BlackBerry PIN-to-PIN message can be considered urgent. For more on PIN-to-PIN, see Chapter 8.

- ✓ **Messages [Email]:** Alerts you when a new e-mail message is in your inbox.
- ✓ **Phone:** Alerts you if you have an incoming call or a new voice mail.
- ✓ **SMS Text:** Alerts you when you have an SMS message.
- ✓ **Tasks:** Alerts you of an upcoming to-do deadline.

You can personalize all the listed applications according to how you want to be alerted. Because the way you customize them is similar, we use one application, Messages, as an example in the text that follows, as we customize a predefined profile that comes with your BlackBerry.

After this, we go over creating a profile from scratch. You might be wondering: Why do I need to create a profile if I can personalize the predefined ones? Well, for those of you who like to keep the predefined settings the way they are, creating a profile is the way to go.

### *Using factory settings*

If you're okay with customizing a predefined, factory-loaded profile, just do the following:



**1. From the BlackBerry Home screen, select the Profile application.**

A pop-up screen appears, listing different profiles (Quiet, Vibrate, Normal).

**2. Scroll to the end of the list and select Advanced.**

A screen appears listing different profiles.

**3. Scroll to the Normal profile in the list, press the Menu key, and then select Edit.**

The Normal screen appears, listing the applications with alert capabilities that we mention in the preceding section. (Refer to Figure 3-6.)

**4. Select the Messages [Email] application.**

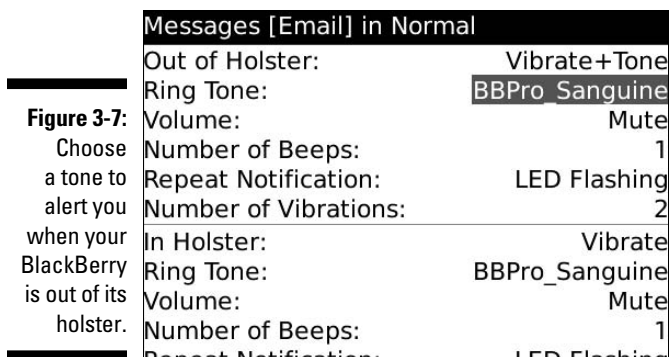
You're faced with the Messages for Normal profile, which is divided into an Out of Holster section and an In Holster section, as shown in Figure 3-7. A holster (in this context) is simply the belt clip or case that houses your BlackBerry while you're not using it. BlackBerry is smart enough to know when it is in a holster.

You can choose another application and follow the next steps to personalize the other applications listed in each profile.

**5. Highlight the Out of Holster field and then select a tone from the drop-down list of alert options.**

Doing so enables sound in the Out of Holster mode.





**Figure 3-7:** Choose a tone to alert you when your BlackBerry is out of its holster.

**6. Highlight the Ring Tone field and then select the tune you like from the drop-down list.**

As you scroll through the tunes and pause, your BlackBerry plays the tune so that you know what it sounds like before you change it.

**7. Press the Menu key and then select Save.**

As you might have guessed from how Messages in the Normal profile is divided, your BlackBerry can notify you in different ways based on whether your BlackBerry is in plain view (Out of Holster) or tucked away next to your belt (In Holster). To set up a different sound for In Holster mode, just put the necessary info in the fields for the In Holster section — and be sure to choose a different tune this time. (Choosing the same tune kind of defeats the purpose, doesn't it?)



If you're like us and you get more than 200 e-mails daily, you probably don't want your BlackBerry sounding off 200 times a day. You can set up your BlackBerry so that it notifies you only if an e-mail has been marked as urgent, requiring your immediate attention. You can do this by setting the notification for your Messages application to None for both In Holster and Out of Holster. Then in the Level 1 option (refer to Figure 3-6), you can set your desired notification for both In Holster and Out of Holster. That way, you have conveniently filtered out any unnecessary e-mail notifications, leaving just the urgent stuff to sound off to you.

### *Creating your own profile*

You need to know which applications on your BlackBerry have alert capabilities because you can then personalize each "Hey, you!" to your liking. You can have your BlackBerry so personalized that you can tell whether you have a phone call or an incoming message just by how your BlackBerry sounds.

If you're already familiar with the different applications and are clear how you want each one to alert you, go on and create your own profile. As we mentioned before, you can achieve the same result by personalizing the predefined profiles that come with your BlackBerry. But if you are one of those who like to keep the predefined profiles the way they are, create a new profile by following these steps:

**1. From the BlackBerry Home screen, select the Profile application.**

A pop-up screen appears, listing different profiles (Quiet, Vibrate, Normal).

**2. Scroll to the end of the list and select Advanced.**

A screen appears listing different profiles.

**3. Press the Menu key and then select New.**

A new Profile screen appears, as shown in Figure 3-8, prompting you to name your profile.



**Figure 3-8:**  
A menu that  
lets you  
create your  
own profile.

**4. In the Name field, enter a name for your profile.**

For this example, just type **My Profile**.

**5. Configure your new profile.**

Refer to Steps 3 through 7 of the previous section to customize each one of the seven applications.

**6. Press the Menu key and then select Save.**

Your newly created profile appears in the Profile screen.

**7. Select My Profile, as shown in Figure 3-9.**

Doing so allows you to start using your newly created profile.

**Figure 3-9:**  
See your  
newly  
created  
profile here.



You can switch between your current profile and the Quiet profile by pressing and holding the # key. This works on all BlackBerry smartphone models.

Regardless of whether the ring tone is for an incoming call or an incoming e-mail, you can download more ring tones to personalize your BlackBerry. Also, you can use any MP3 files in your Media application as your personalized ring tone. Follow these steps:

**1. From the Home screen, press the Menu key and then select the Media application.**

This opens the Media application, where you see different categories: Music, Video, Ringtones, and Pictures.

**2. Select the Music category.**

Doing so brings up folders named Preloaded Media and Device Memory. If you have a microSD card inserted, you also see the Media Card folder.

**3. Select one of the folders.**

This lists all the music in this folder.

**4. Highlight the music file you want to use for your ring tone.**

**5. Press the Menu key and then select Set as Phone Tune.**

This sets the music file as your new phone tune.

**6. Press and hold the Escape key (to the right of the trackball) to return to the Home screen.**

You can also download free ring tones at <http://mobile.blackberry.com> — just be sure to call up this URL with your BlackBerry, not your PC.

## Keeping Your BlackBerry Safe

The folks at Research In Motion take security seriously, and so should you. Always set up a password on your BlackBerry. If your BlackBerry hasn't prompted you to set up a password, you should immediately do so. Here's how it's done:

1. From the BlackBerry Home screen, select the Options (wrench) icon.
2. Select the Password option.
3. Highlight the Password field and then select Enabled.

All this does for now is enable the Password feature. You won't be prompted to type a password until you save the changes you just made.

4. Click the Set Password button.

At this time, you should be prompted to enter a new password, as shown in Figure 3-10.

Note that if you have set a password before, the button will be called Change Password.

5. Type a password, and then type it again for verification.

From this point on, whenever you lock your BlackBerry and want to use it again, you have to type the password. How do you lock your BlackBerry? Good question. Keep reading.



Remember that when you set your password on a BlackBerry Pearl, you must make sure that you know what letters your password uses and not just which keys you pressed. You need the same password if you link your BlackBerry with BlackBerry Desktop Manager for synchronization. For more on BlackBerry Desktop Manager, refer to Chapters 15, 16, 18, and 19.

Password	
Password:	Enabled
<input type="button" value="Set Password"/>	
Number of Password Attempts:	10
Screen Timeout:	2 min.
Prevent on Application Install:	No
Lock Handheld Upon Holstering:	No
Allow Outgoing Calls While Locked:	No
New Password:	

**Figure 3-10:**  
It's time to enter a new password.

Setting up your password is a good first step, but just having a password won't help much if you don't take the further step of locking your BlackBerry when you're not using it. (You don't want people at the office or sitting at the next table at the coffee shop checking out your e-mails or phone history when you take a bathroom break, do you?) So, how do you lock your BlackBerry? Let us count the ways . . . we came up with two.

You can go the Autolock after Timeout (also known as Security Timeout) route by following these steps:

**1. From the BlackBerry Home screen, select the Options icon.**

**2. Select the Password option.**

The Password screen appears.

**3. Highlight the Security Timeout field and then select the desired minutes.**

The preset times range from 1 minute to 1 hour.

**4. Press the Menu key and then select Save.**



If you're more the hands-on kind of person, you can go the Manual Lockout route by scrolling to the keyboard Lock icon on your Home screen and pressing the trackball. (Pressing K while at the Home screen does the same thing. Make sure to turn off the Dial from Home Screen option. See Chapter 2 for more info on using Home screen shortcuts.)

As a shortcut, to lock your BlackBerry, just press and hold the asterisk (\*) key.

No matter what route you take to lock your BlackBerry, you use your (newly created) password to unlock it when you get back from wherever you've been.

## *Block That Spam*

With your existing BlackBerry OS, you can block certain e-mails, SMS numbers, or BlackBerry PINs from getting to your inbox. It's like having your own spam blocker on your BlackBerry!

To set up your personal spam blocker, follow these steps:

**1. From the BlackBerry Home screen, select the Options icon.**

**2. Select the Security option.**

**3. Highlight the Firewall option and press the trackball.**

This opens the Firewall screen.

**4. Highlight the Status field and select Enable.**

This enables the spam blocker.

**5. Under Block Incoming Message, make sure what you want to block is selected:**

- *SMS*: Select this check box if you want to block SMS messages.
- *PIN*: Select this check box if you want to block BlackBerry PIN messages.
- *BlackBerry Internet Service*: Select this check box if you want to block e-mail messages (for example, the e-mail account that you set up from Google or Yahoo! mail).
- *Enterprise Email*: Select this check box if you are within a large corporate e-mail network and want to block the enterprise e-mail.

**6. In the Except Messages From area, select the desired options:**

- *Contact*: Select this check box if you want to block everything except the e-mails and phone numbers in your Contacts.
- *Specific Address*: Select this check box if you want to block everything specified by you (you can set up the list below).

**7. Press the Menu key and select Configure Exception.**

This opens the Firewall exception screen.

**8. Press the Menu key and select the desired options:**

- *Add Email*: You can specify the e-mail you want to block by selecting this check box.
- *Add PIN*: You can specify the BlackBerry PIN you want to block by selecting this check box.
- *Add Phone Number*: You can specify the SMS number you want to block by selecting this check box.



# Part II

# Getting Organized and Productive with Your BlackBerry

The 5<sup>th</sup> Wave

By Rich Tennant



"Well, here's what happened—I forgot  
to put it on my 'To Do' list."

## *In this part . . .*

**T**his part covers how to use your BlackBerry to its fullest to get — and keep — you organized. Peruse the chapters here to find out how to use Contacts, keep appointments, keep on track with to-do lists, and keep your passwords safe and easy to retrieve.

## Chapter 4

# Keeping Track of Your Acquaintances

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### *In This Chapter*

- ▶ Exploring BlackBerry Contacts
  - ▶ Adding, viewing, editing, and deleting contacts
  - ▶ Transferring contacts from cellphones to your BlackBerry
  - ▶ Finding a contact in Contacts
  - ▶ Organizing Contacts
  - ▶ Sharing BlackBerry contacts
- 

**T**he idea of storing contacts was around long before the BlackBerry was conceived. The Contacts feature (formerly called Address Book) on the BlackBerry serves the same function as any list of contacts: It is an organizational tool that gives you a place to record information about people. This tool gives you a central place from which you can retrieve information so that you can reach your contacts by phone, cellphone, e-mail, snail-mail, or the speedy messaging of PIN, SMS, MMS, or BlackBerry Messenger. Depending on the type of work you do, Contacts is likely an essential tool, and your BlackBerry is there at the ready.

You can benefit from using BlackBerry Contacts if you answer yes to any of the following questions:

- ✔ Do you travel?
- ✔ Do you meet clients frequently?
- ✔ Do you spend a lot of time on the phone?
- ✔ Do you ask people for their phone number or e-mail address more than once?

- ✓ Do you carry around the old-fashioned paper day planner with a section allocated for recording contacts? Or do you write phone numbers of acquaintances on the back of business cards?
- ✓ Is your wallet or purse full of these “important” business cards, but you can never seem to find the ones you need when you need them?

Regardless of how you keep your contact information, it's time to get down to business and organize your contacts by using your BlackBerry. In this chapter, we show you how to make your BlackBerry a handy, timesaving tool for managing your contacts' information. Specifically, you find out how to add, change, and delete contacts as well as how to locate them later. You'll also be amazed at how well Contacts is integrated with all the other BlackBerry features you've come to know and love — phoning contacts, adding invites to your meetings, adding contacts to BlackBerry Messenger, and composing e-mails.



If you're one of those, um, stubborn folks who insist that you don't need Contacts — “I'm doing just fine without it, thank you very much!” — think of it this way: You've been using a virtual contact list all the time — the one buried inside your cellphone. And that address book often isn't even a very good one! When you're ready to join the rest of us in this millennium, read this chapter to see how to transfer all that good contact info from an old phone into your new BlackBerry-based Contacts.

## Accessing Your Contacts

The good people at Research In Motion make it easy for you to find Contacts. Start by taking a look at the BlackBerry Home screen. The Contacts icon looks like an old-fashioned address book. (Remember those?) If you have a hard time locating it, Figure 4-1 shows what it looks like in both BlackBerry incarnations. (For more information about the BlackBerry models and their differences, check out this book's Introduction.) To describe Contacts in this chapter and for most of the illustrations throughout this book, we use the BlackBerry Bold model.

Opening Contacts couldn't be simpler. Follow these steps:

- 1. Use the trackball to highlight the Contacts icon.**
- 2. Click the trackball.**

Alternatively, you can press Enter.



Your BlackBerry Contacts feature is accessible from a number of applications, including Phone, Messages, and Calendar. For example, say you're in Calendar and you want to invite people to one of your meetings or appointments. Look no further — Contacts is on the menu, ready to lend a helping hand.



You can also get to Contacts by pressing A while at the Home screen. Go to Chapter 2 for more on Home screen shortcuts.

## Working with Contacts

Getting a new gizmo is always exciting because you just know that your newest toy is chock-full of features you're dying to try out. Imagine having a new BlackBerry, for example. The first thing you'll want to do is try to call or e-mail someone, right? But wait a sec. You don't have any contact information yet, which means you're going to have to type in someone's e-mail address each time you send an e-mail — what a hassle.

It's time to get with the plan. Most of us humans — social creatures that we are — maintain a list of contacts somewhere, whether in an e-mail program such as Outlook or Lotus Notes, in an old cellphone, or maybe on a piece of paper kept tucked away in a wallet. We're pretty sure that you have some kind of list somewhere. The trick is getting that list into your BlackBerry device so that you can access the info more efficiently. The good news for you is that the "getting contact info into your BlackBerry device" trick isn't a hard one to master. Stick with us, and you'll have it down pat by the end of this chapter.



Often the simplest way to get contact information into your BlackBerry is to enter it manually. However, if you've invested a lot of time and energy in maintaining some type of contacts application on your desktop computer, you might want to hot-sync that data into your BlackBerry. (For more on synchronizing data, check out Chapter 15. It gives you details on how to synchronize some of your desktop application data — contacts, e-mails, appointments, and memos stuff.) You can also transfer your old cellphone contacts to

your BlackBerry. Intrigued? Then check out the “Transferring Contacts from Cellphones” section, later in this chapter. Do you have an address book in another smartphone, such as a Palm Treo or a Windows Mobile? No problem. Most of these devices allow you to sync to a desktop computer application such as Outlook. But this is not a book about other smartphones, so please refer to your other device’s instructions on how to sync it to your desktop. After the data is in the desktop, you can check out Chapter 15 for details on synchronizing it to your BlackBerry.

## *Creating a contact*

Imagine you’ve just run into Jane Doe, an old high school friend you haven’t seen in years. Jane is about to give you her number, but you don’t have a pen or pencil handy to write down her information. Are you then forced to chant her phone number to yourself until you can scare up a writing implement? Not if you have your handy BlackBerry device on you.

With BlackBerry in hand, follow these steps to create a new contact:

**1. On the BlackBerry Home screen, select the Contacts application.**

Contacts opens. You can also access Contacts from different applications. For example, see Chapter 7 to find out how to access Contacts from Messages.

**2. Highlight Add Contact and then press the trackball.**

The New Contact screen appears, as shown in Figure 4-2.

**3. Scroll through the various fields, stopping and entering the contact information that you feel is appropriate.**

Use your BlackBerry keyboard to enter this information. For an overview of the different keyboard types, see Chapter 2. Note, however, that all BlackBerry keyboards look (and work) alike. When entering an e-mail address, press the Space key to insert an at symbol (@) or a period (.).

We don’t think you can overdo it when entering a person’s contact information. You should strive to enter as much info as you possibly can. Maybe the benefit won’t be obvious now, but in the future when your memory fails you or your boss needs a critical piece of info that you just happen to have at the ready, you’ll thank us for this advice.

To create another new blank e-mail field for the same contact, press the Menu key and then select Add Email Address. You can have up to three e-mail addresses per contact.





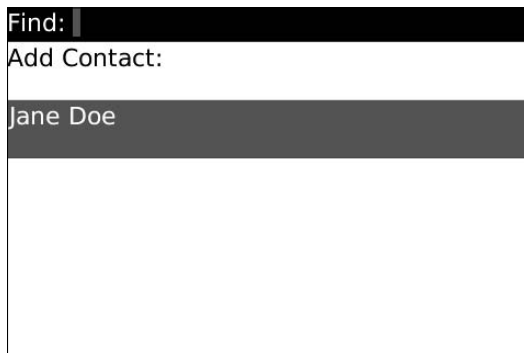
**Figure 4-2:**  
Create a  
new contact  
here.



If a contact has an extension for his or her phone number, no problem. When calling such a contact from your BlackBerry, you can instruct BlackBerry to dial the extension after the initial phone number. When entering the phone number into the New Contact or Edit Contact screen, type the primary phone number, press the trackball, select Add Pause from the menu that appears, and then add the extension number.

**4. When you finish entering the contact information, press the trackball and then select Save.**

At this point, you should see your Jane Doe added to the list, as shown in Figure 4-3.



**Figure 4-3:**  
The  
Contacts  
screen after  
adding  
Jane Doe.



The menu is always available through the Menu key, but just for convenience, we prefer to use the trackball when a menu is available through it. Also, when a menu is available through a press of a trackball, it's always a shortened menu list. The application is smart enough to figure out which menu items to display based on where you are.

### *Taking notes*

The Notes field on the New Contact screen (you might need to scroll down a bit to see it) is useful for adding a unique description about your contact. For example, use the field to jog or refresh your memory with tidbits such as *Knows somebody at ABC Corporation* or *Can provide introduction to a Broadway agent*. Or perhaps your note is something personal, such as *Likes golf; has 2 children: boy, 7 & girl, 3; husband's name is Ray*. It's up to you. Again, the more useful the information, the better it will serve you.

### *Adding your own fields*

Perhaps you'd like to add contact information that doesn't fit into any of the available fields. Although you can't really create additional fields from scratch, you can commandeer one of the User fields for your own purposes.

The User fields are located at the bottom of the screen; you have to scroll down to see them. Basically, you can use these fields any way you want (which is great), and you can even change the field's name. (Face it, *User field* is not that helpful as a descriptive title.) For example, you can rename User fields to capture suffixes (such as MD, PhD, and so on). Or how about profession, birth date, hobbies, school, or nickname? When it comes down to it, you decide what information is important to you.



Keep in mind, though, that changing the field name for this particular contact changes it for all your contacts.

To rename a User field, follow these steps:

- 1. Scroll to the bottom of the screen to navigate to one of the User fields.**
- 2. Press the Menu key and then select Change Field Name.**

**Note:** The Change Field Name selection on the menu appears only if the cursor is in a User field.

- 3. Use the keyboard to enter the new User field name.**
- 4. Press the trackball or the Enter key to save.**

You're all set.

### *Adding a picture to a contact*

Most modern phones can display a picture of the caller. And BlackBerry is no stranger to this neat feature. For this to work, you first need the obvious, a picture of your friend or acquaintance. After you have the picture in a digital format that your device supports, you can get it into your BlackBerry through e-mail or copy it to the microSD card. Don't worry — we won't leave you helpless if you don't know how to get media to that microSD; Chapter 12 is your gateway to media satisfaction.



After a picture is inside the BlackBerry, adding it to one of your contacts is a snap. Follow these steps:

1. **On a contact's Edit screen, press the Menu key and then select Add Picture (see Figure 4-4).**

**Figure 4-4:**  
Add a picture here.



2. **Use the trackball to navigate to the drive and folder that contain the picture.**

You can use multiple locations for storing media files such as pictures. Chapter 12 gives you the scoop.

3. **Select the picture you want.**

The picture you choose is displayed in full on the screen.

4. **Press the trackball and then select Crop and Save.**

You're all set. Just save this contact to keep your changes.

5. **Press the Menu key and select Save.**

### *Assigning a tone*

Oh no, you've been awakened with your BlackBerry ringing in your nightstand. Wouldn't it be nice if you could tell who's calling? Ring tones help you decide whether to ignore the call or get up and answer it. Hopefully, you can easily switch to Sleep mode if you decide to ignore the call.

Follow these steps to assign a ring tone to one of your contacts:

1. **Press the trackball and then select Add Custom Ring Tone from the menu (refer to Figure 4-4).**

**2. Press the trackball.**

A list of ring tones from which you can choose is displayed. You can also select Browse to navigate to the drive and folder containing the ring tone. You can use multiple locations for storing media files such as ring tones. Chapter 12 gives you the scoop.

**3. Select the ring tone you want.**

The ring tone appears in the Custom Phone Tune field. To save these changes, save this contact.

**4. Press the Menu key and select Save.**

## *Adding contacts from other BlackBerry applications*

When you receive an e-mail message or get a call from someone, you have contact information in Messages or Phone. (RIM makes this easy for you because Messages and Phone can recognize phone numbers or e-mail addresses and then highlight that information for a quick cut and paste.) Maybe that info isn't complete, but you definitely have at least an e-mail address or a phone number. Now, if you're pretty sure that you'll be corresponding with this person and he or she isn't yet listed in Contacts, it's just logical that you'd want to add the information.

If you have a sharp eye, you might have noticed that Phone lists only outgoing numbers. That's half of what you need. Oddly enough, you can access the history of incoming phone calls inside Messages. To do so, in Messages, press the trackball and click View Folder on the menu that appears. Scroll and click Phone Call Logs.



Like e-mail, a call log entry stays in the list as long as you have free space in your BlackBerry. This could mean months or years depending on your model and usage. When BlackBerry runs out of space, it starts reclaiming space a chunk at a time by deleting read e-mails and phone call logs, starting from the oldest.

When you have an e-mail or a phone log open, just scroll to an e-mail address or a phone number and press the trackball while that piece of information is highlighted. An Add to Contacts option pops up on the menu. (This particular menu item is located at the bottom of the list, so you might have to scroll to see it.) Select Add to Contacts, and a new New Contact screen appears, prefilled with that particular piece of information. Now just enter the rest of the information you know about the person, and it's ready to be saved to Contacts. This is just one more sign of BlackBerry's ongoing attempt to make your life easier.

## Viewing a contact

Okay, you just entered your friend Jane's name into your BlackBerry, but you have this nagging thought that you typed the wrong phone number. You want to quickly view Jane's information. Here's how you do it:

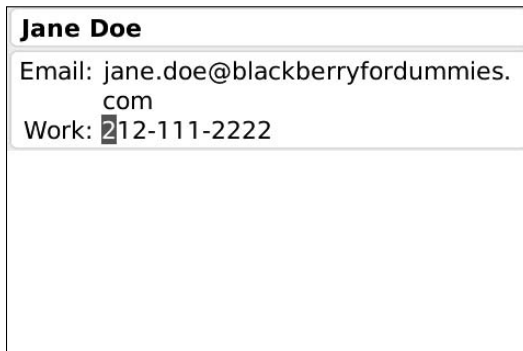
1. **On the BlackBerry Home screen, select the Contacts application.**

Contacts opens.

2. **Scroll to and highlight the contact name you want and then press the trackball.**

Pressing the trackball or the Enter key while a name is highlighted is the same as opening the menu and choosing View — just quicker.

View mode displays only information that's been filled in, as shown in Figure 4-5. (It doesn't bother showing fields in which you haven't entered anything.)



**Figure 4-5:**  
View mode  
for a  
contact.

## Editing a contact

Change is an inevitable part of life. Given that fact, your contact information is sure to change as well. If you want to keep the information you diligently put in Contacts current, you're going to have to do some updating now and then.

To update a contact, follow these steps:

1. **On the BlackBerry Home screen, select Contacts.**

Contacts opens.

2. **Scroll to and highlight a contact name, press the Menu key, and then select Edit.**

The Edit Contact screen for the contact name you selected makes an appearance.



In Contacts (or any BlackBerry application, for that matter), displaying a menu involves a simple press of the Menu key. You see the Edit option on the menu right below View.

3. **Scroll through the various fields of the Edit Contact screen, editing the contact information as you see fit.**



If you want to replace only a few words or letters located in the middle of a field (instead of replacing all the text), scroll the trackball while pressing and holding the Alt key (located to the left of the Z key) to position your cursor precisely on the text you want to change. Then make your desired changes.

4. **Press the Menu key and then select Save.**

The edit you made for this contact is saved.



When you're editing information and you want to totally replace the entry with a new one, it's much faster to first clear the contents, especially if you have a lot of old data. When you are in an editable field (as opposed to a selectable field), just press the Menu key and then select Clear Field. This feature is available in all text-entry fields and for most BlackBerry applications.

## *Deleting a contact*

When it's time to eradicate somebody's contact information in Contacts (whether it's a case of duplication or a bit of bad blood — yes, we admit to have occasionally stricken somebody from our Contacts list in a fit of pique), the BlackBerry OS makes it easy to delete a contact.

Here's how to delete a contact:

1. **On the BlackBerry Home screen, select Contacts.**

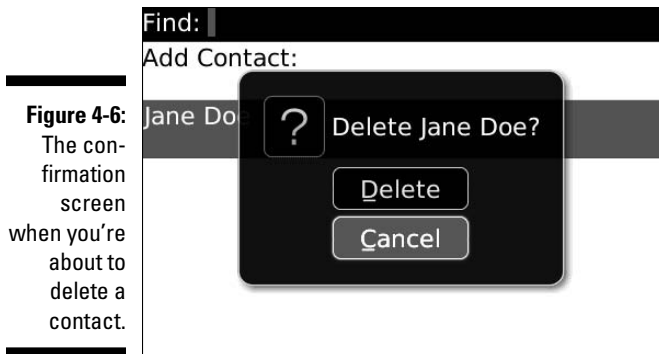
Contacts opens.

2. **Scroll to and highlight a contact name you want to delete, press the Menu key, and then select Delete.**

(If you don't initially see the Delete option, scroll down to the bottom part of the screen.) A confirmation screen appears, as shown in Figure 4-6.

3. **On the confirmation screen, select Delete.**

The contact you selected is deleted and disappears from your contact list.



**Figure 4-6:** The confirmation screen when you're about to delete a contact.



TIP

Sometimes dealing with the confirmation screen can be a pain if you want to delete several contacts in a row. If you are 100 percent sure that you want to ditch a number of contacts, you can suspend the Confirmation feature by setting the Confirm Delete option to No on the Contacts Options screen. See the “Setting preferences” section, later in this chapter, for more on Contacts Options.



TIP

It also pays to spend a little bit of time adding your own contact record(s). We recommend adding at least one record for your business contact info and one for your personal contact info. This saves you time having to type your own contact information every time you want to give it to someone. You can share your contact record by sending it as an attachment to an e-mail (see the later section, “Sharing a Contact”).

## *Transferring Contacts from Cellphones*

Suppose you have an old cellphone that has served you well for many years. Most likely you've accumulated contacts on that phone by painstakingly typing them each time in the past. You'd really like to have the same contacts on your BlackBerry as you have on your cellphone, but you just cannot bear the thought of typing them all again. You think to yourself, “There has to be a way.” Good news: You're right; there is.

### *Copying contacts from a SIM card*

We've copied contacts from Nokia, Ericsson, Motorola, and Samsung cellphones — and in theory, our method should also work on other phones. The trick is to use the SIM card as an external storage device — sort of like a floppy disk. What exactly is a SIM card? The acronym stands for Subscriber Identity Module. The non-head-scratching definition describes an electronic chip that

is capable of storing information such as your phone numbers and contacts. Basically, you store your old phone's contact list on the SIM card, insert that SIM card into your BlackBerry, and then upload the contacts from your SIM card. (For all the gory details, check out the steps later in this section.)

This sounds easy to do, but it might be tricky depending on the type of phone you have. A caveat: You can do this only on a GSM phone. (GSM is short for Global System for Mobile Communications, probably the most popular standard for mobile phones in the world.) To tell whether you have a GSM phone, first check whether you have a SIM card. To do that, take out the battery of your cellphone. Behind it, you should see a SIM card, looking (we hope) like the one you see in Figure 4-7. If you don't, your phone is not a GSM phone.

**Figure 4-7:**  
Transfer  
phone info  
from your  
cellphone  
with a  
SIM card.



If your cellphone is a GSM phone and you're determined to forge ahead and transfer your cellphone contact info to your BlackBerry, we're here to help. Obviously, we can't give instructions for all the types of phones out there. For the purpose of showing you what's what, we assume that you want to transfer the contacts on a Nokia 6300 phone to your BlackBerry. (Why the Nokia 6300? That's the one the dartboard told us to use.) Please check the manual of your phone for the equivalent steps.

No more digressions! If you want to know the steps for copying contacts from a Nokia phone to a BlackBerry by using a SIM card, here they are:

- 1. Take out the SIM card buried inside your BlackBerry and put it in the Nokia phone.**

Most people are uncomfortable doing this, but taking out a SIM card and putting it back in is no big deal. The SIM card is usually behind the battery, so you have to slide or take off the back cover of the device to get to it. On the BlackBerry, the back cover has a groove where you can put your thumb and push the cover out. A Nokia phone has a simple locking mechanism — a notch that protrudes in the back of the phone — which you slide to take off the back cover. When the cover is off, remove the battery and you can see the SIM card. Slide the SIM card's plastic enclosure; it should pop open. You can then remove the SIM card from the enclosure.

Because this step requires you to remove the batteries from both your BlackBerry and your Nokia phone, both devices are going to power off (obviously).

We're going to resuscitate both, starting with the Nokia. After you put the battery back in the Nokia phone, it resets, and you should see the display come up.

**2. On the Nokia phone, select Names by pressing the top of the rightmost top button.**

Note that the display above the rightmost button shows Names. Names is the equivalent of Contacts. The phone displays a list of contacts.

**3. Select Options by pressing the leftmost top button.**

The Names menu appears, as shown in Figure 4-8. Note the Mark All menu item.

There is no trackball for scrolling and selecting, but you can use the middle button, which has a silver edge around it. You can scroll up by pressing the top silver edge or scroll down by pressing the lower silver edge.

**4. Select Mark All.**

You can make the selection by pressing the middle button while Mark All is highlighted.



**Figure 4-8:**  
The Nokia  
6300 Names  
menu.

**5. Select Options by pressing the leftmost top button.**

The Names menu appears.

**6. Select Copy Marked.**

Another menu appears, displaying two options: From Phone to SIM Card and From SIM Card to Phone.

**7. Select From Phone to SIM Card.**

**8. Select All and then select Keep Original from the menu that follows.**

A confirmation screen appears.

**9. Select OK to confirm the copy.**

Your phone starts copying the contents of the Phone Book to the SIM card. While it's making the copy, the screen displays a bar that moves back and forth. If you have many contacts on your phone, this process can take some time, so be patient. When the contacts are loaded into the SIM card, the screen displays the number of contacts that were copied. You can proceed with the next step.

**10. Take out the SIM card from the Nokia phone and put it back into your BlackBerry.**

Reinserting the SIM card and battery resets your BlackBerry.

**11. On the BlackBerry Home screen, select Contacts.**

Contacts opens.

**12. In Contacts, press the Menu key and then select SIM Phone Book.**

It might take some time to load the contacts from your SIM card; how long depends on how many contacts you've saved to the card. (You'll see a progress bar on the screen.) After the contacts are loaded, they are listed on the screen, and you can start browsing or copying them to your Contacts list.

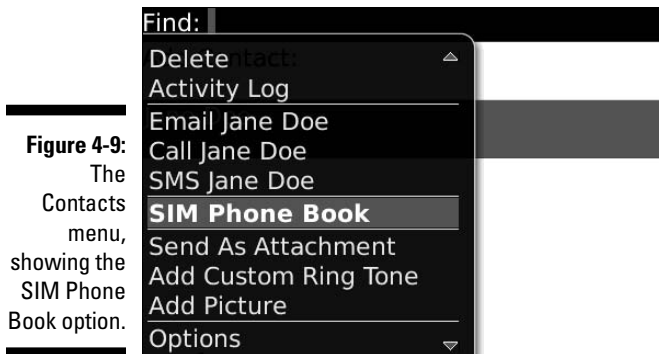


The SIM Phone Book menu item is located toward the bottom of the menu, as shown in Figure 4-9. Depending on your model, you might need to scroll down to see it.

**13. To copy a contact to Contacts, just highlight the contact, press the Menu key, and then select Add to Contacts.**

Your contact has now found its way to the BlackBerry Contacts. You can repeat this step for all the contacts you want to copy. Although this is a tedious process, it's still a lot better than trying to type each one on your BlackBerry.





**Figure 4-9:**  
The  
Contacts  
menu,  
showing the  
SIM Phone  
Book option.



Keep in mind that SIM cards do have a limited capacity. If all your contacts don't fit on the SIM card on your first try, here are two ways you can add left-over contacts to your BlackBerry:

- ✓ **One by one:** If only one or two contacts are not included, you might be better off just typing them into your BlackBerry.
- ✓ **In batches:** If you have many more contacts left, you probably should try doing multiple saves. The trouble here is that you have to figure out what contact info was saved on your first try — which, of course, lets you know what you still have to copy. We recommend loading such contacts in batches. To do that, first delete the names from the SIM card after they are loaded onto your BlackBerry. (That gives you a clean slate.) Repeat Steps 2 and 4 from the preceding list, but when you get to Step 5, select One by One from the menu rather than All. This allows you to select the remaining contacts to copy to the SIM card one at a time, instead of copying the whole shebang one more time. When the remaining contacts are in the SIM card, you can copy the second batch of names and load them to your BlackBerry by using the preceding steps. Repeat as needed.

## *Copying a contact to a SIM card*

You can reverse the info-import process, too. That is, you can copy from your BlackBerry Contacts list to a cellphone. “Can this be done?” you implore. To which we reply, “Why, certainly, with a little help from two BlackBerry experts.” For, truth be told, this feature of Contacts is probably one of the most difficult tricks to figure out unless somebody shows you how it's done:

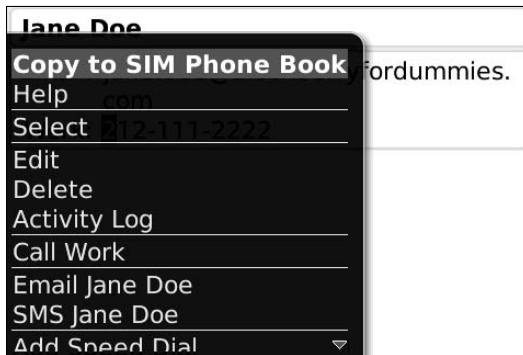
### **1. Start by viewing the contact information.**

Follow the steps in the “Viewing a contact” section, earlier in this chapter.



2. On the view screen, scroll to a Phone Number field, press the Menu key, and then select Copy to SIM Phone Book.

The Copy to SIM Phone Book feature (see Figure 4-10) shows up only when you position the cursor in a Phone Number field.



**Figure 4-10:**  
Copy  
BlackBerry  
info to a  
cellphone.

3. On the Phone Book Entry screen, press the trackball and then select Save.

This operation is a snap, and the screen immediately returns to the view contact screen shown as a result of Step 1.



If your phone doesn't recognize your BlackBerry SIM card, perhaps the phone is locked. Phone providers do this all the time: They lock the phones to their network, making it unusable in other networks. If this is the case, call your phone provider and ask for instructions on how to unlock your phone.

## Copying Contacts from Desktop Applications

Most of us have desktop applications that we use to maintain our network — you know, Microsoft Outlook, IBM Lotus Notes, or Novell GroupWise. A word to the wise: You do not want to maintain two Contacts lists — one in your BlackBerry and one on your desktop computer. That's a recipe for disaster.

Luckily for you, RIM makes it easy to get your various contacts — BlackBerry, desktop, laptop, whatever — in sync. Your BlackBerry comes with BlackBerry Desktop Manager (BDM), a collection of programs, one of which is

Intellisync. Intellisync allows you to sync between your device and the PC software. It also allows you to set up and configure the behavior of the program, including how the fields in the desktop version of Contacts map to the Contacts fields in your BlackBerry. But you're not going to read about it here. For that, check out Chapter 15, which has complete details on how you can use the Intellisync feature of BlackBerry Desktop Manager to synchronize with the applications in your device — including, of course, your Contacts list.

## Looking for Someone?

Somehow — usually through a combination of typing skills and the shuttling of data between various electronic devices — you've created a nice, long list of contacts in Contacts. Nice enough, we suppose, but useless unless you can find the phone number of Rufus T. Firefly at the drop of a hat.

That's where the Find screen comes in. In fact, the first thing you see in Contacts when you open it is the Find screen, as shown in Figure 4-11.

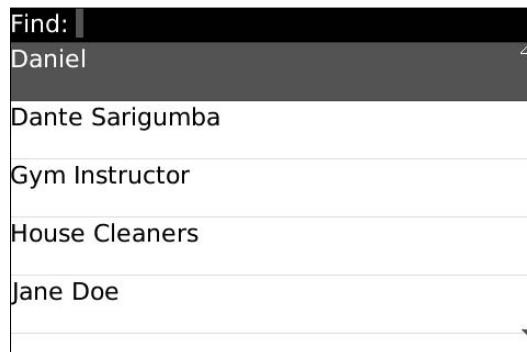
You can conveniently search through your contacts by following these steps:

- 1. In the Find field, enter the starting letters of the name you want to search for.**

Your search criterion is the name of the person. You could enter the last name or first name or both. The list is usually sorted by first name and then last name. As you type the letters, notice that the list starts shrinking based on the matches on the letters that you enter. Figure 4-12 illustrates how this works.

- 2. Scroll and highlight the name from the list of matches.**

If you have multiple matches, use the trackball to scroll through the list to find the person's name.



**Figure 4-11:**  
Your search  
starts here.



**Figure 4-12:**  
Enter more letters to shorten the potential contact list search.



If you have a long list in Contacts and you want to scroll down a page at a time, just hold down the Alt key (it's located to the left of the Z key) and scroll. You get where you need to go a lot faster.

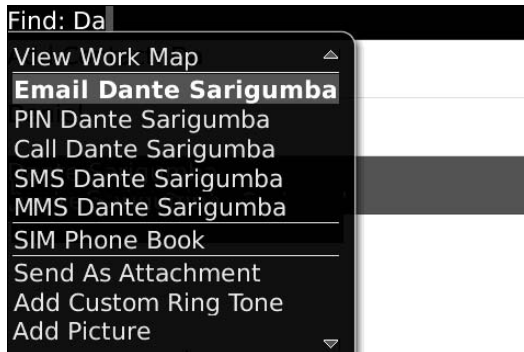
**3. Press the Menu key and select from the possible actions listed on the menu that appears.**

After you find the person you want, you can select from these options, as shown in Figure 4-13:

- **Email:** Starts a new e-mail message. See Chapter 7 for more information about e-mail.
- **PIN:** Starts a new PIN-to-PIN message, which is a messaging feature unique to BlackBerry. With PIN-to-PIN, you can send someone who has a BlackBerry a quick message. See Chapter 8 for more details about PIN-to-PIN messaging.
- **Call:** Uses Phone to dial the number.
- **SMS:** Starts a new SMS message. SMS stands for Short Messaging Service, which is used in cellphones. See Chapter 8 for more details about SMS.
- **Send to Messenger Contact:** Adds this contact to your contacts list in BlackBerry Messenger. (Note that this option appears only if you have BlackBerry Messenger installed.)
- **MMS:** Starts a new MMS message. MMS is short for Multimedia Messaging Service, an evolution from SMS that supports voice and video clips. See Chapter 8 for more details about MMS.

If you have a finger-fumble and press a letter key in error, press the Escape key (the arrow key to the right of the trackball) once to return to the original list (the one showing all your contacts), or press the trackball once and select View All.

**Figure 4-13:**  
You get  
action  
options for  
the selected  
contact.



If you think you're hallucinating when you notice that sometimes the item *Email <contact name>* or *Call <contact name>* appears on the menu and sometimes not, just relax. There's nothing wrong with your eyesight or your mind. Contacts is smart enough to know when it's appropriate to show those menu options. If a contact has a phone number, *Call <contact name>* and *SMS <contact name>* show up, and the same is true for e-mail and the personal identification number (PIN). In fact, this list of actions is a convenient way to find out whether you have particular information — a phone number or an e-mail address — for a particular contact.



In a corporate environment, your BlackBerry Enterprise server administrator might disable PIN-to-PIN messaging because it doesn't go to the corporate e-mail servers and, therefore, can't be monitored. If this is the case, the menu option *PIN<contact name>* won't appear, even though you entered PIN information for your contacts. Note that you'll still be able to receive a PIN-to-PIN message, but you won't be able to send one.

## Organizing Your Contacts

You've been a diligent boy or girl by adding your contacts to Contacts, and your list has been growing at a pretty good clip. It now has all the contact information for your business colleagues, clients, and (of course) family, friends, and relatives. In fact, Contacts has grown so much that it holds hundreds of contacts, and you start to notice that it now takes you more time to find somebody, especially when you can't remember the name right away and are trying to explore the list knowing that when you see the name you'll recognize it.

Imagine that you've just seen an old acquaintance, a sales rep for XYZ, Inc., and you want to greet the person by name. His name is on the tip of your

tongue, but you just can't remember it. However, if you saw his name on a list, it would jump right out at you. The trouble is that your list has 300-plus names, which would take you forever to scroll through — so long, in fact, that the person would surely come right up to you in the meantime, and you'd have to reveal the fact that you can't remember his name. (How embarrassing.) In this scenario, the tried-and-true Find feature wouldn't be much help. What you need is a smaller pool of names to search through so that you can stumble across the needed name much more quickly.

This isn't rocket science. You're going to want to do one of the following:

- ✔ **Organize your contacts into groups:** Using groups (as every kindergarten teacher could tell you) is a way to arrange something (in your case, contacts) to make them more manageable. How you arrange your groups is up to you because the organizing principle should be based on whatever makes sense (to you, at least) and fits the group you set up. For example, you can place all your customer contacts within a Clients group and relatives in a Family group. Then, instead of searching for names of individuals within one humongous list, you can search within a smaller, more manageable group.
- ✔ **Set up your contacts so that you can use some kind of filter on them:** Another way to organize and streamline how BlackBerry Contacts lists your contacts is to use the Filter feature in combination with BlackBerry's Categories. (*Categories* is just another way that Contacts helps you filter contacts.) Using the Filter feature narrows the Contacts list to such an extent that you have to use only the trackball to scroll down and find your contact — no need to type search keywords, in other words.

Whether you use the Group or Filter feature is up to you. You find out how to use both methods in the next sections of this chapter.

## *Creating a group*

A BlackBerry group in Contacts — as opposed to any other kind of group you can imagine — is just a simple filter or category. In other words, a group just arranges your contacts into subsets without affecting the content of your contact entries. In Contacts itself, a group shows up in the contact list just like any other contact. The only wrinkle here is that when you select the group, the contacts associated with that group — and only the contacts associated with that group — appear on-screen.

Need some help visualizing how this works? Go ahead and create a group, following these steps:

- 1. On the BlackBerry Home screen, select Contacts.**

Contacts opens.

**2. Press the Menu key and then select New Group.**

A screen similar to that shown in Figure 4-14 appears. The top portion of the screen is where you type the group name, and the bottom portion is where you add your list of group members.



**Figure 4-14:**  
An empty  
screen  
ready for  
creating a  
group.

**3. In the New Group field, enter the name of the group.**

You can name the group anything, but for the sake of this example, we named the group *Friends*. After entering the name of the group, you're ready to save it. But hold on a sec — you can't save this group until you associate a member to it. To satisfy such a hard-and-fast rule, proceed to the next step to add a member.

**4. Press the trackball and then select Add Member from the menu that appears.**

The main Contacts list shows up in all its glory, ready to be pilfered for names to add to your new group list.

**5. Select the contact you want to add to your new group list, press the trackball, and then select Continue from the menu that appears.**

Everybody knows a Rob Kao, so select him. You'll notice that doing so places Rob Kao in your Friends group list, as shown in Figure 4-15. (Rob Kao, a coauthor of the book you're holding, is a very popular fellow.)

**6. Repeat Steps 4 and 5 to add more friends to your list.**

After you're satisfied, save your group.

**7. Press the trackball and then select Save Group from the menu that appears.**

Your Friends group is duly saved, and you can now see Friends in your main Contacts list.



**Figure 4-15:**  
Your new  
group has  
one  
member.

## *Using the Filter feature on your contacts*

Are you a left-brainer or a right-brainer? Yankees fan or Red Sox fan? An Innie or an Outie? Dividing up the world into categories is something everybody does (no divisions there), so it should come as no surprise that BlackBerry divides your contacts into distinct categories as well.

By default, two categories are already set for you on the BlackBerry: the Business category and the Personal category. But why stop at two? BlackBerry makes it easy to create more categories. In the following sections, you first find out how to categorize a contact, and then you see how to filter your Contacts list. Finally, you find out how to create categories.

### *Categorize your contacts*

Whether you're creating a contact or editing an existing contact, you can categorize a particular contact as long as you're in Edit mode.

If the trick is getting into Edit mode, it's a pretty simple trick. Here's how that's done:

- 1. On the BlackBerry Home screen, select Contacts.**

Contacts opens.

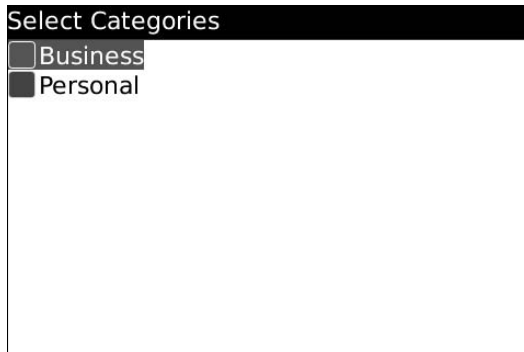
- 2. Highlight the contact, press the Menu key, and then select Edit.**

Contacts is now in Edit mode for this particular contact, which is exactly where you want to be.

- 3. Press the Menu key and then select Categories.**

A Categories list appears, as shown in Figure 4-16. By default, you see only the Business and the Personal categories.





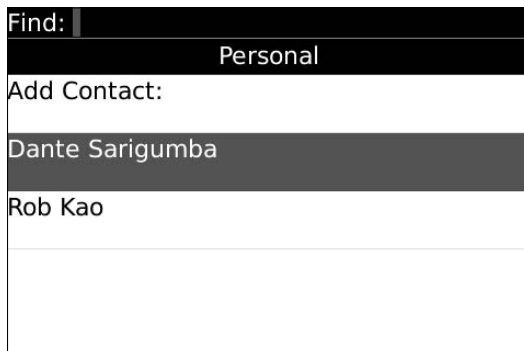
**Figure 4-16:**  
Default  
categories.

4. **Press the Space key or the trackball to select the check box next to Personal.**
5. **Press the Menu key and then select Save.**  
You are brought back to the Edit screen for this particular contact.
6. **To complete your changes, press the trackball and then select Save (again) from the menu that appears.**

You now have one — count 'em, one — contact with Personal as its category, which means you can filter your Contacts list by using a category. Here's how:

1. **On the BlackBerry Home screen, select Contacts.**
2. **Press the Menu key and then select Filter.**  
Your Categories list makes an appearance. If you haven't added any categories in the meantime, all you see here are the default Business and Personal categories.
3. **Press the Space key or the trackball to select the Personal check box.**

Your Contacts list shrinks to just the contacts assigned to the Personal category, as shown in Figure 4-17.



**Figure 4-17:**  
The  
Contacts list  
after a filter  
is applied.



As you add more contacts to a category, you can also use the Find feature and enter the first few letters of the name to further narrow the search for a contact. If you need a refresher on how Find works, see the “Looking for Someone?” section, earlier in this chapter.

### *Adding a category*

Whoever thought the default categories — Business and Personal — were enough for the complexities of the real world probably didn't have many acquaintances. BlackBerry makes it easy to add categories, so you can divide your world as much as you like. Just do the following:

**1. On the BlackBerry Home screen, select Contacts.**

**2. Press the Menu key and then select Filter.**

You get a view of the default categories. (Refer to Figure 4-16.)

**3. Press the Menu key (again) and then select New.**

A pop-up screen appears, asking you to name the new category you want to create.

**4. In the Name field, enter a name for your category and then press Enter.**

After you enter the name of the category, it's automatically saved and you see the Filter screen, which lists all the categories, including the one you just created. Just press the Escape key (the arrow key next to the trackball) to get back to the Contacts main screen.



You might not be able to see special characters, such as a single quotation mark, on the keyboard. To enter a single quote, press the Alt key (it's to the left of the Z key) and the Sym key to display the list of symbols. On the screen that follows, scroll and click the quote.



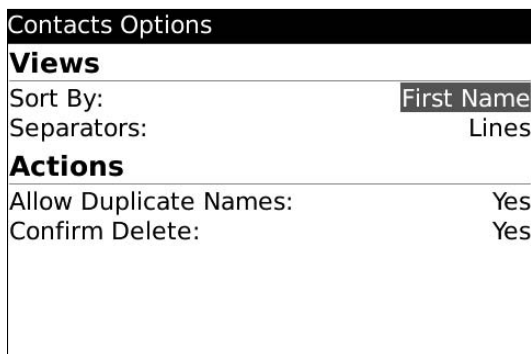
Note that the Contacts application won't allow you to add a contact to a group if that contact does not have an e-mail address. (It's very strict on this point.) If, however, you don't have an e-mail address for someone you'd like to add to a group, skirt this roadblock by editing that contact's information and putting in a fake (and clearly inactive) e-mail address such as `notareal@emailaddress.no`.

## *Setting preferences*

Vanilla, anyone? Some days you'll wish that your Contacts list were sorted differently. For example, there's the day when you need to find the guy who works for ABC Company but has a foreign name that you can hardly pronounce, let alone spell. What's a body to do?

You're in luck. Once again, the good people at RIM have anticipated this scenario and have made available to you Contacts Options, which is a palette of tricks that you can use to navigate some out-of-the-ordinary situations. Contacts Options sports a very simple screen, as Figure 4-18 makes clear, yet it provides you with three important options that change how Contacts behaves:

- ✔ **Sort By:** Allows you to change the way the list is sorted. You can change the sort field criteria from First Name, Last Name, or Company from the menu choices. You can use the Space key to toggle among the choices. Remember that guy from ABC Company? You can use the Sort By option to sort by company. By doing that, all contacts from ABC Company are listed next to each other, and with any luck, the guy's name will jump out at you.
- ✔ **Separators:** Allows you to change the dividers in the Contacts list. It's purely aesthetics, but check it out — you might like the stripes.
- ✔ **Allow Duplicate Names:** Self-explanatory. If you turn this on, you can have multiple people who happen to share the same name in your Contacts list. If it's turned off, you get a warning when you try to add a name that's identical to someone who already exists in your list. Maybe you are just tired and mistakenly try to add the same person twice to your list. Then again, sometimes people just have the same names — perhaps you know three people named John Smith. We recommend keeping the default value of Yes, allowing you to have contacts with the same names.
- ✔ **Confirm Delete:** Allows you to display a confirmation screen for all contact deletions. You should always keep this feature turned on for normal usage. Because you could accidentally delete somebody from your Contacts list in many ways, this feature is a good way of minimizing those accidents.



**Figure 4-18:**  
Choose your  
sort type  
here.

How do you change any of these options? The fields behave like any other fields on a BlackBerry application. You simply highlight the field, press the trackball, and select Change Option from the menu that appears. You then see a menu screen that allows you to select the possible option values. For example, Figure 4-19 shows the possible Sort By fields.



**Figure 4-19:**  
The Sort  
By field  
options.

## Sharing a Contact

Suppose you want to share your contact information with a friend who happens to have a BlackBerry as well. A vCard — virtual (business) card — is your answer and can make your life a lot easier. In BlackBerry Land, a vCard is a contact in Contacts that you send to someone as an attachment to an e-mail. (Keep reading for more on sending vCards.) At the receiving end, the BlackBerry device (being the smart device that it is) recognizes the attachment and informs the BlackBerry owner that he or she has the option of saving it, making it available for his or her viewing pleasure in Contacts.

## Sending a vCard

Because a vCard is nothing more than a Contacts contact attached to an e-mail, sending a vCard is a piece of cake. (Of course, you do need to make sure that your recipient has a BlackBerry device to be able to receive the information.)

Here's how you go about sending a vCard:

- 1. On the BlackBerry Home screen, select the Messages application.**

The Messages icon may differ from theme to theme, but most themes use an image of a mail envelope, as shown in Figure 4-20.

**2. Press the Menu key and then select Compose Email.**

A screen appears, allowing you to compose a new e-mail. Your next step is to enter the name of the recipient of this e-mail.

**3. In the To field, start typing the name of the person you want to receive this vCard. When you see the name in the drop-down list, highlight it and press the trackball.**

You are now presented with an e-mail screen with the name you just selected as the To recipient.

**4. Enter the subject and message.****5. Press the Menu key and then select Attach Contact.**

Contacts opens.



**Figure 4-20:**  
Launch  
Messages  
here.

**6. Highlight the name of the person whose contact information you want to have attached and then press the trackball.**

The e-mail composition screen reappears, and an icon that looks like a book indicates that the e-mail now contains your attachment. Now all you have to do is send your e-mail.

**7. Press the trackball and then select Send from the menu that appears.**

You just shared the specified contact information. (Don't you feel right neighborly now?)

## *Receiving a vCard*

If you're the recipient of an e-mail that has a contact attachment, here's how you save it to Contacts:

1. **On the BlackBerry Home screen, select Messages.**
2. **Select the e-mail that contains the vCard.**

The e-mail with the vCard attachment opens.

3. **Scroll down to the attachment. When the cursor is hovering over the attachment, press the trackball and select View Attachment from the menu that appears.**

The vCard makes an appearance on-screen. Now save the contact in Contacts.

4. **Press the Menu key and then select Add to Contacts.**

The vCard is saved and is now available in your BlackBerry Contacts list.

## Searching for Somebody Outside Your Contacts

Does your employer provide your BlackBerry? Do you use Outlook or Lotus Notes on your desktop machine at work? If your answer to both of these questions is yes, this section is for you. BlackBerry Contacts has a feature that allows you to search for people in your organization, basically through Microsoft Exchange (for Outlook), IBM Domino (for Notes), or Novell GroupWise. Exchange, Domino, and GroupWise serve the same purposes, namely, to facilitate e-mail delivery in a corporate environment and to enable access to a database of names.



For you techies out there, these person databases are called Global Address Lists (GALs) in Exchange, Notes Address Books in Domino, and GroupWise Address Books in GroupWise.

If you want to search for somebody in your organization through a database of names, simply follow these steps:

1. **On the BlackBerry Home screen, select Contacts.**
2. **Press the Menu key and then select Lookup.**



Some corporations might not have the Lookup feature enabled. Check with your IT department for more information.

Although you access the Lookup feature inside Contacts, it actually is going beyond your device and into your company's Exchange, Domino, or GroupWise database, depending on which e-mail server your company uses.

**3. On the screen that appears, enter the name you're searching for and then press the trackball.**

You could enter the beginning characters of either a person's surname or first name. You are not searching through your contacts but through your company's database, so this step might take some time to complete depending on the criteria you entered.



For big organizations, we recommend being more precise when doing your search. For example, searching for *Dan* yields more hits than searching for *Daniel*. The more precise your search criteria, the fewer hits you'll get and the faster the search will be.

While the search is in progress, you'll see the word `Lookup` and the criteria you entered at the top of the list. For example, if you enter **Daniel**, the top row reads `Lookup: Daniel`. After the search is finished, BlackBerry displays the number of hits or matches, for example, `20 matches: Daniel`.

**4. Select the matches count to display the list of matches.**

A screen that displays the matching names based on your criteria appears. A header at the top of this screen details the matches displayed on the current screen as well as the total hits. For example, if the header reads something like `Lookup Daniel (20 of 130 matches)`, 130 people in your organization have the name *Daniel*, and BlackBerry is displaying the first 20. You have the option of fetching more by pressing the trackball and choosing `Get More Results` from the menu that appears.



You could also add the name or names listed in this result to `Contacts` by using the `Add` command (for the currently highlighted name) or the `Add All` command for all the names in the list. (As always, press the trackball to call up the menu that contains these options.)

When you think you've found the person you're looking for, the next step is to check the information to make sure that you have the right person.

**5. Select the person whose information you want to review.**

The person's contact information is displayed on a read-only screen. Information might include the person's title; e-mail address; work, mobile, and fax numbers; and the snail-mail address at work. Any of that information gives you confirmation about the person you're looking for. Of course, what shows up depends on the availability of this information in your company's database.

This is one of the longest chapters in the book, but you've just explored a core application that you are going to use with your BlackBerry many times. If you've skipped some topics, you can always go back and refer to this chapter in the future whenever a `Contacts` question comes to mind.





## Chapter 5

# Don't Miss Your Appointments

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### *In This Chapter*

- ▶ Seeing your schedule from different time frames
  - ▶ Making your Calendar your own
  - ▶ Scheduling a meeting
  - ▶ Viewing an appointment
  - ▶ Deleting an appointment
  - ▶ Sending and receiving meeting requests
- 

**T**o some folks, the key to being organized and productive is mastering time management and using their time wisely (and we're not just talking about reading this book while you're commuting to work). Many have discovered that there is no better way to organize their time than to use a calendar — a daily planner tool. Some prefer digital to paper, so they use a planner software program on their PC — either installed on their hard drive or accessed through an Internet portal (such as Yahoo!). The smartest of the bunch, of course, use their BlackBerry handheld because it has the whole planner thing covered in handy form with its Calendar application.

In this chapter, we show you how to keep your life (personal and work) in order by managing your appointments with your BlackBerry Calendar. What's great about managing your time on a BlackBerry instead of on your PC is that your BlackBerry is always with you to remind you. Just remember that you won't have any more excuses for forgetting that important quarterly meeting or Bertha's birthday bash.

## *Accessing BlackBerry Calendar*



BlackBerry Calendar is one of the BlackBerry core applications, like Contacts or Phone (read more about the others in Chapter 2), so it's easy to get to. From the Home screen, press the Menu key and then select Calendar. Voilà! You have Calendar.

## Choosing Your Calendar View

The first time you open Calendar, you'll likely see the Day view, which is a default setting on the BlackBerry, as shown in Figure 5-1. However, you can change the Calendar view to a different one that works better for your needs:

- ✓ **Day:** This view gives you a summary of your appointments for the day. By default, it lists all your appointments from 9 a.m. to 5 p.m.
- ✓ **Week:** This view shows you a seven-day summary view of your appointments. By using this view, you can see how busy you are in a particular week.
- ✓ **Month:** The Month view shows you every day of the month. You can't tell how many appointments are in a day, but you can see on which days you have appointments.
- ✓ **Agenda:** The Agenda view is a bit different from the other views. It isn't a time-based view like the others; it basically lists your upcoming appointments. And in the list, you can see details of the appointments, such as where and when.

Different views (like the week view shown in Figure 5-2) offer you a different focus on your schedule. Select the view you want based on your scheduling needs and preferences. If your life is a little more complicated, you can even use a combination of views for a full grasp of your schedule.

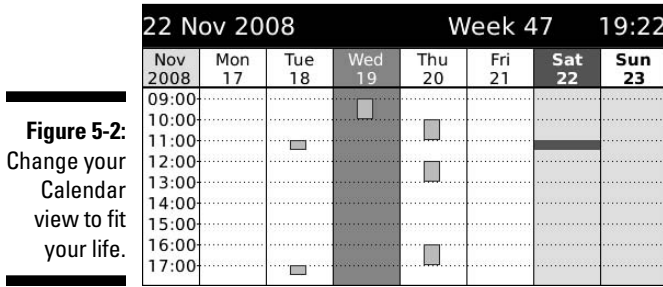


**Figure 5-1:**  
Day view in  
Calendar.

To switch between different Calendar views, simply follow these steps:

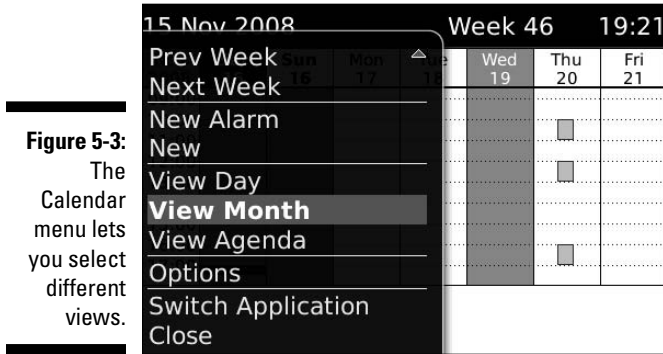
- 1. From the Home screen, press the Menu key and then select Calendar.**

Doing so calls up the Calendar application in its default view — more than likely Day view.



2. Press the Menu key and then select the view of your choice from the menu that appears (shown in Figure 5-3).

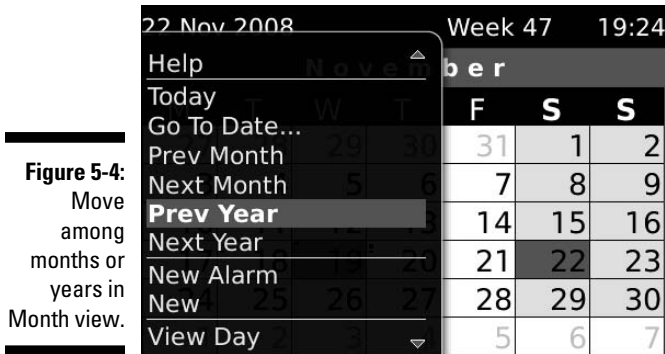
If you start from Day view, your choices are View Week, View Month, and View Agenda.



## Moving between Time Frames

Depending on what view of Calendar you're in, you can easily move to the previous or next day, week, month, or year. For example, if you're in the Month view, you can move to the next month (um, relative to the currently displayed month). Likewise, you can also move to the previous month. In fact, if you like to look at things in the long term, you can jump ahead (or back) a year at a time. (See Figure 5-4.)

You have similar flexibility when it comes to the other Calendar views. See Table 5-1 for a summary of what's available.



**Figure 5-4:**  
Move  
among  
months or  
years in  
Month view.

<i>Calendar View</i>	<i>Move Between</i>
Day	Days and weeks
Week	Weeks
Month	Months and years
Agenda	Days



You can always go to today's date regardless of what Calendar view you're in. Just press the Menu key and then select Today from the menu that appears.

Furthermore, you can jump to any date you choose by pressing the Menu key and then selecting Go to Date. Doing so calls up a handy little dialog box that lets you choose the date you want. To change the date, scroll the trackball to the desired day, month, and year, as shown in Figure 5-5.



**Figure 5-5:**  
Go to  
any date  
you want.

## Customizing Your Calendar

To change the initial (default) view in your Calendar — from Day view to Month view, for example — Calendar Options is the answer. To get to Calendar Options, open Calendar, press the Menu key, and select Options from the menu that appears. You see choices similar to the ones shown in Table 5-2.

<b>Table 5-2</b>		<b>Calendar Options</b>	
<i>Option</i>		<i>Description</i>	
<i>Formatting</i>			
First Day of Week		The day that first appears in your Week view.	
Start of Day		The time of day that defines your start of day in Day view. The default is 9 a.m. If you change this to 8 a.m., for example, your Day view starts at 8 a.m. instead of 9 a.m.	
End of Day		The time of the day that defines the end of day in Day view. The default is 5 p.m. If you change this to 6 p.m., for example, your Day view ends at 6 p.m. instead of 5 p.m.	
<i>Views</i>			
Initial View		Specifies the Calendar view that you first see when opening Calendar.	
Show Free Time in Agenda View		If yes, this field allows an appointment-free day's date to appear in the Agenda view. If no, the Agenda view does not show the date of days on which you don't have an appointment.	
Show End Time in Agenda View		If yes, this field shows the end time of each appointment in the Agenda view. If no, the Agenda view shows only the start time of each appointment.	
<i>Actions</i>			
Snooze		The snooze time when a reminder appears. The default is 5 minutes.	
Default Reminder		How far in advance your BlackBerry notifies you before your appointment time. The default is 15 minutes.	
Enable Quick Entry		Day view only. Allows you to make a new appointment by typing characters. This way, you don't need to press the trackball and select New. <i>Note:</i> If you enable this, Day view shortcuts described on the Cheat Sheet (at the front of the book) do not apply.	

## Managing multiple calendars

Like your e-mail accounts, you might have multiple calendars. For example, you might have a calendar from your day job and you might have a calendar from your personal life or softball club that you belong to. Whatever the reason, your BlackBerry has a great way for you to manage multiple calendars.

From Calendar Options, you see a screen similar to the following figure. The different color squares that represent different calendars — this gives you a better view of which event belongs to which calendar. For example, you can have your day job calendar as red and your softball club calendar as green. When you have two events conflict at the same time slot, you can better prioritize with the color.

To change the color of each calendar, follow these steps:

1. **Open Calendar.**
2. **Press the Menu key and select Options Menu.**

This opens a screen similar to the following figure.

3. **Select a calendar of your choice.**  
The calendar properties screen opens.
4. **Highlight the colored square and then select the desired color.**
5. **Press the Menu key and tap the Save button.**



## *All Things Appointments: Adding, Opening, and Deleting*

After you master navigating the different Calendar views (and that should take you all of about two minutes) and you have Calendar customized to your heart's content (another three minutes, tops), it's time (pun intended) to set up, review, and delete appointments. We also show you how to set up a meeting with clients or colleagues.

## Creating an appointment

Setting up a new appointment is easy. You need only one piece of information: when your appointment occurs. Of course, you can easily add related information about the appointment, such as the meeting's purpose, its location, and whatever additional notes are helpful.



In addition to your standard one-time, limited-duration meeting, you can also set all-day appointments. The BlackBerry can assist you in setting recurring meetings as well as reminders. Sweet!

### Creating a one-time appointment

To add a new one-time appointment, follow these steps:

1. **Open Calendar.**
2. **Press the Menu key and then select New.**

The New Appointment screen appears, as shown in Figure 5-6.

3. **Fill in the key appointment information.**

Type all the information regarding your appointment in the appropriate spaces. You should at least enter the time and the subject of your appointment.

4. **Press the Menu key and then select Save.**

This saves your newly created appointment.

Your new appointment is now in Calendar and viewable from any Calendar view. Also, keep in mind that you can have more than one appointment in the same time slot. Why? Well, the BlackBerry Calendar allows conflicts in your schedule because it lets you make the hard decision about which appointment you should forgo.

New Appointment	
<b>Subject: Meeting with BigWig</b>	
Location:	
<input checked="" type="checkbox"/> All Day Event	
Start:	Fri, 21 Nov 2008 09:00
End:	Fri, 21 Nov 2008 10:00
Duration:	1 Hour 0 Mins
Time Zone:	Casablanca (GMT)
Show Time As:	Busy
Reminder:	15 Min.
Recurrence:	None

**Figure 5-6:**  
Set an  
appointment  
here.

### *Creating an all-day appointment*

If your appointment is an all-day event — for example, if you're in corporate training or have an all-day doctor's appointment — select the All Day Event check box on the New Appointment screen, as shown in Figure 5-7. You can do so by scrolling to the check box and pressing the trackball. When this check box is selected, you will not be able to specify the time of your appointment — just the start date and end date (simply because it doesn't make sense to specify a time for an all-day event).

New Appointment	
<b>Subject: Management Training</b>	
Location:	
<input checked="" type="checkbox"/> All Day Event	
Start:	Fri, 21 Nov 2008
End:	Fri, 21 Nov 2008
Duration:	1 Day
Time Zone:	Casablanca (GMT)
Show Time As:	Free
Reminder:	15 Min.
Recurrence:	None

**Figure 5-7:**  
Set an all-day event here.

### *Setting your appointment reminder time*

Any appointment you enter in Calendar can be associated with a reminder alert — either a vibration or a beep, depending on how you set things up in your profile. (For more on profiles, see Chapter 3.) You can also choose to have no reminder for an appointment. From the New Appointment screen, simply scroll to the Reminder field and select a reminder time anywhere from none to 1 week before your appointment time.



Profile is simply another useful BlackBerry feature that allows you to customize how your BlackBerry alerts you when an event occurs. Examples of events are an e-mail, a phone call, or a reminder for an appointment.

By default, whatever reminder alert you set goes off 15 minutes before the event. But you don't have to stick with the default. You can choose your own default reminder time. Here's how:

- 1. Open Calendar.**
- 2. Press the Menu key and then select Options.**  
Doing so calls up the Calendar Options screen.
- 3. Select Default Reminder.**
- 4. Choose a default reminder time anywhere from none to 1 week before your appointment.**



So from now on, any new appointment has a default reminder time of what you just set up. Assuming that you have a reminder time other than none, the next time you have an appointment coming up, you see a dialog box like the one shown in Figure 5-8, reminding you of the appointment.



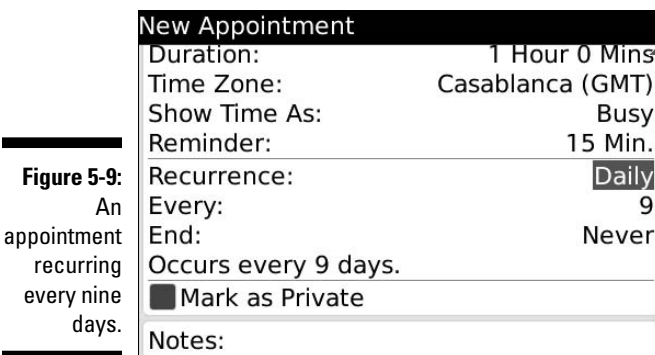
**Figure 5-8:** You get a reminder dialog box if you want.

### *Creating a recurring appointment*

You can set up recurring appointments based on daily, weekly, monthly, or yearly recurrences. Everyone has some appointment that repeats, such as birthdays or anniversaries (or taking out the trash every Thursday at 7:30 a.m. — ugh).

For all recurrence types, you can define an Every field. For example, say you have an appointment that recurs every nine days. Just set the Recurrence field to Daily and the Every field to 9, as shown in Figure 5-9.

Depending on what you select in the Recurrence field, you have the option to fill in other fields. If you enter Weekly in the Recurrence field, for example, you have the option of filling in the Day of the Week field. (It basically allows you to select the day of the week on which your appointment recurs.)



**Figure 5-9:** An appointment recurring every nine days.

If you enter Monthly or Yearly in the Recurrence field, the Relative Date check box is available. With this check box selected, you can ensure that your appointment recurs relative to today's date. For example, if you choose the following, your appointment occurs every two months on the third Sunday until July 31, 2012:

**Start:** Sunday, June 21, 2009 at 12 p.m.

**End:** Sunday, June 21, 2009 at 1 p.m.

**Recurrence:** Monthly

**Every:** 2

**Relative Date:** Selected

**End:** Saturday, July 31, 2012

On the other hand, if all options in our example remain the same except that Relative Date is not selected, your appointment occurs every two months, on the 21st of the month, until July 31, 2012.

If all this “relative” talk has you dizzy, don't worry: The majority of your appointments won't be as complicated as this.

## *Opening an appointment*

After you set an appointment, you can view it in a couple of ways:

- ✓ If you've set up reminders for your appointment and the little Reminder dialog box appears on-screen at the designated time before your appointment, you can view your appointment by clicking the box's Open button. In the same dialog box, you can Snooze the reminder (refer to Figure 5-8).
- ✓ You can open the appointment from Calendar by going to the exact time of your appointment and viewing it there.



While looking at an appointment, you have the option of making changes (a new appointment time and new appointment location) and then saving them.

## *Deleting an appointment*

Deleting an appointment is straightforward. When in Day or Week view, simply scroll to the appointment that you want to delete, press the Menu key, and select Delete from the menu that appears.



If the appointment that you're deleting is part of a recurring appointment, a dialog box pops up asking whether you want to delete all occurrences of this appointment or just this particular occurrence, as shown in Figure 5-10. After you make your choice, your appointment is history.



## Appointments versus Meetings

Technically, any event in your Calendar counts as an appointment, whether it's a reminder for your best friend's birthday or a reminder of a doctor's appointment for a checkup. However, when you invite people to an appointment or you get invited to one, regardless of whether it's a face-to-face meeting or a phone conference, that appointment becomes a *meeting*.

### *Sending a meeting request*

Sending a meeting request to others is similar to creating a Calendar appointment. Follow these steps:

1. **Open Calendar.**
2. **Press the Menu key and then select New.**
3. **Fill in the key appointment information (subject, location, and time).**
4. **Press the Menu key and then select Invite Attendee.**

You're taken to Contacts to select your meeting attendee.

**5. From Contacts:**

- *If you have contacts in Contacts:* Highlight the contact you want and press the trackball.
- *If you don't yet have contacts or if the one you want isn't in Contacts:* Select the Use Once option to enter the appropriate e-mail address and press the Enter key to finish and return to Calendar.

**6. After returning from Contacts, you see the attendees in your Calendar meeting notice.****7. Press the Menu key and then select Save.**

This action actually sends an e-mail to your meeting attendees, inviting them to your meeting.

## *Responding to a meeting request*

Whether for work or a casual social event, you've likely received a meeting request by e-mail, asking you to respond to the meeting by choosing one of three options: Accept, Tentative, or Decline. (If it's from your boss for an all-staff meeting and you just can't afford to decline again because it's so close to Christmas bonus time, that's an Accept.)

You can accept any meeting request from your managers or colleagues on your BlackBerry just as you would on your desktop PC. In the PC world, you respond to an e-mail request for a meeting by clicking the appropriate button in your e-mail client (Microsoft Outlook, for the vast majority of you). In the BlackBerry world, a meeting request also comes in the form of an e-mail; upon reading the e-mail, just choose Accept, Tentative, or Decline in the Messages application. Your response is sent back in an e-mail. We go into more detail about the Messages application in Chapter 7.

After you respond to the meeting request, the meeting is added to your Calendar automatically. If you have a change of heart later, you can change your response (yes, you can later decline that useless meeting after all) in Calendar, and the declined event disappears from your Calendar.

## Chapter 6

# Your To-Do List and Keeping Your Password

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### *In This Chapter*

- ▶ Getting to know the Tasks application
  - ▶ Adding, changing, and deleting tasks
  - ▶ Managing your Tasks list
  - ▶ Setting up recurring tasks
  - ▶ Using Password Keeper
- 

**U**sing your BlackBerry as an organizational tool is one of the key themes in this book. And speaking of organization, what better proof of your impressive organizational skills could exist than the fact that you use task, or to-do, lists? Knowing what you need to do today, tomorrow, the entire week, or perhaps the whole month makes you more efficient on your job and in your personal life. The fact is that you not only need to know what your tasks are, but you also need to prioritize them — and reprioritize them, if necessary. And with your BlackBerry as your able assistant, you can.

In this chapter, we introduce you to your BlackBerry device's Tasks application. Stick with us as we explore this valuable tool, jumping from creating and maintaining your to-do list to setting alerts for a recurring task in a single bound. We also throw in a few tips and tricks to make maintaining and searching your Tasks list easier and faster. Of course, we can't advise you on how to actually *do* the task after your BlackBerry calls your attention to it, but with your BlackBerry in your palm, you're at least a step closer to clearing your desk. Finally, we also give you the scoop on keeping your passwords safe by using the Password Keeper application.



Even if you keep a to-do list on your desktop (Outlook, anyone?), consider switching to all BlackBerry, all the time. You'll love the greater flexibility that comes with greater mobility. Or, if you just can't give up your desktop application, you have the option of using both applications and just synchronizing them. (More about that later in the chapter.)

## Accessing Tasks

Tasks can be found in the Applications folder on the Home screen, as you can see in Figure 6-1. Just look for the icon of a clipboard with a check mark.



**Figure 6-1:**  
Going from  
Applications  
to Tasks.



The icons used by other providers might be different from what you see here. If this is the case for your BlackBerry, just remember that Tasks is always in Applications. If you can locate the Applications icon, it's just a matter of pressing the trackball to locate the Tasks icon.

## Recording a New Task

The first step when building a to-do list is to start recording one. Don't groan and roll your eyes, dreading how long this will take. This is easy, so just relax and you'll be finished in a snap.

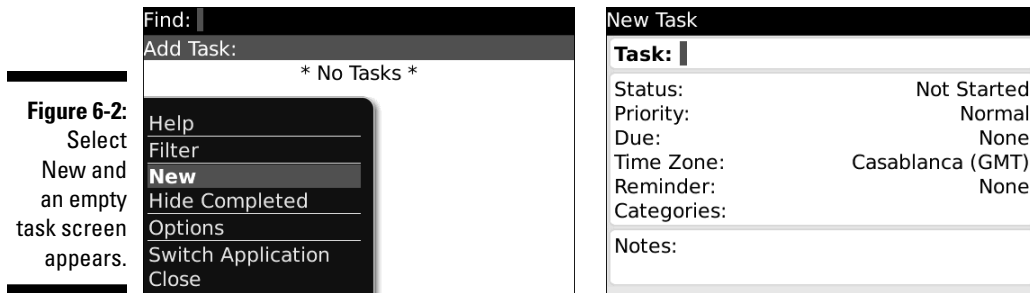
Follow these simple steps:

### 1. Select Tasks.

The Tasks application opens. Similar to Contacts and MemoPad, the screen that appears is divided into two parts: The top shows the Find field, followed by the list of tasks or *\*No Tasks\**.

### 2. Highlight Add Task and press the trackball.

Alternatively, you can press the Menu key and then select New (as shown on the left of Figure 6-2). The New Task screen appears, as shown on the right side of Figure 6-2, ready and willing to document your new task. This simple screen features easy-to-understand fields that describe the task you're about to enter.



### 3. Use the trackball to move to each field and enter information for your task.

Some fields are for text that you enter yourself, and some fields hold items you select from a menu specific for that field. In other words, for text fields, you have to type the stuff you want; but for nontext fields, you select the field, press the trackball again, and then make your choice from the selection that appears. (Pretty convenient, huh?) We explain all these fields in the next section of this chapter.



To update a field from a list of choices, select that field and then press the trackball.

### 4. After filling in the relevant fields, press the Menu key and then select Save.

Doing so saves your task, and you should see the task added to the Tasks list.

## Navigating the Tasks Fields

The New Task screen (refer to Figure 6-2) is straightforward and contains few fields. Although the few fields there are self-explanatory, we (being the thorough guys that we are) describe each one here.

### Task field

Use this field to log the subject of your task or a short description of your task. Make this field as descriptive as you can: The subject you type here should be specific enough that you can differentiate this task from the rest in your list. For example, if you make several presentations to clients, you don't want to call your task Prepare Presentations. You want to be specific so that you can distinguish it from other tasks. Perhaps name it Product X Benefit Forecast to XYZ CFO. You can search on this field from the main Tasks screen.

## Status field

Fill in the Status field to indicate the current state of your task. Status is a *selection field* — that is, after highlighting the field, you press the trackball and select a value from the list.

The choices you see give you a good idea of the field's purpose. The following are the possible values you can choose from:

- ✓ **Not Started:** You haven't started this task yet. Because this choice is the most common, Not Started is the default choice when creating a task.
- ✓ **In Progress:** You are in the midst of the task.
- ✓ **Completed:** You are finished with the task.
- ✓ **Waiting:** Your task is ongoing and depends on another task or another event. For example, you're waiting for Joe in Accounting to get you a spreadsheet so that you can include it in your report and complete the task.
- ✓ **Deferred:** Your task is on hold. Maybe you just don't need to work on this task at the moment, or you need more information before you decide whether this task is worth doing. Either way, you want to keep the task listed so that you can track it or resurrect it. Perhaps this task isn't a big deal today, but it could become important in a month or two. By tagging a task as Deferred, you keep yourself aware of a task that might or might not ramp up.

## Priority field

In the Priority field, you can specify the timeliness or urgency of the task. Like the Status field, the choices here are selections you make from a menu. You can choose from one of the following values:

- ✓ **High:** This is the highest possible setting. You should consider the most urgent task to be of high priority.
- ✓ **Normal:** This is the default value, which applies to most tasks. In reality, a Normal task can jump to become a high priority when it's not finished in time, but you have to decide and assign that yourself.
- ✓ **Low:** Just like you'd surmise, a Low rating tags a task as being less critical — you can put this one off until you're finished with the High and Normal tasks. You can rate all your nice-to-have tasks with this priority. *Hint:* When you're finished with your High and Normal tasks, reprioritize your Low tasks.



## Due field

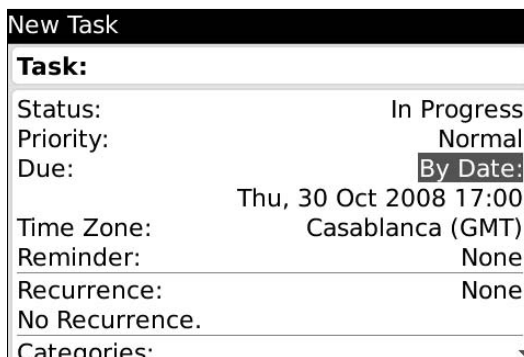
Consider the Due field your task completion deadline. Here, you can enter a due date for your task. The default here is None; to change the value to a specified due date, follow these steps:

- 1. Select the field.**

A pop-up menu appears on-screen offering two options: None and By Date.

- 2. Select the By Date option.**

A date field appears on the next line, as shown in Figure 6-3. The value of the date defaults to the current date. If the current date is not your intended due date, proceed to Step 3 to change the value of this date.



The screenshot shows a 'New Task' dialog box with the following fields and values:

Task:	
Status:	In Progress
Priority:	Normal
Due:	By Date: Thu, 30 Oct 2008 17:00
Time Zone:	Casablanca (GMT)
Reminder:	None
Recurrence:	None
No Recurrence.	
Categories:	

**Figure 6-3:**  
Set a task's  
due date  
here.

- 3. Select the specific portion of the date that you want to change.**

The portion of the date that you highlighted is now editable. The date portions that you can change are year, month, day, and time. Although this is a date field — like any date field in Tasks, for that matter — setting its value does not create an entry in Calendar.

- 4. Using the trackball, scroll to the specific date value you want and then press the trackball to accept the change.**

At this point, you should have the right value of the date component you want.

**Note:** Say you modified the day but you want a specific time on that day. Repeat Steps 3 and 4 but this time highlight (and edit) the time component of the date.

While you are specifying the due date, you might see the Recurrence and No Recurrence fields. These fields show up only when you select By Date in the Due field. Intrigued? Check out the “Creating Recurring Tasks” section, later in this chapter, for details about these fields.

## *Time Zone field*

The Time Zone field holds the time zone related to the date fields used for this task: Due (preceding section) and Reminder (following section). If these fields have values of None, this field is irrelevant.

You can specify a time zone different from your locale. For example, if you live in New York and you anticipate completing this task in Mexico City, you can specify the Mexico City time zone. Then, all the times in this task become relative to Mexico City.

## *Reminder field*

From the Reminder field (a date field), you can set an alarm or a notice on the date and time you specify. You can set it just like you would set the Due field. (See the earlier section “Due field.”) Setting a reminder is useful, especially for those important tasks that you can’t afford to forget (such as buying a birthday gift for your significant other).

Again, just like any date field in Tasks, setting its value does not make it show up in your Calendar. The type of reminder you get is based on your active profile. (See Chapter 3 for details on how to customize notifications in your profile.)

When the reminder date is met, BlackBerry notifies you and displays a reminder screen. On this screen, you will see the name of the task and possible actions: Open (opens the task), Mark Completed (shows up for a task with a status other than Completed), and Dismiss (closes the screen).

## *Categories field*

Use the Categories field to assign a specific category that you can use to filter your Tasks list later. By default, this field is blank. However, you can easily assign a value to it from the Categories screen available through the context menu. We find that using the Categories field is important for organizing your list, so we describe it fully in the section “Organizing Your Tasks List,” later in this chapter.

## Notes field

The Notes field is a free-for-all text field. You can put anything here you want, such as a detailed description of the task or any other info that relates to this task.

## Updating Your Tasks

When it's time to update your Tasks list — say, after finishing a high-priority task or when you want to change the due date for a specific task — the Tasks application won't stand in your way. You can quickly go back to your Tasks list and update those records.

To update a specific task, follow these steps:

- 1. Select Tasks.**

The Tasks application opens to the Find screen, which displays your current Tasks list.

- 2. In the Tasks list, select the task you need to edit.**

The screen that opens is the same one you used to create the highlighted task, although obviously this display has fields filled with the information you already entered.

- 3. Update the fields.**

Go through each of the fields that you want to edit.

Tasks and Notes fields are text fields that you can edit from here. To update the other fields, you have to highlight the field and then press the trackball to make those fields editable.

- 4. Press the Menu key and then select Save.**

This saves your task, and you can see the updated task in the Tasks list.



## Deleting a Task

Just like folks make a ritual of spring-cleaning when winter fades, the same is true for your tasks. When a task is completed and keeping it just takes up space, simply delete it through your Tasks application.

In simple steps, here's how:

- 1. Select Tasks.**

The Tasks application opens, displaying your Tasks list.

**2. Using your trackball, highlight the task you want to delete.**

**3. Press the Menu key and then select Delete.**

You see the standard Confirmation screen.

**4. If you're sure that this task is doomed for the dustbin, highlight Delete on the Confirmation screen and press the trackball.**

The task is deleted, and your Tasks list is updated.

## Organizing Your Tasks List

As time goes by, your Tasks list is sure to grow — which means that the time it takes to find a task in your list is sure to grow as well. One way to stay organized is to make it a habit to delete finished tasks from your list, as we detail in the preceding section. (The shorter the list, the better, we always say.) We recommend weeding out your Tasks list every time a project or a goal is completed. After all, when a particular project is completed, you probably don't need to go back to the tasks you did for it.



If you're someone who just loves to document everything you accomplish (or you work in an environment where you're expected to keep a listing of tasks completed — can you say quarterly employee review?), you might not relish the idea of deleting any entry from your Tasks list. In that case, regularly archive a copy of your entire Tasks list before you do any weeding, and you'll have a complete record of every stitch of hard work you contributed to a project. To archive, synchronize your BlackBerry with your desktop and store the data in whatever time-management software you use on your desktop. BlackBerry can synchronize to personal as well as enterprise time-management software. (For details on how to synchronize, see Chapter 15.)

After synchronization, you can print the Tasks list related to this completed project (via your desktop application), which you can file. Having a hard copy of those completed tasks can give you peace of mind as you delete tasks from your BlackBerry. The best of both worlds, right? You clean up your Tasks list (making it easier for you to do a search), and you have an archive (in case you need a historical reference).

Another way to stay organized is to sort your Tasks list. Even after you weed out tasks you've completed, you may still have difficulty finding a task from your list. Fear not; help is available. Chances are that when you look for a task, you know something identifiable about it, such as its priority or due date. Because you assign information about your task when you create it (see the earlier sections "Navigating the Tasks Fields" and "Updating Your Tasks"), you can use that information as part of a task sort in your

BlackBerry. By default, your Tasks list is sorted by the name or subject of your task, but you can also sort by priority, due date, or status. For example, if you know the due date of your task, you can sort your list by due date and thus quickly find the task at hand.

“Sounds great,” you say, “but how do I change the sort criteria?” We’re glad you asked. Because changing how you sort basically involves customizing your BlackBerry device, we’re going to stick that discussion in the next section of the chapter.

## Customizing tasks

You can make two — count ’em, two — Tasks customizations through the Options screen: sorting by criteria and toggling the deletion confirmation screen. Locating the Options screen from the Tasks application is easy. Just press the trackball and select Options. The Tasks Options screen appears, displaying two sections, Views and Actions, as shown in Figure 6-4. You can set the following here:

- ✓ **Sort By:** Here you can change how the list is sorted. The default task listing is the alphabetical order of the subject from A to Z (no reverse). To change to a different sort field, follow these steps:
  - a. **On the Tasks Options screen, highlight the Sort By field and then press the trackball.**  
A list displays your sorting options. You can choose from Subject, Priority, Due Date, or Status.
  - b. **Highlight your choice and then press the trackball.**
- ✓ **Snooze:** For tasks with reminders, this option allows you to snooze the alarm. The default value is None, but you can set it to 1, 5, 10, 15, or 30 minutes.

Tasks Options	
<b>Views</b>	
Sort By:	Subject
<b>Actions</b>	
Snooze:	None
Confirm Delete:	Yes
Number of Entries:	0

**Figure 6-4:**  
Change your Tasks sort options here.

✔ **Confirm Delete:** This option allows you to control whether you want the application to display a confirmation screen upon deleting an item from your list. In other BlackBerry applications, this option is common. These confirmations appear as a safety feature so that you don't accidentally press Delete and lose something important. You can always turn this feature off in any of your BlackBerry applications, but we generally recommend that you keep the value of this field set to Yes, meaning that it prompts you for every delete.

There are exceptions to every rule, however. When you begin to weed out a bunch of outdated tasks from your Tasks list, toggle this feature off so that you don't get 27 prompts in a row when you're deleting 27 items. (But toggle the feature back on when you're finished weeding.)

To turn off this feature, just do the following:

**a. On the Tasks Options screen, select the Confirm Delete field.**

The screen shows your two choices: Yes and No (See Figure 6-5). No means you want to toggle off the Confirmation screen.

**b. Select No.**

The Tasks Options screen updates to show No in the Confirm Delete field.

**c. Press the trackball and then select Save.**

The Tasks application applies the change you made.



Another field you can see from the Tasks Options screen is Number of Entries. This field is just informational, showing you how many tasks you have in your Tasks application.

**Figure 6-5:**  
Toggle delete confirmation here.

Tasks Options	
<b>Views</b>	
Sort By:	Subject
<b>Actions</b>	
Snooze:	None
Confirm Delete:	Yes
Number of Entries:	No

## Creating a category

Sometimes sorting on a specific criterion such as Subject or Due Date still might not give you a quick answer to what you're looking for. For example, if you want to know how many more personal tasks you still have to do as opposed to the more business-oriented stuff you have going, sorting is of no help, right? What you really need is a way to filter your list based on certain groups that you define. (Personal versus Business would be a good start.) The good people at RIM anticipated such a need and introduced categories.

So what exactly is a category, and why is it important? A *category* is a way for you to group your tasks in a manner that you can come back to. The grouping is the category, and the listing with a certain category is a *filter*. To make a task part of a group or category, you simply assign it a category when you record a task, or you can update the task and assign it a category then. (See earlier sections in this chapter for how to do both.)

To make use of this feature, start by creating a category by following these steps:

### 1. Select Tasks.

The Tasks application opens, displaying your Tasks list on the Find screen.

### 2. Press the Menu key and then select Filter.

The Select Categories screen appears (see Figure 6-6), listing all the available categories. The two default entries on the list are Business and Personal. By all means, feel free to use these default categories. Consider, though, that these categories are broad and might not be helpful if you have a lot of tasks. (Imagine going to a grocery store with only two sections: perishable and nonperishable.) Our advice to you: Go the extra mile and create some categories to work with.

Strive to define groups or categories that are meaningful in your line of work and not so broad.

### 3. Press the Menu key and then select New.

The New Category screen appears, allowing you to define a new category. Imagine that.

### 4. On the New Category screen, enter your category name in the text field and then press the trackball.

Doing so establishes your category and lists it as an option on the Select Categories screen. Refer to Figure 6-6.





**Figure 6-6:**  
Organize  
with  
categories.

You can define as many categories as necessary up front. This way, you won't have to go back and create them. After you have the categories you want, assign your tasks to those categories.



One important aspect of categories you should be aware of is that they are shared among applications — specifically, among Contacts, MemoPad, and Tasks. This sibling relationship might sound trivial at first, but don't make the common mistake of assuming that what you change in Tasks does not affect other BlackBerry apps. The case of categories would show you how wrong such assumptions are. The importance of this comes into play when you delete a category in an application. For example, if you're working in Tasks and you decide to delete a category, you'll soon discover that you've lost that category in Contacts as well — with all its assignments. (The Contacts contact is still intact but will be missing the category assignment.)

## *Assigning categories to your tasks*

Here's how to assign a category to an existing task while you're in the Tasks application:

- 1. Select the task in the Tasks list.**

The Edit Task screen appears, ready for any changes you'd like to make.

- 2. Select the Category field.**

- 3. In the list that appears, select the category.**

The category you selected is entered into the field.

- 4. Press the Menu key and then select Save.**

The task is now associated with the category you selected.



## Filtering the list

As you can read in the two preceding sections, you create categories and assign them to your tasks. To see the tasks associated with a certain category, just filter the list, which is way easy. Like all other options, Filter is available through the menu while you are in the Tasks application. Selecting that menu option gives you a screen that allows you to select any category listed. After you choose a category, the list is filtered so that only those tasks assigned to the chosen category are visible.

So much for the overview. Here are the nitty-gritty details:

### 1. Select Tasks.

The Tasks application opens, displaying your Tasks list.

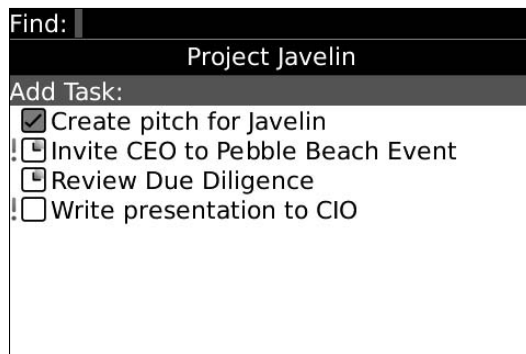
### 2. Press the Menu key and then select Filter.

The Select Categories screen appears, listing all the available categories (refer to Figure 6-6).

### 3. Select the category you want.

A filtered list appears, containing just the tasks associated with the chosen category. Note that the list has the category name as the heading, as shown in Figure 6-7.

After you have the necessary categories, divide your tasks into appropriate categories to make running a task sort easier.



**Figure 6-7:**  
A filtered  
task list.

## Creating Recurring Tasks

A more advanced feature in Tasks is to create a *recurring task* — you know, one that repeats periodically. Maybe the recurring task is deadline driven, such as filing your taxes or paying bills, or buying presents for your significant other for his or her birthday, for Valentine’s Day, or for an anniversary. (Other times, a recurring task might be something a bit more mundane, such as turning in a weekly status report to your boss.)

Making a task recur is simple, although it might not be obvious at first. (Rest assured; we show you the trick.) Basically, you either create a task from scratch or you use an existing task.



If you don’t see the Recurrence field while looking at your existing task, the task doesn’t have a due date — and it has to have a due date to make it a recurring task.

Say you want a task to repeat every year. With the Tasks application running, do the following to make the task recur on a yearly basis:

**1. In the Tasks list, select the task you want to recur.**

The Edit Task screen for the specified task appears.

**2. If the Due field on the Edit Task screen reads None, highlight the field, press the trackball, and then select By Date from the menu.**

The screen displays a Date field — short for Due Date. The default date is the current date, so if you haven’t yet changed the default date to your due date, do that now. (The “Due field” section, earlier in this chapter, has all the details on how to do this.)

If you scroll down the screen, notice that the Recurrence field appears with a default value of None. Recurrence always appears after a due date is specified, so you will see it the next time you open this task.

**3. Select the Recurrence field.**

Daily, Weekly, Monthly, and Yearly selections appear. These designate when your task recurs. For our current example, we want the task to repeat yearly.

**4. Select Yearly from the list.**

At this point, your task recurs yearly, beginning on the date you specified in the Due field (Step 2).

**Note:** The End field below the Recurrence field is the end of the recurrence and comes in handy when you specify a relative reminder. For example, consider the following:

**Due:** Mon, Dec 15, 2008 5:00 p.m.

**Reminder:** Relative

15 Min.

**Recurrence:** Yearly

**Every:** 1

**End:** Mon, Dec 15, 2010

**Relative Date:** (Checked)

Occurs every year until Dec 15, 2010

Your task will recur every December 15 of each year until 2010. You won't see any difference in the behavior of this task versus a nonrecurring task. However, at 4:45 p.m. every December 15, you'll get a reminder. By default, your BlackBerry will vibrate to alarm you (see Chapter 3 for details on customizing your Tasks notification in Profiles).

Also, after the End field is a Relative Date check box field. To select/deselect this field, use the trackball to scroll and highlight the field and then press the Space key. Mark the Relative Date field if the date is not exact but *relative* on the day: For example, you want the task to recur every third Monday of December rather than every December 15. This field is associated to Recurrence and will appear only when it's appropriate. In fact, you will not see this field for daily or weekly — only for monthly and yearly recurrence.

## *Using Password Keeper*

Suppose you're in front of an Internet browser, trying to access an online account. For the life of you, you just can't remember the username that matches your password. It's your third login attempt, and if you fail this time, your online account is locked. Then you have to call the customer hotline and wait hours before you can speak to a representative. Argghh! We've all done it. Luckily, the folks at RIM created an application just for people like you (and us) so that you never get locked out of your own online accounts again — and yet can keep intruders at bay.

Password Keeper is the simple yet practical BlackBerry application that makes your life that much easier.

## Accessing Password Keeper

Whether it's the BlackBerry Pearl Flip or Bold, Password Keeper is always filed in Applications (as shown in Figure 6-8).



**Figure 6-8:** Password Keeper in the Applications folder.



Not all BlackBerry devices come with Password Keeper out of the box. You may need to specifically request that your service provider install it on your BlackBerry. It is free, though.

## Setting a password for Password Keeper



The first time you access Password Keeper, you're prompted to enter a password. *Be sure to remember the password you choose* because this is the password to all your passwords. Forgetting this password is like forgetting the combination in your safe. There is no way to retrieve a forgotten password, unlike with many Web sites. In addition, you are prompted to enter this master password every time you access Password Keeper.

We know it sounds perverse to set up yet another password to help you manage your passwords, but trust us. Having to remember just one password is a lot easier than having to remember many.

## Creating credentials

Okay, so you're ready to fire up your handy-dandy Password Keeper application. Now, what kinds of things does it expect you to do for it to work its magic? Obviously, you're going to need to collect the pertinent info for all your various password-protected accounts so that you can store them in the

protected environs of Password Keeper. So, when creating a new password entry, be sure you have the following information (see Figure 6-9):

- ✓ **Title:** This one's straightforward. Just come up with a name to describe the password-protected account — My Bank Account, for example.
- ✓ **Username:** This is where you enter the username for the account.
- ✓ **Password:** Enter the password for the account here.
- ✓ **Website:** Put the Web site address (its URL) here.
- ✓ **Notes:** Not exactly crucial, but the Notes field does give you a bit of room to add a comment or two.



The screenshot shows a dialog box titled "New Password" with the following fields and content:

- Title:** (empty)
- Username:** (empty)
- Password:** (empty)
- Website:** http://
- Notes:** (empty)

**Figure 6-9:**  
Set your  
password  
here.



The only required field is Title, but a title alone usually isn't of much use to you. We suggest that you fill in as much other information here as possible, *but at the same time be discreet about those locations where you use your username and password* — so don't put anything in the Website field or use My eBay Account as a title. That way, if someone *does* somehow gain access to your password to Password Keeper, the intruder will have a hard time figuring out where exactly to use your credentials.

## *Random password generation*

If you're the kind of person who uses one password for everything but knows deep in your heart that this is just plain wrong, wrong, wrong, random password generation is for you. When creating a new password for yet another online account (or when changing your password for an online account you already have), fire up Password Keeper, press the trackball, and then select Random Password from the menu that appears, as shown in Figure 6-10. Voila! A new password is automatically generated for you.



**Figure 6-10:**  
Generate  
a random  
password.

Using random password generation makes sense in conjunction with Password Keeper because you don't have to remember the randomly generated password that Password Keeper came up with for any of your online accounts — that's Password Keeper's job.

## *Using your password*

The whole point of Password Keeper is to let your BlackBerry's electronic brain do your password remembering for you. So, imagine this scenario: You can no longer live without owning your personal copy of the *A Chipmunk Christmas* CD, so you surf on over to your favorite online music store and attempt to log in. You draw a blank on your password, but instead of seething, you take out your BlackBerry, open Password Keeper, and do a search. Like Contacts (see Chapter 4), you just type the first letters of your account title in the Find field to search for the title of your password. After you find (and highlight) the title, you press the trackball and the screen for your account appears, conveniently listing the password. All you have to do now is enter the password into the login screen for the online music store and Alvin, Simon, and Theodore will soon be wending their way to your address, ready to sing "Chipmunk Jingle Bells."



Yes, you *do* have the option of copying and pasting your password from Password Keeper to another application — BlackBerry Browser, for instance. Just highlight the password name, press the trackball, and select Copy to Clipboard from the menu that appears. Then navigate to where you want to enter the password, press the trackball, and select Paste from the menu. Keep in mind, for the copy-and-paste function to work for passwords from Password Keeper, you need to enable the Allow Clipboard Copy option in the Password Keeper options (see the upcoming Table 6-1). You can copy and paste only one password at a time.



After you paste your password in another application, clear the Clipboard by pressing the trackball and choosing Clear Clipboard. The Clipboard keeps your last copied password until you clear it.

## *Password Keeper options*

The Password Keeper's Options menu, which is accessible by pressing the Menu key while in Password Keeper, allows you to control how Password Keeper behaves. For example, you can set what characters can make up a randomly generated password. Table 6-1 describes all these options.

<i>Name of Option</i>	<i>Description</i>
Random Password Length	Select between 4 and 16 for the length of your randomly generated password.
Random Includes Alpha	If True, a randomly generated password includes alphabetic characters.
Random Includes Numbers	If True, a randomly generated password includes numbers.
Random Includes Symbols	If True, a randomly generated password includes symbols.
Confirm Delete	If True, all deletions are prompted with a confirmation screen.
Password Attempts	Select between 1 and 20 attempts to successfully enter the password to Password Keeper.
Allow Clipboard Copy	If True, you can copy and paste passwords from Password Keeper.
Show Password	If True, the password appears on the View screen. If False, asterisks take the place of the password characters.

## *Changing your password to Password Keeper*

If you want to change your master password to Password Keeper — the password for opening Password Keeper itself — simply follow these steps:

### **1. Select Password Keeper.**

The initial login screen for the Password Keeper application appears.

2. Enter your old password to access Password Keeper.
3. With the Password Keeper application open, press the Menu key and then select Change Password.

Doing so calls up the Password Keeper screen that allows you to enter new password, as shown in Figure 6-11.

4. Enter a new password, confirm it by entering it again, and then use your trackball to click OK.



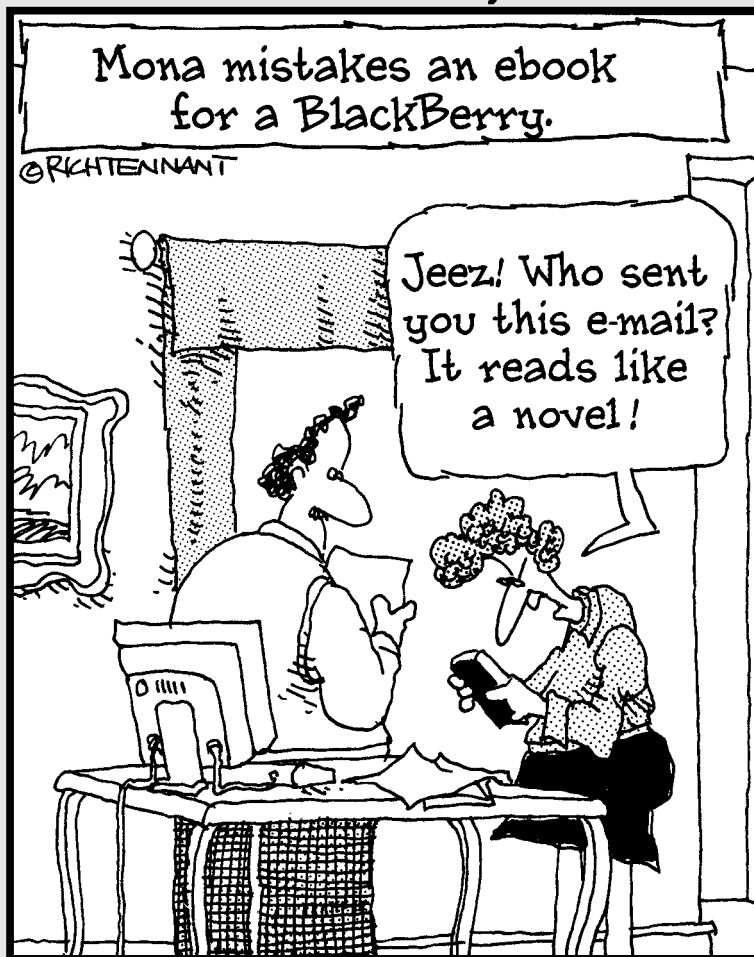
**Figure 6-11:**  
Change your  
Password  
Keeper  
password  
here.



# Part III

# Getting Multimedia and Online with Your BlackBerry

The 5<sup>th</sup> Wave By Rich Tennant



## *In this part . . .*

**H**ere's the good stuff — using your BlackBerry for e-mail (Chapter 7), text messaging (Chapter 8), going online and Web surfing (Chapter 9), and making those all-important phone calls (Chapter 10). Explore the camera that comes with the BlackBerry (Chapter 11) and have fun with its multimedia capabilities (Chapter 12). Get directions from the BlackBerry GPS (Chapter 13) and take advantage of must-have applications (Chapter 14).

## Chapter 7

# You've Got (Lots of) E-Mail

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### *In This Chapter*

- ▶ Linking your e-mail accounts to your BlackBerry
  - ▶ Mastering e-mail basics
  - ▶ Spell-checking your messages
  - ▶ Searching your e-mail
  - ▶ Saving messages
- 

Your BlackBerry brings a fresh new face to the convenience and ease of use that we associate with e-mail. You can direct mail to your BlackBerry from up to ten e-mail accounts, from your work e-mail to personal e-mail from providers such as Yahoo! and AOL. You can set up an e-mail signature, configure e-mail filters, and search for e-mails.

In this chapter, we show you how to use and manage the mail capabilities of your BlackBerry to their full potential. From setup to sorts, we have you covered here.

## *Getting Up and Running with E-Mail*

Regardless of your network service provider (such as T-Mobile, or Rogers, or Vodafone), you can set up your BlackBerry to receive mail from at least one of your current e-mail accounts. Thus, with whatever address you use to send and receive e-mail from your PC (Yahoo!, Gmail, and so on), you can hook up your BlackBerry to use that same e-mail address. Instead of checking your Gmail from your desktop, for example, you can now get it on your BlackBerry.



Most network service providers allow you to connect up to ten e-mail accounts to your BlackBerry. This provides you with the convenience of one central point from which you can get all your e-mail, without having to log on to multiple e-mail accounts. Such convenience!



In an enterprise environment, you might not be able to access the BlackBerry Internet Service (BIS) site to link your personal e-mail accounts to your BlackBerry, depending on your company policy. If you work for a Fortune 500 company, most likely you can't access the BIS. However, you can still configure e-mail settings (such as the BlackBerry e-mail filter and BlackBerry e-mail reconciliation) to make your e-mail experience that much better. If you're an enterprise user, skip to the parts where you see the Enterprise icon to configure your e-mail settings. If you haven't set up e-mail on your company-owned BlackBerry, see the upcoming section "Setting up e-mail in an enterprise environment."

## *Using the BlackBerry Internet Service client*

You can pull together all your e-mail accounts into one by using the *BlackBerry Internet Service client* (formerly known as the BlackBerry Web client). The BlackBerry Internet Service client allows you to

- ✓ **Manage up to ten e-mail accounts:** You can combine up to ten of your e-mail accounts onto your BlackBerry. See the next section for more details.
- ✓ **Use wireless e-mail reconciliation:** No more trying to match your BlackBerry e-mail against e-mail in your combined account(s). Just turn on wireless e-mail reconciliation and you're good to go. For more on this, see the upcoming section "Enabling wireless reconciliation."
- ✓ **Create e-mail filters:** You can filter e-mails so that you get only those messages that you truly care about on your BlackBerry. See the "Filtering your e-mail" section, near the end of this chapter.

Think of the BlackBerry Internet Service client as an online e-mail account manager, but one that doesn't keep your e-mails. Instead, it routes the e-mails from your other accounts to your BlackBerry (because it's directly connected to your BlackBerry).

## *Combining your e-mail accounts into one*

To start aggregating e-mail accounts (such as Gmail) onto your BlackBerry, you must first run a setup program from the BlackBerry Internet Service client. You can access the Service client from your BlackBerry or from your desktop computer.

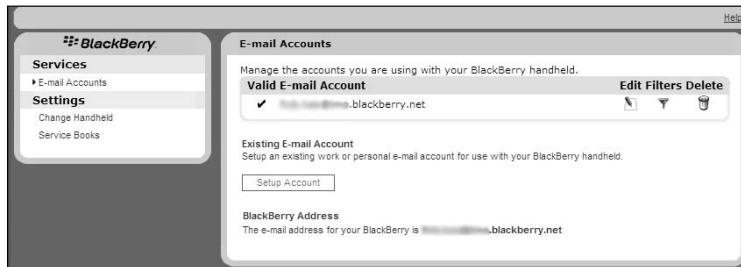
To access the Service client from your PC, you need the URL that is specific to your network service. Contact your network service provider (T-Mobile, Verizon, and so on) directly to get that information.

After you've logged on to the Service client, you should see a screen similar to Figure 7-1. If your network provider has activated your BlackBerry, you should see one e-mail address, the default address of your BlackBerry.

From the Service client, you see three options on the left navigation bar. The E-mail Accounts option allows you to add, edit, and delete e-mail accounts. In addition, for each e-mail address, you can set up filters and an e-mail signature. We don't cover the other two options because they're used infrequently.

As mentioned previously, your BlackBerry already has a default e-mail address you can use to receive and send e-mail. If you don't have any other e-mail account that you want to meld into your BlackBerry e-mail account, simply skip to the upcoming "Customizing Your E-Mail" section.

**Figure 7-1:**  
Set up  
an e-mail  
account  
here.



## Adding an e-mail account

You can have up to ten e-mail accounts on your BlackBerry. To add an e-mail account to your BlackBerry account, follow these steps:

- 1. From the BlackBerry Internet Service client (refer to Figure 7-1), click the Setup Account button.**

You see the add e-mail account screen.

- 2. Enter the e-mail address and logon credentials for that e-mail address:**

- The e-mail address is the address from which you want to receive e-mail, for example, *myid@yahoo.com*.
- The account logon is the one you use to log on to this particular e-mail account.
- The password is the one you use with the logon.

- 3. Click the Next button.**

You're finished. It's that easy!

You can also manage your accounts from your BlackBerry. From the Home screen, press the Menu key and select Set Up Internet E-Mail. The rest is pretty much the same on the BlackBerry as it is on a PC.



We suggest that you first register and create your account by using your PC. Then for subsequent visits to the BlackBerry Internet Service client, you can use your BlackBerry. This way, you can minimize any errors or out-of-network coverage issues while setting up your account.

## *Setting up e-mail in an enterprise environment*



This section is intended for those whose BlackBerry can't receive and send e-mail yet — like when you first get your BlackBerry or you swap an old one for a new one. If your e-mail function works properly on your BlackBerry, you can skip this section.

Follow these steps to activate your BlackBerry for enterprise use:

**1. From the Home screen, press the Menu key and select Enterprise Activation.**

The Enterprise Activation screen opens, with two fields for you to fill in:

- Your corporate e-mail address, for example, *myaccount@abcCompany.com*
- The password that your IT department gives you.

**2. Type your corporate e-mail account along with the appropriate password.**

If you don't know these pieces of information, contact your corporate system administrator.

**3. Press the Menu key and select Activate.**

Your BlackBerry attempts to activate itself with your corporation.

Some corporations don't allow any employee-purchased BlackBerry smartphones to be activated with corporate e-mail. Check with your system administrator for corporate BlackBerry policies.



## *Getting e-mail in an enterprise environment using Desktop Redirector*

If you are a sole proprietor or consultant who works in a corporation that runs Exchange or Lotus, and you would like to get enterprise e-mails on your BlackBerry, this section is for you.

Normally, to get enterprise e-mail, your BlackBerry would have to be configured with the BlackBerry Enterprise Server (BES). This is typical if your employer hands you a BlackBerry. However, if you work for a large company as a contractor, you probably won't be getting a BlackBerry from the company you work for. When you want to get enterprise e-mail so that you don't fall behind (especially if you don't work five days a week), you need Desktop Redirector.

For you start using Desktop Redirector, you first need to install BlackBerry Desktop Manager; see Chapter 15 for details about how to do this. After you've installed Desktop Manager with Redirector, make sure that Redirector starts every time you boot up your PC.

Depending on the corporate security policy, some corporations allow Desktop Redirector and some do not. Before you start using Desktop Redirector, contact the IT department in the company you work for.

Here are just a few caveats when using the Desktop Redirector:

- ✔ You can get enterprise e-mail as long as your PC is turned on and has an Internet connection.
- ✔ When someone sends you an attachment, you can't retrieve it from your BlackBerry.
- ✔ When someone sends you a meeting notice, you can't accept or reject it.

## Customizing Your E-Mail

In the following sections, we go over the details of the following e-mail configurations:

- ✔ **Configuring an e-mail signature:** If you're tired of writing *Regards, John Smith* over and over to close an e-mail, set an e-mail signature.
- ✔ **Enabling wireless e-mail reconciliation:** After enabling e-mail reconciliation, whatever you see on your BlackBerry is what you get in your e-mail account(s). You no longer have to double-delete a message in both your BlackBerry and your e-mail account(s).
- ✔ **Configuring autoreplies:** Whether you are out of the office or just want a quick response message sent to your senders, this is where you can specify the message they see. This feature is for enterprise users only.



### Configuring your e-mail signature

By default, your e-mail signature is something like "Sent via My BlackBerry," which can be cool in the first week, showing off to people that you are a la

mode with your BlackBerry. But sooner or later, you might not want people to know that you are out and about while answering e-mail. Or, you might want something more personal. Follow these steps to configure your e-mail signature by using the Service client:

- 1. Log on to the Service client on your PC.**

The BlackBerry Internet Service client appears (refer to Figure 7-1).

- 2. Click the Edit icon for the desired e-mail account.**

The edit screen appears, as shown in Figure 7-2.

- 3. In the Signature field, type the desired text for your e-mail signature.**

- 4. Click the Save button.**



If you work in an enterprise environment, you might need to perform these steps directly on your BlackBerry. Keep in mind that you can set up an e-mail signature on your BlackBerry *only* if your company is using BlackBerry Enterprise Server (BES) 4.0 or later. Check with your BlackBerry system administrator to see what version of BES your company uses.

Here's how to configure your email signature in an enterprise environment:

- 1. Open the Messages application.**

You see a list of e-mails (the message list).

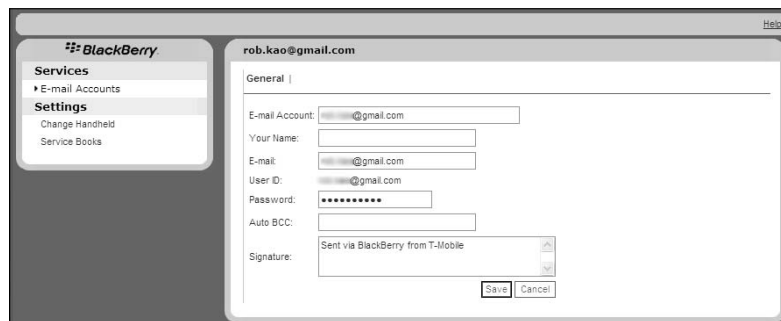
- 2. Press the Menu key and select Options.**

- 3. From the Options screen, select Email Settings.**

Here you see a list of e-mail setting options.

- 4. Highlight the Use Auto Signature field, press the trackball, and select Yes.**

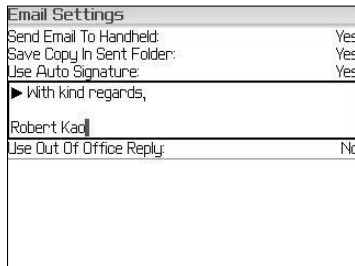
Doing so enables your e-mail signature.



**Figure 7-2:**  
The e-mail  
account edit  
screen.



5. In the text box at the bottom of the screen, type your e-mail signature (see Figure 7-3).
6. Confirm your changes by pressing the Menu key and selecting Save.



**Figure 7-3:**  
The Auto  
Signature  
field.

## *Enabling wireless reconciliation*

With wireless reconciliation, you don't need to delete the same e-mail in two places (on your computer and on your BlackBerry). The two e-mail inboxes reconcile with each other, hence the term *wireless reconciliation*. Convenient, huh?

### *Enabling wireless e-mail synchronization*

You can start wireless e-mail synchronization by configuring your BlackBerry. Follow these steps:

1. **From the Home screen, press the Menu key and select Messages.**

This opens the Messages application. You see the message list.

2. **In the message list, press the Menu key and select Options.**

The Options screen appears, with two option types: General Options and Email Reconciliation.

3. **Select Email Reconciliation.**

This opens the Email Reconciliation screen, which has the following options:

- *Delete On*: Configures how BlackBerry handles your e-mail deletion.
- *Wireless Reconciliation*: Turns on or off the wireless sync function.
- *On Conflict*: Controls how BlackBerry handles any inconsistencies between e-mail on your BlackBerry and the BlackBerry Internet Service client.



With this option, you can choose who “wins”: your BlackBerry or the BlackBerry Internet Service client.

**4. Select Delete On, and then select one of the following from the drop-down list:**

- *Handheld:* A delete on your BlackBerry takes effect on your BlackBerry only.
- *Mailbox & Handheld:* A delete on your BlackBerry takes effect on both your BlackBerry and your inbox on the BlackBerry Internet Service client.
- *Prompt:* This option prompts your BlackBerry to ask you at the time of deletion where the deletion takes effect.

**5. Select Wireless Reconciliation, and then select On from the drop-down list.**

**6. Select On Conflict, and make a selection from the drop-down list.**

If you choose Handheld Wins, the e-mail messages in your e-mail account will match the ones on the handheld.



Unfortunately, some e-mail accounts might not work well with the e-mail reconciliation feature of the BlackBerry, so you still might have to delete an e-mail twice.

### ***Permanently deleting e-mail from your BlackBerry***

When deleting e-mail on your BlackBerry, the same message in that e-mail account is placed in the Deleted folder. You can set up your BlackBerry to permanently delete e-mail, but use this option with caution — after that e-mail is gone, it's gone.

To permanently delete e-mail on your Service client from your BlackBerry, follow these steps:

- 1. Open the Messages application.**
- 2. In the message list, press the Menu key and select Options.**
- 3. On the Options screen, select Email Reconciliation.**
- 4. On the Email Reconciliation screen, press the Menu key and select Purge Deleted Items.**

You see all your e-mail accounts.

- 5. Choose the e-mail account from which you want to purge deleted items.**

A screen appears, warning you that you are about to purge deleted e-mails on your Service client.

**6. Select Yes.**

Deleted e-mails in the selected e-mail account are purged.



Unfortunately, some e-mail accounts might not work with the Purge Deleted Items feature.

## *Automating replies and out-of-office messages (for enterprise users)*



Setting an autoreply for your e-mail is easy on the BlackBerry. Whether you need to acknowledge incoming e-mail to senders or establish an out-of-office reply, you can set it up via this feature:

**1. Open the Messages application.**

You see a list of e-mails (the message list).

**2. Press the Menu key and select Options.****3. From the Options screen, select Email Settings.**

You see a list of e-mail setting options.

**4. Highlight the Use Out of Office Reply field, press the trackball, and select Yes.**

Auto Reply is enabled.

**5. In the text box at the bottom of the screen, type your autoreply message.****6. Confirm your changes by pressing the Menu key and then selecting Save.**

Unfortunately, the BlackBerry Internet Service does not have the “out-of-office” message feature, but that doesn’t mean you can’t work around it. One way to set your out-of-office message is by going to your e-mail service account (Gmail, Yahoo!, Hotmail, and so on) and set the out-of-office message from there. If you are like us and have more than one e-mail account routed to your BlackBerry, you have to do this for each account. It’s not ideal, but it works.

## *Accessing Messages*

From Messages, you send and receive your e-mails and also configure wireless e-mail reconciliation with your e-mail account(s).

To access Messages, press the Menu key from the Home screen and select Messages. The first thing you see after opening Messages is the message list. Your message list can contain e-mail, voice mail messages, missed phone call notices, Short Messaging Service (SMS) messages, and even saved Web pages.

## *Receiving e-mails*

Whether you're concerned about security or speed of delivery, with BlackBerry's up-to-date secured network, you're in good hands when receiving e-mail on your BlackBerry.

And whether you've aggregated accounts or just use the plain-vanilla BlackBerry e-mail account, you receive your e-mail the same way. When you receive an e-mail message, your BlackBerry notifies you by displaying a numeral next to a mail icon (an envelope) at the top of the screen. This number represents how many new (unread) e-mails you have. See Figure 7-4. If you see a red asterisk next to the envelope, it is indicating that there is new mail and you haven't opened the Messages application yet.

Your BlackBerry can also notify you of new e-mail by vibration or a sound alert or both. You can customize this from the Profile application, as we detail in Chapter 3.



**Figure 7-4:**  
You've  
got (333)  
e-mails!

### *Retrieving e-mail*

Retrieving your e-mail is simple. Follow these steps:

- 1. From the Home screen, press the Menu key and select Messages.**  
Doing so allows you to view your message list.
- 2. In the message list, scroll to any e-mail and press the trackball.**



You can tell whether an e-mail is unopened by the small unopened envelope icon on the left side of the e-mail. A read e-mail bears an opened envelope icon, a sent e-mail has a check mark as its icon, and a document icon represents a draft e-mail.

- 3. After you finish reading the message, press the Escape key to return to the message list.**

### *Sorting the message list*

The BlackBerry lists items in order by the date and time they were received, but you can sort by different criteria. For example, to see only incoming e-mail, press Alt+I.

Sorting and searching are closely related on your BlackBerry. In a sense, searching is really sorting your e-mail based on your search criteria. On the BlackBerry, you can search your e-mail by the name of the sender or by keywords. Or you could run a search as broad as looking through all the e-mail that has been sent to you. See the later section “Searching through Messages like a Pro” for more on searching and sorting. For more predefined hot keys, see the upcoming section “Reusing saved searches.”

### *Saving a message to the saved folder*

You can save any important e-mail in a folder so that you can find it without sorting through tons of e-mail. To do so, simply scroll to the e-mail you want to save, press the Menu key, and select Save from the menu. A pop-up message confirms that your e-mail has been saved. *Note:* Your saved e-mail still remains in the message list.

To retrieve or view a saved e-mail, follow these steps:

- 1. Open the Messages application.**
- 2. In the message list, press the Menu key and select View Saved Messages.**

You see the list of all the messages you saved.
- 3. Select the message you want and press the trackball to open it.**

### *Viewing attachments*

Your BlackBerry is so versatile that you can view most e-mail attachments just like you can on a desktop PC. And we're talking sizeable attachments, too, such as JPEGs (photos), Word docs, PowerPoint slides, and Excel spreadsheets. Table 7-1 shows a list of supported attachments viewable from your BlackBerry.

**Table 7-1 BlackBerry-Supported Attachments**

<i>Supported Attachment Extension</i>	<i>Description</i>
.bmp	BMP image file format
.doc	MS Word document
.dot	MS Word document template
.gif	GIF image file format
.htm	HTML Web page
.html	HTML Web page
.jpg	JPEG image file format
.pdf	Adobe PDF document
.png	PNG image file format
.ppt	MS PowerPoint document
.tif	TIFF image file format
.txt	Text file
.wpd	Corel WordPerfect document
.xls	MS Excel document
.zip	Compressed file format



To tell whether an e-mail has an attachment, look for the standard paper clip icon next to your e-mail in the message list.

You retrieve all the different types of attachments the same way. This makes retrieving attachments an easy task. To open an attachment, follow along:

**1. While reading an e-mail, press the Menu key and select Open Attachment.**

You see a screen that contains the name of the file, a Table of Contents option, and a Full Contents option. For MS Word documents, you can see different headings in outline form in the Table of Contents option. For picture files, such as JPEGs, you can simply go straight to the Full Contents option to see the graphic.

For all supported file types, you see Table of Contents and Full Contents as options. Depending on the file type, use your judgment on when you should use the Table of Contents option.

**2. Scroll to Full Contents, press the Menu key, and select Retrieve.**

Your BlackBerry attempts to contact the BlackBerry Internet Service client to retrieve your attachment. This retrieves only part of your attachment. As you peruse a document, BlackBerry retrieves more as you scroll through the attachment.

### *Editing attachments*

Your BlackBerry comes with Documents To Go, which means that out of the box, you can not only view but also edit Word and PowerPoint documents. You can even save the documents to your BlackBerry and transfer them later to your PC.

As an example, we show you how to edit a Word document that you received as an attachment to an e-mail:

**1. Open the e-mail.**

**2. In the message list, open an e-mail with a Word document attached.**

This opens the e-mail for you to read. Notice the little paper clip, indicating that it has an attachment.

**3. Press the Menu key and select Open Attachment.**

You're prompted with a pop-up that asks whether you want to view the Word document or edit with Documents To Go.

**4. Select Edit with Documents To Go.**

Here you can view and edit a document.

**5. Press the Menu key and select Edit Mode.**

In Edit mode, you can edit your document.

**6. When are you finished editing and viewing, you can either save the document on your BlackBerry or e-mail it:**

- *To e-mail the edited document, press the Menu key and select Send via Email.*

Here you will see an e-mail message with the Word document. Follow the steps described in the next section to send this attachment e-mail as you would any other e-mail.

- *To save the document, press the Menu key and select Save.*

Note that if you want to save the attachment to your BlackBerry, you have to navigate the folder structure on the BlackBerry. For documents, the default save location is usually in the Document folder.

### *Sending e-mail*

The first thing you probably want to do when you get your BlackBerry is to write an e-mail to let your friends know that you've just gotten a BlackBerry. Follow these steps to send an e-mail message:

1. **Open the Messages application.**
2. **In the message list, press the Menu key and select Compose Email.**

You are prompted with a blank e-mail that you need to fill out, just as you would do on your PC.

3. **In the To field, type the recipient's name or e-mail address.**

As you type, you see a list of contacts from your Contacts that match the name or address that you're typing. You can make a selection from this list.

4. **Enter a subject in the Subject field, and type your message in the Body field.**
5. **When you're finished typing, press the Menu key and select Send.**

Your message has wings.

### *Forwarding e-mail*

When you need to share an important e-mail with a colleague or a friend, you can forward that e-mail. Simply do the following:

1. **Open the e-mail.**  
For information on opening e-mail, see the previous section "Retrieving e-mail."
2. **Press the Menu key and select Forward.**
3. **Type the recipient's name or e-mail address in the To field, and then add a message if needed.**

When you start typing your recipient's name, a drop-down list of your contacts appears and you can choose from it.

4. **Press the Menu key and select Send.**

Your message is on its way to your recipient.

### *Sending e-mail to more than one person*

When you need to send an e-mail to more than one person, just keep adding recipient names as needed. You can also add recipient names to receive a Cc (carbon copy) or Bcc (blind carbon copy). Here's how:

1. **Open the e-mail.**  
For information on opening e-mail, see the previous section "Retrieving e-mail."
2. **Press the Menu key and select Compose Email.**



**3. Specify the To field for the e-mail recipient and then press the Return key.**

By pressing the Return key, another To field is added automatically below the first. The Cc field works the same way.

**4. To add a Bcc recipient, press the Menu key and select Add Bcc.**

You see a Bcc field. You can specify a Bcc recipient the same way you do To and Cc recipients.

Whether you are composing a new e-mail, replying, or forwarding an e-mail, you add new Cc and Bcc fields the same way.

### *Saving a draft e-mail*

Sometimes the most skillful wordsmiths find themselves lost for words to express the message they want. Don't fret, fellow wordsmith, you can save that e-mail composition as a draft until your words come back to you. You only need to press the Menu key and select Save Draft.

This saves your e-mail as a draft. When you're ready to send your message, choose the draft from the message list. You can tell which messages are drafts because they sport a tiny document icon; finished messages have an envelope icon.

### *Attaching a file to your e-mail*

Many people are surprised that you can attach any document on your BlackBerry or on the microSD card. You can attach Word, Excel, and PowerPoint documents, as well as pictures, music, and videos. To send an e-mail with a file attached, follow these steps:

**1. Open the Messages application.**

**2. In the message list, press the Menu key and select Compose Email.**

You are prompted with a blank e-mail that you can fill out as you would on your PC. Enter the recipient's name in the To field, and then enter the subject and body of the message.

**3. Press the Menu key and select Attach File.**

You're prompted with a pop-up that shows your folders. Think of this as the folders on your PC.

**4. Navigate to the file of your choice and press the trackball.**

After you select a file, you see the file in the e-mail message.

**5. When you're finished, press the Menu key and select Send.**

Your message and attached file wing their way to the recipient.

## *Spell-checking your outgoing messages*

Whether you are composing an e-mail message or an SMS text message (see Chapter 8), you can always check your spelling with the built-in spell checker. Simply press the Menu key and select Check Spelling. When it finds an error, the BlackBerry spell checker makes a suggestion, as shown in Figure 7-5. To skip the spell check for that word and go on to the next word, press the Escape key. If you want to skip spell checking for an e-mail, simply press and hold the Escape key.

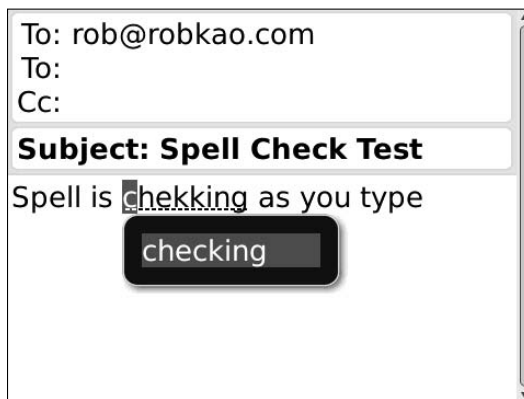
Note that if you are used to MS Word underlining a misspelled word, your BlackBerry does the same thing.

By default, the spell checker does not kick in before you send your message, but you can configure it to check spelling before you send an e-mail. Follow these steps:

1. **Open the Messages application.**
2. **Press the Menu key and select Options.**
3. **Select the Spell Check option.**
4. **Select the Spell Check Email before Sending check box.**
5. **Press the Menu key and select Save.**



The underline feature is a default setting called Check Spelling as You Type. To turn off this feature, disable the Spell Check option in Message Options.



**Figure 7-5:**  
The BlackBerry spell checker in action.

## *Adding a sender to Contacts*

You can add a message sender's contact info to BlackBerry Contacts directly from Messages. You don't even have to copy or write down the person's name and e-mail address.

To add a sender to Contacts, follow these steps:

- 1. From the Home screen, press the Menu key and select Messages.**
- 2. In the message list, scroll to an e-mail and press the trackball.**
- 3. From the open e-mail, scroll to the sender's name, press the trackball, and then choose Add to Contacts.**

The New Address screen opens. The sender's first name, last name, and e-mail address are transferred automatically to Contacts.

- 4. If needed, add any additional information (such as phone number and mailing address).**
- 5. Press the Menu key and select Save.**

## *Deleting e-mail*

Keeping your message list tidy can help you stay organized and reduce the amount of memory your e-mail takes. Cull those messages you no longer need by following these steps:

- 1. From the Home screen, press the Menu key and select Messages.**
- 2. In the message list, highlight the e-mail you want to delete and then press the Delete key.**

A deletion confirmation window appears.

- 3. Select Delete to confirm your deletion.**

The deleted e-mail is toast.



To delete more than one e-mail, press the Cap key and scroll to highlight as many e-mails as you want. After you make your deletion selections, press the Delete key.

You can delete anything listed in the message list (such as an SMS or a voice mail) in the same way that you delete an e-mail message.

If you want to really clean up your old e-mails and you don't want to scroll through tons of messages, you can do the following:

1. Open the Messages application.
2. From the message list, highlight a horizontal date mark, press the Menu key, and choose Delete Prior.

The *date mark* is simply a horizontal bar with dates. Just like you can highlight e-mails in the message list, you can also highlight the date mark.

A pop-up appears, prompting you for delete confirmation.

Before you take the plunge, remember that going ahead will *delete all the e-mails before the particular date mark*. You cannot retrieve deleted items from your BlackBerry.



3. Select Delete to confirm your deletion.

All your e-mails prior to the date mark are history.

## Filtering your e-mail

Most of us get e-mail that isn't urgent or doesn't really concern us. Instead of receiving these e-mails on your BlackBerry — and wasting both time and effort to check them — you can filter them out. While in the BlackBerry Internet Service client, set up filters to make your BlackBerry mailbox receive only those e-mails that you care about. (Don't worry; you'll still receive all your e-mails on your main computer.)

To create a simple filter that treats work-related messages as urgent and forwards them to your BlackBerry, follow these steps:

1. Log on to the BlackBerry Internet Service client (refer to Figure 7-1).
2. Click the Filter icon for the desired e-mail account.

The Filter screen that appears shows a list of filters that have been created. See Figure 7-6.

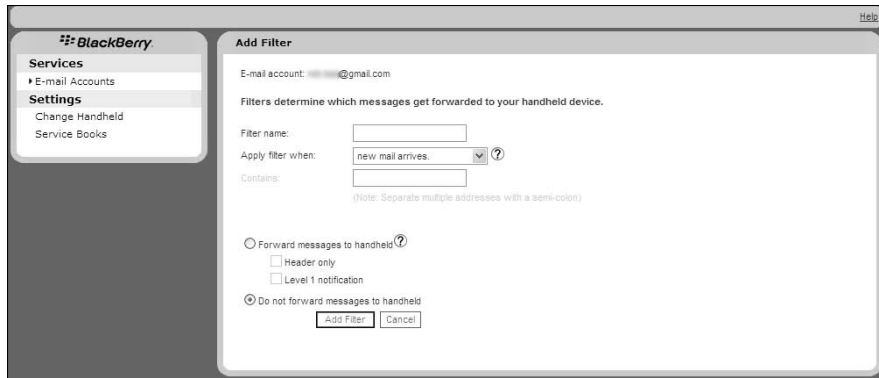
3. Click the Click Here link.

The Add Filter screen appears, as shown in Figure 7-7.



**Figure 7-6:**  
Filter list  
screen.

**Figure 7-7:**  
Create a  
filter for  
your e-mail  
here.



**4. Enter a name in the Filter Name text box.**

The filter name can be anything you like. We entered **WorkUrgent**.

**5. In the Apply Filter When drop-down list, choose the condition to place on the filter:**

- *A High-Priority Mail Arrives:* Select this option if the filter applies only to urgent e-mail.
- *Subject Field Contains:* When selected, the Contains field is enabled (you can type text in it). You can specify what keywords the filter will look for in the subject field. Separate each entry with a semicolon (;).
- *From Field Contains:* When selected, the Contains field is enabled (you can type text in it). You can type full addresses or part of an address. For example, you can type **rob@robkao.com** or just **kao**. Separate each entry with a semicolon (;).
- *To Field Contains:* Similar to From Field Contains, enter e-mail address(es).
- *CC Field Contains:* Similar to From Field Contains, enter e-mail address(es).

For our example, we select From Field Contains.

**6. Specify the text in the Contains field.**

See the details in the preceding step for what to enter in the Contains field. Continuing our example, type in the domain of your work e-mail address. For example, if your work e-mail address is *myName@XYZCo.com*, enter **XYZCo.com**.

**7. Select one of the following options:**

*Forward Messages to Handheld:* Select this radio button, and you can then select either or both of the check boxes below it:

- *Header Only:* Choose this if you want only the header of the e-mails that meets the condition(s) you set in Steps 3, 4, and 5 to be sent to you. (A *header* doesn't contain the body of the e-mail — just who sent it, the subject, and the time it was sent.) Choose this check box if you get automated alerts, where receiving only the subject is sufficient.
- *Level 1 Notification:* Level 1 Notification is another way of saying *urgent e-mail*. When you receive a Level 1 e-mail, it is bold in Messages.

*Do Not Forward Messages to Handheld:* Selecting this radio button means that any e-mail that meets the conditions you set in Steps 3, 4, and 5 are not sent to your BlackBerry.

#### 8. Confirm your filter by clicking the Add Filter button.

You return to the Filter screen, where you can see your newly created filter in the list.



If you have a hard time setting the criteria for a filter, just take a best guess and then check it by having a friend send you a test e-mail. If the test e-mail doesn't get filtered correctly, set the conditions until you get them right.



As mentioned previously, in an enterprise environment, you might not have access to BlackBerry Internet Service, but that doesn't mean you can't perform functions such as e-mail filtering. In fact, in an enterprise environment, you can conveniently configure e-mail filters directly from your BlackBerry. Here's how:

##### 1. Open the Messages application.

You see a list of e-mails (the message list).

##### 2. Press the Menu key and then select Options.

##### 3. Select Email Filters.

You are prompted with the Email Filters screen, which lists current e-mail filters. (If you haven't set up any filters, you see an empty list.)

##### 4. From the Email Filters screen, press the Menu key and then select New.

A new e-mail Filter screen opens, as shown in Figure 7-8, from which you can specify how you want your e-mails filtered.

**Figure 7-8:**  
New Filter  
screen.

Filter Name: From Dante	
From: Dante Sarigumba	
Sent to:	
Subject:	
Message:	
<input checked="" type="checkbox"/>	Sent directly to me
<input type="checkbox"/>	Cc: to me
<input type="checkbox"/>	Bcc: to me
Importance:	High
Sensitivity:	None
Action:	Forward
<input checked="" type="checkbox"/>	Forward with Level 1 Notification
<input type="checkbox"/>	Forward header only

### 5. Enter an e-mail address in the From and/or Sent To fields.

You can either type the name of the person or make a selection from Contacts. To retrieve a contact from Contacts, highlight the From or Sent To field, press the Menu key, and select Select Name.

This takes you to Contacts, where you can select your contact:

- *If you have contacts in Contacts:* Highlight the contact you want and then press the trackball.
- *If you don't have contacts or if the one you want isn't in Contacts:* If you know the name of the contact, you can simply type the info in the From or Sent To field on the Filter screen.

After you make this selection, press the Menu key and select Continue. You return to the Filter screen.

### 6. Continue to fill in the Filter screen by defining more conditions:

- *Subject:* You can type any keyword(s) in the subject line that you want to filter by.
- *Message:* You can type any keyword(s) in the message body that you want to filter by.
- *Sent Directly to Me:* Select this check box to specify the condition of an e-mail sent directly to you.
- *CC to Me and BCC to Me:* Select one or both of these check boxes to specify the condition of an e-mail that you are CCed or BCCed on.
- *Importance:* Choose High, Normal, or Low from this drop-down list.
- *Sensitivity:* Choose None, Normal, Personal, Private, or Confidential from this drop-down list.
- *Action:* Choose Forward or Do Not Forward from this drop-down list. If you choose Forward, you have two more check boxes:

- *Level 1 Notification:* Level 1 Notification is another way of saying *urgent e-mail*. When you receive a Level 1 e-mail, it is bold in Messages.
- *Header Only:* Choose this if you want only the header of the e-mail that meets the condition(s) you set to be sent to you. Choose this option if you get automated alerts, and receiving only the subject is sufficient.

If you choose Do Not Forward, e-mail messages that meet the conditions you set are not forwarded to your BlackBerry.

7. **Confirm your changes by pressing the Menu key and selecting Save.**

## *Searching through Messages like a Pro*

Searching is one of those functions you probably won't use every day — but when you do run a search, you usually need the information fast. Take a few minutes here to familiarize yourself with general searching.

The BlackBerry Messages application provides three ways to search through your messages. Two of the three ways are specific, and one is a broad search:

- ✓ **Search by sender or recipient:** Specific. This method assumes that you already know the sender or recipient.
- ✓ **Search by subject:** Specific. This approach assumes that you already know the subject.
- ✓ **General search:** Broad. You don't have a specific assumption.



You can search through anything listed in the messages list. This means that you can search through SMS and voice mail as well as e-mail.

### *Searching by sender or recipient*

Search by sender or recipient when you're looking for a specific message from a specific person. For example, suppose your brother constantly sends you e-mail (which means your message list has many entries from him). You're trying to locate a message he sent you approximately two weeks ago regarding a fishing trip location. You've scrolled down the message list, but you just can't seem to find that message. Or maybe you want to find a message you sent to Sue but can't lay your hands on it.



To find a message when you know the sender or recipient, follow these steps:

- 1. Open the Messages application.**
- 2. In the message list, highlight a message that you sent to or received from that particular person.**

The choice you get in the next step depends on whether you highlighted a sent message or a received message.

- 3. Press the Menu key and then select one of these options:**

- *To search for a message from someone specific:* Because that certain someone sent you the message, choose Search Sender.
- *To search for a message to someone specific:* Because you sent that certain someone the message, choose Search Recipient.

This starts the search. Any results appear on-screen.

## *Searching by subject*

Search by subject when you're looking for an e-mail titled by a specific subject that you already know. As is the case when running a search by sender or recipient, first scroll to an e-mail that bears the same subject you're searching for. Then follow these steps:

- 1. Open the Messages application.**
- 2. In the message list, highlight an e-mail titled by the specific subject you're searching for.**
- 3. Press the Menu key and then select Search Subject.**

The search starts, and the results appear on-screen.

## *Running a general search*

A general search is a broad search from which you can perform keyword searches of your messages. To run a general search, follow these steps:

- 1. Open the Messages application.**
- 2. In the message list, press the Menu key and then select Search.**
- 3. In the Search screen that appears, fill in your search criteria (see Figure 7-9).**

Search	
Name: Robert Kao	
In	From: Field
Subject:	
Message:	
Include Encrypted Messages:	Yes
Service:	All Services
Folder:	All Folders
Show:	Sent and Received
Type:	All

**Figure 7-9:**  
The Search  
screen in  
Messages.

The search criteria for a general search follow:

- *Name:* This is the name of the sender or recipient to search by.
- *In:* This is related to the Name criterion. Use this drop-down list to indicate where the name might appear, such as in the To or Cc field. From the drop-down list, your choices are From, To, Cc, Bcc, and any address field.
- *Subject:* This is where you type some of or all the keywords that appear in the subject.
- *Message:* Here you enter keywords that appear in the message.
- *Service:* If you set up your BlackBerry to receive e-mail from more than one e-mail account, you can specify which e-mail account to search.
- *Folder:* This is the folder in which you want to perform the search. Generally, you should select All Folders.
- *Show:* This drop-down list specifies how the search result will appear, namely, whether you want to see only e-mails that you sent or e-mails that you received. From the drop-down list, your choices are Sent and Received, Received Only, Sent Only, Saved Only, Draft Only, and Unopened Only.
- *Type:* This drop-down list specifies the type of message that you're trying to search for: e-mail, SMS, or voice mail. From the drop-down list, your choices are: All, Email, Email with Attachments, PIN, SMS, Phone, and Voice Mail.

From the Search screen shown in Figure 7-9, you can have multiple search criteria or just a single one (it's up to you).

**4. Press the Menu key and then select Search to launch your search.**

The search results appear on-screen.



You can narrow the search results by performing a second search on the initial results. For example, you can search by sender and then narrow those hits by performing a second search by subject.

You can also search by sender or recipient when you're looking for a specific message from a specific person. To do so, scroll to an e-mail that bears the specific sender or recipient. Press the Menu key and select Search Sender or Search Recipient. If the e-mail that you highlighted is an incoming e-mail, you'll see Search Sender. If the e-mail is outgoing, you'll see Search Recipient.

## *Saving search results*

If you find yourself re-searching with the same criteria over and over, you might want to save the search and then reuse it. Here's how:

**1. Follow Steps 1 through 3 in the previous section for an outgoing e-mail search.**

**2. Press the Menu key and then select Save.**

The Save Search screen appears, from which you can name your search and assign it a shortcut key. See Figure 7-10.

**3. In the Title field, enter a name.**

The title is the name of your search, which appears on the search Results screen.

**4. Scroll to the Shortcut Key field, press the trackball, and select a letter from the drop-down list.**

You have ten letters to choose from.

**5. Confirm your saved search by pressing the Menu key and selecting Save.**

Save Search	
Title:	Just From Robert Kao
Shortcut Key (Alt +):	
Name:	Robert Kao
In	From: Field
Subject:	
Message:	
Include Encrypted Messages:	Yes
Service:	All Services
Folder:	All Folders
Show:	Sent and Received

**Figure 7-10:** Name your search and assign it a shortcut key.

## Reusing saved searches

Right out of the box, your BlackBerry comes with five saved search results. Any new saved result will make your search that much more robust.

Follow these steps to see all saved search results:

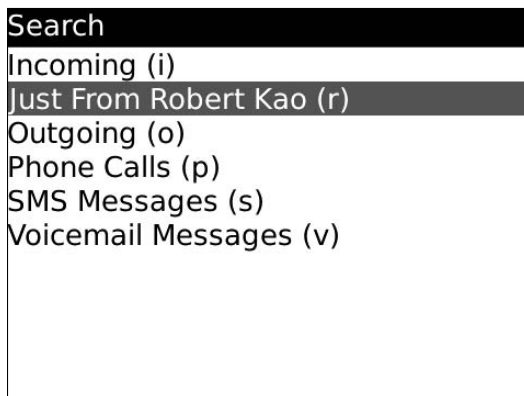
1. **Open the Messages application.**
2. **In the message list, press the Menu key and select Search.**
3. **Press the Menu key and then select Recall.**

The recall screen opens, and you can see the five preloaded search shortcuts, as well as any searches you saved, as shown in Figure 7-11.

To reuse one of saved search results, simply select a desired search from the list, press the Menu key, and select Search.



If you have multiple e-mail accounts set up, you can set up a search shortcut so that you only view one specific account when you want to. For example, say you have your personal e-mail and your small business e-mail account both set up on your BlackBerry. In the Message application, you see e-mails from both, which can be overwhelming at times. From the general Search screen (refer to Figure 7-9), set the Service drop-down list to the one you want and follow the preceding steps to save the search and assign a shortcut key. The next time you only want to see a certain account, you can get to it in an instant!



**Figure 7-11:**  
The recall screen, showing default search hot keys.

## Long Live E-Mail

No closet has unlimited space, and your BlackBerry e-mail storage has limits, too. You've likely pondered how long your e-mails are kept in your BlackBerry. (The default is 30 days. Phew.) You can choose several options: from 15 days to forever (well, for as long as your BlackBerry has enough space for them).



Because any message you save is kept for as long as you want, a good way to make sure that you don't lose an important message is to save it.

To change how long your e-mails live on your BlackBerry, follow these steps:

- 1. Open the Messages application.**
  - 2. Press the Menu key and select Options.**
  - 3. Select General Options.**
  - 4. Scroll to the Keep Messages option and then press the trackball.**
  - 5. From the drop-down list that appears, choose the time frame that you want and then press the trackball:**
    - *Forever:* If you choose Forever, you'll seldom need to worry about your e-mails being automatically deleted. On the downside, though, your BlackBerry will eventually run out of memory. At that point, you must manually delete some e-mails so that you have space to accept new e-mails.
- A good way to archive your e-mail is to back up your e-mails by using BlackBerry Desktop Manager. See Chapter 18 for more on backing up your BlackBerry on your PC.
- *Time option:* If you choose a time option, any message older than that time frame is automatically deleted from your BlackBerry the next time you reboot your BlackBerry. However, the message will be deleted only on your BlackBerry — even if you turn on e-mail reconciliation — because these deletions are only on the device.
- 6. Confirm your changes by pressing the Menu key and selecting Save.**





## Chapter 8

# Too Cool for E-Mail

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### *In This Chapter*

- ▶ Sending PIN-to-PIN messages
  - ▶ Using Short Messaging Service (SMS) and Multimedia Messaging Service (MMS)
  - ▶ Setting up and using Instant Messenger (IM)
  - ▶ Figuring out messaging etiquette
- 

Your BlackBerry is primarily a communication tool, with e-mail messages and phone conversations as the major drivers. Being the social creatures that we are, however, we constantly come up with new ways to communicate — ever more ways to overcome the distance barrier, as it were. You shouldn't be surprised that the folks at RIM have moved beyond e-mail and phoning in their search for other ways to communicate. (And we're not talking semaphore or stringing together two tin cups.)

Not that we're dismissing the power of phones and e-mail. Both are wonderful technologies, but you might find yourself in a situation where other means of communication would be more appropriate. For instance, e-mail isn't the tool of choice for instant messaging/chatting — most people would find that method slow and cumbersome. Nor is e-mail the best tool to use when you want to alert someone.

“What might be a better fit?” you ask. Read this chapter to find out. You can familiarize yourself with some less obvious ways you can use your BlackBerry to communicate — ways that might serve as the perfect fit for a special situation. You get the inside scoop on PIN-to-PIN messaging and text messaging (also known as Short Messaging Service, or SMS). We also give you tips on how to turn your BlackBerry into a lean (and not so mean) instant messaging machine.

## Sending and Receiving PIN-to-PIN Messages

What happens when you use PIN-to-PIN messaging? First and foremost, get the acronym out of the way. *PIN* stands for personal identification number (familiar to anyone who's ever used an ATM) and refers to a system for uniquely identifying your device.



*PIN-to-PIN*, then, is another way of saying *one BlackBerry to another BlackBerry*.

As for the other details, they're straightforward. PIN-to-PIN messaging is based on the technology that underpins two-way pager systems. Unlike sending a standard e-mail, when you send a PIN-to-PIN message, the message doesn't venture outside RIM's infrastructure in search of an e-mail server and (eventually) an e-mail inbox. Instead, it stays solidly in the RIM world, where it is shunted through the recipient's network provider until it ends up on the recipient's BlackBerry.

Here's the neat part. According to RIM, the message isn't saved anywhere in this universe *except* on the one device that sends the PIN message and the other device that receives it. Compare that with an e-mail, which is saved in at least four separate locations (the mail client and e-mail servers of both sender and recipient), not to mention all the system's redundancies and backups employed by the server. Think of it this way: If you whisper a little secret in someone's ear, only you and that special someone know what was said. In a way, PIN-to-PIN messaging is the same thing, with one BlackBerry whispering to another BlackBerry. Now, that's discreet.

If you tend to read the financial newspapers — especially the ones that cover corporate lawsuits extensively — you'll know that there's no such thing as privacy in e-mail. PIN-to-PIN messaging, in theory at least, is as good as the old Cone of Silence. Now, is such privacy really an advantage? You can argue both sides of the issue, depending on what you want to use PIN-to-PIN messaging for. Basically, if you like the idea that your communications can be kept discreet, PIN-to-PIN messaging has great curb appeal. If you don't care about privacy issues, though, you still might be impressed by PIN-to-PIN messaging's zippy nature. (It really is the Ferrari of wireless communication — way faster than e-mail.)



The Cone of Silence in an enterprise environment has always been a thorny issue to companies that have strict regulatory requirements. As expected, RIM addressed this issue with a new feature to later operating systems allowing BES administrators to flip a flag, forcing the device to forward all PIN-to-PIN messages to the BES server. Third-party applications are also available now that a company can install on the device to report PIN-to-PIN messages.





## A little bit of RIM history

Sometime during the last millennium, Research In Motion (RIM) wasn't even in the phone business. Before BlackBerry became all the rage with smartphone features, RIM was doing a tidy little business with its wireless e-mail. Back then, RIM's primitive wireless e-mail service was served by network service providers on a radio bandwidth, namely, DataTAC and Mobitex networks. These were separate from a typical cellphone infrastructure's bandwidth. RIM devices at that time already had PIN-to-PIN messaging. This type of messaging is akin to a pager, where a message doesn't live in a mailbox but is sent directly to the BlackBerry with no delay. (No one wants a paging system that

moves at turtle speed when you can get one that moves like a jack rabbit, right?)

Several interesting facts followed from RIM's initial decision. Of note, most cellphone users in New York City were left without service during the 9/11 disaster. As you can understand, the entire cellphone infrastructure in New York and surrounding areas was overwhelmed when faced with too many people trying to use the bandwidth available. However, one communication device continued to work during that stressful time — RIM's PIN-to-PIN messaging kept the information flow going.

## Getting a BlackBerry PIN

When trying to call somebody on the telephone, you can't get far without a telephone number. As you might expect, the same principle applies to PIN-to-PIN messaging: No PIN, no PIN-to-PIN messaging. In practical terms, this means that you need the individual PIN of any BlackBerry device owned by whomever you want to send a PIN message to. (You also need to find out your own PIN so that you can hand it out to those folks who want to PIN-message you.) The cautious side of you might be thinking, Why on earth would I give my PIN to somebody? This PIN is really not the same as your password. In fact, this PIN doesn't give anybody access to your BlackBerry or do anything to compromise security. It's simply an identification number; you treat it the same way as you treat your phone number.

RIM makes getting hold of a PIN easy. In fact, RIM even provides you with multiple paths to PIN enlightenment, as the following list makes clear:

- ✓ **From the Help screen:** You can find the PIN for any device right there on its Help screen. On most BlackBerry models, you can call up the Help screen by pressing Alt+Num+H. This shortcut to the Help screen is not available on BlackBerry Pearl.
- ✓ **From the Message screen:** RIM also makes it easy for you to send your PIN from the Message screen with the help of a keyword. A *keyword* is a neat feature with which you type a preset word, and your BlackBerry replaces what you type with a bit of information specific to your device.

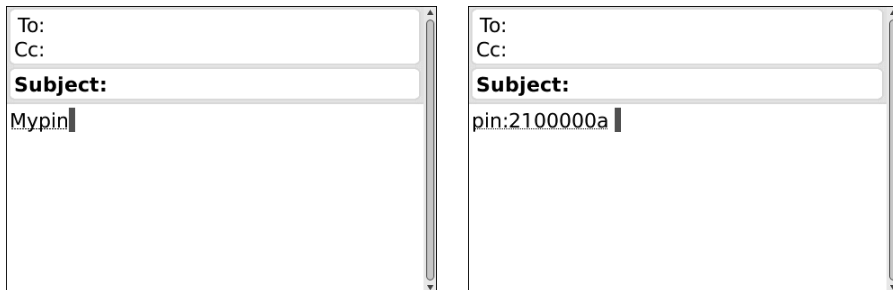


Sound wacky? It's actually easier than it sounds. To see what we mean, just compose a new message. (Chapter 7 gives you the basics on the whole e-mail message and messaging thing, if you need a refresher.) In the subject or body of your message, type **mypin** and add a space. As soon as you type the space, `mypin` is miraculously transformed into your PIN in the format `pin:your-pin-number`, as shown in Figure 8-1. Isn't that neat?

`mypin` isn't the only keyword that RIM predefines for you. `mynumber` and `myver` give you the phone number and OS version, respectively, of your BlackBerry.

- ✓ **From the Status screen:** You can also find your PIN on the Status screen. On most BlackBerry models, you display the Status screen by choosing the following links starting from the Home screen: Settings, Options, and Status. Use the trackball to highlight and click the link. Figure 8-2 shows a typical Status screen. (The PIN is fifth on the list of items shown.)

**Figure 8-1:**  
Type a keyword (left), add a space, and the keyword gets translated (right).



**Figure 8-2:**  
Find your PIN on the Status screen.

Status	
Signal:	-40 dBm
Battery:	100 %
File Free:	49931776 Bytes
<b>PIN:</b>	<b>2100000A</b>
IMEI:	123456.78.364813.8
WLAN MAC:	A5:B4:CB:35:DF:FB
IP Address:	0.0.0.0

## Assigning PINs to names

So, you convince your BlackBerry-wielding buddies to go to the trouble of finding out their PINs and passing said PINs to you. Now the trick is finding a

convenient place to store your PINs so that you can use them. Luckily for you, you have an obvious choice: the BlackBerry Contacts. And RIM, in its infinite wisdom, makes storing such info a snap, just like the following steps show. To add a PIN to someone's contact info in Contacts, do the following:



**1. From the BlackBerry Home screen, select Contacts.**

Contacts opens.

**2. Highlight a contact name, press the Menu key, and then select Edit.**

The Edit Contact screen for the contact name you selected makes an appearance.

**3. On the Edit Contact screen, scroll down to the PIN field (as shown in Figure 8-3).**

**4. Enter the PIN by pressing letters and numbers on the keyboard.**

**5. Press the Menu key and then select Save.**

The edit you made for this contact is now saved.

It's that simple. Of course, it's even easier if you think ahead and enter the PIN information you have when you set up your initial contact info (by using the New Contact screen), but we understand that a PIN isn't usually the kind of info your causal acquaintances carry around with them.



If all this talk about New Contact screens and Edit Contact screens doesn't sound familiar, check out Chapter 4, which covers the Contacts application in more detail.

**Figure 8-3:**  
Add a contact's PIN info here.

## *Sending a PIN-to-PIN message*

Sending a PIN-to-PIN message is no different than sending an e-mail. Here's how:

1. **From the BlackBerry Home screen, select Contacts.**

Contacts opens.

2. **Highlight a contact name and then press the Menu key.**

If a contact has a PIN, you see a menu item titled PIN <contact name>. Say, for example, you have a contact named Dante Sarigumba. When you highlight Dante Sarigumba in the list and then press the Menu key, the menu item PIN Dante Sarigumba appears as an option, as shown in Figure 8-4.

3. **Select PIN <contact name> from the menu.**

The ever-familiar New Message screen, with the PIN of your buddy already entered as an address, makes an appearance.

4. **Treat the other e-mail-creation stuff — adding a subject line, entering the body of your message, and then signing off — just as you would with a normal e-mail.**

Alternatively, if you know the PIN, you can also type it directly. Here's how:



1. **From the BlackBerry Home screen, select Messages.**

The Messages application opens.

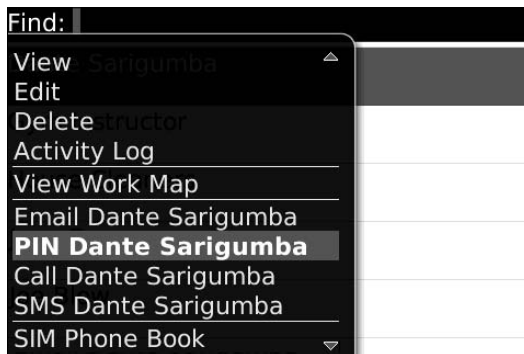
2. **Press the Menu key and then select Compose PIN.**

The ever-familiar New Message screen makes an appearance.

3. **In the To field, enter the PIN and then press the trackball.**

You just added a recipient in the To field.

4. **Add a subject line, enter the body of your message, and sign off just like you would in a normal e-mail.**



**Figure 8-4:**  
Send a PIN  
message  
via your  
Contacts.



Unlike e-mails, when you send a PIN-to-PIN message, you can tell if the recipient got your message almost instantly. Viewing the Message list, you see a letter D, which means *delivered*, on top of the check mark next to the PIN-to-PIN message you sent.



Because of the nature of PIN-to-PIN messaging (the conspicuous lack of a paper trail, as it were), RIM has set it up so that companies can disable PIN-to-PIN messaging on your BlackBerry device. (No paper trail can mean legal problems down the road — can you say *Sarbanes-Oxley?*) If your BlackBerry is from your employer and you don't see the PIN menu item allowing you to send PIN-to-PIN messages, you can safely assume that your employer has disabled it. Contact your BlackBerry Enterprise Server (BES) administrator to make sure. (See Chapter 1 for an explanation of BES.)

## *Receiving a PIN-to-PIN message*

Receiving a PIN-to-PIN message is no different than receiving a standard e-mail. You get the same entry into your Messages list for the PIN-to-PIN message that you receive, and the same message screen appears when you open the message. By default, your BlackBerry vibrates to alert you, but this behavior can be customized in Profiles. In Profiles, PIN-to-PIN is a Level 1 Message. (Check out Chapter 3 for more details on changing your profile.) When you reply to the message, the reply is a PIN-to-PIN message as well — that is, as long as your BlackBerry is set up to send PIN-to-PIN messages. Again, because this involves a BlackBerry-to-BlackBerry communication, you won't see a PIN message show up on your desktop's e-mail client's inbox.

## *Keeping in Touch, the SMS/MMS Way*

Short Messaging Service (also known as *SMS*, or simply *text messaging*) is so popular these days that you see it used in many TV shows, including the Fox Network's *American Idol*, which lets you vote for the show's contestants by using SMS. Moreover, SMS is an established technology (not a new and unproven thing, in other words) that has been popular for years in Europe and Asia, where the Global System for Mobile Communication (GSM) is the technology of choice among cellphone network providers. How short is short? The maximum size per message is about 160 characters. If you send more than that, it gets broken down into multiple messages.

Multimedia Messaging Service (MMS) is the latest evolution of SMS. Rather than a simple text message, you can also send someone an audio or a video clip.

## SMS is a smash!

In the early days of SMS, phone providers gave away their text messaging services for free. It caught on like wildfire, especially in developing countries where folks are a tad more cost conscious. In those countries, it didn't take long before lots of folks started carrying a cellphone just to avail themselves of the free text messaging. Adding to the appeal was the fact that many network service providers didn't even force you to pay for a plan; you could walk into any convenience store and buy a prepaid SIM card, no questions asked. By the way, Subscriber Identification Module, or SIM, is a tiny electronic chip found in the back of a GSM phone. This chip is your gateway to using the phone network.

In the United States, however, it took some time for SMS to catch up. For one thing, network service providers in the United States are divided between CDMA and GSM/GPRS technology. (See Chapter 1 for more on that divide.) GSM/GPRS phones have allowed SMS since 1991; CDMA phones did not until about 2000. (Competing innovations do have a downside, right?) The second reason was that most American homes were wired for regular phone service, so cellphones were not necessarily seen as something you just had to have. However, the convenience of using cellphones and SMS are making them more and more attractive.



Whether you call it SMS, Short Messaging Service, or just plain text messaging, your BlackBerry makes it simple. But before we go over the details, we want to point out to all you BlackBerry Pearl owners that text messaging does pose a challenge for beginners. It's not that it's a difficult task; it's just that it's cumbersome to type the letters by using the limited keypad.

Also, you need to be aware of the trends and options for text messaging. There is a growing SMS subculture among teenagers and those who jumped onto the bandwagon early. These in-the-know folks use abbreviations that might be difficult for you to understand in the beginning, so don't dive in without your oxygen tank. A quick preparation goes a long way toward avoiding being labeled *uncool* when it comes to your SMS syntax. The upcoming sections help smooth your path a bit by filling you in on the basics of SMS-speak.

## *Using shorthand for speedy replies*

From the get-go, text messaging sprang up from the wild and crazy world of cellphone users. And those of you who've used a phone lately probably know that phone design revolves around entering phone numbers rather than entering the text to *War and Peace*. Time for a reality check: On a regular cellphone, three letters share a single key. As you can imagine, trying to bang out even a single paragraph can be a real pain.

Human ingenuity prevails. People have found ways to circumvent the fact that cellphones have such a limited number of keys at their disposal. One strategy that we highlight here involves using abbreviations that allow you to cut down on the amount of text you need to enter. These shorthand words have quickly become quite hip, especially among the 14–18-year-old set. Veteran text messagers (the hip ones, at least) can easily spot people who are new to SMS technology by how they don't use the right lingo — or use such lingo incorrectly.



Proud owners of a BlackBerry Pearl Flip who are beginners to SMS might be tempted to rely on BlackBerry's default SureType feature when text messaging. *SureType* is a technology used initially in BlackBerry 7100 series and is carried on in the BlackBerry Pearl and Pearl Flip. SureType's purpose is to compensate for the limited keys at your disposal on this type of BlackBerry. The software is smart enough to predict what you want to type. It can also learn and become smarter as you use it. The technology is neat, making it possible for you to type words faster and more easily on the BlackBerry Pearl. However, you might find yourself in a situation in which you receive text from buddies who use cool, with-it, hip, shorthand lingo, and you respond with white-bread, uncool, complete words provided for you by SureType technology. To preserve (or create) your cool image, we recommend disabling SureType when you do any text messaging. (Chapter 2 fills you in on how to toggle SureType on and off.) That way, you can master shorthand without any interference from SureType and transform yourself into a text-messaging fool.

## Awhfy?

In text messaging, the challenge lies in using abbreviations to craft a sentence with as few letters as possible. Because text messaging has been around for a number of years, plenty of folks have risen to this challenge by coming up with a considerable pool of useful abbreviations. Don't feel that you have to rush out and memorize the whole shorthand dictionary at once, though. As with mastering a new language, start out with the most commonly used words or sentences. Then when you become familiar with those, slowly gather in more and more terms. In time, the whole shorthand thing will be second nature.

And what are the most commonly used terms? Funny you should ask. Table 8-1 gives you our take on the most common abbreviations, which are enough to get you started. With these under your belt, you can at least follow the most important parts of an SMS conversation. Feel free to check out the Web site associated with this book ([www.blackberryfordummies.com](http://www.blackberryfordummies.com)) for a more comprehensive list of shorthand abbreviations.

<i>Shorthand</i>	<i>Meaning</i>	<i>Shorthand</i>	<i>Meaning</i>
2D4	To die for	CUL8R	See you later
2G4U	Too good for you	CUS	See you soon
2L8	Too late	F2F	Face to face
4E	Forever	FC	Fingers crossed
4YE0	For your eyes only	FCFS	First come, first served
A3	Anytime, anywhere, anyplace	FOAF	Friend of a friend
AFAIK	As far as I know	FWIW	For what it's worth
ASAP	As soon as possible	GAL	Get a life
ASL	Age, sex, location	GG	Good game
ATM	At the moment	GR8	Great
ATW	At the weekend	GSOH	Good sense of humor
AWHIFY	Are we having fun yet?	H2CUS	Hope to see you soon
B4	Before	IC	I see
BBFN	Bye-bye for now	IDK	I don't know
BBL	Be back later	IMHO	In my honest opinion
BBS	Be back soon	IMO	In my opinion
BCNU	Be seeing you	IOU	I owe you
BG	Big grin	IOW	In other words
BION	Believe it or not	KISS	Keep it simple, stupid
BOL	Best of luck	LOL	Laughing out loud
BOT	Back on topic	OIC	Oh, I see
BRB	Be right back	RUOK	Are you okay?
BRT	Be right there	W4U	Waiting for you
BTW	By the way	W8	Wait
CMON	Come on	WTG	Way to go
CU	See you	TOM	Tomorrow

## *Showing some emotion*

One aspect of written communication that has gotten a few folks in trouble now and then is that the very same words can mean different things to



different people. A simple example is the phrase, “You’re such a clueless individual.” When you speak such a phrase (with the appropriate facial and hand gestures), your conversational partner knows right off the bat (we hope) that you’re teasing and that it’s all a bit of fun. Write that same phrase in a text message and, well, you might get a nasty reply in return — which you then have to respond to, which prompts another response, and soon enough you’ve just ended that seven-year friendship.

Because SMS is meant for quick and short messages akin to chatting — rather than long and drawn-out debates about what you actually *meant* when you said what you said — a quick-and-dirty system for characterizing what you’ve just written (I’m joking! I’m happy! I’m mad!) has sprung up. Known as *emoticons*, these cutesy typographical devices let you telegraph your meaning in sledgehammer-to-the-forehead fashion.

Yes, we’re talking smileys here — those combinations of keyboard characters that when artfully combined, resemble a human face. The most popular example — one that you’ve probably encountered in e-mails from especially chirpy individuals — is the happy face, which you see used (usually at the end of a statement) to convey good intentions or imply a happy context, like this :).

Table 8-2 shows you the range of smiley choices. The trick to recognizing what each smiley conveys lies in your ability to view them sideways (hopefully without developing a crick in your neck). Just remember that smileys are supposed to be fun. They could be the one thing you need to make sure that your “gently teasing remark” isn’t misconstrued as a hateful comment.

<i>Smiley</i>	<i>Meaning</i>	<i>Smiley</i>	<i>Meaning</i>
:)	Happy, smiling	:(	Sad, frown
:-)	Happy, smiling, with nose	:-( 	Sad, frown, with nose
:D	Laughing	:-<	Super sad
:-D	Laughing, with nose	:'-(	Crying
:'-)	Tears due to laughter	:-O	Yell, gasped
:-)8	Smiling with bow tie	:-@	Scream, what?
;) )	Winking	:-(o)	Shouting
;-)	Winking, with nose	-O	Yawn
O:-)	I’m an angel (male)	:-:--(	Liar, long nose
O*-)	I’m an angel (female)	%-(	Confused
8-)	Cool, with sunglasses	:-	Determined
:-!	Foot in mouth	:-!)	Talking

(continued)

**Table 8-2 (continued)**

<b>Smiley</b>	<b>Meaning</b>	<b>Smiley</b>	<b>Meaning</b>
>-)	Evil grin	:-ozz	Bored
:-x	Kiss on the lips	@@	Eyes
((H))	Hugs	%-)	Cross-eyed
@>-;--	Rose	@@	Face
:b	Tongue out	#:-)	Hair is a mess
;b	Tongue out with a wink	&:-)	Hair is curly
:-&	Tongue tied	\$-)	Yuppie
-!-	Sleepy	:-(\$)	Put your money where your mouth is
<3	For heart or love	<^(oo)^>	Pig

## *Sending a text message*

After you have the shorthand stuff as well as the smileys under your belt, get your fingers pumped up and ready for action: It's message-sending time! Whether it's SMS or a richer audio/video (MMS) message, here's how it's done:

- 1. From the BlackBerry Home screen, select Contacts.**

Contacts opens.

- 2. Highlight a contact who has a cellphone number, press the Menu key, and select SMS (or MMS) <contact name> from the menu that appears.**

The menu item for SMS or MMS is intelligent enough to display the name of the contact. For example, if you choose John Doe, the menu item reads SMS John Doe or MMS John Doe, as shown in Figure 8-5. (Note the space for entering your text message, right underneath the screen heading.)

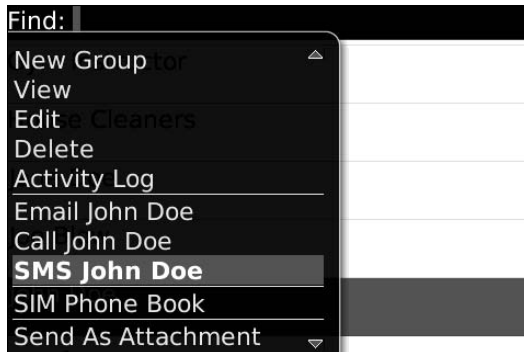
- 3. If you chose MMS, browse from your multimedia folders and select the audio or video file you want to send.**

When choosing MMS, this extra step allows you to choose the multimedia file. This is the only difference between SMS and MMS with regard to sending a message.

- 4. Type your message.**

Remember that shorthand business? You should start taking advantage of it the first chance you get. (Practice makes perfect.)

**Figure 8-5:**  
Start your  
text mes-  
sage here.



5. Press the trackball and then select **Send** from the menu that appears.

Your message is sent on its merry way.

## *Viewing a message you receive*

If you have an incoming SMS or MMS message, you get a notification just like you do when you receive an e-mail. Also, like e-mail, the e-mail icon at the top of the Home screen indicates a new message. In fact, everything about viewing SMS and MMS messages is pretty much the same as reading an e-mail. So, if you have Chapter 7 loaded into your memory, you know how to read SMS messages. The basic run-through is as follows:

1. **Open Messages.**
2. **Scroll to the unread message.**
3. **Press the trackball.**
4. **Bob's your uncle: The message appears on-screen.**



You can customize how your BlackBerry notifies you when you receive an SMS message. Chapter 3 has the scoop on all the customization options for your BlackBerry, including options for SMS notification. (Look for the section about customizing your profile.)

## *Always Online Using Instant Messaging*

Real-time conversation with your friends or buddies over the Internet is easier with the advent of Instant Messenger. This technology allows two or more people to send and receive messages quickly with the use of software that uses the Internet as the wire. It all started with pure text messages and evolved into a rich medium involving voice and even video conversation in real time.

## Messaging etiquette and a few words of caution

Here are some commonsense messaging rules as well as a few words of caution. Even if you're new to messaging, being a neophyte doesn't give you free license to act like a jerk. So remember, play nice and take the following pointers to heart:

- ✔ **Use smileys to avoid misunderstandings.** Read more about emoticons and smileys earlier in this chapter.
- ✔ **Do not ever forward chain letters.** We mean it. Never.
- ✔ **If you need to forward a message, check the entire message content first.** Make sure that nothing offends the recipient.
- ✔ **Some things in this world need to be said face to face, so don't even think of using messaging for it.** Ever try dumping your girlfriend or boyfriend over the phone? Guess what? Using messaging is a far worse idea.
- ✔ **Keep your tone gender neutral.** Some messages that are forwarded through e-mails are inappropriate to the opposite sex.
- ✔ **Capital letters are like shouting, so DON'T USE THEM.**
- ✔ **Know your recipient.** A newbie may not easily grasp smileys and shorthand at first, so act accordingly. (Read more about shorthand earlier in this chapter.)
- ✔ **Don't reply to any message when you're angry.** You can't unsend a sent message. It's better to be prudent than sorry.
- ✔ **Don't spread gossip or make personal remarks about other people.** Beware! Your messages can end up in the wrong hands and haunt you in the future.
- ✔ **Easy does it.** There is no documented evidence of the deleterious effects (physical or psychological) of too much text messaging. However, don't text-message as if you wanted to enter the books as the first recorded case of Instantmessagingitis. As your great-grandma would tell you, too much of anything is bad for you. It's easy to lose track of time doing IM.
- ✔ **Drive safely.** Tuck away your BlackBerry whenever you're in the driver's seat.



You may not find Instant Messenger in your BlackBerry. That's because it's a service provider's prerogative to include IM on the BlackBerry it sells. (Most providers, however, do support it for the BlackBerry Pearl Flip.) Also, your company has the option of not including Instant Messenger. Here's the deal: You can add Instant Messenger to your BlackBerry even if it didn't come as a default. Now, for those who already have Instant Messenger installed, you're in luck. You can go on your merry IM way. However, for those of you lacking an IM application, don't despair. See the upcoming section, "Instant messaging on your BlackBerry," which shows you where to download Instant Messenger so you can install it on your BlackBerry.

## Chatting using IM rules

When America Online (AOL) came out with Instant Messenger (IM) in the mid-1990s, it was an overnight hit. What made it successful was that it could

provide quick (instantaneous) responses to any messages you sent. In addition, the service introduced many simple (yet clever) functions that offer you a new way of communicating. For example, you can chat with multiple people at the same time. You can tell whether someone is trying to type a message to you. You can even tell whether your buddies are online, away from their computers, or simply too busy to be interrupted at the moment. IM adds up to a totally different slant on long-distance communication, opening a wide array of possibilities — possibilities that can be used for good (team collaboration) or ill (mindless gossip), depending on the situation.

As you might expect, IM is great for both personal and business applications. Whether you're maintaining friendships or busily working to create new ones, Instant Messenger is definitely one powerful tool to consider adding to your social-skills toolbox.

## *Instant messaging on your BlackBerry*

Most network providers dish out the three most popular IM services to their BlackBerry customers:

- ✓ Google Talk
- ✓ Yahoo! Messenger
- ✓ Windows Live Messenger (from the giant Microsoft)

Those three IM programs aren't the only popular ones. Here are several more:

- ✓ AOL Instant Messenger
- ✓ ICQ Instant Messenger
- ✓ iChat AV (on the Macintosh)
- ✓ Jabber (*open source*, also known as free)

If you're using an IM network that isn't preloaded, you can always check RIM's Web site to download the applications: [www.mobile.blackberry.com](http://www.mobile.blackberry.com). On this page, go to IM and Social Networking. The list of IM applications should be listed on the next page with a link for download.

### *IM basics: What you need*

Assuming that you have the IM application available in your BlackBerry, you just need two things to start using the standard four IM programs:

- ✓ User ID
- ✓ Password

Getting a user ID/password combo is a breeze. Just go to the appropriate registration Web page (listed next) for the IM application(s) you want to use. Use your desktop or laptop machine for signing up. It's easier and faster that way.

- ✓ **Google Talk:** [www.google.com/accounts/NewAccount?service=talk](http://www.google.com/accounts/NewAccount?service=talk)
- ✓ **AOL Instant Messenger (AIM):** [https://reg.my.screename.aol.com/\\_cqr/registration/initRegistration.psp](https://reg.my.screename.aol.com/_cqr/registration/initRegistration.psp)
- ✓ **ICQ:** [www.icq.com/register](http://www.icq.com/register)
- ✓ **MSN Live Messenger:** <http://messenger.msn.com/download/getstarted.aspx>
- ✓ **Y! Messenger:** [http://edit.yahoo.com/config/eval\\_register?.src=pg&.done=http://messenger.yahoo.com](http://edit.yahoo.com/config/eval_register?.src=pg&.done=http://messenger.yahoo.com)



Given the many IM network choices available, your friends are probably signed up on a bunch of different networks. You may end up having to sign up for multiple networks if you want to reach them all by using IM.

### *Going online with IM*

After you obtain the user ID/password combo for one (or more) of the IM services, you can use your BlackBerry to start chatting with your buddies by following these steps:

1. **From the BlackBerry Home screen, select the IM application of your choice.**

To illustrate how to do this, we are using Google Talk. An application-specific logon screen shows up for you to sign on, similar to the one shown in Figure 8-6. It's straightforward, with the standard screen name or ID line and password line.

2. **Enter your screen name/ID and password.**

**Figure 8-6:**  
Logon  
screen for  
Google Talk.

**3. (Optional) If you want, select the Remember Password check box. Also if you want, select the Automatically Sign Me In check box.**

When the Remember Password check box is enabled, it allows you to keep the ID/password information preentered the next time you come back to this screen. (Um, that is, you don't have to type this stuff every time you want to IM.) We recommend that you select this check box to save time but also set your handheld password to enabled so that security is not compromised. Refer to Chapter 3 if you need a refresher on how to enable passwords on your BlackBerry.



The Automatically Sign Me In check box allows you to toggle the feature of signing in automatically when your BlackBerry is powered up. This is helpful if you have a habit of turning off your BlackBerry periodically.

**4. Press the trackball and then select Sign In.**

At this point, IM tries to log you on. This can take a few seconds, during which time the screen reads *Sending request to AOL* or *Sending request to Yahoo!* or *Sending request to ICQ* while it's in this phase. After you're logged on, a simple listing of your contacts, or buddies, appears on the screen.

**5. Select the person you'd like to chat with.**

A menu appears, listing various things you can do. Features could differ a little bit for each IM application, but for Google Talk, here's a sample of what you can do:

- Start Chat
- Send File
- Add a Friend
- Rename
- Remove
- Block

**6. Select the action you'd like.**

***Adding a contact/buddy***

Before you can start chatting with your buddies, you need to know their user IDs as well:

<b><i>Provider</i></b>	<b><i>Where You Get Someone's User ID</i></b>
AIM	Your friend or by searching AOL's directory
Google Talk	The text before the @ sign in his or her Google e-mail address
Yahoo!	The text before the @ sign in his or her Yahoo! e-mail address
ICQ	Your friend's e-mail or the ICQ Global Directory
MSN	MSN passport ID or Hotmail ID

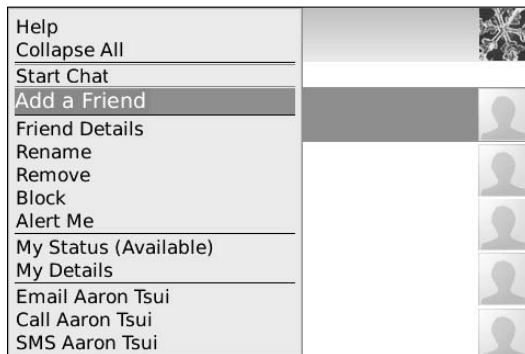
Luckily for you, you don't need to search around for IDs every time you want to IM someone. You can store IDs as part of a contact list. Follow these steps:

1. **Starting within the IM service of your choice, press the Menu key.**
2. **Select Add a Friend, as shown in Figure 8-7.**

The Add a Friend screen appears.

3. **Enter the user ID of your contact on the Add a Friend screen.**
4. **Press the trackball.**

IM is smart enough to figure out whether this contact is a valid user ID. If the ID is valid, the application adds the ID to your list of contacts. The buddy goes either to the Online or Offline section of your list, depending on whether your buddy is logged on. You'll be warned if the ID you entered is not valid.



**Figure 8-7:**  
The Google  
Talk menu.

### *Doing the chat thing*

Suppose you want to start a conversation with one of your contacts (a safe assumption on our part, we think). By sending a message within the IM application, you're initiating a conversation. Here are the details on how to do it:

1. **Log on to the IM application of your choice.**
2. **Select the person you want to contact.**

A typical online chat screen shows up. The top portion lists old messages sent to and received from this contact. You type your message at the bottom part of the screen.

3. **Type your message.**



#### 4. Press the Enter key.

Your user ID and the message you just sent show up in the topmost (history) section of the chat screen. When you get a message, it's added to the history section so that both sides of your conversation stay in view.

### *Sending your smile*

You can quickly add emoticons to your message (without having to remember all the character equivalents in Table 8-1). Follow these steps:

#### 1. While you're typing your message, press the Menu key.

A menu appears.

#### 2. Select Show Symbols.

All the icons appear, as shown in Figure 8-8.

#### 3. Select the emoticon you want.

The emoticon is added to your message.

**Figure 8-8:**  
You can  
choose from  
many  
smileys.



## *Using BlackBerry Messenger*

RIM has entered the IM horse race in the form of a spirited filly named — you guessed it — BlackBerry Messenger. This application is based on the PIN-to-PIN messaging technology described earlier in this chapter, which means that it is mucho fast and quite reliable.



However, with BlackBerry Messenger, you can chat with only those buddies who have a BlackBerry and also have PIN-to-PIN messaging enabled. The application supports IM features common to many of the other applications, such as group chatting and the capability to monitor the availability of other IM buddies.

### Running BlackBerry Messenger

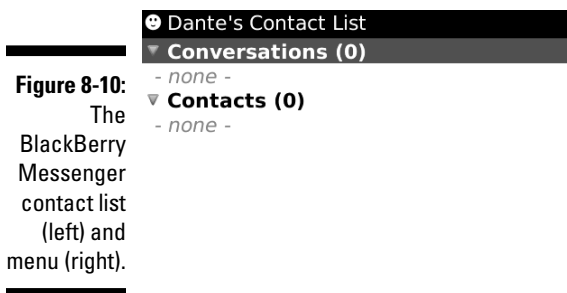
You can access BlackBerry Messenger in the Applications folder from the Home screen, as shown on the left in Figure 8-9. The first time you run BlackBerry Messenger, it asks for two things:

- ✓ Your display name (as shown on the right in Figure 8-9)
- ✓ A password (in case you need to restore your contact list in the future)

You see a contact list the next time you open the application, as shown on the left in Figure 8-10. (Okay, we know it looks empty here, but we show you how to populate it in a minute.)

Pressing the Menu key lets you do these things, as shown on the right side of Figure 8-10:

- ✓ Customize the groupings
- ✓ Add a contact
- ✓ Set your availability
- ✓ Start a conversation
- ✓ Change your options



### *Adding a contact*

With nobody in your contact list, BlackBerry Messenger is a pretty useless item. Your first order of business is to add a contact to your list — someone you know who

- ✓ Has a BlackBerry
- ✓ Is entered in your Contacts
- ✓ Has PIN-to-PIN messaging enabled
- ✓ Has a copy of BlackBerry Messenger installed on his or her device

If you know someone who fits these criteria, you can add that person to your list by doing the following:

- 1. In BlackBerry Messenger, press the Menu key.**
- 2. Select Add a Contact.**

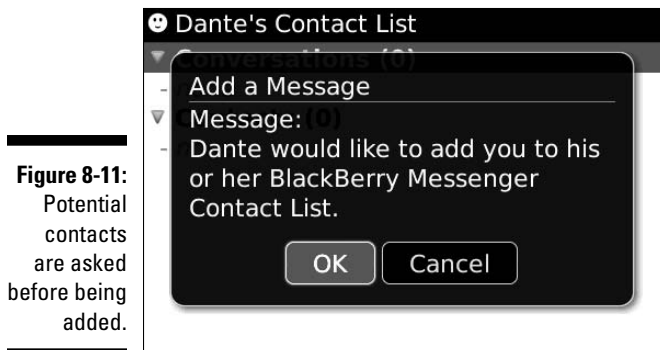
All the contacts in your BlackBerry Contacts show up on-screen.

- 3. Select the name you want to add to your BlackBerry Messenger contact list.**

A Message dialog box displays the Permission Request message. BlackBerry sends the request to the potential contact, as shown in Figure 8-11. You can edit the message that's sent.

- 4. Type your message.**
- 5. Select OK, and then select OK again in the screen that follows.**

The application sends your request. As long as the person has not responded to your request, his or her name appears as part of the Pending Contacts group, as shown in Figure 8-12. When your contact responds positively to your request, that name goes to the official contact list.





**Figure 8-12:**  
To-be-approved contacts are in the Pending Contacts group.

### *Starting a conversation*

You can easily start a conversation with any of your contacts. Follow these steps:

- 1. On the BlackBerry Messenger main menu, select the name in your contact list.**

A traditional chat interface opens, with a list of old messages at the top and a text box for typing messages at the bottom.

- 2. Type your message.**
- 3. Press the Enter key.**

Any messages you send (as well as any responses you get) are appended to the history list at the top.

### *Starting a group conversation*

You can easily invite others to your BlackBerry Messenger conversation. Follow these steps:

- 1. During a conversation, press the Menu key.**

The BlackBerry Messenger main menu appears. This time, an Invite option has been added.

- 2. Select Invite.**

The Select a Contact screen opens.

- 3. Select people, one at a time.**

You can choose any number of people.

- 4. Select OK.**

You're back to the previous conversation screen, but this time, the history list shows the contacts you added to the conversation. The newly selected contact can now join the conversation.



You can make your name appear snazzy by adding symbols:

1. On the BlackBerry Messenger screen, press the Menu key.
2. Select **Edit My Info**.
3. Press the Sym key to choose the symbol you want.

You can quickly page down on the symbol screen by pressing the Sym key.



**Figure 8-13:** Adding symbols to your name here.

## Taking control of your IM app

If you use IM frequently — and you tend to chat with many contacts all at the same time — your BlackBerry's physical limitations may cramp your IM style. No matter whether you use AIM, Y! Messenger, ICQ, MSN Messenger, or BlackBerry Messenger, it's still slower to type words on the tiny keypad than it is to type on your PC.

Do you just give up on the dream of IMing on the go? Not necessarily. The following sections show how you can power up your BlackBerry IM technique.

### *Less is more*

If you can't keep up with all your buddies, your best bet is to limit your exposure. Take a whack at your contact list so that only your true buddies remain as contacts whom you want to IM from your BlackBerry. Trimming your list is easy — to delete a contact from your IM application, use the Delete option from your BlackBerry Messenger main menu.



Deleting a contact or buddy from an IM application on your BlackBerry also deletes it from the desktop or laptop computer version of the app. That's because the list of contacts is maintained at a central location — an IM server, to be precise — and not on your BlackBerry.

## Jive on

If you want to make sure that you won't have text-messaging fees for using an IM client, check out these IM programs:

- ✓ **BeejiveIM** ([www.beejive.com/download/blackberry.htm](http://www.beejive.com/download/blackberry.htm)): This one-time-fee program connects directly to the Web instead of using SMS. It works with multiple IM networks and multiple accounts per network: AIM, Microsoft Live Messenger, Yahoo! Messenger, Google Talk, ICQ, Jabber, and MySpace IM. This is one of the best options.
- ✓ **Nimbuzz** ([www.nimbuzz.com](http://www.nimbuzz.com)): Nimbuzz supports many of the popular IM networks. It even supports calls using the Skype network. And the best thing is that it's free and does not use SMS.
- ✓ **IM+** ([www.shapeservices.com/eng/im/blackberry](http://www.shapeservices.com/eng/im/blackberry)): If you don't want to pay annually, consider this service. IM+ only asks for a one-time fee and also

supports Yahoo!, MSN, AOL, ICQ, Google Talk, and Jabber networks. The best thing about IM+ is that it sends messages by using the Internet rather than SMS, which is best suited for people who have the unlimited data plan. You have to choose a version: The Regular version connects to BES. (See Chapter 1 for details on BES.) BES is used by companies as a way of connecting the BlackBerry platform to a corporate network and e-mail server. The WAP version allows a personal BlackBerry to use the network provider's WAP gateway to connect to the Internet. The Shape Services Web site has a comprehensive FAQ (frequently asked questions) list for details about the software.

Check out the Web site associated with this book ([www.blackberryfordummies.com](http://www.blackberryfordummies.com)) for updates regarding these (and other) recommendations.



A simple work-around here is to set up two accounts of your favorite IM application — one for your BlackBerry and one for your desktop. By using these accounts separately, you can limit the number of contacts you have on your BlackBerry and still maintain a full-blown list of contacts on your desktop.

### *Lesser typing — use shorthand*

Cut down your typing time. Don't forget the shorthand described previously. It's widely used in IM as well as texting, so refer to Table 8-1 whenever you can so that you can quickly respond. Before you know it, you'll have the abbreviations memorized and be using them with ease. The emoticons also can make your conversation more interesting. Always take them out of your toolbox. Refer to Table 8-2 for the list of the most common ones.



### *SMS versus connecting via the Web*

SMS messages are short messages designed for cellphones. IM is a step up, evolving from the Internet where bandwidth is no longer a concern. It provides a better real-time conversation experience across distances. These two technologies evolved in parallel. As more people use IM, it becomes apparent that this technology has a place in handheld devices, where mobility is an advantage. Some of the IM programs developed and used in the BlackBerry in the past use SMS behind the scenes. And because your BlackBerry can connect to the Internet, other programs use the Internet directly. These differences can affect your monthly bill as well as your messaging experience. Read on.



*If you don't have unlimited SMS but have an unlimited data plan, be careful with any third-party IM software. Make sure that it is using the Internet instead of SMS. If it is using an SMS, you'll incur charges for every message sent and received. As of this writing, most network providers charge 20 cents for every SMS message. If you're a heavy IM user, 20 cents adds up quickly and will be a nasty surprise on your monthly bill.*





## Chapter 9

# Surfing the Internet Wave

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### *In This Chapter*

- ▶ Using BlackBerry Browser to surf the Web
  - ▶ Mastering browser shortcuts and navigation tips
  - ▶ Using bookmarks
  - ▶ Customizing and optimizing Browser
  - ▶ Downloading and installing applications from the Web
  - ▶ Using Browser in an enterprise environment
- 

**I**t's hard to believe that just over 13 years ago, more folks did not have access to the Internet than did. Today, you can surf the Web anytime, anywhere, and you can do it by using a traditional desktop or laptop computer, or even a tiny mobile device such as a PDA or a smartphone. Having said that, it should be no surprise that your BlackBerry has a Web browser of its own.

In this chapter, we explore ways to use BlackBerry Browser effectively. We offer shortcuts that improve your experience browsing the Web. We also throw in timesaving tips, including the coolest ways to customize your browser to make pages load faster and a complete neat-freak's guide to managing your bookmarks.

Your network service provider might also have its own custom browser for you to use. We compare these proprietary browsers with the default BlackBerry browser so that you can decide which best suits your needs.

## *Getting Started with BlackBerry Browser*

BlackBerry's Browser comes loaded on your smartphone and accesses the Web by a cellphone connection. When you run your BlackBerry on BlackBerry Enterprise Server (BES), the application is called *BlackBerry Browser*; otherwise, it's called *Internet Browser*. We just use *Browser* to make things easier.

The BlackBerry Browser has four variants:

- ✔ One that's connected to your BES server.
- ✔ One that goes directly to your service provider's network. This might be called by the network service provider's brand name.
- ✔ A browser that uses the WiFi connection.
- ✔ A WAP browser. Wireless Application Protocol, or WAP, was popular in the 90s when mobile device displays were very limited and could only display five to six rows of text. This technology lost its appeal with the advent of high-resolution screens.

If you are a corporate BlackBerry user, your company administrator might turn off or not install the other browsers except for the one that connects through the company's BES.

The following sections get you started using Browser. After you get your feet wet, we promise that you'll be chomping at the bit to find out more!

## Accessing Browser

Browser is one of the main applications of your device, with its Globe icon visible right on the Home screen, as shown in Figure 9-1. In most cases, you open Browser by scrolling to this icon and then pressing the trackball.

If Browser is your default browser, you can access it from any application that distinguishes a Web address. For example, from Contacts, you can open Browser by opening the link on the Web Page field. If you get an e-mail that contains a Web address, just scroll to that link. The link is highlighted, and you can open the page by pressing the trackball.



When you access Browser from another application, you don't have to close that application to jump to Browser. Just press the Alt key (to the left of the Z key) and the Escape key (to the right of the trackball) at the same time to open a pop-up screen with application icons. Use your trackball to highlight the Browser icon and then press the trackball to launch Browser.

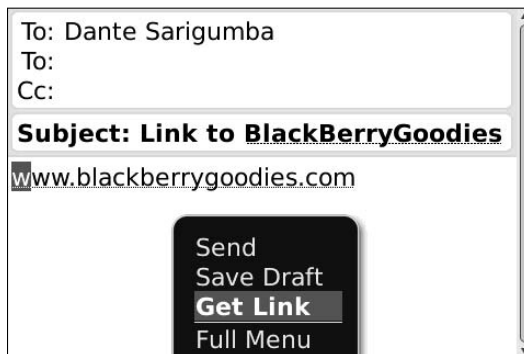
By default, accessing Browser by clicking a Web address within another application opens the Web page associated with that address. (In Figure 9-2, we're opening Browser from the Messages application.) Opening Browser by clicking its icon on the Home screen gives you a list of bookmarks.

If you haven't yet added bookmarks, the opening Browser screen looks like Figure 9-3. You can find out more about adding bookmarks later in this chapter.

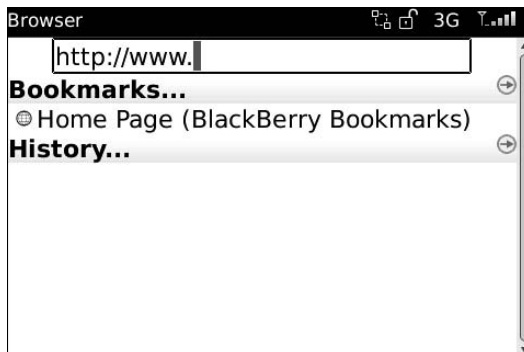
**Figure 9-1:**  
You can open Browser from the Home screen.



**Figure 9-2:**  
Open Browser from Messages.



**Figure 9-3:**  
Browser with the default empty Bookmarks screen.



## Hitting the (air) waves

After you locate Browser, you're ready to surf the Web. Here's how:



### 1. Open Browser.

Unless the configuration is changed, BlackBerry displays your bookmarks when you open Browser. If you don't yet have any bookmarks or if you want to go to a page that isn't in your bookmarks, skip to Step 3.

### 2. Press the Menu key and then select Go To.

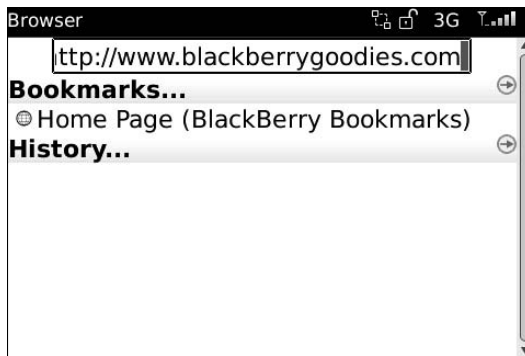
### 3. Alternatively, in the screen that appears, enter a Web address, as shown in Figure 9-4.

### 4. Select OK.

The Web page appears. While the page is loading, progress is indicated at the bottom of the screen.



When you see a phone number or an e-mail address on a Web page, you can scroll to that information to highlight it. When the information is highlighted, pressing the trackball initiates a phone call or opens a new e-mail message (depending on which type of link you highlighted).



**Figure 9-4:**  
Opening a  
Web page is  
simple.

## Navigating Web pages

Using Browser to navigate to a Web page is easy. Note that hyperlinks are highlighted on-screen. To jump to a particular hyperlink, scroll to the highlighted link and press the trackball.



Here are a few shortcuts you can use while navigating a Web page:

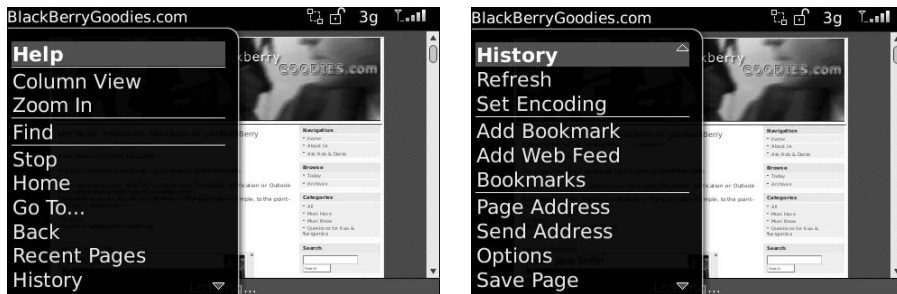
- ✔ Quickly move up and down one full display page at a time by pressing 9 (down arrow) or 3 (up arrow).
- ✔ Quickly switch between full-screen mode and normal mode by pressing the exclamation point (!) key. Think of full-screen mode simply as another way to view the same Web page on your BlackBerry, but the BlackBerry doesn't show anything extra (for example, signals level) on the top portion of the display screen. Normal mode is what you get by default.
- ✔ To stop loading a page, press the Escape key.
- ✔ After a page fully loads, go back to the previous page by pressing the Escape key.

And don't forget the Browser menu (press the Menu key). It has some useful shortcuts, as shown in Figure 9-5.

Here are the Browser menu options:

- ✔ **Page View:** Appears only if you are currently in Column view. This view allows you to see the page as you would normally see it on your PC's Internet browser. The compressed version of the Web page takes up the entire screen first. A menu option allows you to zoom in and out.
- ✔ **Column View:** This is the default view and normally does not appear as a menu option. It shows up only if you are currently in Page view. With this view, the Web page is displayed vertically, meaning that a wide Web page wraps down and you can use the trackball to scroll up and down the page.
- ✔ **Find:** Locates and highlights text within the current page. Like any other basic Find tool, choosing this option displays a prompt to enter the text you want to find. After the initial search, a Find Next menu appears for finding the next matching text.
- ✔ **Select:** Shows up only if the trackball pointer is placed on text. This feature allows you to highlight text on the screen for copying.
- ✔ **Stop:** Shows up only if you're in the middle of requesting a page and allows you to cancel such request. This is the same as pressing the Escape key.
- ✔ **Copy:** This menu item appears if you have currently highlighted text. Selecting Copy copies the highlighted text into memory so that you can use it later for pasting somewhere else, such as in MemoPad.
- ✔ **Full Image:** This menu item appears only if you highlight an image and only a portion of the image is displayed on the screen.
- ✔ **Save Image:** Also appears if you highlight an image and allows you to save the image in the built-in memory or SD card.

**Figure 9-5:**  
The  
Browser  
menu has  
lots of good  
stuff.



- ✓ **Home:** The shortcut to your home page. The default home page can vary from carrier to carrier, but to change it, follow these steps:

1. Open the Browser menu.
2. Select **Options** → **Browser Configuration**.
3. Change the **Home Page Address** field.

- ✓ **Get Link:** This menu item appears if you have a currently highlighted link. Choosing this menu item opens that page of the link. *Hint:* The faster way to open a link is to press **Enter**.
- ✓ **Go To:** Allows you to open a Web page by entering the Web address and pressing the trackball. As you enter more addresses, the ones you entered before are listed in the History portion of the screen and stored for possible future use so that you don't have to type them again. To find out how to clear that list, see the “Cache operations” section, later in this chapter.



- ✓ **Back <Esc>:** Goes back to the previous page you viewed. This menu item displays only if you navigated to more than one Web page.  
When you see **<Esc>**, you can achieve the same function by pressing the **Escape** key.
- ✓ **Forward:** If you've gone back at least one Web page in your browsing travels, use **Forward** to progress one page at a time.
- ✓ **Recent Pages:** Browser can track up to 20 pages of Web addresses you've visited, which you can view on the History screen. From there, you can jump to any of those Web pages by highlighting the history page and pressing the **Enter** key twice.
- ✓ **History:** Displays a list of the Web pages you visited and allows you to jump back quickly to those pages. It is grouped by date.
- ✓ **Refresh:** Updates the current page. This is helpful when you're viewing a page with data that changes frequently (such as stock quotes).

- ✔ **Set Encoding:** Specifies the encoding used in viewing a Web page. This is useful when viewing foreign languages that use different characters. Most BlackBerry users don't have to deal with this and probably don't know what type of encoding a particular language could display.

When you try to open a Web page, indicators appear at the bottom of the screen that tell you the progress of your request. The left screen in Figure 9-6 shows that Browser is requesting a page. The right screen of Figure 9-6 shows that you've reached the page and that the page is still loading.



Several icons are in the upper-right corner of both screens in Figure 9-6. We explain them, from right to left:

- ✔ The **rightmost arrow icon** appears when Browser is processing or receiving data.
- ✔ The **bars** to the left of the rightmost arrows show the strength of the network signals (the same signal indicator for phone and e-mail).
- ✔ Your **connection type** also appears. In Figure 9-6, 3g means that the connection is a third-generation network. (Chapter 1 gives you the scoop on connection types.)
- ✔ The **lock icon** indicates whether you're at a secure Web page. Figure 9-6 is showing a nonsecure page. Whether a page is secure depends on the Web site you're visiting. If you're accessing your bank, you most likely see the secured icon (a closed lock). On the other hand, most pages don't need to be secure, so you see the unsecured icon (an open lock).



If you lose patience waiting for a page to load and want to browse somewhere else, press the Escape key to stop the page from loading.

**Figure 9-6:** Requesting a page (left) and then loading (right) it.



## Saving a Web page address

Entering a Web address to view a page can get tedious. Fortunately, you can return to a page without typing the same address. While you're viewing a Web page, simply use the Browser menu (shown in Figure 9-7) to save that page's address.

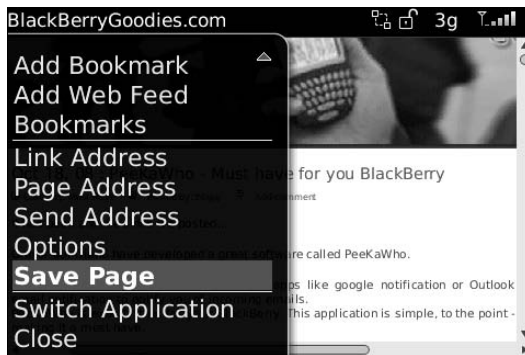
You can save a Web page address in a couple of ways:

- ✔ **Page Address:** This option allows you to view the Web address of the current page through a pop-up screen, which presents you with two options to act on:
  - *Copy Address* saves the page's address on your BlackBerry Clipboard and allows you to paste it somewhere else.
  - *Send Address* presents another screen so that you can choose whether to send the address by e-mail, MMS, PIN, or SMS. See Chapter 7 for more on sending e-mail messages and Chapter 8 for MMS, PIN, and SMS.
- ✔ **Save Page:** Use this option to save the Web address of the current page to Messages. A message appears with the Browser globe icon to indicate that it's a Web link, as shown in Figure 9-8. Scrolling to that entry and pressing the trackball launches Browser and opens the page for your viewing pleasure.

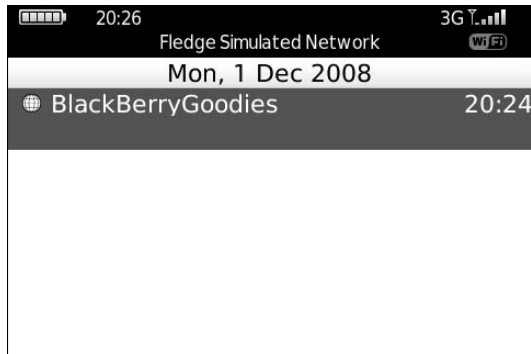
Saving a page to your message list has a different purpose than bookmarking a page. When you save a page to your message list, you can mark the page as unread, like an e-mail message, to remind yourself to check back later.



**Figure 9-7:** Use the Browser menu to save a Web page address.







**Figure 9-8:**  
Save a Web  
page link in  
Messages.

*Note:* When you do not have network coverage and you try to access a Web page, you're prompted to save your request. When you do, your request is automatically saved in the message list. When you do have coverage later, you can open the same Web page from the message list, with the content loaded already!



Pressing a letter key while a menu appears selects the first menu item that starts with that letter. Pressing the same letter again selects the next menu item that starts with that letter.

## *Sending an address by e-mail*

You can send a Web address to any recipient via an e-mail by using the Page Address option on the Browser menu. For a more *direct* way, simply select Send Address from the Browser menu while the Web page is displayed. If you know right away that you're going to send an address to someone, use the more direct method. It saves you a couple of clicks.

## *Saving Web images*

If you have a BlackBerry with a color screen, you can view and save pictures or images from a Web page. You can save images of JPEG, PNG, GIF, and BMP formats. Any saved image is kept in the Pictures application, which enables you to view it later, even when you are out of coverage. To save it from the Web page, click the image you want to save and then select Save Image from the menu that appears.

## Changing your Home screen background

This is a neat trick. You can use an image that you have saved in your pictures list as the background on your Home screen. Here's how:

1. From the Home screen, select the Media icon and then select Pictures.

The Pictures application opens.

2. Scroll to and select the image you want to set as your background.
3. Press the Menu key and then select Set as Home Screen Image.

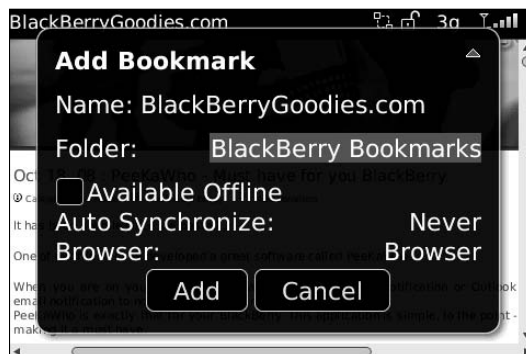
## Bookmarking Your Favorite Sites

You don't have to memorize all the addresses of your favorite sites. BlackBerry Browser allows you to keep a list of sites you want to revisit. In other words, make a *bookmark* so that you can come back to a site quickly.

### Adding a bookmark

On the page you want to bookmark, select Add Bookmark from the Browser menu. Remember that the menu is always accessible by pressing the Menu key. Enter the name of the bookmark and then select the folder where you want to save the bookmark in the Add Bookmark dialog box (as shown in Figure 9-9). The default folder is BlackBerry Bookmarks, but you can save the bookmark in folders that you create. To see how to create a bookmark folder, skip ahead to the section "Adding a bookmark subfolder."

The next time you want to go to a bookmarked page, return to the Bookmarks screen by choosing Bookmarks from the Browser menu. From this screen, you can find all the pages you bookmarked. Just highlight the name of the bookmark and press the Enter key to open that page.



**Figure 9-9:** Specify the name and the folder in which to store the bookmark.

## Available offline

The Add Bookmark dialog box includes an Available Offline check box, which you might be wondering about. If that check box is selected, you not only save a page as a bookmark, but you are also caching it so that you can view it even when out of network coverage (like when you're stuck deep in a mountain cave). So, the next time you click the bookmark, that page comes up very fast.

We recommend that you create bookmarks to search engines (such as Google) available offline because the content of the initial search page is not likely to change from day to day.

If you're working with version 3.8 or later of the BlackBerry OS, the Bookmarks screen appears by default when you open Browser.



## Modifying a bookmark

Changing a bookmark is a snap. Follow these steps:

**1. Go to the Bookmarks screen.**

To open the Bookmarks screen, select Bookmarks from the Browser menu.

**2. Highlight the name of the bookmark you want to modify, press the Menu key, and then select Edit Bookmark.**

**3. On the screen that follows, you can edit the existing name, the address the bookmark is pointing to, or both.**

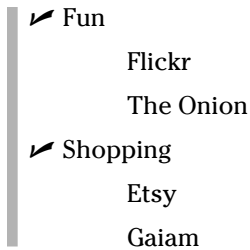
**4. Select Accept to save your changes.**

## Organizing your bookmarks

Over time, the number of your bookmarks will grow. A tiny screen can make it tough to find a certain site. You can organize your bookmarks by using folders and help work around this problem. For example, you can group related sites in a folder, and each folder can have one or more folders inside it (subfolders). Having a folder hierarchy narrows your search and allows you to easily find a site.

For example, your sites might fall into these categories:

- ✓ Reference
  - NY Times
  - Yahoo!



### ***Adding a bookmark subfolder***

Unfortunately, you can only add subfolders to folders that are already listed on the Bookmark page. That is, you can't create your own root folder. Your choices for adding your first subfolder are under WAP Bookmarks or BlackBerry Bookmarks.

Suppose that you want to add a Reference subfolder within your BlackBerry Bookmarks folder. Here are the quick and easy steps:

**1. On the Bookmarks screen, highlight BlackBerry Bookmarks.**

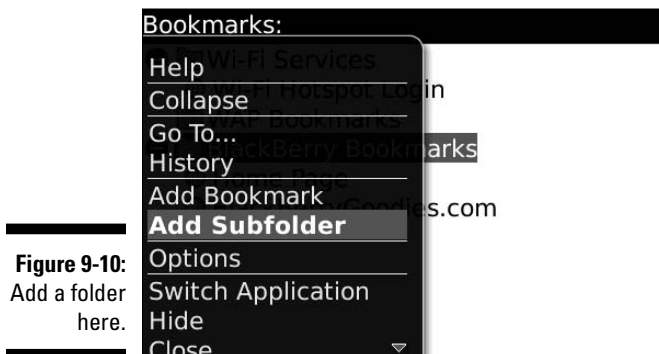
The initial folder you highlight is the parent of the new subfolder. So in this case, the BlackBerry Bookmarks folder will contain the Reference subfolder.

**2. Press the Menu key and then select Add Subfolder, as shown in Figure 9-10.**

You see a dialog box where you can enter the name of the folder.

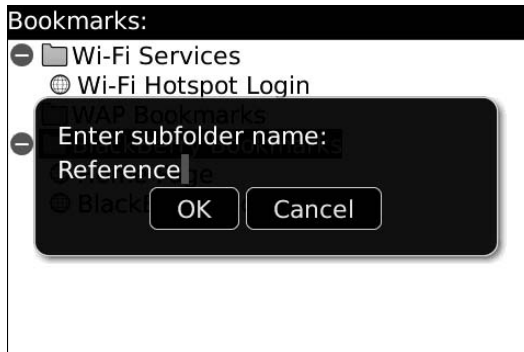
**3. Enter the name of the folder (as shown in Figure 9-11) and use the trackball to select OK.**

We named our folder *Reference*. The Reference folder appears on the Bookmarks screen (as shown in Figure 9-12), bearing a folder icon.

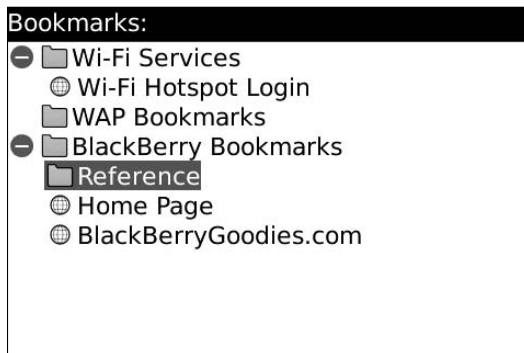


**Figure 9-10:**  
Add a folder  
here.

**Figure 9-11:**  
Enter a folder name for your bookmarks.



**Figure 9-12:**  
The Bookmarks screen showing the Reference folder you just added.



### *Renaming a bookmark folder*

Renaming a bookmark folder you've created is as easy as editing a bookmark. Follow these steps:

- 1. Go to the Bookmarks screen.**
- 2. Highlight the name of the folder you want to change.**
- 3. Press the Menu key.**  
A menu appears.
- 4. Select Rename Folder.**
- 5. Type the name of the folder.**
- 6. Select OK to save your changes.**

### *Moving your bookmarks*

If you keep going astray looking for a bookmark that you think exists in a particular folder but is instead in another, move that bookmark where it belongs. Follow these steps:

1. **Highlight the bookmark, press the Menu key, and select Move Bookmark.**
2. **Use the trackball to move the bookmark to the location in the list where you want it to appear.**
3. **After you find the right location, press the trackball.**

Your bookmark is in its new home.

### *Cleaning up your bookmarks*

Cleaning up your bookmarks list can help you keep organized. On the Bookmarks screen, highlight the name of the bookmark you want to delete, press the Menu key, and select Delete from the menu that appears.



You can clean up bookmarks wholesale by deleting an entire folder. However, if you delete a folder, you delete the contents of that folder as well, so purge with caution.

## *Exercising Options and Optimization Techniques*

Browser works out of the box. But everyone has his or her own taste, right? You can look to Browser Options for Browser attributes and features you can customize:

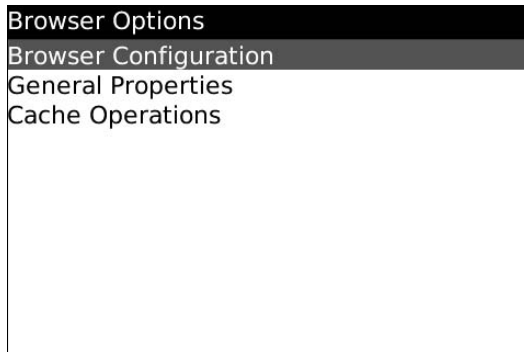
1. **Press the Menu key.**
2. **Select Options.**

The Browser Options screen offers three main categories to choose from, as shown in Figure 9-13:

- *Browser Configuration*: A place to toggle Browser features.
- *General Properties*: Settings for the general look and feel of Browser.
- *Cache Operations*: Allows you to clear file caches used by Browser.

If you feel speed-greedy after adjusting the options, see the sidebar “Speeding up browsing,” later in this chapter.

**Figure 9-13:**  
The  
Browser  
Options  
screen.



## Configuring Browser

You can define browser-specific settings from the Browser Configuration screen, which you access from the Browser Options screen. The customization items you can amend (shown in Figure 9-14) are as follows:

- ✔ **Support JavaScript:** JavaScript is a scripting language used heavily to make dynamic Web pages. A Web page might not behave normally when this option is turned off. This option is off by default on the latest BlackBerry smartphones with OS 4.6 onwards including Bold, Storm, Pearl Flip, and Curve 8900.
- ✔ **Allow JavaScript Popups:** Most ad pages are launched as JavaScript pop-ups. So, having this check box selected minimizes these ads. But be aware that some important pages are also displayed as JavaScript pop-ups. (Note that this option only shows up if you select the Support JavaScript check box.)
- ✔ **Terminate Slow Running Scripts:** Sometimes you find Web pages with scripts that aren't written well. Keep this selected to keep Browser from hanging. (Note that this option only shows up if you select the Support JavaScript check box.)

**Figure 9-14:**  
The  
Browser  
Configur-  
ation  
screen.





- ✓ **Use Background Images:** A Web page background image can make the page look pleasing, but if the image is big, it could take time to download it.
- ✓ **Support Embedded Media:** Select this option to support media such as SVG (scalable vector graphics). Think of it as Flash for mobile devices such as the BlackBerry. SVG can be a still image or an animated one.
- ✓ **Show Images:** Controls the display of images depending on the content mode of WML, HTML, or both. Think of *WML pages* as Web pages made just for mobile devices, such as the BlackBerry. We recommend leaving this selected for both.

Turn on and off the display of image placeholders if you opt to not display images.

- ✓ **Browser Identification:** Specifies which browser type your browser emulates. The default is BlackBerry, but Browser can also emulate these instead:

- Microsoft Internet Explorer
- Firefox

We don't see much difference in their behavior, so we recommend emulating the default BlackBerry mode.



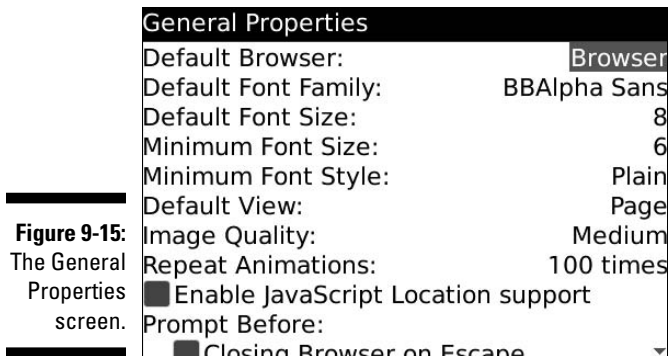
- ✓ **Start Page:** Allows you to specify a starting page to load when you open Browser.
- ✓ **Home Page Address:** Allows you to set your home page. Note that the home page is always available from the Browser menu.

## General Browser properties

The General Properties screen does the same thing as the Browser Configuration screen (see the preceding section): It lets you customize some Browser behaviors. This screen, however, is geared more toward the features of the Browser content. As shown in Figure 9-15, you can do this:

- ✓ Configure features
- ✓ Turn on features
- ✓ Turn off features





From this screen, you use the Space key to change the value of a field. You can configure the following features by selecting from the choices:

- ✓ **Default Browser:** If you have multiple browsers available, use this to specify which one you want to use when opening a Web link.
- ✓ **Default Font Family:** When a Web page doesn't specify the text font, Browser will use the one you selected here.
- ✓ **Default Font Size:** When a Web page doesn't specify the text font size, Browser will use the one you selected here. The smaller the size, the more text fits on the screen.
- ✓ **Minimum Font Size:** A Web page may specify a font size too small to be legible. Specifying a legible font size will override the Web page.
- ✓ **Minimum Font Style:** When Browser is using the minimum font size, you can choose what font to use. Some fonts are more legible, even in small size, than others. If you're not sure which one to use, leave the default untouched.
- ✓ **Default View:** You can toggle the default view:
  - *Column* wraps all Web page elements vertically, so you just scroll up and down by panning the page.
  - *Page* displays the page like you normally see in your PC's Internet browser. Pan the page to scroll left, right, up, and down.
- ✓ **Image Quality:** The higher the quality, the slower the page loads. The default quality is medium. You have three options: low, medium, and high.
- ✓ **Repeat Animations:** Sets the number of times an animation repeats. The default is 100, but you can change this setting to
  - Never
  - Once

- 10 Times
- 100 Times
- As Many as the Image Specifies

✓ **Enable JavaScript Location Support:** Web pages that have scripts that take advantage of your BlackBerry's location through GPS will work if you have this selected.

✓ **Prompt Before:** You can have BlackBerry Browser give you a second chance before you do the following things:

- *Closing Browser on Escape:* You're notified right before you exit BlackBerry Browser.
- *Closing Modified Pages:* You're notified right before you exit a modified Web page (for example, some type of online form you fill out).
- *Running WML Scripts:* WML is a script that tells a wireless device how to display a page. It was popular years ago when resolutions of device screens were low, but very few Web sites are using it now. We recommend leaving this field deselected because this type of scripting is old and benign.

## Cache operations



At any given time, your BlackBerry uses a few cache mechanisms. A *cache* (pronounced *cash*) temporarily stores information used by Browser so that the next time the info is needed, Browser doesn't have to go back to the source Web site. The cache can speed up displays when you want to view the Web page again and is also useful when you're suddenly out of network coverage. When you visit a site that uses *cookies*, Browser caches that cookie. (Think of a cookie as a piece of text that a Web site created and placed in your BlackBerry's memory to remember something about you, such as your username.)



Browser also caches pages and content so that you can view them offline — which is handy when you're out of network range.



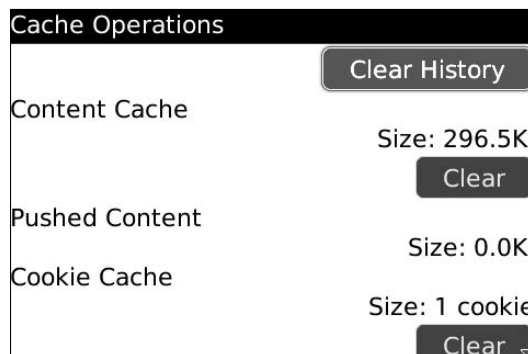
Some Web sites *push* (send information) Web pages to BlackBerry devices. An icon will appear on the Home screen allowing you to quickly view the page. After the Web page is delivered to your BlackBerry, it becomes available even if you go out of the coverage area. If you subscribed to this service, your device will have Web pages stored in the cache. Also, the addresses of the pages that you visited (or your latest 20 in your history list) comprise a cache.

The Cache Operations screen, shown in Figure 9-16, allows you to manually clear your cache. To view the Cache Operations screen, follow these steps:

1. **From the Browser screen, press the Menu key.**
2. **Select Options.**
3. **Select Cache Operations.**

The size for each type of cache is displayed on this screen. If the cache has content, you also see the Clear button, which you can use to clear the specified cache type. This is true for all types of cache except for history, which has its own Clear History button. You find four types of cache:

- ✔ **Content Cache:** Any offline content. You might want to clear this whenever you're running out of space on your BlackBerry and need to free some memory. Or maybe you're tired of viewing old content or tired of pressing the Refresh option.
- ✔ **Pushed Content:** Any content that was pushed to your BlackBerry from Push Services subscriptions. You might want to clear this to free memory on your BlackBerry.
- ✔ **Cookie Cache:** Any cookies stored on your BlackBerry. You might want to clear this for security's sake. Sometimes you don't want a Web site to remember you.
- ✔ **History:** This is the list of sites you've visited by using the Go To function. You might want to clear this for the sake of security if you don't want other people knowing which Web sites you're visiting on your BlackBerry.



**Figure 9-16:**  
The Cache  
Operations  
screen.



## Speeding up browsing

On a wireless network, many factors can affect the speed with which Web pages display. If you find that browsing the Web is extremely slow, you can make your pages load faster in exchange for not using a few features. Here are some of the techniques you can use:

- ✓ **Don't display images.** You can see a big performance improvement by turning off the display of images. From the Browser menu, select Browser Options → Browser Configuration, scroll to Show Images, and change the value to No.
- ✓ **Make sure that your BlackBerry is not low on or out of memory.** When your BlackBerry's memory is very low, its performance degrades. The BlackBerry low-memory manager calls each application every now and then, telling each one to free resources.

**Hint #1:** Don't leave many e-mail messages unread. When the low-memory manager kicks in, Messages tries to delete old

messages, but it can't delete those that are unread.

**Hint #2:** You can also clean up the BlackBerry event log to free needed space. Enter the letters **LGLG** while holding the Shift key. This opens an event log, where you can clear events to free memory.

- ✓ **Turn off other features.** If you're mostly interested in viewing content, consider turning off features that pertain to how the content is processed, such as Support HTML Tables, Use Background Images, Support JavaScript, Allow JavaScript Popups, and Support Style Sheets. To turn off other browser features, navigate to Browser Options → General Properties.

**Warning:** We don't advise turning off features while performing an important task such as online banking. If you do, you might not be able to perform some of the actions on the page. For example, the Submit button might not work.

## Installing and Uninstalling Applications from the Web

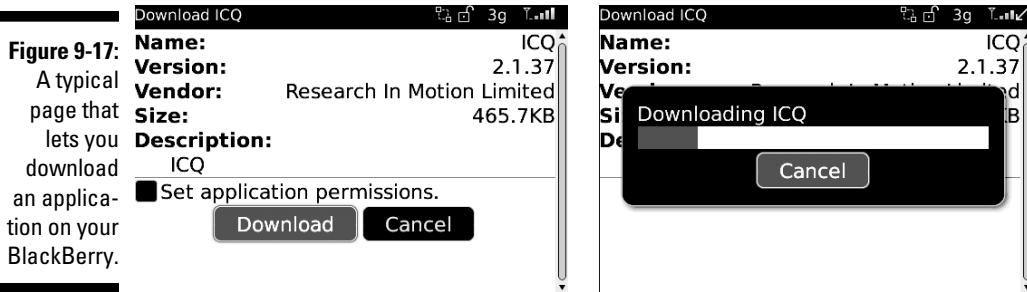
You can download and install applications on your BlackBerry by using Browser — that is, if the application has a link that lets you download and install the files. The downloading and installing parts are easy. Follow these steps:

- 1. Click the link from Browser.**

It displays a simple prompt that looks like the screen shown in Figure 9-17.

- 2. Click the Download button.**

The download starts.



As long as you stay within network coverage while the download is progressing, your BlackBerry can finish the download *and* install the application for you. If it finishes without any problems, you see a screen similar to Figure 9-18.

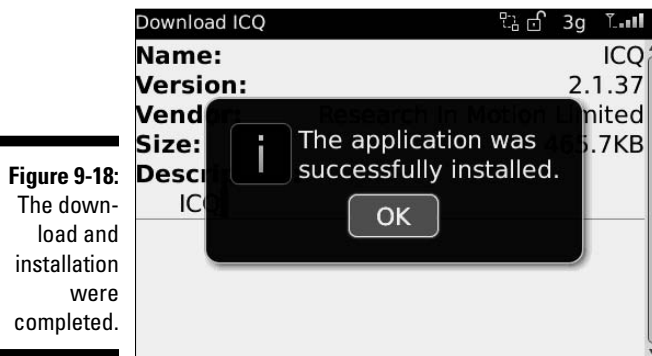
As with a desktop computer, the download might or might not work for a variety of reasons.



Sometimes the application requires you to install libraries, and sometimes the application works only on a certain version of the BlackBerry OS. These issues can be prevented, depending on the sophistication of the site where the link is published. With most reputable sources, these issues are considered — and successful downloading and installation are a snap.



Installing applications from nonreputable sources can cause your BlackBerry to become unstable. Before you download an application from the Web, be sure to read reviews about that particular application. Most of the time, other people who tried the software provide reviews or feedback. Don't be the first to write the bad review!





Your BES administrator can disable the feature in your BlackBerry to download and install an application. This is mostly the case for a company-issued device. If you have problems downloading and installing an application, check your company policy or contact the BlackBerry support person in your company.

If you download an application that turns out to be a dud, you need to uninstall it. See Chapter 19 for more on uninstalling an application from your BlackBerry.

## *Browser's Behavior in an Enterprise Environment*

Getting a device from your employer has both a good and an ugly side:

- ✓ On the good side, your company foots the bill.
- ✓ On the bad side, your company foots the bill.

Because your company pays for the bill, the company has a say in what you can and can't do with your BlackBerry device. This is especially true with respect to browsing the Web.

Two scenarios come into play when it comes to your browser:

- ✓ Your browser might be running under your company's *BlackBerry Enterprise Server (BES)*. With this setup, your BlackBerry Browser is connecting to the Internet by using your company's Internet connection. It's like using your desktop machine at work.
- ✓ Your browser is connected through a network service provider. Most of the time, this kind of browser is called by the company's name.

In most cases, your device fits in only one scenario, which is the case where your browser is connected through your company's BES server. Some lucky folks might have both. Whatever scenario you're in, the following sections describe the major differences between the two and indicate what you can expect.

### *Using Browser on your company's BES*

In an enterprise setup, your BlackBerry Browser is connected through your company's BES server. With this setup, the browser is actually named

*BlackBerry Browser.* BES is located inside your company's intranet. This setup allows the company to better manage the privileges and the functions you can use on your device.

For the BlackBerry Browser application, this setup allows the company to use the existing Internet infrastructure, including the company's firewall. Because you are within the company's network, the boundaries that your network administrator set up on your account apply to your BlackBerry as well. For example, when browsing the Web, your BlackBerry won't display any Web sites that are blocked by your company's proxy server. The good thing, though, is that you can browse by using the company's intranet.



Know your company's Web-browsing policy. Most companies keep logs of the sites you view on your browser and might even have software to monitor usage. Also, your company might not allow downloading from the Web.

## *Using your network provider's browser*

Any new device coming from a network service provider can come with its own branded Web browser. It's the same BlackBerry Browser, but the behavior might differ in the following ways:

- ✓ **The name is different.**
- ✓ **The default home page usually points to the provider's Web site.** This isn't necessarily a bad thing. Most of the time, the network provider's Web site is full of links that you might not find on BlackBerry Browser.
- ✓ **You can browse more sites.** You're not limited by your company's policy.



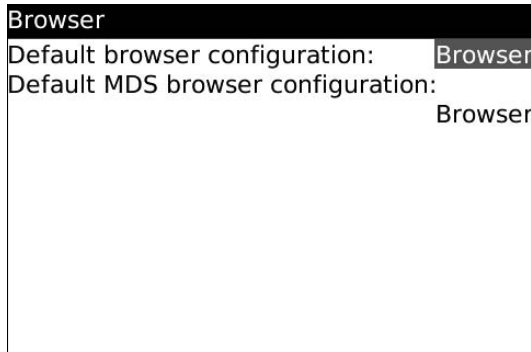
Most of the time, if your browser is through BES, surfing the Web is much faster. This is not true in all cases, however, because the network bandwidth of your BES affects the speed.

## *Setting the default browser*

If you have more than one Web browser on your device, you have the option to set the default browser. This comes into play when you view a Web address by using a link outside the browser application. For example, when you view a contact with a Web page in Contacts, the Contacts menu contains a Get Link option. Clicking Get Link launches the default browser.

To set up the default browser, follow these steps:

1. Go to the Home screen.
2. Select Settings⇨Options⇨Advanced Options⇨Browser.
3. Use the Space key to change the value of the default browser configuration, as shown in Figure 9-19.



**Figure 9-19:**  
Use the  
Space key  
to change  
the value of  
the default  
browser.



## Chapter 10

# Calling Your Favorite Person

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### *In This Chapter*

- ▶ Accessing the BlackBerry Phone application
  - ▶ Making and receiving calls
  - ▶ Managing your calls with call forwarding and more
  - ▶ Customizing your BlackBerry Phone setup
  - ▶ Conferencing with more than one person
  - ▶ Talking hands-free on your BlackBerry phone
  - ▶ Multitasking with your BlackBerry phone
- 

**T**he BlackBerry phone operates no differently than any other phone you've used. So why bother with this chapter? Although your BlackBerry phone operates like any other phone, it has capabilities that far outreach those of your run-of-the-mill cellphone. For example, when was the last time your phone was connected to your to-do list? Have you ever received an e-mail and placed a call directly from that e-mail? We didn't think so. But with your BlackBerry, you can do all these things and more.

In this chapter, we first cover phone basics and then show you some of the neat ways BlackBerry Phone intertwines with other BlackBerry applications and functions.

## *Using the BlackBerry Phone Application*

Accessing the Phone application from the BlackBerry is a snap. You can press the green Send button located right below the display screen to get into the Phone application.

You can get to the Phone application also by pressing any of the numeric keys. To do this, however, you have to make sure that the Dial from Home Screen option is enabled in Phone Options. If you're a frequent phone user, we recommend that you enable this option.

Throughout this section, we assume that you have the Dial from Home Screen option enabled if you're using a non-SureType model.



On a BlackBerry Pearl, you don't need to go through the following steps. Because Pearl is designed for heavy phone use, Dial from Home Screen isn't an option.

To enable dialing from the Home screen, follow these steps:

**1. From your BlackBerry, press the green Send key.**

Phone opens, showing the dial screen as well as your call history list.

**2. Press the Menu key and then select the Options (wrench) icon.**

**3. Select General Options.**

**4. Highlight the Dial from Home Screen option, press the trackball, and then select Yes from the drop-down list.**

This enables you to make a phone call by pressing the numeric keys when at the Home screen.

**5. Press the Menu key and then select Save.**

## *Making and Receiving Calls*

The folks at RIM have created an intuitive user interface to all the essential Phone features, including making and receiving calls.

### *Making a call*

To make a call, start from the Home screen and type the phone number you want to dial. As soon as you start typing numbers, the Phone application opens. When you finish typing the destination number, press the green Send key.

#### *Calling from Contacts*

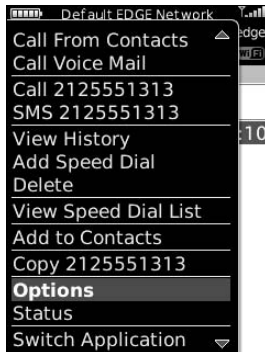
Because you can't possibly remember all your friends' and colleagues' phone numbers, calling from Contacts is convenient and useful. To call from Contacts, follow these steps:

**1. Open the Phone application.**

**2. Press the Menu key.**

The Phone menu appears, as shown in Figure 10-1.

**Figure 10-1:**  
The Phone  
menu on a  
BlackBerry  
Pearl Flip  
(similar on  
other  
models).



### 3. Select **Call from Contacts**.

Contacts opens. From here, you can search as usual for the contact you'd like to call.

### 4. From **Contacts**, highlight your call recipient, press the trackball, and then select **Call**.

This makes the call.



### *Dialing letters*

One of the nice features of BlackBerry Phone is that you can dial letters, and BlackBerry will figure out the corresponding number. For example, to dial 1-800-11-LEARN, do the following on your BlackBerry:

#### 1. From the Home screen or the Phone application, dial 1-8-0-0-1-1.

As you type the first number, the Phone application opens (if it isn't open already) and displays the numbers you dialed.

#### 2. Press and hold the Alt key and then dial (press) L-E-A-R-N.

The letters appear on-screen as you type.

#### 3. Press the green Send key.

The call is initiated.

## *Receiving a call*

Receiving a call on your BlackBerry is even easier than making a call. You can receive calls in a couple of ways. One is by using your BlackBerry's automated answering feature, and the other is by answering manually.

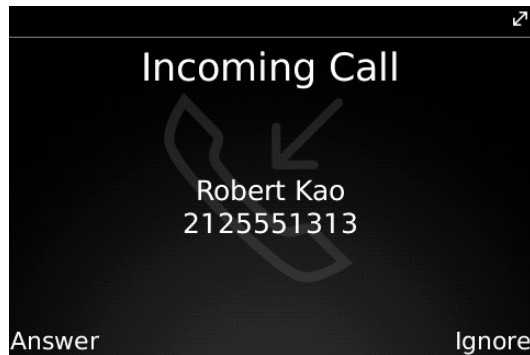
Automated answering is triggered whenever you take your BlackBerry out of your holster; in other words, just taking out the BlackBerry forces it to automatically pick up any call, so you can start talking right away. The

disadvantage of this is that you don't have time to see who is calling you (on your caller ID). *Note:* To disable autoanswering, be sure that your BlackBerry isn't in its holster when an incoming call arrives.

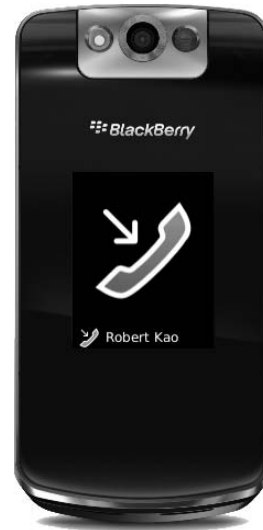
What's the advantage of disabling autoanswering? Well, manual answering prompts you to answer a call or ignore a call when you receive an incoming call, as shown on the left side of Figure 10-2. This way, you can see on your caller ID who is calling you before you decide to pick up or ignore the call.



If you have a BlackBerry Pearl Flip, when you have an incoming call, you can see the caller ID on the front cover display screen, as shown on the right side of Figure 10-2.



**Figure 10-2:**  
An incoming call on a BlackBerry (left) and a BlackBerry Pearl Flip (right).



## Handling missed calls

So, you missed that call from that important client. What made it worse is that you didn't notice the missed call because you didn't see the little Missed Call icon. This happened because you pay attention only to what is in your e-mail message box. What can you do to make sure that you return that call?



You can make missed calls appear in your e-mail message box so that you are sure to return your missed calls (if you choose to, that is).

To have your missed calls appear in your inbox, follow these steps:

1. **Open the Phone application.**

**2. Press the Menu key.**

The Phone menu appears (refer to Figure 10-1).

**3. Select Options.**

The phone options screen appears, listing the different categories of options.

**4. Select Call Logging.**

This opens the Call Logging screen.

**5. Scroll to Missed Calls and press the trackball.**

You can also select All Calls, which means that incoming and outgoing calls will be displayed in your e-mail inbox.

**6. Press the Menu key and select Save.**

## *Phone Options while on a Call*

When you're on the phone, situations might arise where you'd want to mute your conversation, place a call on hold, or change the call volume. No problem. BlackBerry makes such adjustments easy.

### *Muting your call*

You might want to use the Mute feature while on a conference call (see the upcoming section "Arranging Conference Calls") when you don't need to speak but do need to hear what is being discussed. Maybe you're on the bus or have kids in the background, making your surroundings noisy. By using Mute, these background noises are filtered out from the conference call.

To mute your call, follow these steps:

**1. While in a conversation, press the Menu key.**

The Phone menu appears in all its glory.

**2. Select Mute.**

You hear a tone, indicating that your call is being muted.

Follow these steps to unmute your call:

**1. While a call is on mute, press the Menu key.**

The Phone menu makes another appearance.

**2. Select Turn Mute Off.**

You hear a tone, indicating that your call is now unmuted.

## *Placing your call on hold*

Unlike muting a call, placing a call on hold prohibits both you and your caller from hearing one another. To put a conversation on hold, follow these steps:

**1. While in a conversation, press the trackball.**

The Phone menu appears yet again.

**2. Scroll to Hold and press the trackball.**

Your call is now on hold.

Follow these steps to unhold your call:

**1. While a call is on hold, press the trackball.**

A new menu appears.

**2. Scroll to Resume and press the trackball.**

You can continue your conversation.

## *Adjusting the call volume*

Adjusting the call volume, a simple yet important action on your BlackBerry phone, can be performed by simply pressing the volume up or volume down key on the side of your BlackBerry.

# *Customizing the BlackBerry Phone*

For your BlackBerry phone to work the way you like, you have to first set it up the way you want it. In the following sections, we go through some settings that can make you the master of your BlackBerry phone.

## *Setting up your voice mail number*

This section shows you how to set up your voice mail access number. Unfortunately, the instructions for setting up your voice mailbox vary,

depending on your service provider. However, most service providers are more than happy to walk you through the steps to get your mailbox set up in a jiffy.

To set up your voice mail access number, follow these steps:

- 1. Open the Phone application.**
- 2. Press the Menu key and then select the Options (wrench) icon.**

A list of phone options appears.
- 3. Select Voice Mail.**

This opens the voice mail configuration screen.
- 4. Scroll to access the number field and enter your voice mail access number.**

If this field is empty and you don't know this number, contact your service provider and ask for your voice mail access number.
- 5. Press the Menu key and then select Save.**



## Using call forwarding

On the BlackBerry, you have two types of call forwarding:

- ✓ **Forward all calls:** Any calls to your BlackBerry are forwarded to the number you designate. Another name for this feature is *unconditional forwarding*.
- ✓ **Forward unanswered calls:** Calls that meet different types of conditions are forwarded to different numbers as follows:
  - *If busy:* You don't have call waiting turned on, and you're on the phone.
  - *If no answer:* You don't hear your phone ring or somehow are unable to pick up your phone (perhaps you're in a meeting).
  - *If unreachable:* You're out of network coverage and cannot receive any signals.

Out of the box, your BlackBerry forwards any unanswered calls, regardless of conditions, to your voice mail number by default. However, you can add new numbers to forward a call to.

You need to be within network coverage before you can change your call forwarding option. After you're within network coverage, you can change your call forwarding settings by doing the following:



**1. Open the Phone application, press the Menu key, and select Options.**

A list of phone options appears.

**2. Select Call Forwarding.**

Your BlackBerry now attempts to connect to the server. If successful, you'll see the Call Forwarding screen.

If you don't see the Call Forwarding screen, wait until you have network coverage and try again.

**3. From the Call Forwarding screen, press the Menu key and then select Edit Numbers.**

A list of numbers appears. If this is the first time you're setting call forwarding, mostly likely only your voice mail number is in this list.

**4. To add a new forwarding number, press the Menu key and then select New Number.**

A pop-up menu appears, prompting you to enter the new forwarding number.

**5. In the pop-up window, enter the number you want to forward to and then press the trackball.**

The new number you entered now appears on the call forward number list. You can add this new number to any call forwarding types or conditions.

**6. Press the Escape key.**

(The Escape key is the arrow key to the right of the trackball.) You are returned to the Call Forwarding screen.

**7. Scroll to the If Unreachable field and press the trackball.**

A drop-down list appears, listing numbers from the call forwarding number list, including the one you just added.

**8. Select the number you want to forward to and then press the trackball.**

Doing so places the selected number into the If Unreachable field. You can see this on the Call Forwarding screen.

**9. Confirm your changes by pressing the Menu key and then selecting Save.**

## *Configuring speed dial*

Speed dial is a convenient feature on any phone. And after you get used to having it on a phone system, it's hard not to use it on other phones, including your BlackBerry phone.



*Viewing your speed dial list*

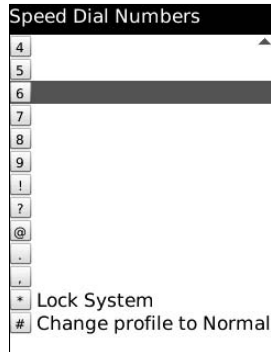
To view your speed dial list, follow these steps:

1. **Open the Phone application.**
2. **Press the Menu key and then select View Speed Dial List.**

This displays a list of speed dial entries, as shown in Figure 10-3. If you haven't set up any speed dials, this list will be empty.



Notice in Figure 10-3 that the \* key and # key have hard-set functions. This is the same on all BlackBerry models (QWERTY and SureType). Basically this is the shortcut for locking your BlackBerry screen (\* key) and changing your profile to Quiet (# key).



**Figure 10-3:**  
The speed dial list on a BlackBerry Pearl Flip.

*Adding a number to speed dial*

Setting up speed dial numbers is as easy as using them. It takes a few seconds to set them up, but you benefit every time you use this feature.

To assign a number to a speed dial slot, follow these steps:

1. **Open the Phone application.**
  2. **Press the Menu key, select Options, and then select View Speed Dial List.**
- This displays your list of speed dial numbers.
3. **Scroll to an empty speed dial slot, press the Menu key, and then select New Speed Dial.**

The BlackBerry Contacts appears so that you can select a contact's phone number.

4. **Select a contact, and then press the trackball.**

If more than one number is associated with the selected contact, you're prompted to select which number to add to the speed dial list.

The number appears in the speed dial list.

### *Using speed dial*

After you have a few speed dial entries set up, you can start using them. To do so, while on the Home screen or in the Phone application, press a speed dial key. The call is initiated to the number associated with that particular speed dial key.

## Arranging Conference Calls

To have two or more people on the phone with you — the infamous conference call — do the following:

1. **Use the Phone application to place a call to the first participant.**
2. **While the first participant is on the phone with you, press the Menu key and then select New Call.**

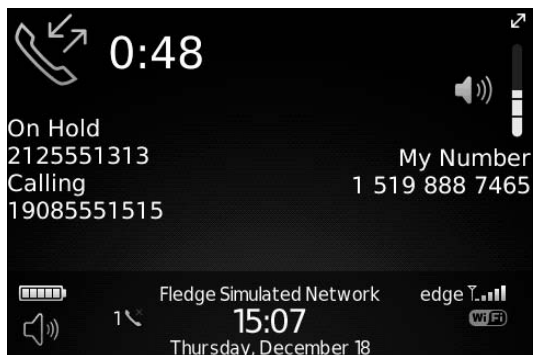
This automatically places the first call on hold and brings up a New Call screen, as shown in Figure 10-4, prompting you to place another call.

3. **Place a call to the second participant by dialing a number, pressing the trackball, and then selecting Call.**

You can dial the number by using the number pad, or you can select a frequently dialed number from your call log. To place a call from your Contacts, press the trackball from the New Call screen and select Call from Contacts. Your BlackBerry then prompts you to select a contact to dial.

The call to the second meeting participant is just like any other phone call (except that the first participant is still on the other line).

**Figure 10-4:**  
A meeting participant is on hold.



4. While the second participant is on the phone with you, press the Menu key and then select Join Conference, as shown in Figure 10-5.

This reconnects the first participant with you, along with the second participant. Now you can discuss away with both participants at the same time.



Another name for having two people on the phone with you is *three-way calling*, which is not a new concept. If you want to chat with four people or even ten people on the phone at the same time, you certainly can. Simply repeat Steps 2 through 4 until all the participants are on the phone.



**Figure 10-5:**  
Join two  
people in a  
conference  
call.

## Talking privately to a conference participant

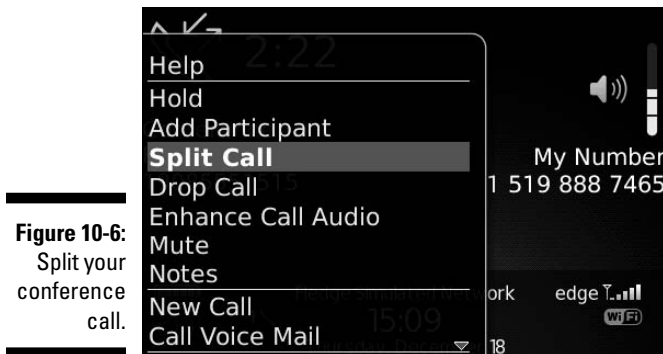
During a conference call, you might want to talk to one participant privately. This is called *splitting* your conference call. Here's how you do it:

1. While on a conference call, press the Menu key and then select Split Call, as shown in Figure 10-6.

A pop-up screen appears, listing all the participants of the conference call.

2. From the pop-up screen, select the participant with whom you want to speak privately.

This action places all other participants on hold and connects you to the participant you selected. On the display screen, you can see to whom you are connected — this confirms that you selected the right person to chat with privately.



3. To talk to all participants again, press the Menu key and then select **Join Conference**.

Doing so brings you back to the conference call with everyone.

## *Alternate between phone conversations*

Whether you're in a private conversation during a conference call or you're talking to someone while you have someone else on hold, you can switch between the two conversations by swapping them. Follow these steps:

1. **While talking to someone with another person on hold, press the Menu key and then select Swap.**

Doing so switches you from the person with whom you're currently talking to the person who was on hold.

2. **Repeat Step 1 to go back to the original conversation.**

## *Dropping that meeting hugger*

If you've been on conference calls, you can identify those chatty "meeting huggers" who have to say something about everything. Don't you wish that you could drop them off the call? Well, with your BlackBerry, you can (as long as you are the meeting moderator or the person who initiates the call). Follow these steps to perform the drop-kick:

1. **While on a conference call, press the Menu key and then select Drop Call.**

A pop-up screen appears, listing all conference call participants.

2. **Select the meeting hugger you want to drop.**

That person is disconnected.

3. **Everyone else now can continue the conversation as usual.**

## *Communicating Hands-Free*

Because more and more places prohibit the use of mobile phones without a hands-free headset, we thought we'd go through the hands-free options you have on your BlackBerry.

### *Using the speaker phone*

The Speaker Phone function is useful under certain situations, such as when you're in a room full of people who want to join your phone conversation. Or you might be all by your lonesome in your office but are stuck rooting through your files — hard to do with a BlackBerry scrunched up against your ear. (We call such moments *multitasking* — a concept so important we devote an entire upcoming section to it.)

To switch to the speaker phone while you're on a phone call on the Pearl Flip, press the OP key. If you are on a non-SureType BlackBerry, press the Menu key and then select Activate Speaker Phone.

### *Pairing your BlackBerry with a Bluetooth headset*

Because BlackBerry smartphones come with a wired hands-free headset, you can start using yours by simply plugging it into the headset jack on the left side of the BlackBerry. You adjust the volume of the headset by pressing up or down on the volume keys, the same as you would adjust the call volume without the headset.

Using the wired hands-free headset can help you avoid being a police target, but if you're multitasking on your BlackBerry, the wired headset can get in the way and become inconvenient.

This is where the whole Bluetooth wireless thing comes in. You can purchase a BlackBerry Bluetooth headset to go with your Bluetooth-enabled BlackBerry. For a list of BlackBerry-compatible Bluetooth headsets, see Chapter 20.

After you purchase a BlackBerry-compatible Bluetooth headset, you can pair it with your BlackBerry. Think of *pairing* a Bluetooth headset with your BlackBerry as registering the headset with your BlackBerry so that it recognizes the headset.

First things first: You need to prep your headset for pairing. Now, each headset manufacturer has a different take on this, so you'll need to consult your headset documentation for details. With that out of the way, continue with the pairing as follows:

1. **From the Home screen, press the Menu key and then select Bluetooth.**
2. **Press the Menu key to display the Bluetooth menu.**

You see the Enable Bluetooth option. If you see the Disable Bluetooth option instead, you can skip to Step 4.

3. **Scroll to Enable Bluetooth and then press the trackball.**

This enables Bluetooth on your BlackBerry.

4. **Press the Menu key to display the Bluetooth menu and then select Add Device.**

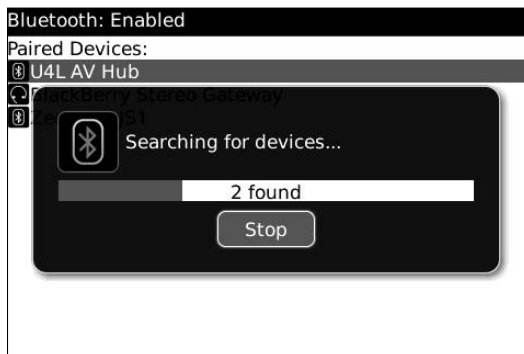
You see the Searching for Devices progress bar, um, progressing, as shown in Figure 10-7. When your BlackBerry discovers the headset, a Select Device dialog box appears with the name of the headset.

5. **From the Select Device dialog box, select the Bluetooth headset.**

A dialog box appears to prompt you for a passkey code to the headset.

6. **Enter the passkey and press the trackball.**

Normally, the passkey is 0000, but refer to your headset documentation. After you successfully enter the passkey, you see your headset listed in the Bluetooth setting.



**Figure 10-7:**  
Searching  
for a  
headset.

7. Press the Menu key to display the Bluetooth menu and then select Connect.

Your BlackBerry now attempts to connect to the Bluetooth headset.

8. When you see a screen similar to Figure 10-8, you can start using your Bluetooth headset.



**Figure 10-8:**  
Now you can use your Bluetooth headset.

## *Using voice dialing*

With your headset and the Voice Dialing application, you can truly be hands-free from your BlackBerry. You may be thinking, how do I activate the Voice Dialing application without touching my BlackBerry? Good question. The majority of hands-free headsets (Bluetooth or not) come with a multipurpose button.



Usually, a multipurpose button on a hands-free headset can mute, end, and initiate a call. Refer to the operating manual of your hands-free headset for more info.

After your headset is active, press its multipurpose button to activate the Voice Dialing application. You will be greeted with a voice stating, “Say a command.” At this point, simply say “Call” and state the name of a person or say the number. (For example, say “Call President Obama” or “Call 555-2468.”) The Voice Dialing application is good at recognizing the name of the person and the numbers you dictate. However, we strongly suggest that you try out the voice dialing feature before you need it.

## *Multitasking while on the Phone*

One of the great things about the BlackBerry is that you can use it for other tasks while you're on the phone. For example, you can take notes or make a to-do list. Or you can look up a phone number in BlackBerry Contacts that your caller is asking you for. You can even compose an e-mail while on a call.



It makes sense to multitask while you're using a hands-free headset or a speaker phone. Otherwise, your face would be stuck to your BlackBerry, and you couldn't engage in your conversation and multitask at the same time.

### *Accessing applications while on the phone*

After you have donned your hands-free headset or have turned on a speaker phone, you can start multitasking by doing the following:

- 1. While in a conversation, from the Phone application, press the Menu key and then select Home Screen.**

Alternatively, you can simply press the Escape key (the arrow key to the right of the trackball) while in the Phone application to return to your Home screen. This returns you to the Home screen without terminating your phone conversation.

- 2. From the Home screen, you can start multitasking.**



With the exception of GSM 3G (HSPAD) network, you can compose e-mails during a phone conversation, but you can't send the e-mail until you finish the phone conversation. In addition, you can't surf the Web while on the phone. With GSM 3G network, you can receive and send emails, as well as browse the Web.

While on the phone and multitasking, however, you can still access the Phone menu from other applications. For example, from your to-do list, you can end a call or put a call on hold.

### *Taking notes while on the phone*

To take notes of your call, follow these steps:

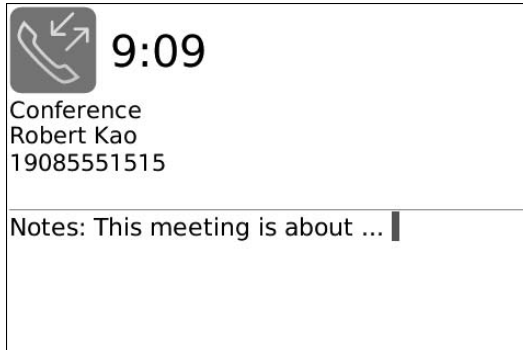
- 1. During a phone conversation, press the Menu key and then select Notes.**

This displays the Notes screen.

- 2. Type notes for the conversation, as shown in Figure 10-9.**

When the call ends, the notes are automatically saved for you.





**Figure 10-9:**  
Take notes  
while on a  
phone call.

### *Accessing phone notes*

From the call history list (see Figure 10-10), you can access notes that you've made during a call or a conference call. In addition, you can also edit and add new notes.



**Figure 10-10:**  
Call history,  
where you  
can see  
conversa-  
tion notes.

### *Forwarding phone notes*

You can forward your phone notes just like any e-mail. While on the Call History screen (refer to Figure 10-10), press the Menu key and then select Forward.



You can add notes not only while you're on the phone but also afterward. While you are viewing a call history, press the Menu key. Then select Add Notes if you have no notes for the call, or select Edit Notes if you already have notes for the call.



## Chapter 11

# Taking Pictures and Recording Video with Your BlackBerry

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### *In This Chapter*

- ▶ Getting ready to say “cheese”
  - ▶ Saving and organizing your pictures
  - ▶ Sharing your photos with other people
  - ▶ Understanding memory limits
  - ▶ Getting ready to say “action”
  - ▶ Configuring your video camera
- 

**O**h shoot, you forgot your camera. Don't worry! Your BlackBerry's there when you need to capture the unbelievable: Grandma doing a handstand, Grandpa doing a cartwheel, or your roommate doing her laundry. And if pictures aren't enough, you can record your unbelievable scene in full motion.

Before you try taking pictures or have the BlackBerry camera rolling, read this chapter so that you know what to expect and how to get the best shot. We also walk you through the easy steps in capturing that funny pose. We tell you how to store those photos and videos. We also show you how to share the joy with your buddies.

## *Say Cheese: Taking Pictures*

Before you ask someone to pose, examine your BlackBerry (shown in Figure 11-1) first:

- ✓ **Is the camera on?** You see the bottom key on the right side of your BlackBerry? Press it to bring up the Camera application. Alternatively, you can select the Camera icon from the Home screen.

- ✔ **Is your finger blocking the lens?** The lens is on the back side of your device.
- ✔ **Do you see the image on the screen?** Pressing the Camera key again takes the picture. You should hear a funky sound. Neat and easy, isn't it?



**Figure 11-1:**  
The camera  
screen  
ready  
to take  
pictures.

Hey, you can take a picture of yourself as well. Turn the BlackBerry around (so that you see its back), and you see a mirror right below the lens. Whatever you see in that mirror is what the camera captures.

Itching to take more pictures? Hold those snapping fingers of yours. If you take a few moments first to familiarize yourself with the camera's features, the effort could go a long way.

## *Reading the screen indicators*

When you open the Camera application, the first thing you see is the screen shown in Figure 11-1. The top portion of this screen shows you the image you're about to capture. The bottom part contains icons (starting from the left) that indicate the following:

- ✓ Number of pictures you can capture
- ✓ Zoom
- ✓ Flash

## *Choosing the picture quality*

The latest BlackBerry smartphones including the Curve 8900 can capture up to 3.2 megapixels (MP) of resolution. Some BlackBerry models including Bold and the earlier Curve and Pearl have 2 MP resolution. Still, saving at this resolution requires a lot of space. You can save at a lower quality and save some space on your BlackBerry. You have three resolutions to choose from:

- ✓ Normal
- ✓ Fine
- ✓ SuperFine



The default setting is Normal, which is the lowest quality but lets you save the most pictures. The trade-off is that Normal picture quality won't be as smooth or fine compared to the Fine and SuperFine settings. You should choose a setting based on how you plan to use the picture. If you're taking a shot of a breathtaking landscape in which you want to capture every possible detail and print it later, you'll want the SuperFine setting. On the other hand, if you're just taking pictures of your friends' faces so that you can attach them as caller IDs, Normal is appropriate.

Changing picture quality is a snap. Follow these steps:

- 1. Open the Camera application.**
- 2. Press the Menu key and then select Options.**

### 3. Highlight Picture Quality and then press the Space key.

Pressing the Space key toggles the picture quality value among Normal, Fine, and SuperFine. You may have to press the Space key twice to select the setting you want.

### 4. Press the Menu key and then select Save.

The picture quality you've chosen is now active.

## Zooming and focusing

You need to be steady to get a good focus while taking the shots. Although it's convenient to use one hand while taking pictures, most of the time, you'll get a blurry image if you try that.



When taking pictures, hold your BlackBerry with both hands, one holding the device steady and the other clicking the shutter button.

Holding the camera with both hands is even more important if you're zooming in. Yes, your camera is capable of up to 5x digital zoom. Here's what you need to do to focus and zoom:

- ✓ **To focus:** Press the Camera key halfway.
- ✓ **To zoom in:** Slide the trackball up.
- ✓ **To zoom out:** Slide the trackball down.

While zooming, the value in the indicator changes from 1x to 2x to 5x and vice versa, depending on the direction you scroll.



When zooming, your thumb is already on the trackball. What a convenient way to take the picture — just press.



Although we took the pain in describing you the zooming capabilities, we don't recommend using them. Digital zoom (which is what your camera has) gives poor results because it's done through software and degrades the quality of the picture. The higher the zoom factor, the more pixelated the picture becomes.

## Setting the flash

The rightmost indicator on the Camera screen is the flash. The default is Automatic, which shows a lightning bolt with the letter A. Automatic means that the camera detects the amount of light you have at the moment you capture the image. Where it's dark, the flash fires; otherwise it doesn't.



You can turn the flash on or off. When set to off, the lightning bolt is encircled with a diagonal line, just like you see on No Smoking signs. You can toggle the settings on the camera's Options screen, which is accessible by pressing the Menu key.

## Setting the white balance

In photography, filters are used to compensate for the dominant light. For instance, a fluorescent versus an incandescent light could affect how warm the picture appears. Instead of using filters, most digital cameras have a feature to correct or compensate for many types of light settings. This feature is *white balance*. And yes, your BlackBerry has this feature. You can choose from Sunny, Cloudy, Night, Incandescent, Fluorescent, and Automatic. *Automatic* means your camera determines what it thinks are the best settings to apply.



You can change the white balance through the camera's Options screen.

The camera's Options screen is accessible by pressing the Menu key and selecting Options from the menu that appears.

## Setting the picture size

Aside from picture quality, you can also adjust the actual size of the photo:

- ✓ **Large:** 1600 x 1200
- ✓ **Medium:** 1024 x 768
- ✓ **Small:** 640 x 480

Again, camera settings are accessible through the camera's Options screen by pressing the Menu key and selecting Options from the menu that appears.

## Geotagging

Because your BlackBerry has GPS capability, your location can be easily determined based on longitude and latitude. This information can be added to your media files, including the pictures taken from your BlackBerry. Adding geographic information is referred to as *geotagging*. On your BlackBerry, it adds longitude and latitude information. Now, you don't have to wonder where you took that crazy pose.

Geotagging is disabled by default in your BlackBerry. You can simply enable it from the camera's Options screen. (Press the Menu key and select Options to get to the Options screen.)



If you have longitude and latitude information from one of your photos, you can use one of the free sites on the Web to locate where you were when you took the photo. One such site is [www.travelgis.com/geocode/default.aspx](http://www.travelgis.com/geocode/default.aspx).

## Working with Pictures

You've taken a bunch of pictures and you want to see them. And maybe delete the unflattering ones. Or perhaps organize them. No problem.

### Viewing

If you take a picture, you want to see it, right? *Viewing* a picture is a common function with your camera. You can see the image you just captured right then and there, as shown in Figure 11-2.



If you're browsing through your picture folders, you can view a picture by highlighting it and pressing the trackball.



**Figure 11-2:**  
The camera  
screen after  
taking a  
picture.

Ready to take  
a picture

Folder

Delete

Image filename

Send to e-mail, MMS, or Messenger contact

Set as Caller ID or Home screen background



## *Creating a slide show*

Want to see your pictures in a slide show? Follow these steps:

- 1. While on the Camera screen, press the Menu key and select View Pictures from the menu that appears.**
- 2. Press the Menu key.**
- 3. Select Slide Show.**

*Voilà!* Your BlackBerry displays your pictures one at a time at a regular time interval. The default interval between each picture is two seconds; if you're not happy with this interval, change it in the Options screen. (Press the Menu key and select Options to get to the Options screen.)

## *Trashing*

If you don't like the image you captured, you can delete it. Follow these steps:

- 1. Highlight the picture you want to trash.**
- 2. Press the Menu key and select Delete from the menu that appears; alternatively, press the Del key.**

A confirmation screen appears.

- 3. Select Delete.**

You can also delete an image right after taking the picture; just select the Trash Can icon when viewing the photo. (Refer to Figure 11-2.)

## *Listing filenames versus thumbnails*

When you open a folder packed with pictures, your BlackBerry automatically lists *thumbnails*, which are small previews of your pictures.

A preview is nice, but what if you're trying to search for a picture file and you know the filename? Wouldn't it be nice to see a list of filenames instead of thumbnails? You can view filenames by following these steps:

- 1. Go to a picture folder.**
- 2. Press the Menu key.**
- 3. Select View List.**

That's exactly what you get: a list of all the pictures in the folder. What's neat is that the option also displays the file size. The file size can give you a clue about what settings you used to take the picture. For example, a photo taken at a SuperFine quality produces a much bigger file size compared to one taken at Normal.

## Checking picture properties

Curious about the amount of memory your picture is using? Want to know the time you took the photo? You can view a picture's properties as follows:

- 1. Highlight the picture from a list.**

While you're on the Camera screen, you can view the list of your pictures by pressing the Menu key and selecting View Pictures.

- 2. Press the Menu key.**

- 3. Select Properties.**

You see a screen similar to Figure 11-3, which displays the picture's location, size, and last modification.

**Figure 11-3:**  
Your  
picture's  
properties.



## Organizing your pictures

Organization is all about time and the best use of it. After all, you want to enjoy looking at your pictures — not looking *for* them. The BlackBerry enables you to rename and move pictures to different folders. Plus, you can create folders, too. With those capabilities, you should be on your way to organization nirvana.

### *Renaming a picture file*

BlackBerry saves a file when you capture a picture. However, the name of the picture is generic, something like IMGxxx, where *x* is a number.



Make it a habit to rename a photo as soon as you've finished capturing it. It is easier to recognize *Dean blows birthday candles* than *IMG0029-20081013-0029*.

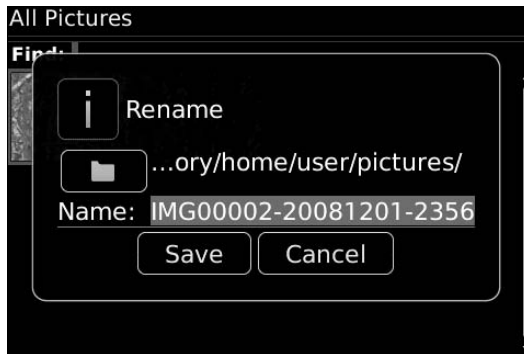
Renaming is a snap. Here's how:

1. **Display the picture screen or highlight it in the list.**
2. **Press the Menu key and select Rename.**

A Rename screen appears, as shown in Figure 11-4.

3. **Enter the name you want for this picture and then select Save.**

Your picture is renamed.



**Figure 11-4:**  
Rename  
your picture  
here.

### *Creating a new folder*

Being the organized person you are, you must be wondering about the folders we mentioned. Don't fret; it's simple to create one. Here's how:

1. **On the Camera screen, press the Menu key and then select View Pictures.**

The screen displays the list of pictures in the current folder and an Up icon for you to navigate up to the folder above this folder.

2. **Select the Up icon to navigate to the main folder where you want your new folder to be created.**

You should be *within* the folder where you want your new folder to be created. If not, repeat this step and use your trackball to navigate to that folder.

3. **Press the Menu key and then select New Folder.**

4. Enter the name of the folder and then select OK.

Your folder is created.

### *Moving pictures*

There are many reasons for moving pictures between folders. The most obvious reason is to organize your pictures. Want to try it? Follow these steps:

1. On the Camera screen, press the Menu key and then select View Pictures.

The screen displays the list of pictures in the current folder. If the picture you want to move is not in this folder, click the Up icon to navigate up to other folders.

2. Highlight the picture you want to move, press the Menu key, and then select Move.

The screen that follows allows you to navigate to the folder where you want to move this picture.

3. Click the Up icon and use the trackball to navigate to the folder where you want to move this picture.
4. Press the Menu key and then select Move Here.

Your picture is moved.

### *Sharing your pictures*

Where's the joy in taking great pictures if you're the only one seeing them? Your BlackBerry has several options for sharing your bundle of joy:

1. On the Camera screen, press the Menu key and select View Pictures.
2. Highlight a picture you want to share.
3. Press the Menu key.
4. Select from the choices listed here:

- *Send as Email*: This goes directly to the Message screen for composing e-mail, with the currently selected picture as an attachment.
- *Send as MMS*: Similar to Send as Email, this opens a Compose MMS screen with the currently selected picture as an attachment. The only difference is that MMS first displays Contacts, letting you select the person's phone number to receive the MMS before going to the Compose screen. Another difference is that in the MMS it sends a tiny version of the picture.

- *Send to Messenger Contact:* This option is available if you have BlackBerry Messenger installed. A similar function as Send as MMS, but only displays contacts you have in BlackBerry Messenger. It uses BlackBerry Messenger to send a tiny version of the picture file.
- *Send Using Bluetooth:* This allows you to send the picture to any device capable of communicating through Bluetooth.

You may also see other ways to send a picture file if you have other IM clients installed. For example, if you have Google Talk installed, you will see Send as Google Talk.

## *Setting a picture as caller ID*

Wouldn't it be nice if, when your girlfriend was calling, you also could see her beautiful face? You can do that. If you have a photo of her saved in your BlackBerry, follow these steps to use her picture as caller ID:

- 1. Select the Media icon from the Home screen and select Pictures.**
- 2. Navigate to the location of your pictures.**
- 3. Highlight the photo you want to appear when the person calls.**

If you don't have pictures of your friends, now's the time to start clicking.

- 4. Press the Menu key and select Set as Caller ID.**

The photo is displayed on-screen with an inner portrait-size rectangle that displays a clear view with the outside vague. The clear view represents the portion of the photo that shows up as caller ID. You can slide the trackball to make sure that you capture the face. Cropping it is the last step.

- 5. Press the trackball and select Crop and Save.**

Contacts appears.

- 6. Select the contact you want this picture to appear for.**

A message indicating a picture is set for that contact appears. You're set.

## *Setting a Home screen image*

Suppose you have a stunning picture that you want to use as the background image for your BlackBerry. Follow these steps to set the image:

1. Select the Media icon from the Home screen and select Pictures.
2. Navigate to the location of your pictures.
3. Highlight the picture you want to use as your Home screen image.
4. Press the Menu key and select Set as Home Screen Image.

You can always reset the Home screen image by going to the Menu screen and selecting Reset Home Screen Image.

## Setting Camera Memory Options

The camera in your BlackBerry is a piece of hardware and a computer program. As such, the good people at RIM (Research In Motion) incorporated some parameters that you can set so that you can enjoy your camera fully while not affecting other features that share the same memory.



You should know the following two options:

- ✓ **Device Memory Limit:** The amount of device memory your camera can use. The values are 12MB, 15MB, 20MB, and 25MB (1MB is 1000K). To get a feel for how many pictures this is, look at the properties of an existing picture in the format you take most often and note its file size. The size of the picture depends on the format you use to take it.
- ✓ **Reserved Pictures Memory:** The amount of memory BlackBerry reserves for the camera to store pictures. Possible values are 0MB, 2MB, 5MB, 8MB, 10MB, and 12MB. This value can't be set greater than the Device Memory Limit value.

## Say Action: Capturing Video

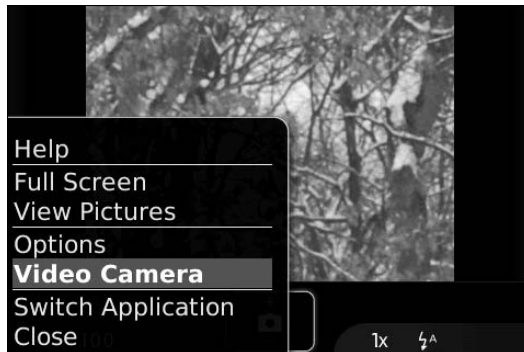
The Camera application is a multipurpose one. You can also use it to take videos.

Here are the quick and easy steps to use Video Camera mode:

1. Open the Camera application.
2. Press the Menu key and then select Video Camera (see Figure 11-5).

The screen displays like a viewfinder on a typical digital video camera, as shown in Figure 11-6. Use the trackball to start recording.

**Figure 11-5:**  
Toggle  
to Video  
Camera  
mode here.



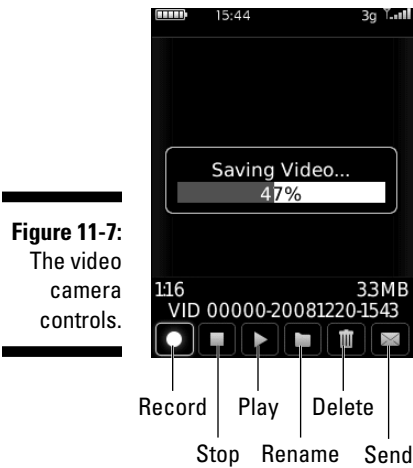
**Figure 11-6:**  
Your  
BlackBerry  
becomes a  
digital video  
camera.



The controls you see on the screen are all context related. When you first launch the video camera, all you see is the Record button with the big white dot at the bottom of the screen (shown in Figure 11-6). By using the trackball to select the Record button, the video camera starts taking video and the only available control is a Pause button.

You can use the Escape key to show the rest of the controls, as you can see in Figure 11-7. The controls are the familiar buttons you see on a typical video recorder/player. From left to right, they are as follows:

- ✓ **Record:** Continue recording.
- ✓ **Stop:** End the current recording.
- ✓ **Play:** Play the current video you just recorded.
- ✓ **Rename:** Rename the video file.
- ✓ **Delete:** Get rid of the video file of the current recording.
- ✓ **Send:** Share your current video recording. You have the option to send it as e-mail, as MMS, or through Bluetooth. If you have IM clients installed, such as Google Talk or Y! Messenger, the IM client will be listed as one of the options for sending the video file.



**Figure 11-7:**  
The video  
camera  
controls.

## Customizing the Video Camera

Even with its size, your BlackBerry has a few settings you can tweak to change the behavior of the video camera. And like every other BlackBerry application, to see what you can customize, don't look anywhere else but the application's Options screen — in this case, the Video Camera Options screen.

Follow these steps to get to the Video Camera Options screen:

1. **Open the Camera application.**
2. **Press the Menu key and then select Video Camera (refer to Figure 11-5).**
3. **Press the Menu key and select Options.**

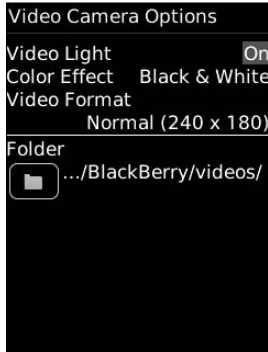
The Options screen displays, as shown in Figure 11-8.

The available options are quite easy to digest, but in case you need a little help, here's what you can tweak:

- ✓ **Video Light:** In case it's a little dim, you can turn the video camera's lights on. Note that this is a drain on your battery.
- ✓ **Color Effect:** The default is Normal, which is "what you see is what you get." If you are in the mood for effects, you can choose from either Black & White or Sepia.



- ✔ **Video Format:** The default here is Normal, but if you are planning to send your video to friends through MMS, you can choose the MMS mode, which has the smaller size and is optimal for MMS.
- ✔ **Folder:** You can use this to change the default location where your BlackBerry saves the video file.



**Figure 11-8:**  
Customize  
your video  
camera  
here.



## Chapter 12

# Getting Entertained with Your BlackBerry

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### *In This Chapter*

- ▶ Listening to, recording, and viewing media
  - ▶ Importing your PC media collection
  - ▶ Downloading media
- 

**I**f one word describes today's phone market trends, it's *convergence*. Your BlackBerry is one of the latest participants in this convergence race. We probably don't have to tell you this, but in addition to sending and receiving e-mail and being a phone, a camera, and a PDA device, your BlackBerry is a portable media player.

In the palm of your hand, you can

- ✓ Listen to music
- ✓ Record and watch video clips
- ✓ Sample ring tones
- ✓ Snap and view pictures

These capabilities are bundled into an application with a name you'd recognize even after sipping a couple of pints of strong ale — Media.

## *Accessing Media*



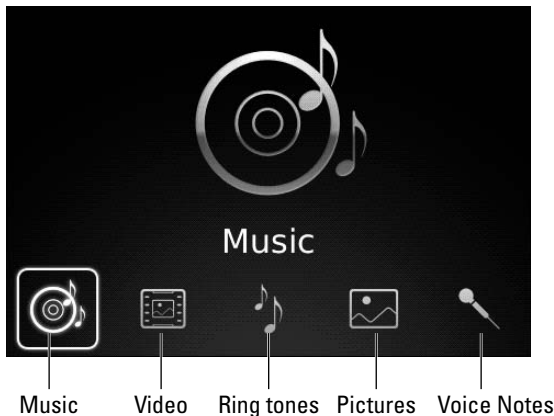
To run Media, simply select the Media icon from the Home screen. The Media icon is very easy to distinguish, because it has the image of a CD and a musical note.

Media is a collection of media applications:

- ✓ Music
- ✓ Video
- ✓ Ring tones
- ✓ Pictures
- ✓ Voice Notes

And upon opening Media, each one is represented with an icon, as shown in Figure 12-1. You don't need to be Einstein to figure out what each one of these media applications is used for. Ready to have some fun?

**Figure 12-1:**  
Explore  
Media here.



## *Let the music play*

To play music on your BlackBerry, you don't need a quarter. Just select Music from the Media screen. Several potential views of your music collection appear, as shown in Figure 12-2. *Music* is the screen heading. The views include the following:

- ✓ **All Songs:** Displays all your music files in alphabetical order.
- ✓ **Artists:** Lists your music files by artist so that you can play your John Mayer songs in one go.
- ✓ **Albums:** Lets you view your music collection one album at a time.
- ✓ **Genres:** If you prefer not to mingle your country with your cutting-edge techno, navigate through this view.
- ✓ **Playlists:** Organize and play songs as you prefer — the perfect mix tape!

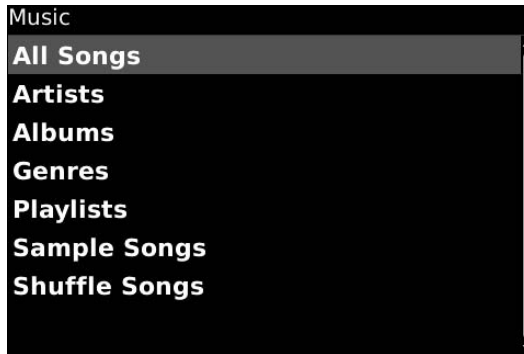
- ✓ **Sample Songs:** When you're dying to check the player but haven't yet put your collection into the BlackBerry, go here. Your smartphone comes with a couple of songs, and you can find them here.
- ✓ **Shuffle Songs:** Life is all about variety, and when you're tired of the song order in your playlist, select this.

After you choose a view, select one of the songs to start playing it. After BlackBerry starts playing a song, it plays the rest of the music listed in the view you selected. The standard interface shown in Figure 12-3 doesn't require explanation.



There is no fast forwarding or rewinding in a traditional way, but you can position where you start playing by moving the progress slider. Use the trackball to select the progress slider, and then scroll the trackball to change the slider's position. Press the trackball again, and the music starts playing from that position.

**Figure 12-2:** Choose how to view your music collection.



**Figure 12-3:** The music plays here.



BlackBerry supports many music formats. The following list shows the supported formats, along with the file extensions:

- ✓ **ACC:** Audio compression formats AAC, AAC+, and EAAC+ (.aac and .m4a)
- ✓ **AMR:** Adaptive Multi Rate–Narrow Band (AMR-NB) speech coder standard (.mmr and .3gp)
- ✓ **MIDI:** Polyphonic MIDI (.mid, .midi, and .smf)
- ✓ **MP3:** MPEG Part 1 and Part 2 audio layer 3 (.mp3 and .mp4)
- ✓ **WMA:** Windows Media Audio 9, Pro, and 10 (.wma and .asf)



The earpiece/mic combo that comes with your BlackBerry is only for one ear. This might be an issue when you are in a noisy area. To improve your experience, you can buy a stereo headset. And yes, a Bluetooth headset is a good option.

## *Now showing*

Playing or recording a video is very similar to playing music. Follow these steps:

### **1. Select Video from the Media screen.**

The screen shows Video Camera, and a list of video files appears at the bottom. If you want to watch a video, skip to Step 5.

### **2. To start video recording, select Video Camera.**

A screen shows the image in front of the camera.

### **3. Select the screen again to start recording.**

Don't wait for "Cut!" You can pause the camera by selecting the Pause button. The familiar video/audio controls appear, from left to right, showing

- Continue recording
- Stop
- Play

The functions of the other buttons are also obvious, including the following:

- Rename (for the filename)
- Delete
- Send via E-Mail



**4. Press the Stop button when you're ready to wrap up your home video.**

You wind up at the previous screen with the video clip file listed. We know you're itching to watch it.

**5. Select the file to play it on-screen.**

Wondering on how to get recorded videos to your PC? The later section "Working with Media Files" gives you the scoop on transferring files between your BlackBerry and PC.

## *Lord of the ring tones*

Ah, the proliferation of ring tones. Nothing beats hearing a loud funky ring tone while you're sleeping on a bus or a train. You can wake other passengers, too, whether you want to use the Top 40, old-fashioned digital beats, or something you recorded.

Of course you want to hear ring tones that come with your BlackBerry. It offers a bunch of them, so enjoy. Follow these steps:

**1. Select Ring Tones from the Media screen.**

You see three views:

- All Ring Tones
- My Ring Tones
- Preloaded Ring Tones

**2. Select Preloaded Ring Tones.**

The preloaded ring tones are displayed.

**3. Select any one of them and enjoy.**

While playing a ring tone, select the right arrow to go to the next tone; select the left arrow to go the previous one.

**4. Choose a ring tone you like.****5. Press the Menu key and select Set as Ring Tone.**

That ring tone is what plays when your phone rings.

A ring tone is similar to a music file and includes the same music formats:

- ✓ ACC
- ✓ M4A
- ✓ MIDI



- ✓ MMR
- ✓ MP3
- ✓ WMA

If you're familiar with any audio-editing software, you can make your own ring tones. Save the file in one of the formats in the previous list and copy it to your BlackBerry (see the "Working with Media Files" section, later in this chapter, to see how to copy files from your PC to your BlackBerry). The Internet is also filled with ring tones, and many are free. The only possible harm from downloading one is being annoyed with how it sounds. The default home page on Browser (<http://mobile.blackberry.com>) has links to sources of ring tones as well. See Fun and Pages on the home page.

## *Picture this*

Folks who upgraded from an older BlackBerry may know Pictures, which lets you view, zoom into, and rotate pictures. Follow these steps:

- 1. Select Pictures from the Media screen.**

Your options are similar to those for other Media applications.

- 2. Navigate to the view you want.**

- 3. Find the picture you're looking for.**

- 4. Select the file.**

Pretty easy, right?



Check out Sample Pictures. Your BlackBerry comes with nice pictures that you can use as the Home screen background. You can assign a cartoon to a contact as a caller ID until you get a chance to take the person's picture. Or don't take the picture.

### *Zoom to details*

Is that a pimple? No, it's not. Let's zoom in.

While viewing an image, press the trackball and select Zoom. A tiny unobtrusive slider bar appears on the left side of the image. Now, use your trackball: Scrolling up zooms in, and scrolling down zooms out.

While scrolling, the slider bar indicates the degree of zoom. The exact center of this bar is the original image (no zooming applied). You can easily go back to the original zoom size by pressing the Menu key and selecting Zoom All.



An image normally defaults to fit the screen, but you can toggle it by pressing the Menu key and selecting one of these options:



- ✔ Fit to Screen
- ✔ View Actual Size

### ***Rotate it***

Want to view yourself upside down? Maybe not. But sometimes your pictures may look better when viewed horizontally.

While you're viewing an image in Pictures, press the trackball and select Rotate. The image rotates 90 degrees clockwise. By repeating the same steps, you can keep rotating it; each time is an additional 90-degree clockwise rotation.

## ***Recording your voice***

A feature-packed smartphone like your BlackBerry *should* come with a voice recorder, and it does. Within Media, you can find Voice Notes, a neat recording application. Now you can record your billion-dollar ideas without having to type every detail. Follow these steps:

### **1. Select Voice Notes (that little microphone icon) from the Media screen.**

The Voice Notes application launches, sporting the simple and clean screen shown in Figure 12-4. At the top of the screen is a Record button, and the bottom part lists your previous recordings.

### **2. To record, select Record.**

### **3. When you're ready to record, press the trackball.**

Your BlackBerry's microphone is designed to be close to your mouth, like any mobile phone should be.

You can pause anytime you want by selecting the Pause button. A familiar video/audio control appears, from left to right:

- Continue recording
- Stop
- Play

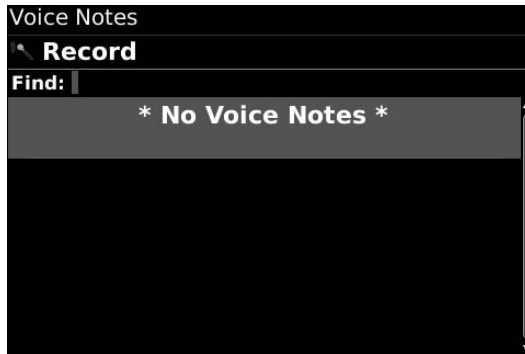
Other buttons include Rename for renaming the file, Delete, and Send via E-Mail.

### **4. Press the trackball and select the Stop button to wrap it up.**

You return to the previous screen. Your recent voice recording appears in the list.

### **5. Select your voice recording to play it when you need to type up your brilliant idea.**





**Figure 12-4:**  
Record your  
voice here.

## Viewing and Controlling Media Files

The previous sections show what types of files you can record or play on your BlackBerry. The following sections give you the lowdown on controlling those files when you're playing or viewing them.

### Turning it up (or down)

Whether you're listening to music or watching a video, adjusting the volume is easy.



Your BlackBerry comes with dedicated volume buttons. They're located on the upper-right side of the device. The top button with the plus sign turns the volume up, and the one with the minus sign turns the volume down. The volume slider you see on the screen reflects any presses you made on the volume buttons.

### Navigating the menu

You can easily jump to the next item in the list. Press the Menu key while you are viewing an image, listening to songs, or watching a video clip. On the menu that appears, you see the following items:

- ✓ **Next:** Jumps to the next item in the list. This item appears only if there's an item after this media file in the current folder.
- ✓ **Previous:** Jumps to the previous item. This item appears only if there's a previous item in the current folder.
- ✓ **Delete:** Deletes the media file.
- ✓ **Move:** Moves the file to a different folder.

- ✓ **Rename:** Renames the media file.
- ✓ **Properties:** Displays a screen that shows the location of the media file, its size, and the time it was last modified.

## Changing the media flavor

Like the rest of your BlackBerry applications, you can customize things to be the way you prefer. Do it through the Options screen inside Media:

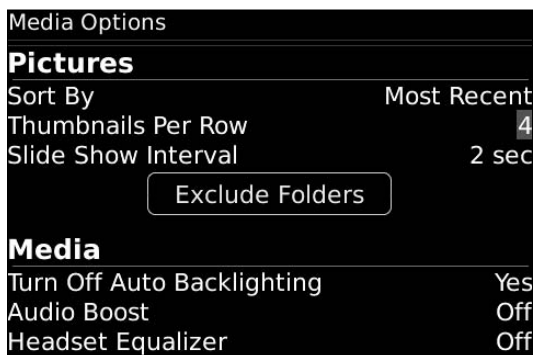
1. **Press the Menu key while in Media.**
2. **Select Options.**

The screen looks like the one shown in Figure 12-5. You can specifically customize the Pictures application and Media in general. Each is described in the following sections.

### Customizing pictures

You can change the Picture application in the following ways:

- ✓ **Sort By:** Allows you to toggle file sorting based on recent updates or name.
- ✓ **Thumbnails per Row:** When your files appear as a grid of *thumbnails* (small versions of your photos), this number of thumbnails is displayed per row. The higher the number, the smaller the thumbnails.
- ✓ **Slide Show Interval:** When viewing your files in a slide show, a picture appears for this many seconds before moving to the next picture.
- ✓ **Exclude Folders:** You don't want to display any of the pictures inside this folder. This makes it faster to load the list of pictures. (The fewer the pictures you have, the faster the Picture application can load the list.) This option isn't for your secret folders.



**Figure 12-5:**  
The Media Options screen.

## Media shortcuts

It's all about saving your valuable time. Taking the time to master these shortcuts now will pay you back in time later. Here are the must-know Media shortcuts:

- ✔ **Mute:** Toggles between pausing and playing music and video. (The key is located at the upper right of the device and has a muted-speaker label.)
- ✔ **6:** Moves to the next item.
- ✔ **4:** Moves to the previous item.
- ✔ **3:** Zooms in on a picture.
- ✔ **9:** Zooms out on a picture.
- ✔ **5:** Zooms back to the original picture size.
- ✔ **,** (comma): Rotates a picture counterclockwise.
- ✔ **Space:** Toggles between pausing and resuming a slide show.

### Customizing media

You can finesse the rest of Media as follows:

- ✔ **Turn Off Auto Backlighting:** Your BlackBerry has a feature called *backlighting* that provides additional screen lighting when it detects that you need it. You will notice it when you move your BlackBerry from shade to direct sunlight. If backlighting bothers you when you're watching a movie, this is the place to toggle it off. Turning off backlighting also extends battery life.
- ✔ **Audio Boost:** You can set it to On or Off.
- ✔ **Headset Equalizer:** The default is Off, but if you want to have a different audio setting, you have several options, including Bass Boost, Bass Lower, Dance, Hip Hop, Jazz, Lounge, Loud, R&B, Rock, Treble Boost, Treble Lower, and Vocal Boost.

## Working with Media Files

The ways of finding media files are evolving. Ten years back, who would have thought that you could buy music from a tiny card or download music from an "all you can eat" monthly subscription?

Someday, you'll wake up with a technology that doesn't require you to constantly copy media files to your handheld music player. But for now, enjoying music while on the move means managing these files.

Media is a great music player, but without music files, it's as useless as a guitar without strings.

## Greeting BlackBerry Desktop Media Manager

Heard of Roxio? Roxio is known for its CD-ripping software. (*Ripping* is a process that converts music files in CD format to other popular compressed formats.) RIM licensed a portion of Roxio and packaged it with BlackBerry Desktop Software. Even though it's not the whole suite of Roxio software, that's still good news for you because you can now avail yourself of fantastic features, such as

- ✓ Ripping CDs
- ✓ Converting files to get the best playback on your BlackBerry
- ✓ Managing music files
- ✓ Syncing media files to your device



Do you have an old version of Media Manager? No problem. Point your desktop Internet browser to <http://na.blackberry.com/eng/services/desktop> for directions on downloading the latest version for free and installing it on your PC.

In the following sections, we familiarize you with the Media Manager interface and then show you how to copy a video file into your BlackBerry.

### Accessing Media Manager

You can get to Media Manager through BlackBerry Desktop Manager, which Chapter 15 describes in detail. Get to Desktop Manager on your PC by following these steps:

1. **Click the Windows Start button.**
2. **Select All Programs → BlackBerry → Desktop Manager.**

BlackBerry Desktop Manager appears, as shown in Figure 12-6.

3. **Click the Media icon.**

A screen displays showing Media Manager and BlackBerry Media Sync sections. Each section has a Start button.

4. **Click the Start button in the Media Manager section.**

The initial Media Manager screen is well organized and gives you the following options:

- Manage Pictures
- Manage Music
- Manage Videos
- View Connected Devices

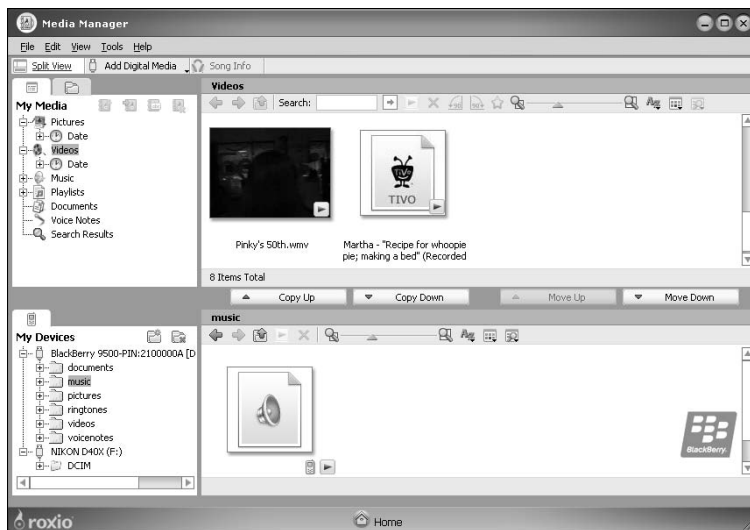
5. **Click one of the options.**

When you see the Media Manager screen shown in Figure 12-7, it may look intimidating. But it's really easy to use — plus, it has the same interface as Windows Explorer:

- ✓ The left side is where you navigate to your folders and files.
- ✓ The right side displays the files in the folder you've currently selected on the left.



**Figure 12-6:**  
Access  
Media  
Manager  
here.



**Figure 12-7:**  
View your  
media files  
on this  
screen.

The top section looks the same as the bottom section except that the top represents your desktop and the bottom represents the BlackBerry, and they're named My Media and My Devices, respectively. You can move or copy files easily. When you're copying, for example, one section can be the source and the other section can be the destination. By simply dragging the files between the two sections, you can copy on the same screen. Neat, right?

### *Importing media files to Media Manager*

Want a quick and easy way to import media files? Follow these steps:

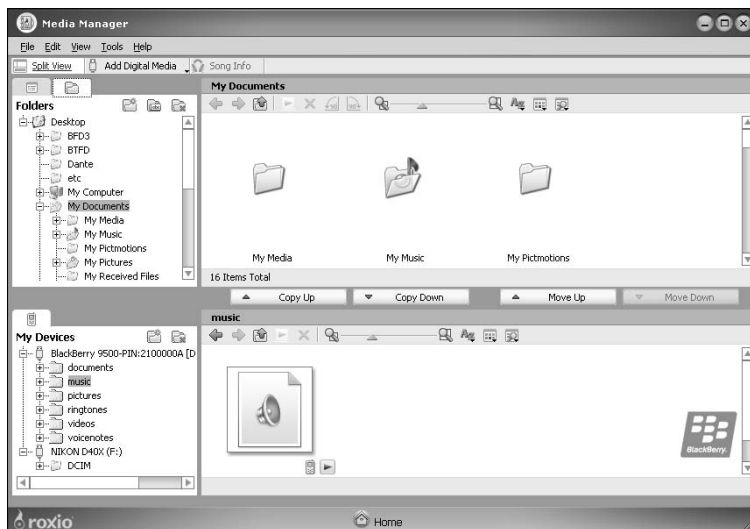
1. Use Windows Explorer to get to the media files you want.
2. Drag and drop the files into Media Manager.



You can drag and drop files to the folder in the left part of the screen, where the folder tree appears, or the right part, where the files are listed. Just make sure that when you're doing the latter, the current folder in the tree view is the folder where you want the media files to be imported.

Without using Windows Explorer, you can also use Media Manager to locate the files you want. The trick is to change the upper-left-side view in one of the sections to Folders. If you look closely at the upper-left section, you see two tabs. The first tab, My Media, is the default view. The Folders tab has the icon of — guess what? — a folder.

Click the Folder icon. You see a tree view, but this time it looks exactly as you see it in Windows Explorer, as shown in Figure 12-8. The files can be on your local hard drive or in a network folder accessible by your desktop computer.



**Figure 12-8:** Navigate to your desktop media files here.

## Other features of Media Manager

Spend some time exploring Media Manager. It has interesting features you might find useful. Here's a quick rundown of what you can do with Media Manager:

- ✓ Import media files
- ✓ E-mail media files
- ✓ Record audio
- ✓ Enhance photos and apply special effects to photos by using PhotoSuite
- ✓ Set song info, such as title, artist, album, genre, year, or an image, to show as track art when playing the song
- ✓ Customize photo printing

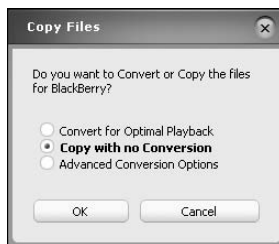
### *Adding a media file to the BlackBerry*

After you're familiar with the Media Manager, get those files copied to your BlackBerry. Here's the rundown:

- 1. Connect the BlackBerry to your desktop computer with the USB cable that came with the device.**
- 2. On the Media Manager screen, drag and drop your media files from the My Media view to any folder in My Devices.**

You can drag and drop an entire album. After dropping a media file, you're prompted to convert the file into a format that's viewable by your BlackBerry, as shown in Figure 12-9.

**Figure 12-9:**  
Choose to convert your media files for optimum playback.



- 3. Choose an option:**

- *Convert for Optimal Playback:* This is the safest bet and is the default.
- *Copy with No Conversion:* Copies the file faster. The file is copied to your BlackBerry as is, but it might not play in your BlackBerry.



- *Advanced Conversion Options:* From here, another screen lets you downgrade the quality to minimize the file size. It also allows you to crop video so that the entire screen is filled, instead of seeing dark margins.

4. Click OK to begin the transfer.

## *Synchronizing with iTunes using BlackBerry Media Sync*

If you have an iPod, you're probably using iTunes and maintaining a playlist and perhaps a subscription to podcasts or videocasts. Podcast files are downloaded to iTunes using RSS. To clarify the jargon, RSS is short for Really Simple Syndication, a kind of digital file publish-subscribe mechanism. This is the mechanism iTunes uses to receive audio and video recordings, which most people refer to as podcasts and videocasts. Would you like to sync your BlackBerry with iTunes? Wouldn't we all? Follow these quick and easy steps to sync your BlackBerry and iTunes:

1. Click the Windows Start button.

2. Select All Programs↔BlackBerry↔Desktop Manager.

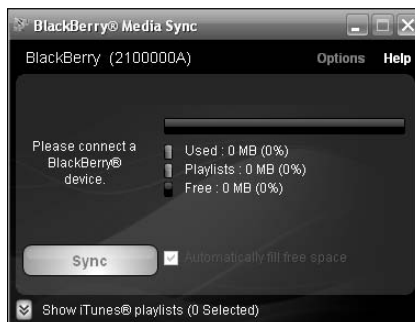
BlackBerry Desktop Manager appears (refer to Figure 12-6).

3. Click the Media icon.

A screen displays showing Media Manager and BlackBerry Media Sync sections. Each section has a Start button.

4. Click the Start button in the BlackBerry Media Sync section.

A pop-up screen appears, like the one shown in Figure 12-10. Note the double-arrow icon in the lower-left portion of the screen. Clicking this icon gives you options for what part of iTunes you want to synchronize.



**Figure 12-10:**  
The  
BlackBerry  
Media Sync  
screen.

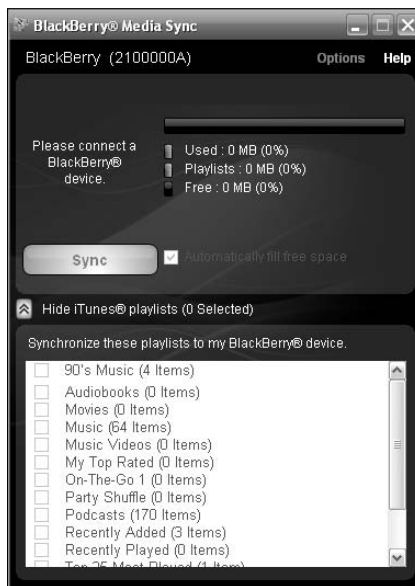
**5. Click the lower-left Show iTunes Playlist icon.**

A selection of what you have in iTunes appears, as shown in Figure 12-11. This is the part of the screen where you choose iTunes media file types.

**6. Select the iTunes media you want to have copied to your BlackBerry.**

**7. Click the Sync button.**

There you go. You see a progress bar showing the synchronization of the media files from iTunes.



**Figure 12-11:**  
Choose  
your iTunes  
media here.

## Downloading sounds

RIM has set up a Web site from which you can download new ring tones. Simply go to [http://mobile.blackberry.com/homepage?book=ringtone\\_catalog&lang=en&accept=yes](http://mobile.blackberry.com/homepage?book=ringtone_catalog&lang=en&accept=yes) on your BlackBerry, and you get a screen similar to the one shown in Figure 12-12. From this page, you can sample and download alarms, notifiers, and tunes. And did we mention that they're free?

The ring tone plays when you select it from the three categories. After the tune plays, you can save it by pressing the Menu key and selecting Save. RIM isn't the only site where you can find ring tones. The Web is a wonderful place, and ring tones or other media files are safe to download, so go hunting.



**Figure 12-12:**  
Go here to  
download  
media files.

## *Transferring media files using the microSD card*

When you're in a hurry, running Desktop Manager and opening Media Manager could be a drag. One quick option is to copy your media files directly to microSD using the familiar Windows Explorer on your PC. Follow these steps:

- 1. Connect your BlackBerry to your computer using the USB cable that came with your device.**

Make sure that you have the microSD card in your BlackBerry before you do this. When connected, the BlackBerry screen displays a prompt for enabling mass storage mode.

- 2. On the BlackBerry screen, select Yes.**

Another screen appears on the BlackBerry asking for your password.

- 3. On the BlackBerry screen, type your BlackBerry password.**

The device is now ready to behave like an ordinary flash drive. And on your PC, a screen appears with the heading *Removable Disk*, which displays a couple of options to choose from. One such option is *Open Folder to View Files*.

4. **On your PC (Removable Disk screen), click Open Folder to View Files and then click OK.**

This opens the familiar Windows Explorer screen. You can do anything you typically do with a normal Windows folder. You can drag and drop files, copy files, and delete files.

5. **Click the X button located in the top-right corner of the Windows Explorer when you're done.**

## Chapter 13

# Getting Around with Your BlackBerry GPS

---

### *In This Chapter*

- ▶ Using GPS safely
  - ▶ Preparing to use GPS on your BlackBerry
  - ▶ Choosing a GPS application
- 

A few years back when some of the network carriers in North America introduced GPS on their version of the BlackBerry, we were quite impressed . . . until we tried it. The response time was slow, and it wasn't accurate. On top of that, the network carriers charged users an arm and a leg for this inferior service. As it turns out, those GPS functions were implemented by using the network. What does that mean? There wasn't an actual GPS embedded in the BlackBerry. How low-tech!

Today, many BlackBerry models come with a built-in GPS within the smartphone itself, which makes finding yourself easy. If you don't have one built in, you can purchase a GPS puck and connect to your BlackBerry via Bluetooth connection.

In this chapter, we show you how to use your BlackBerry's built-in GPS (and how to connect your BlackBerry to an external GPS device if your BlackBerry doesn't have it built in). We then show you the best GPS applications you can use on your BlackBerry (two of which are free!).

## *Putting Safety First*



Some GPS features are useful not only while you're walking on the street but also while you're driving a car. Although you'll be tempted to use your BlackBerry GPS while driving, we *strongly* suggest that you *do not* adjust it while you're driving.

Before you start using BlackBerry GPS in your car, you need to get a BlackBerry car holder (preferably a car kit with a car charger). You can buy a car kit on the Internet by doing a simple search for *BlackBerry car kit*. Or go to one of the following Web sites:

- ✓ [www.shopblackberry.com](http://www.shopblackberry.com)
- ✓ <http://shop.crackberry.com>

Now that you have all you need to keep you safe, keep on reading.

## What You Need

For GPS to work on your BlackBerry, it needs navigation maps, which are usually downloaded in little pieces as required. And because these maps are downloaded, to obtain them you must be subscribed to a data plan and have a radio signal.



If you did not subscribe to an *unlimited* data plan from your network carrier, be aware that the more you use your GPS as you move about, the more data (map pieces) you'll download, which means the more charges you'll incur.

In summary, for your BlackBerry GPS to work, you need

- ✓ A BlackBerry with a built-in GPS or a BlackBerry connected to a GPS puck via Bluetooth. GPS pucks are inexpensive, check out Freedom GPS 2000, which you can get from <http://shop.crackberry.com/freedom-keychain-gps-2000/10A95A2869.htm>.
- ✓ A data plan from your network carrier (we recommend an unlimited data plan)
- ✓ To be in an area where you have a radio signal (so that you can download the maps)

In this book, we don't cover the exact steps on how to pair up a Bluetooth-enabled BlackBerry to an external GPS, because the steps vary slightly depending on which external GPS as you have. But the general steps are as follows:

**1. Make sure that your external GPS is ready for pairing.**

Refer to your external GPS for more information on how to prepare it for "discovery."

**2. From the Home screen, press the Menu key and then select the Options (wrench) icon.**

**3. Select Bluetooth.**

**4. Press the Menu key and then select Enable Bluetooth.**

You see a screen of paired Bluetooth devices or, if you've never paired with a device, you see a blank screen.

*Pairing* with a Bluetooth device simply means to connect with another Bluetooth device, such as a hands-free headset.

**5. Press the Menu key and then select Add Device.**

Your BlackBerry starts scanning for a nearby device. Make sure that your external GPS is next to your BlackBerry.

**6. Follow the on-screen instructions on your BlackBerry to finish pairing with your external GPS.**

This step usually involves entering a 4-digit password to pair up with the GPS. Refer to your GPS manual for further information.



## Your GPS Application Choices

We have identified the following four GPS applications that you can use on your BlackBerry:

- ✓ BlackBerry Map
- ✓ Google Maps
- ✓ Garmin Mobile
- ✓ TeleNav GPS Navigator

Both BlackBerry Map and Google Maps are free. The icons for all of them are pictured in Figure 13-1.



**Figure 13-1:**  
BlackBerry  
GPS  
applications.

## BlackBerry Map

Out of the box, your BlackBerry comes with the BlackBerry Map application (refer to Figure 13-1).



If you have a BlackBerry with AT&T as your network carrier, you might not have BlackBerry Map installed out of the box. No worries; you can download it via [mobile.blackberry.com](http://mobile.blackberry.com). We also show you alternatives to BlackBerry Maps that still take advantage of your BlackBerry GPS.

With or without GPS (built-in or external), you can use BlackBerry Map to do the following (see Figure 13-2):

- ✓ Find a location by typing an address or by using Contacts
- ✓ Get point-to-point directions
- ✓ E-mail or SMS a location to colleagues and friends
- ✓ Turn GPS on or off
- ✓ Zoom in and out of the map

Of course, with GPS turned on, you can track where you are and follow point-to-point directions.

**Figure 13-2:**  
BlackBerry Map on the BlackBerry Bold.



## Google Maps

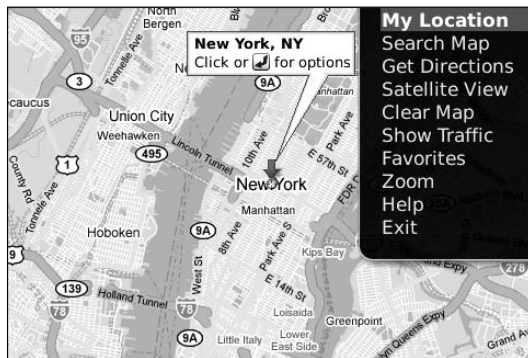
Google Maps is the mobile version of <http://maps.google.com>. It has most of the features of the online version, including satellite imaging and traffic information. Best of all, it's free.



Like BlackBerry Map, you can use Google Maps even without a GPS, but it gets better. You can search for businesses and landmarks, just as you do on <http://maps.google.com>. It's like having the ultimate 411 (with a map) at the tip of your fingers.

Because Google Maps does not come with your BlackBerry, you need to download it. To do so, go to [www.google.com/gmm](http://www.google.com/gmm). After the program downloads, its icon appears on your Home screen (refer to Figure 13-1).

After Google Maps is loaded, press the Menu key to display the menu shown in Figure 13-3.



**Figure 13-3:**  
Google  
Maps menu.

From the menu, you can do the following:

- ✓ Find businesses and landmarks, including phone numbers, address information, and Web addresses
- ✓ Find and map exact addresses
- ✓ Get step-by-step directions from point A to point B
- ✓ View satellite images of the current map (see Figure 13-4)
- ✓ Get traffic information for major highways

With GPS or Google's MyLocation on, you can see your current location as a blue blinking dot.

Here are some keyboard shortcuts for Google Maps:

- ✓ **Zoom in:** I key or JK key on the SureType keyboard
- ✓ **Zoom out:** O key or DF key on the SureType keyboard
- ✓ **Go to the current location:** 0 (zero) key

**Figure 13-4:**  
Google  
Maps  
showing  
a satellite  
photo.



You need to have a radio signal to download maps to your BlackBerry. In addition, we recommend that you have an unlimited data plan if you are a frequent user of the GPS feature on your BlackBerry.

## *TeleNav GPS Navigator*

TeleNav GPS Navigator is a full-featured GPS solution. It's meant as a GPS device replacement, which means the folks at TeleNav want you to use your BlackBerry in the car. TeleNav's feature list is extensive. From 3-D maps to a real-time compass to finding Wi-Fi hotspots, the list goes on and on. It even lets you input the address by speaking aloud instead of typing and responds by speaking the directions back to you. Figure 13-5 shows the main menu for TeleNav. (Note that there is a network branded version of TeleNav; for example, Figure 13-5 shows an AT&T version. The functionalities from TeleNav are the same, regardless of network branding.)

**Figure 13-5:**  
AT&T  
branded  
version of  
TeleNav  
main menu.



The extensive features come at a price. Depending on your network carrier, TeleNav costs about \$10 a month. TeleNav does offer a 30-day free trial. Visit [www.telenav.com](http://www.telenav.com) for more information. After the product is downloaded, an icon appears on your screen (refer to Figure 13-1).

## Garmin Mobile

Like TeleNav, Garmin also offers a full-featured GPS solution. It costs a one-time fee of \$99 (US dollars) and is good for the life of the device. The features of Garmin Mobile are very similar to its GPS counterpart. If you have ever owned a Garmin GPS, the user interface is very similar and friendly. Figure 13-6 shows the main menu for Garmin Mobile.



**Figure 13-6:**  
Garmin  
Mobile's  
main menu.

We like the simplicity of the Garmin's user interface and its simple one-time cost, so we recommend the Garmin Mobile.

To find out more, visit [www.garmin.com/mobile/mobilext](http://www.garmin.com/mobile/mobilext).



## Chapter 14

# Lifestyle Applications

---

### *In This Chapter*

- ▶ Entertainment applications
  - ▶ Keep up with your friends with social networking applications
  - ▶ Other must-haves
- 

**I**f you think back to the beginning of BlackBerry in 2001, a BlackBerry smartphone's main purpose for existence was communication. Voice and e-mail were its strong points. Yes, even back then you could organize your life with the built-in calendar, address book, and other PIM functions. However, two factors changed the applications that were being built on the BlackBerry: an increase in network speed and the iPhone. Ever since iPhone 3G came on the scene with its App Store, the mobile applications landscape has been changed forever.

What does that mean to you as a BlackBerry user? It means great, creative applications that better your BlackBerry experience. For example, as any veteran BlackBerry user can tell you, when you get an e-mail on the BlackBerry, you see a little red asterisk indicating that you have a message (SMS/e-mail/PIN). However, you can't preview the message or even tell who it is from until you actually go to the Message application (see Chapter 7) and check your e-mail. Then came along a little application called PeeKaWho Email/SMS Alert, which allows you to preview the person who is texting or e-mailing you and allows you to dismiss the pop-up, mark as read, or delete. Simple and to the point. It's applications like this that make the BlackBerry experience even better.

In this chapter, we not only tell you where to get applications like PeeKaWho Email/SMS Alert but also point out their useful features and provide a little mini-user guide of how to use them.

## *PeeKaWho Email and SMS Alert*

Not only does PeeKaWho show e-mail and SMS alerts (shown in Figure 14-1), but it also does spam blocking! That's right, you can set up filters to mark

e-mail addresses as blacklist or whitelist, as shown in Figure 14-2. Did we mention you can even use PeeKaWho as a flashlight in dark places?



**Figure 14-1:**  
PeeKaWho  
pop-up  
alert.

PeeKaWho is an application just full of features, and the developers are continually building out additional cool features.

To find out more and to download the program, go to [www.smrtguard.com/peek.jsp](http://www.smrtguard.com/peek.jsp).



**Figure 14-2:**  
PeeKa  
Block,  
the spam  
blocker in  
PeeKaWho.

## BlackBerry Facebook Application

If you are not a Facebook user, you ought to try it. Facebook is one of many social networking applications that focus on connecting you with your friends and family. With Facebook, you can share photos and events with your friends. You can post messages for your friends about what you are up to, as

shown in Figures 14-3 and 14-4. With your BlackBerry in hand, you can do all this while on the go.

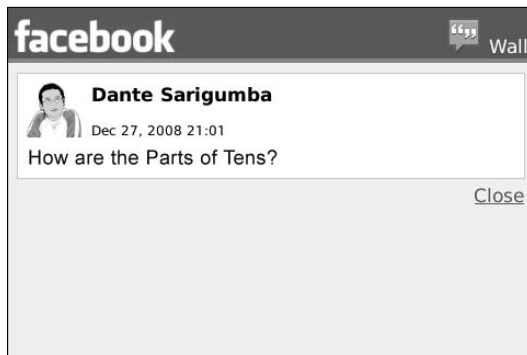
**Figure 14-3:**  
Updating  
your sta-  
tus on  
Facebook  
on a  
BlackBerry  
Bold.



On a road trip, you can take a picture with your BlackBerry (see Chapter 11) and post it on Facebook to share it instantly with your friends and family. To date, there have been more than 2.5 million downloads of the BlackBerry Facebook application.

To get the Facebook application on your BlackBerry, go to <http://na.blackberry.com/eng/devices/features/social/facebook.jsp>.

**Figure 14-4:**  
Posting  
a “wall-  
to-wall”  
message for  
your friend.



If you are a MySpace user and have friends on the MySpace social networking site, you can also download the MySpace BlackBerry application at [www.myspace.com/blackberry](http://www.myspace.com/blackberry).

## Unify4Life

For those of you who have not heard of Unify4Life, in short, it is a company that is transforming your BlackBerry into a universal remote control for your AV equipment, garage doors, lights, and more. Anything you need a remote control for, Unify4Life wants to be there to help you control it from your BlackBerry. Unify4Life's immediate offering is an AV hub, shown in Figure 14-5, that talks to your BlackBerry through Bluetooth and talks to your AV equipment through IR (infrared).

With the little AV hub box and Unify4Life software on your BlackBerry, Unify4Life can retrieve local TV listings and help you control your DVD player, TV, and audio equipment right from your BlackBerry, as shown in Figure 14-6. Cool, huh?

To find out more, go to [www.unify4life.com](http://www.unify4life.com).



**Figure 14-5:**  
The  
Unify4Life  
AV hub.





**Figure 14-6:**  
Unify4Life  
on a  
BlackBerry  
Bold.

## MiuTunes

So you saw how music is displayed and organized on an iPhone and iTunes and wished that your BlackBerry could do the same. With MiuTunes, you can browse albums in 3D using your trackball, as shown in Figure 14-7.



**Figure 14-7:**  
MiuTunes  
3D artwork  
browser.

You can create playlists and all other basic functions, such as organize your music by genres, years, artists, and even artwork, as shown in Figure 14-8.

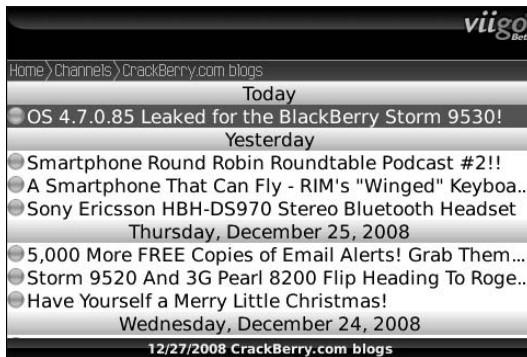
To find out more, visit [www.miutunes.com](http://www.miutunes.com).



**Figure 14-8:**  
MiuTunes  
main menu.

## Viigo RSS Reader

Because network speed has improved greatly in the last couple of years, retrieving news through the Web browser is faster than ever. However, if your commute involves the subway or your network coverage isn't always reliable, getting your news might not be convenient. However, with Viigo supplying an RSS feed, even when you are offline, you can read snippets of your favorite news source, as shown in Figure 14-9.



**Figure 14-9:**  
Reading  
CrackBerry.  
com on  
Viigo.

It's quite easy to subscribe to your favorite news source. In addition, if you're a sports fan, you can view standings and live scores for your favorite sports.

To get Viigo, visit [www.viigo.com](http://www.viigo.com).

## SmrtGuard, Your BlackBerry Guardian

BlackBerry guardian? How does it do that? From the maker of PeeKaWho comes SmrtGuard (pronounced *smart guard*), an application that backs up your contacts, call history, calendar, and more, as shown in Figure 14-10.



**Figure 14-10:** SmrtGuard BlackBerry application ready to back up your sensitive data.

But it doesn't stop there. SmrtGuard also has a one-button push to “detonate” your BlackBerry in case you lose it. How do you know whether you lost your BlackBerry or just simply misplaced it? With its BlackBerry tracker, you can see whether someone has stolen it or whether it is lying around your house. When you know where it is, you can “audio-ping” your BlackBerry to locate it or detonate it.

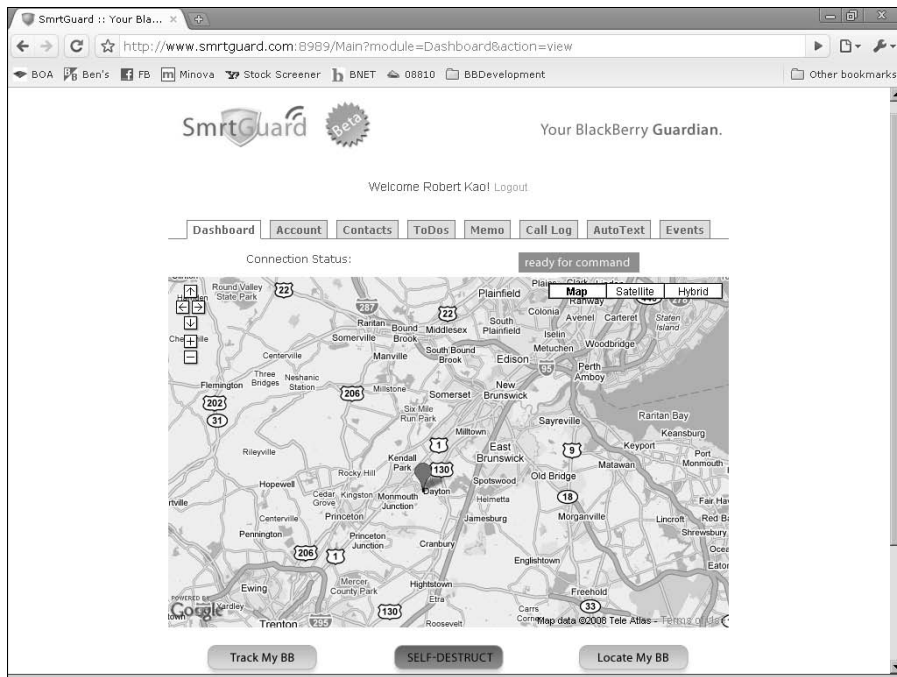
How does it work? This application has two parts — one part is the SmrtGuard BlackBerry application that installed on your BlackBerry; the second part is the SmrtGuard Web site with Google Maps that shows you where your BlackBerry is located, as shown in Figure 14-11. You can also view the backed-up data that's available for exporting.

SmrtGuard is also useful when you switch to a new BlackBerry device. Just go to the SmrtGuard Web site and switch your BlackBerry PIN. After activating the SmrtGuard software on your new BlackBerry device, you're ready to restore contacts and other PIMs.

To find out more, go to [www.smrtguard.com](http://www.smrtguard.com).

## E\*TRADE for BlackBerry

Ever get an inspiration for a stock trade when you're not at your desk? Yes, you can call your broker at E\*TRADE, but why bother when you can trade stocks right from your BlackBerry?



**Figure 14-11:**  
SmrtGuard  
can find  
your  
BlackBerry.

If you have an account with E\*TRADE, you can download the BlackBerry version of E\*TRADE, shown in Figure 14-12. With it, you can do everything (well, almost) on your BlackBerry E\*TRADE application as you can on the desktop version. You can check your portfolio balance, trade history, quotes, and market news.

To find out more, go to [mobile.etrade.com](http://mobile.etrade.com).



**Figure 14-12:**  
E\*TRADE  
on a  
BlackBerry.

# Part IV

# Working with BlackBerry Desktop Manager

The 5<sup>th</sup> Wave

By Rich Tennant



"Other than this little glitch with the landscape view, I really love my BlackBerry Storm."

## *In this part . . .*

**H**ere you discover essential information about some behind-the-scenes-yet-integral processes. Read all about BlackBerry Desktop Manager, which you direct to monitor and control database synchronization (Chapter 15), and find out how to leverage Switch Device Wizard to migrate your existing data to your new BlackBerry (Chapter 16). Take advantage of untethered database synchronization through BlackBerry Unite (Chapter 17) and find out how to back up your data (Chapter 18). And finally, discover the many ways of installing third-party applications (Chapter 19).

## Chapter 15

# Syncing the Synchronize Way

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### *In This Chapter*

- ▶ Introducing BlackBerry Desktop Manager
  - ▶ Preparing your PC for PIM synchronization
  - ▶ Using manual and automatic synchronization
- 

**W**hat better way to keep your BlackBerry updated than to *synchronize* it with your desktop application's data?

Arguably, most of the data you need to synchronize is from your *personal information manager (PIM)* applications: notes, appointments, addresses, and tasks. The crucial piece for data synchronization to and from your device and desktop computer is Synchronize. This software within BlackBerry Desktop Manager allows you to synchronize your PIM data as well as upload and download media files between your PC and BlackBerry.

In this chapter, we introduce Synchronize. We show you how to manually and automatically synchronize your BlackBerry with your desktop computer. We also offer tips about which options you might want to use. Before we get into all that, however, we include a section on BlackBerry Desktop Manager.



If you're using a corporate BlackBerry that's running under BES, you may skip this chapter. BlackBerry smartphones running under BES synchronize over the air (OTA) or wirelessly.

## *Meeting Your BlackBerry Desktop Manager*

The centerpiece of your desktop activities on the BlackBerry is *BlackBerry Desktop Manager (BDM)*, which is a suite of programs that include the following:

- ✓ **Application Loader:** Installs BlackBerry applications and updates the BlackBerry OS.

- ✓ **Backup and Restore:** Backs up your BlackBerry data and settings. Check out Chapter 18 for details.
- ✓ **Synchronize:** Synchronizes BlackBerry data to your PC (the topic of this chapter).
- ✓ **Media Manager:** Uploads media files to your BlackBerry from your PC and vice versa (another topic in this chapter).
- ✓ **Device Switch Wizard:** Helps you transfer data from your existing mobile device to your BlackBerry. See Chapter 16 for details.

BDM is the software that's on the CD that comes with your handheld device. Your BlackBerry's packaging provides instructions on how to install BDM on your desktop computer. For corporate users, check with your BlackBerry system administrator for more details.

## *Installing BDM and Desktop Redirector*

The CD that comes with your BlackBerry allows you to install BDM on your computer. At the same time, you can install Desktop Redirector. When you insert the CD, the installation wizard automatically runs. Follow the wizard. One of the screens in the wizard allows you to choose whether this installation is for personal or for work e-mail. Choosing for work actually allows you to use Desktop Redirector for both personal and work.

Desktop Redirector allows you to redirect e-mail that you receive in Outlook. This means that even if you get your e-mails through Outlook, you can have those e-mails redirected to your BlackBerry.



If you're not using a corporate BES and you want to redirect your Outlook e-mail to your BlackBerry, when you're installing BDM, make sure that you select the Redirect Messages Using the BlackBerry Desktop Redirector radio button on the installation screen, as shown in Figure 15-1.



If your BlackBerry is running under a corporate BES, your e-mail is already redirected to your smartphone wirelessly and choosing the BlackBerry Desktop Redirector could really mess things up. So don't do it!

## *Launching BDM*

In most Windows installations, you find the shortcut to launch BDM through your computer's Start menu. Follow these steps to launch BDM:

1. Choose **Start**⇨**All Programs**⇨**BlackBerry**⇨**Desktop Manager**.





**Figure 15-1:**  
Configure  
the BDM  
installation  
to include  
Desktop  
Redirector.

## 2. Connect your BlackBerry to your computer using the USB cable that came with your device.



If your BlackBerry has a microSD card in it when you connect it to your PC, your BlackBerry screen displays a prompt for enabling mass storage mode. It also asks for your BlackBerry password when you answer Yes to the prompt. If you answer Yes to the prompt and type in the password, your BlackBerry will behave like a flash drive. A drive letter will be added to My Computer in Windows Explorer, allowing you to treat the microSD card as a normal flash drive.

## 3. Launch BDM.

The BDM opening screen appears; see Figure 15-2.



**Figure 15-2:**  
BlackBerry  
Desktop  
Manager.

BDM installation can vary from phone provider to provider. You should see at least the following four icons, or applications:

- ✓ Application Loader (see Chapter 19)
- ✓ Backup and Restore (see Chapter 18)
- ✓ Media (see Chapter 12)
- ✓ Synchronize

## Connecting BDM to your BlackBerry

You establish a connection between your BlackBerry and BDM through the USB cable that comes with your device. Plug in your device to your desktop. After BDM is running, it tries to find a BlackBerry on the type of connection specified. The default connection is USB, so you shouldn't need to configure anything.



If you have more than one BlackBerry, it's advisable to distinguish between your smartphones in BDM by knowing the BlackBerry PIN. Chapter 8 shows you how to do this.

Follow these steps to connect your BlackBerry to BDM:

**1. Plug in your device to your desktop.**

**2. Launch BDM.**

When BDM is running, it tries to find a BlackBerry on a USB connection.

**3. If your device has a password, BDM prompts you for the password.**

**4. Enter the password.**

You see *Connected* as the screen heading. If for some reason, you see *Disconnected* and no password prompt, one of the following is happening:

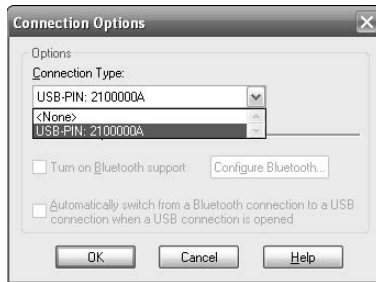
- BDM can't find the device being connected via the USB cable.
- The connection setting isn't set to use USB.

**5. Choose Options ⇄ Connection Options at the right side of the BDM screen.**

The screen shown in Figure 15-3 appears. Make sure that the connection setting uses USB.

**6. In the Connection Type drop-down list, select the USB connection with your BlackBerry's PIN.**

**Figure 15-3:**  
Possible  
connection  
types  
to your  
BlackBerry.



## Running BDM for the first time

If you're running BDM for the first time, the program does these things:

- ✓ Tries to make the initial configuration on your machine, which includes security encryption setup. It asks you to randomly move your mouse to generate security encryption keys.
- ✓ Checks what applications you have on your device and what required applications need to be installed. If it can't find a required application on your device, it prompts you to install it. Of course, you have the option to cancel and install later.
- ✓ Looks at the settings you have for your Synchronize software. If auto-synchronization is turned on, BDM attempts to run synchronization for your PIM. This is discussed in the section "Automatic synchronization," later in this chapter.

## Setting Up Synchronize

Synchronize is the part of BDM that allows you to synchronize your data between your desktop computer and your BlackBerry. (If your BlackBerry is running on BES, your data is already synced wirelessly, so you don't need your desktop for synchronization.) Synchronize is one of the icons on the BlackBerry Desktop Manager screen. To launch Synchronize, simply double-click the Synchronize icon. A screen like the one shown in Figure 15-4 appears.

The Synchronize screen is divided into two sections, which you can navigate through the links on the left:

- ✓ **Synchronize** is the default view and allows you to manually trigger synchronization. See Figure 15-4. See the "Using on-demand synchronization" and "Automatic synchronization" sections, later in this chapter, for more details and for when you use this screen.

- ✓ **Configuration** is where you can set up configuration and rules for reconciling data. Under the Configuration link are two subsections, Synchronization and Add-ins. These further organize the interface. See Figure 15-5. The first thing you need to work with is the Synchronization Configuration screen. The following section helps you do that.



**Figure 15-4:**  
The  
Synchronize  
screen.

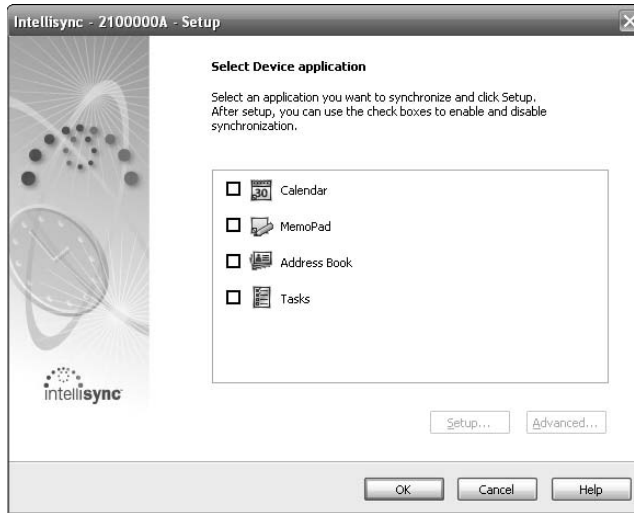


**Figure 15-5:**  
The  
Synchron-  
ization  
Configur-  
ation  
screen.

## Configuring PIM synchronization

Notice this important item in the Synchronization Configuration subsection, as shown in Figure 15-5: the Synchronization button. You use that button to configure PIM (personal information manager) synchronization.

Clicking the Synchronization button displays the screen shown in Figure 15-6. You can see that names correspond to the BlackBerry applications except for Contacts, which goes by Address Book. This is the entry point of the entire synchronization configuration for PIM applications. Selecting the application on this screen allows you to pair the PIM handheld application to a desktop application (most likely Outlook).



**Figure 15-6:**  
The PIM  
configuration  
screen.

The PIM configuration screen allows you to select which application data you want to sync with your BlackBerry. The following popular PIM applications can be synced to your BlackBerry: ACT!, ASCII Text File Converter, Lotus Notes, Lotus Organizer, Microsoft Outlook, Microsoft Outlook Express, and Microsoft Schedule.

Here are the four types of application data that can be synchronized to your BlackBerry:

- ✓ **Calendar** can be selected if you want to synchronize your appointments and events stored in your favorite PIM application.
- ✓ **MemoPad** can be selected if you want to synchronize any notes or text that you may have been storing in your PIM application.
- ✓ **Address Book** can be selected if you want to synchronize any contact information with your BlackBerry.
- ✓ **Tasks** can be selected if you want to synchronize your to-do list.

Follow these steps to set up your device's synchronization:

1. **Connect your BlackBerry to BDM.**
2. **Click the Synchronize icon.**
3. **Click the Synchronization link. (It's under the Configuration link on the left side of the screen.)**

In the Synchronization Configuration section, you see a Configure Synchronization Settings for My Desktop Program label. Click the Synchronization button beside this label, and the PIM configuration screen is displayed.

4. **Select the check box next to an application data type (such as Calendar, MemoPad, Address Book, or Tasks) that you want to synchronize.**

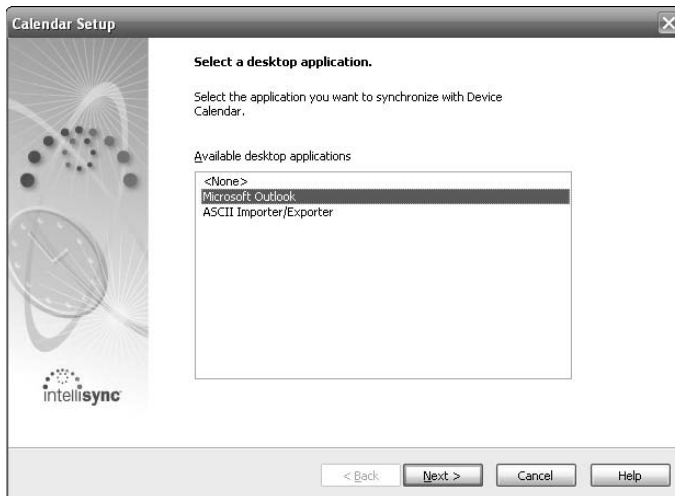
For example, we selected the Calendar application data type and clicked the Setup button. This opens Calendar Setup screen.

5. **Select a PIM application to retrieve application data from by highlighting your desired application.**

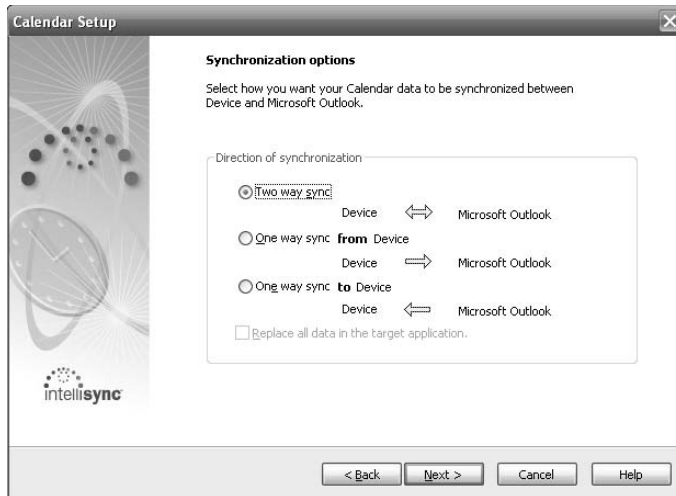
BDM pulls your selected application data from the application selected from this screen (in Figure 15-7, we selected Microsoft Outlook). This means that when you synchronize your BlackBerry, the BDM retrieves Calendar data from Microsoft Outlook.

6. **Click the Next button.**

The Synchronization Options screen appears (see Figure 15-8).



**Figure 15-7:**  
Choose the  
desktop  
application  
here.



**Figure 15-8:**  
Decide  
which  
direction  
synchroni-  
zation  
follows  
here.

**7. On the Synchronization Options screen, select which direction the synchronization will follow.**

Here are the three available synchronization options:

- *Two Way Sync* allows you to synchronize changes both in your BlackBerry and in your desktop application.
- *One Way Sync from Device* synchronizes only the changes made to your BlackBerry. Changes to your desktop application aren't reflected in your BlackBerry.
- *One Way Sync to Device* synchronizes changes made in your desktop application to your BlackBerry. Any changes made in your BlackBerry aren't reflected in your desktop application.

**8. Click the Next button.**

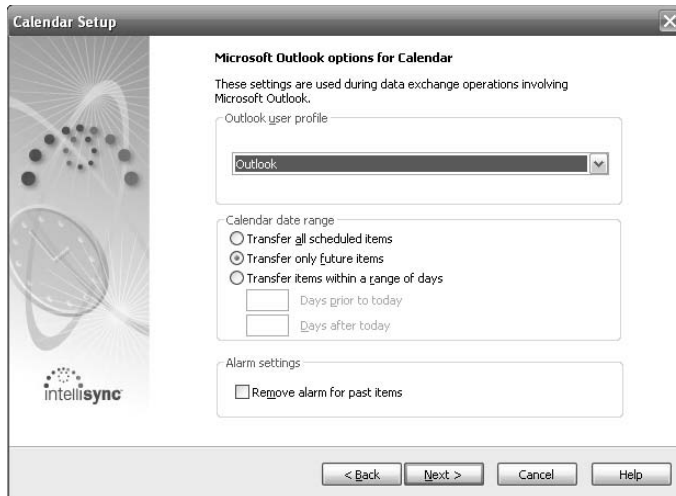
The Options screen opens for the PIM application you selected in Step 5. Figure 15-9 shows the Microsoft Outlook Options screen.



For synchronization to Microsoft Outlook, make sure that you're selecting the correct user profile in the Outlook User Profile drop-down list. This is particularly pertinent in cases where you have multiple user profiles in your computer. Choosing the wrong one may result in you putting the wrong data into your BlackBerry.

The amount of data that is reconciled or synchronized in a given application can also be controlled. For example, as shown in Figure 15-9, the center portion of the configuration allows you to specify whether to transfer all Calendar items, transfer just a set of appointments in the future, or transfer items within a range of dates you enter.

**Figure 15-9:** Specific application settings can be selected on this screen.



Select the Remove Alarm for Past Items check box if you don't want to keep the alarm setting for events that have already occurred.

**9. Click the Next button, and then click the Finish button.**

Clicking the Next button brings you to the Calendar Setup Finish screen. You can just click the Finish button to complete configuring the Calendar synchronization you've selected.

## *Mapping fields for synchronization*

For all four PIM applications, Synchronize is intelligent enough to know what information, such as names, phone numbers, and addresses in Contacts, corresponds to Outlook. This specific bit of information or attributes are referred to as a *field*. For instance, the value of a home phone number field in Contacts needs to be mapped to the corresponding field in Outlook so that information is transferred correctly.

But not all fields on the desktop side exist on the handheld (and vice versa). For example, a Nick Name field doesn't exist in the BlackBerry Contacts but is available in Exchange (Outlook) Address Book. In some instances, Synchronize provides an alternate field and lets you decide whether to map it.

If you ever find the need to change the default mapping, you can. The interface is the same for all PIM applications. To illustrate how to map and unmap fields, we use Contacts.



The following steps lead you to the screen that allows you to map the fields for Contacts:

**1. From BDM, click the Synchronize link.**

The Synchronize screen appears.

**2. Click the Synchronization link. (It's under the Configuration link on the left side of the screen.)**

**3. Click the Synchronize button.**

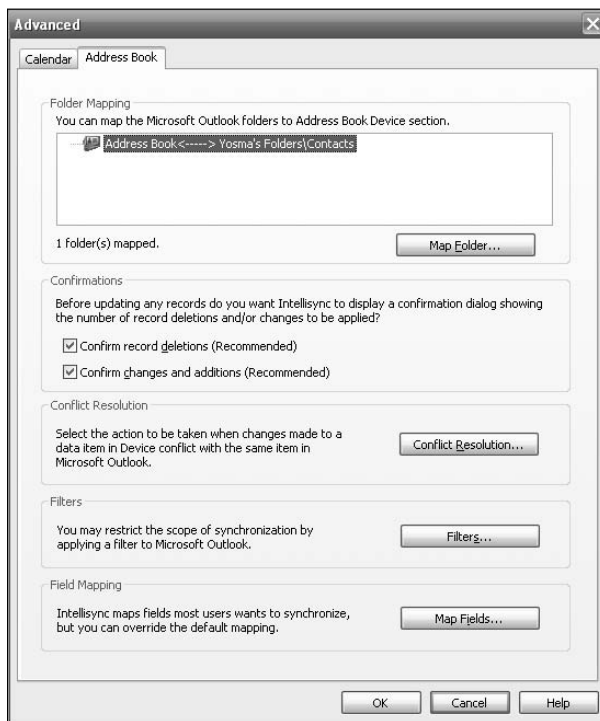
The PIM configuration screen appears (refer to Figure 15-6).

**4. Select the Address Book check box.**

The Advanced button is enabled.

**5. Click the Advanced button.**

The Advanced screen opens, as shown in Figure 15-10.



**Figure 15-10:**  
The  
Advanced  
screen for  
Address  
Book.

### 6. Click the Map Fields button.

The Map Fields screen for the Address Book/Contacts application appears; see Figure 15-11. To map or unmap, click the arrow icons.



If you're not careful, you can inadvertently unclick a mapping such as Job Title, and suddenly your titles aren't in sync. Double-check your mapping before you click the OK button. If you think you made a mistake, you can click the Cancel button to save yourself from having to restore settings.

### 7. Click the OK button to save your changes.

**Figure 15-11:**  
The Map  
Fields  
screen for  
Address  
Book.



## Confirming record changes

Face facts: Doing a desktop synchronization is not a very interesting task, and few people perform it on a regular basis.

You can tell Synchronize to prompt you for any changes it's trying to make (or perhaps undo) on either side of the wire. The Advanced screen comes in here. To get to this view, follow these steps:

#### 1. From BDM, click the Synchronize link.

The Synchronize screen appears.

#### 2. Click the Synchronization link. (It's under the Configuration link on the left side of the screen.)

#### 3. Click the Synchronize button.

The PIM configuration screen appears; refer to Figure 15-6.

**4. Select the Address Book check box.**

If you want a PIM application other than Address Book, select that application from the list.

**5. Click the Advanced button.**

The Advanced screen for Address Book screen appears; refer to Figure 15-10. This screen has a Confirmations section and gives you two options:

- Confirm Record Deletions (Recommended)
- Confirm Changes and Additions (Recommended)

Regardless of whether you select the first option, Synchronize displays a prompt if it detects that it's about to delete *all* records.

## *Resolving update conflicts*

Synchronize needs to know how you want to handle any conflicts between your BlackBerry and your desktop application. A conflict normally happens when the same record is updated in the BlackBerry and also in Outlook. For instance, you change Jane Doe's mobile number in BlackBerry and also change her mobile number in Outlook. Where you resolve these conflicts is the same for all PIM applications. Again, for illustration, we use Address Book as an example:

**1. From BDM, click the Synchronize link.**

The Synchronize screen appears.

**2. Click the Synchronization link. (It's under the Configuration link on the left side of the screen.)****3. Click the Synchronize button.**

The PIM configuration screen appears; refer to Figure 15-6.

**4. Select the Address Book check box.**

If you want a PIM application other than Address Book, select that application from the list.

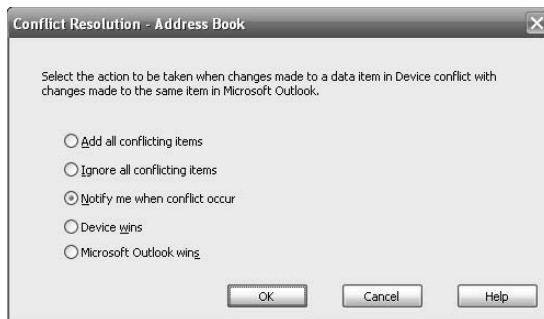
**5. Click the Advanced button.**

The Advanced screen for Address Book appears; refer to Figure 15-10. This screen has five sections, and the third section is Conflict Resolution.

**6. Click the Conflict Resolution button.**

The Conflict Resolution screen is shown in Figure 15-12.

**Figure 15-12:**  
Manage  
conflicts  
here.



You can tell Synchronize to handle conflicts in a few ways. Here are the options shown in the Conflict Resolution - Address Book dialog box:

- *Add All Conflicting Items:* When a conflict happens, add a new record to the BlackBerry for the changes on the desktop and add a new record to the desktop for the changes on the BlackBerry.
- *Ignore All Conflicting Items:* Ignores the change and keeps the data the same on both sides.
- *Notify Me When Conflicts Occur:* This option is the safest. Synchronize displays the details of the conflict and lets you resolve it.
- *Device Wins:* Unless you're sure this is the case, you shouldn't choose this option. It tells Synchronize to disregard the changes in the desktop and use handheld changes every time it encounters a conflict.
- *Microsoft Outlook Wins:* If you're not using MS Outlook, this option is based on your application. This option tells Synchronize to always discard changes on the handheld and use the desktop application change whenever it encounters a conflict. Again, we don't recommend this option because there's no telling on which side you made the good update.



7. **Select the option you want.**
8. **Click the OK to save the settings.**

## Ready, Set, Synchronize!

Are you ready to synchronize? Earlier in this chapter, we show you how to define synchronization filters and rules for your e-mail and PIM data. Now it's time to be brave and push the button. You can synchronize one of two ways:

- ✓ Manually (by clicking the Synchronize Now icon)
- ✓ Automatically (by choosing How Often on the calendar)

## Using on-demand synchronization

This portion of Synchronize is a feature that lets you run synchronization manually. Remember that even if you set up automatic synchronization, actual synchronization doesn't happen right away. So, if you made updates to your appointments in Outlook while your BlackBerry is connected to your PC, this feature allows you to be sure that your updates made it to your BlackBerry before heading out the door.

Without delay, here are the steps:

### 1. From BDM, click the Synchronize link.

The Synchronize screen appears; refer to Figure 15-4. The following four check boxes let you be selective:

- *Reconcile Messages*: This option synchronizes your e-mails between Outlook and your smartphone.
- *Synchronize Organizer Data*: Includes notes, appointments, addresses, and tasks.
- *Run Add-in Actions*: This option comes into play when you have third-party applications that require data synchronization between your PC and your BlackBerry.
- *Update Device Date and Time*: You only need this if you want both the PC and BlackBerry to have the same time. This ensures that you're reminded of your appointments at same time for both Outlook and the BlackBerry.

### 2. Select the check boxes for the data you want to have synchronized.

### 3. Click the Synchronize button.

Synchronize starts running the synchronization, and you see a progress screen. If you set up prompts for conflicts and Synchronize encounters one, a screen appears so that you can resolve it. When finished, the progress screen disappears and the Synchronize screen reappears.

If you've turned on automatic synchronization (see the next section), the items you select in Step 2 automatically sync every time you connect your BlackBerry to your PC.

### 4. Click the Close button.



## Automatic synchronization

How many times do you think you reconfigure your Synchronize setup? Rarely, right? After you have it configured, that's it. And if you're like us, the

reason you open BlackBerry Desktop Manager is because you want to run Synchronize. So, opening Synchronize and clicking the Synchronize button is somewhat annoying.



To make Synchronize run automatically every time you connect your BlackBerry to your PC, simply make sure that you select the last check box on the Synchronize screen (refer to Figure 15-4) — Synchronize the Selected Items When Your Device Is Connected to the BlackBerry Desktop Manager.

You might be asking, “What items will autosynchronization sync?” Good question. Synchronize automatically syncs the items you selected in the top portion of the Synchronize screen (refer to Figure 15-4). Note that if you make a change, selecting or deselecting an item on the Synchronize screen, only the selected items will be automatically synced the next time you connect your BlackBerry to your PC.

## Chapter 16

# Switching Devices

---

### *In This Chapter*

- ▶ Switching from an old BlackBerry to a new BlackBerry
  - ▶ Switching from a PDA to a BlackBerry
- 

**W**ouldn't it be nice if you could just make one device's data available to another? That's the future. But right now, RIM wants to make switching devices as painless as possible. That's why an application called Device Switch Wizard is part of the suite of applications in BlackBerry Desktop Manager.

## *Switching to a New BlackBerry*

Switching from an older BlackBerry to your new BlackBerry is no big deal. When you want to transfer application data (e-mails and contacts, for example) to your new BlackBerry, the BlackBerry Desktop Manager's Device Switch Wizard backs up your old BlackBerry and loads that backup to your new device.

The following steps help you transition from your old device to your new BlackBerry smartphone:

- 1. On your PC, choose Start⇨All Programs⇨BlackBerry⇨Desktop Manager.**

The Desktop Manager screen opens, where you can find Device Switch Wizard, as shown in Figure 16-1.

- 2. Click the Device Switch Wizard icon.**

The Device Switch Wizard screen lets you choose whether to switch from BlackBerry to BlackBerry or from non-BlackBerry to BlackBerry. The BlackBerry to BlackBerry section tells you to connect your current (old) BlackBerry to your PC.

- 3. Connect your old BlackBerry to your PC with the USB cable.**



**Figure 16-1:**  
Launch  
Device  
Switch  
Wizard  
here.

#### 4. Click the Start button below Switch BlackBerry Devices.

The next screen lets you verify the PINs for both devices, the old BlackBerry on the left and your new BlackBerry on the right, as shown in Figure 16-2. Because you only connected your old BlackBerry, it should be preselected.



Your BlackBerry PIN isn't a password, but your BlackBerry smartphone identifier. You can find the PIN by going to Options → Status on your BlackBerry.



**Figure 16-2:**  
Verify that  
your old  
BlackBerry  
is connected  
to the PC and  
decide  
what data  
to include  
here.



**5. Decide whether to include user data and third-party applications and click the Next button.**

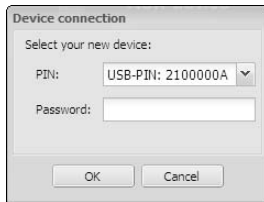
If you want all the data, leave the screen untouched; this backs up everything. *Third-party applications* are all the programs you installed — the ones that didn't come with the device originally.

A status screen appears, showing the progress of the backup operation. When the backup is finished, the next screen prompts you for the PIN of your new BlackBerry.

**6. Connect your new BlackBerry to your PC with the USB cable.**

The next screen, shown in Figure 16-3, lets you verify that your BlackBerry is connected properly with the PIN displayed. It also asks you for the password.

**Figure 16-3:**  
Type your  
device  
password  
here.



**7. Enter the password of your BlackBerry and click the OK button.**

A screen similar to Figure 16-4 tells you what will be restored to the new device. Nothing has been done to your new BlackBerry yet, and this is your last chance to cancel the process.

**Figure 16-4:**  
Confirming  
the loading  
of data to  
your new  
BlackBerry.



**8. Click the Finish button.**

A progress screen shows you the loading process.

**9. When the Success screen appears, click the Close button.**

## *Switching from a Non-BlackBerry Device*

Device Switch Wizard supports two types of non-BlackBerry devices:

- ✓ Palm
- ✓ Microsoft Windows Mobile

This doesn't mean that you can't import your old data if you have another device. The Device Switch Wizard just makes it simpler for these two types of devices. Check out Chapter 15 for synchronization options to your Desktop PIM application if your old device is neither Palm nor Microsoft Windows Mobile.

### *Palm device requirements*

Your equipment has to meet three prerequisites for Device Switch Wizard to import data from Palm to BlackBerry:

- ✓ Your PC must be running Windows 2000 or later.
- ✓ One of the following Palm Desktop Software versions must be installed on your desktop:
  - 4.0.1
  - 4.1
  - 4.1.4
  - 6.0.1
- ✓ The Palm Desktop Software installed is synchronizing properly with the Palm device.

You can check your Palm user guide for more details about your Palm device and on synchronizing it to your PC. You can also download the user guide from [www.palm.com/us/support/index.html](http://www.palm.com/us/support/index.html). Navigate to this page by selecting the Palm model you have and the wireless network provider it is running on.

## *Windows Mobile device requirements*

You need the following things for the wizard to work properly with a Windows Mobile device:

- ✓ Your PC must be running Windows 2000 or later.
- ✓ Microsoft ActiveSync versions must be installed on your PC.
- ✓ The Mobile device must run one of the following operating systems:
  - Microsoft Windows Mobile 2000, 2002, 2003, 2003SE, or 2005/5.0 for Pocket PC
  - Microsoft Windows Mobile SmartPhone software 2002, 2003, or 2003 SE

## *Running the wizard*

Before you run the wizard, make sure that all the requirements for your device are in place. We also recommend hot-syncing or synchronizing your Palm or Windows Mobile device; this ensures that the data you're sending to your BlackBerry is current. Palm Desktop Software as well as the Microsoft ActiveSync should come with help information on how to hot-sync.

Although the following steps migrate Windows Mobile data into the BlackBerry, the steps are similar for Palm as well. We indicate at what point the steps vary. Do the following to get your other device's data migrated to your new BlackBerry:

- 1. Connect both the Windows Mobile device and the BlackBerry to your desktop computer.**
- 2. On your PC, choose Start⇨All Programs⇨BlackBerry⇨Desktop Manager.**  
The Desktop Manager screen appears; refer to Figure 16-1.
- 3. Click the Device Switch Wizard icon.**  
The Device Switch Wizard screen appears.
- 4. Click the image next to Switch from another Device to BlackBerry Device.**  
The welcome screen, as shown in Figure 16-5, describes what the tool can do.

**Figure 16-5:**  
Migrating  
data from  
a non-  
BlackBerry  
device.



#### 5. Click the Next button.

A screen prompts you to decide whether you're migrating from Palm or Windows Mobile, as shown in Figure 16-6. The wizard is intelligent enough to enable the option associated to the connected device, which in the figure is the Windows Mobile device.

**Figure 16-6:**  
The wizard  
has already  
selected  
which  
device  
to port.



#### 6. Click the Next button.

Hot-syncing of the Windows Mobile device kicks in at this point. You see a series of screens that appear for each of the application's data, such as Calendar, Contacts, and MemoPad. A sample for the Calendar data is shown in Figure 16-7. The screen indicates what to sync and will be empty if you already performed a hot-sync prior to running the wizard; otherwise, it will take some time depending on how much data it has to sync between the device and the desktop software.

**Figure 16-7:**  
A message  
showing  
hot-syncing  
on your  
device.

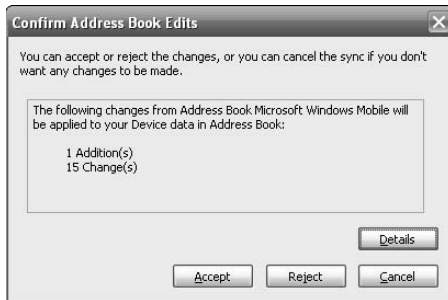


**7. Click the OK button.**

A progress screen appears. Before the data is applied to your Black Berry, the wizard prompts you about the change, as shown in Figure 16-8. Click the following buttons on this screen to either confirm or reject the change:

- **Details:** Click this if you want to know the records the wizard is trying to apply.
- **Accept:** Click this if you just want to have the data migrated.
- **Reject:** Click this to ignore this data and continue.
- **Cancel:** Click this to change your mind and cancel the whole operation.

**Figure 16-8:**  
Confirm the  
importing of  
data here.



**8. Click the Accept or Reject button on any confirmation screens that appear.**

The wizard migrates all the data you accepted. Obviously, the wizard skips everything you rejected. When the migration process is finished, a success screen appears.

**9. Click the Finish button.**



## Chapter 17

# Unite! Your BlackBerry

---

### *In This Chapter*

- ▶ Introducing BlackBerry Unite!
  - ▶ Installing and configuring BlackBerry Unite!
  - ▶ Sharing calendar entries and downloading files
  - ▶ Restricting phone and Internet usage
- 

**I**f this is the first time you're reading about BlackBerry Unite! and you want to find out how to take advantage of it, this is the chapter for you. No, BlackBerry Unite! isn't an activist movement to get President Obama to keep his BlackBerry while in the White House. However, it is a way for a household or small business with multiple BlackBerry users to better collaborate and share photos, documents, and files. As a small business owner with five or fewer employees, you can collaborate with your employees by sharing office documents on the BlackBerry, monitor employee BlackBerry usage for Web visits, and even restrict phone and SMS usage. As a busy head of household, you can share family events, photos, and videos with the other family BlackBerry users. Of course, you can also restrict your kid's texting and phone usage with BlackBerry Unite!

In this chapter, we help you set up and master BlackBerry Unite! Whether you want to use BlackBerry Unite! to be a Big Brother or the family schedule coordinator is up to you.

## *Getting Started with BlackBerry Unite!*

The idea behind BlackBerry Unite! is taking an older PC and turning it, combined with an Internet connection, into a BlackBerry Unite! server. This PC needs to be always on and always connected to the Internet for you to use BlackBerry Unite! features. Of course, you can also take the PC that you currently own and run Unite! on it.

If this sounds like too much trouble for you, feel free to skip the rest of this chapter; otherwise, march on, soldiers!

## *Minimum requirements*

You must have the following minimum requirements before starting:

✓ PC minimum requirements:

- Intel Pentium III processor (750 MHz or greater)
- Windows XP SP2 or Windows Vista
- Sorry, Mac users: BlackBerry Unite! won't work on a Mac running Mac OS.
- Minimum 512MB of RAM available (1GB for Microsoft Windows Vista)
- Minimum 2GB of hard drive space available
- A USB port or serial port for your BlackBerry device
- Internet Explorer 6.0 or higher installed (Firefox won't work)
- A broadband (always-on) Internet connection

✓ BlackBerry minimum requirements:

- BlackBerry OS 4.3 or higher.
- OS 4.0 to OS 4.2.1 is supported with reduced functions.

## *Where to get it*

The easiest way to get BlackBerry Unite! on your PC is to download it from BlackBerry's Web site:

<http://na.blackberry.com/eng/services/blackberryunite>

Click the Download tab, and on the page that appears, click the link that corresponds to your BlackBerry service provider. If your provider isn't listed, click the Research In Motion link. Fill in the online form that appears and follow the prompts to complete your download.

## *Installing BlackBerry Unite!*

After you have downloaded the BlackBerry Unite! software from BlackBerry's Web site, double-click the Installation icon.

The installation process asks you a few questions, such as where on your PC you want the BlackBerry Unite! installation file to reside and which country you



reside in. The questions are all very standard in terms of software installation.

The following sections show you how to configure BlackBerry Unite! after you finish installation.

## *Registering and opening Unite!*

When the installation is finished and you launch the Web Admin Console for the first time, you're prompted to register the product, as shown in Figure 17-1.



**Figure 17-1:**  
Register  
BlackBerry  
Unite!  
within the  
Web Admin  
Console.

Enter your name in the First Name and Last Name text boxes. Enter your e-mail address in the Email Address text box. Select your country of residence from the Country drop-down list, and finally, type the letters and numbers you see in the box.



After you register, plug in your BlackBerry via USB to your PC.

You can also start the BlackBerry Unite! Web Admin Console on your PC by choosing Start→All Programs→BlackBerry Unite!→BlackBerry Unite! Web Admin.

## Adding BlackBerry users

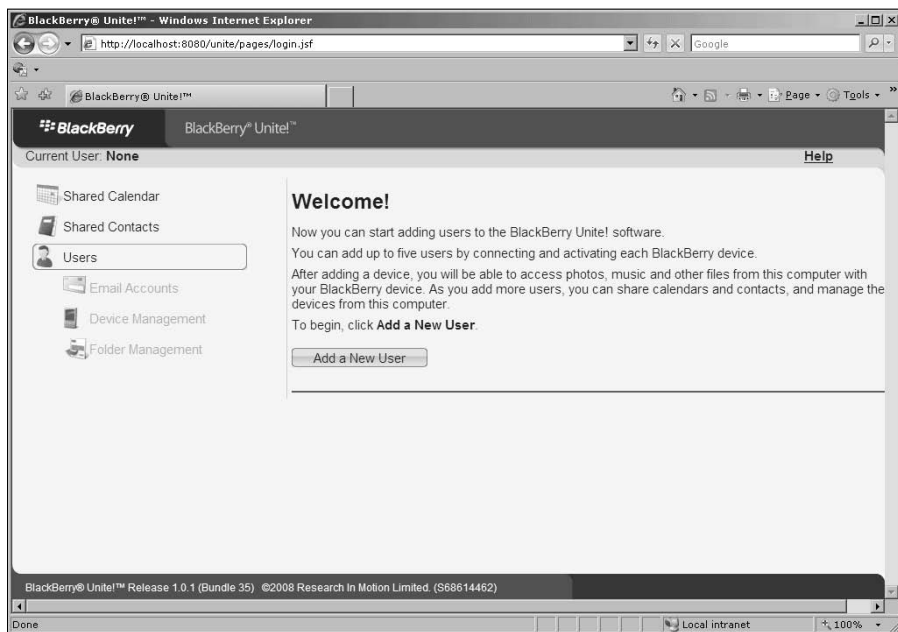
From the Welcome screen shown in Figure 17-2, you add a new user by clicking the aptly named Add a New User button. If you're adding a new user later on, click the Users link on the left side of the screen, and then click the Add a New User button.

When you click the Add a New User button to add a new BlackBerry user from your small business or your family to BlackBerry Unite!, the first thing it prompts you to set up is e-mail. (This is quite straightforward and similar to setting up e-mail as described in Chapter 7.) All you need to do is enter your e-mail address and password, and BlackBerry Unite! does the rest.



When registering e-mail on Unite! *don't* register an e-mail address that you've already registered with the BlackBerry Internet Service (BIS — see Chapter 7 for how to register e-mail accounts). Or, if you want to use the same address, first unregister the e-mail address from BIS. Why? If you have the same e-mail address registered on both BIS and Unite! you get all e-mail messages twice. You don't want that.

If you don't want to add an e-mail address to Unite! when you are adding a user, simply don't enter an e-mail address and password. Or, if you have already set up the e-mail, you can simply delete the e-mail account, but the BlackBerry user will still be registered with BlackBerry Unite!



**Figure 17-2:**  
Unite!  
welcomes  
you with a  
Welcome  
page.

After you have added a user to BlackBerry Unite! you will see a few Unite! icons on the BlackBerry device of the registered user. In Figure 17-3, you can see three icons that relate to BlackBerry Unite! Ignore the first icon on the left, because it directs you back to the Home screen. The second icon from the left is the Download Manager, where you can browse and download files right from your PC to your BlackBerry. The third icon from the left is the Remote Device Management icon. The fourth icon corresponds to the e-mail account that you set up on Unite!. Note that this icon appears only if you setup your e-mail via Unite!.

**Figure 17-3:**  
BlackBerry  
Unite!  
icons on  
your Home  
screen.



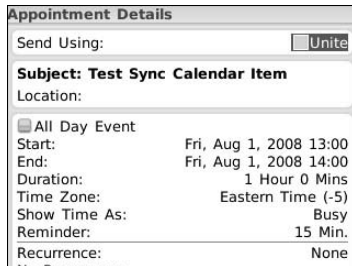
## Sharing Calendar Events on BlackBerry Unite!

Sharing a calendar event on BlackBerry Unite! is easy. From the Web Admin Console, click the Shared Calendar link. Click the Add Event button and fill in the event details, as shown in Figure 17-4. The information is similar to what you enter in your BlackBerry, as described in Chapter 5.

As soon as you click the Save button, all your BlackBerry Unite! registered BlackBerry smartphones will have the event automatically synced. The event appears as a Calendar entry, as shown in Figure 17-5.

**Figure 17-4:**  
Adding  
event  
details from  
BlackBerry  
Unite!

**Figure 17-5:**  
The added  
event  
synced  
on the  
BlackBerry  
smartphone.



Appointment Details	
Send Using:	Unite
Subject:	Test Sync Calendar Item
Location:	
<input type="checkbox"/> All Day Event	
Start:	Fri, Aug 1, 2008 13:00
End:	Fri, Aug 1, 2008 14:00
Duration:	1 Hour 0 Mins
Time Zone:	Eastern Time (-5)
Show Time As:	Busy
Reminder:	15 Min.
Recurrence:	None



As we indicate in Chapter 5, you can pick different colors for different Calendar services on your BlackBerry. For example, in Figure 17-5, the BlackBerry Unite! Calendar service is colored yellow (though it looks light gray in this black-and-white book).

## Downloading and Syncing Files

With BlackBerry Unite! you can download files stored on your PC to your BlackBerry remotely, meaning that you can download files from almost anywhere. You can also connect your BlackBerry to the PC (via a USB cable) and automatically sync new files stored on the PC. The following sections show you how.

### *Downloading files remotely with Download Manager*

One of the great things that BlackBerry Unite! allows you to do is remotely access the files on your home or office network. After you have set up BlackBerry Unite! on your PC and have registered your BlackBerry with BlackBerry Unite! you see an icon called Download Manager on your BlackBerry Home screen (refer to Figure 17-3).

To download a file from your PC, follow these steps:

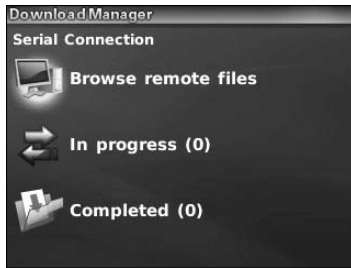
- 1. Highlight the Download Manager icon and press the trackball.**

This opens the Download Manager application, as shown in Figure 17-6.

- 2. Highlight Browse Remote Files and press the trackball.**

This opens the shared folder on your PC, as shown in Figure 17-7.

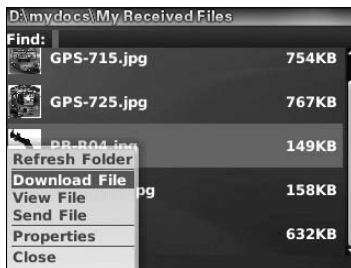
**Figure 17-6:**  
Download Manager allows you to browse and download files.



### 3. Select a file and choose Download File from the menu.

This starts the file download.

**Figure 17-7:**  
Files on your PC, ready for download.



You can always check on the progress of the file download in Download Manager, which shows the file you're downloading and its progress.



We recommend remotely downloading files that are less than 5MB using the Download Manager from your BlackBerry. Files such as documents and photos are great examples. But if you need to get larger files onto your BlackBerry (say a video clip), we recommend using Folder Sync (see the next section).

## *Syncing files with Folder Sync*

Another way to get files from your PC to your BlackBerry is through Folder Sync from BlackBerry Unite! However, this can only be done if you connect your BlackBerry to your PC via a USB cable.

You might be thinking, “Why would I go through the effort of plugging my BlackBerry to my PC if I can get files remotely?” Well, it’s faster to download large files using a USB cable than it is to download them remotely. Also, as you download remotely over the air, beware of the impact of downloading may have on your data plan. If you have an unlimited data plan, then you’re all set. However, if you have a data transfer limit on your account, you might be hit with a larger than expected bill if you have many files that get synced automatically.

Folder Sync is great for transferring media files such as music, video clips, and photos. For instance, you can set up a folder in which you store family photos with BlackBerry Unite! and every time you plug in your BlackBerry to your PC that has BlackBerry Unite! installed, any new photos will be automatically synced to your BlackBerry for viewing. Note that this is a one-way sync from PC to BlackBerry, and doesn’t work the other way around.

To set up Folder Sync, follow these steps:

1. **From your PC, choose Start⇨Programs⇨BlackBerry Unite!⇨BlackBerry Unite! Web Admin.**
2. **On the BlackBerry Unite! Admin page, select a registered BlackBerry user.**
3. **From the left navigation bar, click Folder Management.**
4. **Click the Add Folder button.**
5. **Select a folder on your PC that you want to sync with your BlackBerry.**

You see the name of the folder that you just added on-screen.

What we recommend is to remotely get files that are less than 5 MB using the remote Download Manager from your BlackBerry. Files like documents, photos are great examples.

## *Restricting and Monitoring BlackBerry Usage*

As we mention earlier in this chapter, with BlackBerry Unite! you can restrict a registered BlackBerry user from using SMS or from viewing an attachment.

You can do all this from Device Management by following these steps:

1. **From your PC, choose Start⇨All Programs⇨BlackBerry Unite!⇨BlackBerry Unite! Web Admin.**

2. On the BlackBerry Unite! Admin page, select a registered BlackBerry user.

3. From the left navigation bar, click Device Management.

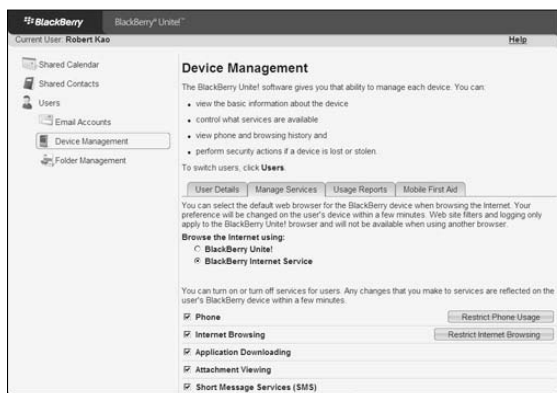
You see the Device Management screen, as shown in Figure 17-8.

4. Click the Manage Services tab.

5. You can restrict phone usage or Internet usage (or both):

- *If you want to restrict phone usage*, make sure that the Phone check box is selected and click the Restrict Phone Usage button. A screen will then prompt you to allow/disallow following:
  - *Allow Outgoing Calls*: Enable this option to allow all outgoing calls.
  - *Allow Calls To*: This is a white list of numbers or area codes that this particular BlackBerry can make calls to.
  - *Allow Incoming Calls*: Enable this option to allow all incoming calls.
  - *Allow Calls From*: This is a white list of numbers or area codes that this particular BlackBerry can receive.
- *If you want to restrict Internet usage*, make sure that the Internet Browsing check box is selected, and then click the Restrict Internet Browsing button. A screen then prompts you to configure and set permission for Web sites for a Unite! registered BlackBerry:
  - *Allow This Web Site*: This is a white list of Web sites that this particular BlackBerry can visit. You can use \* to allow sub-domains. For example, enter \*.**yahoo.com** to include `movies.yahoo.com` and `mail.yahoo.com`.
  - *Deny This Web Site*: This is a black list of Web sites that this particular BlackBerry can *not* visit. You can use \* to allow sub-domains, as described in the preceding bullet.

**Figure 17-8:**  
The Device Management tab, where you can monitor and restrict BlackBerry usage.







## Chapter 18

# Protecting Your Information

---

### *In This Chapter*

- ▶ Performing a full backup of your BlackBerry data
  - ▶ Restoring from backups
  - ▶ Selecting what data to back up
  - ▶ Backing up and restoring wirelessly
- 

**I** imagine that you left your beautiful BlackBerry in the back of a cab. You've lost your BlackBerry for good. Okay, not good. What happens to all your information? How are you going to replace all those contacts? What about security?

One thing that you *don't* need to worry about is information security — *if* you set up a security password on your BlackBerry. With security password protection on your BlackBerry, anyone who finds your BlackBerry has only ten chances to enter the correct password; after those ten chances are up, it's self-destruction time. Although it isn't as smoky as *Mission Impossible*, your BlackBerry does erase all its information, thwarting your would-be data thief.



If you haven't set up a password for your BlackBerry, do it *now!* For information on how to do so, refer to Chapter 3.

Now, how do you get back all the information that was on your BlackBerry? If you're like us and store important information on your BlackBerry, this chapter is for you. Vital information such as clients' and friends' contact information, notes from phone calls with clients — and, of course, those precious e-mail messages — shouldn't be taken lightly. Backing up this information is a reliable way to protect it from being lost forever.

If your BlackBerry is not in a BlackBerry Enterprise Server, BlackBerry Desktop Manager is the only way to back up and restore information to and from your desktop PC. But in the recent months, SmrtGuard (pronounced *smart guard*) has come up with a wireless backup and restore service for those of you that don't have the habit of plugging your BlackBerry into your PC. If that is you, go to the end of this chapter, where we introduce SmrtGuard's backup and restore solution that can give you peace of mind when it comes to protecting your data.

## Accessing Backup and Restore

Backup and Restore is a BlackBerry Desktop Manager (BDM) application. It allows you to back up all the sensitive data on your BlackBerry, including contacts, e-mails, memos, to-dos, all personal preferences and options, and more.

For most users, your e-mails are already stored in accounts such as Gmail or Yahoo! mail. But you can still back up e-mails just in case.

To back up information on your BlackBerry, follow these steps:

1. **Open BDM on your PC by choosing Start→All Programs→BlackBerry→Desktop Manager.**

If you haven't already installed BDM on your PC, see Chapter 15.

2. **Connect your BlackBerry to your PC with the USB cable that came with your BlackBerry.**

If everything is set up right, a pop-up window on your PC asks you to type your BlackBerry security password.

3. **Type your password.**

The BlackBerry connects to the PC.

4. **Double-click the Backup and Restore icon on the BlackBerry Desktop Manager screen.**

The Backup and Restore screen opens; see Figure 18-1. You're ready to back up data from or restore information to your BlackBerry.



**Figure 18-1:**  
The Backup  
and Restore  
screen.

## Backing Up, BlackBerry Style

We all know that backing up your data provides tremendous peace of mind. So do the folks at RIM, which is why backing up your information is quite easy. You can back up your BlackBerry manually or by autopilot.

### Backing up your BlackBerry manually

To back up your BlackBerry on demand, follow these steps:

**1. From the BDM screen, double-click the Backup and Restore icon.**

The Backup and Restore screen appears; refer to Figure 18-1.

**2. Click the Backup button.**

The dialog box shown in Figure 18-2 appears, so you can name the backup file and figure out where on your PC you want to save it.

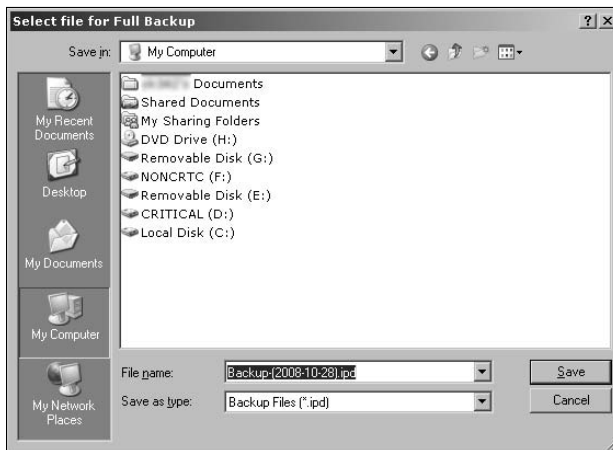
**3. Name your backup file and choose a place to save it.**

**4. Click the Save button.**

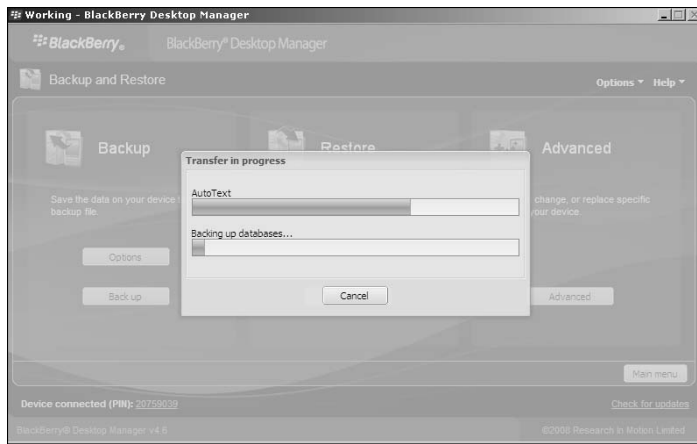
BDM starts backing up your BlackBerry information to your PC. Figure 18-3 shows the backup progress in the Transfer in Progress window.

Don't unplug your BlackBerry from the PC until the backup is finished! Depending on how much information you have on your BlackBerry, the backup might take ten minutes to finish.

**5. When the Transfer in Progress window disappears, unplug the BlackBerry from the PC.**



**Figure 18-2:**  
Decide  
where to  
save your  
backup file.



**Figure 18-3:**  
A backup is  
in progress.

## Setting up automatic backups

What's better than backing up your information once? Remembering to back up regularly! What's better than backing up regularly? You guessed it — running backups automatically. After you schedule automated BlackBerry backups, you can really have peace of mind when it comes to preventing information loss.

Follow these steps to set up an autobackup:

- 1. From the BDM screen, double-click the Backup and Restore icon.**

The Backup and Restore screen appears.

- 2. Click the Options button.**

The Backup Options screen appears, where you can schedule automatic backups. See Figure 18-4.

- 3. Select the Back Up My Device Automatically Every check box.**

This lets you make more decisions (check boxes and options become active), such as how often you want BDM to back up your BlackBerry.

- 4. In the Days field, select a number of days between 1 and 99.**

This interval sets how often your BlackBerry is backed up. For example, if you enter 14, your BlackBerry is backed up every 14 days.

- 5. Select the Back Up All Device Application Data option.**

This option backs up all the data on your BlackBerry each time autobackup runs.

**Figure 18-4:**  
Set auto-backups here.



Although you can exclude e-mail messages and information, such as from Contacts, to-dos, and memos, we recommend that you back up *everything* each time.

**6. Click the OK button.**

Now you can go on with your life without worrying when to back up.



To run a backup, your BlackBerry must be connected to your PC. Make sure that you plug your BlackBerry into your PC once in a while so that autobackup has a chance to back up your information.

## Restoring Your Data from Backup Information

We hope that you never have to read this section more than once. A *full restore* means bringing back all your information from a backup. It probably means that you've lost information that you had hoped to find from the backup you created on your PC.

The steps to fully restoring your backup information are simple:

**1. From the BDM, double-click the Backup and Restore icon.**

The Backup and Restore screen appears.

**2. Click the Restore button.**

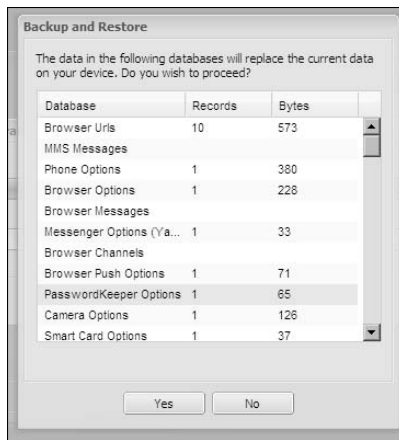
An Open File dialog box asks where the backup file is on your PC.

**3. Choose a backup file and click the Open button.**

A Warning window appears when you're about to do a full restore (see Figure 18-5), alerting you that you're about to overwrite existing information.



**Figure 18-5:**  
Be careful when overwriting existing info.



**4. Click the Yes button to go ahead with the full restore.**

A progress bar appears.

It might take a while for the full restore to finish. Don't unplug your BlackBerry from your PC during this time!

**5. When the progress bar disappears, unplug the device from the PC.**



## Protecting Your Data, Your Way

A certain burger joint and BlackBerry both say that you can have it *your way* with their products. Just like you can get your burger with or without all the extras (such as pickles and onions), you can choose to not back up and restore things that you know you won't need.

For example, say you've accidentally deleted all your Internet bookmarks and now you want them back. *Don't* restore all the information from your last backup. That could be more than 90 days ago (depending on how often your autobackup runs, if at all). You might unintentionally overwrite other information, such as e-mail or new contacts. You want to restore bookmarks only.

If you lose something in particular, or want something specific back on your BlackBerry, use the selective backup and restore function in BDM and restore only what you need. The same goes with backing up. If you're a big e-mail user, back up *just* your e-mails and nothing else.



In the following sections, we use the term *databases*. Don't worry; this isn't as technical as you think. Think of a database as an information category on the BlackBerry. For example, saying, "backing up your Browser bookmarks

database” is just a fancy way of saying, “backing up all your Browser bookmarks on your BlackBerry.”

We start with a selective backup and then describe a selective restore.

## Backing up, your way

To back up specific information, follow these steps:

- 1. From the BDM, double-click the Backup and Restore icon.**

The Backup and Restore screen appears.

- 2. Click the Advanced button.**

The advanced Backup/Restore screen appears, as shown in Figure 18-6. The right side of the screen shows different information categories, or *databases*.

**Figure 18-6:**  
The  
advanced  
Backup/  
Restore  
screen.



- 3. In the Device Databases list on the right, Ctrl+click the databases you want to back up.**

- 4. Click the left-pointing (backup) arrow.**

A progress bar moves while your BlackBerry is backed up. This step merely transfers the databases onto your PC; it doesn't save them. When the backup transfer is finished, you can see the databases on the left side of the window.

- 5. Choose File→Save As.**

A file chooser appears.

### 6. Name your file and specify where you want to save it on your PC.

This saves your selective backup on your PC. Make sure to name it something specific so that you know exactly what is in the backup.



You need to manually save the backup file on your PC even after you choose a location for the file in Step 3. A selective backup doesn't automatically save your backup on your PC.

## *Restoring, your way*

When you're restoring selectively, you must already have a backup file to restore from. Although this might sound obvious, the point we're making is that you can selectively restore from any backup — auto or manual.

For example, say you have autobackup running every other day and you want to restore only your e-mail messages from two days ago. You don't need to do a full restore; that would overwrite the new contact you put in Contacts yesterday. Rather, you can use the selective restore method and get back only your e-mail messages.

To restore your way, follow these steps:

#### 1. From the BDM, double-click the Backup and Restore icon.

The Backup and Restore screen appears.

#### 2. Click the Advanced button.

The advanced Backup/Restore screen appears; refer to Figure 18-6. The right side of the screen shows your different information categories, or *databases*.

## Looking at backup BlackBerry files

Whether you use the one-button-push backup method or you manually back up your files, the files are saved on your PC as `.ipd` files. Those curious readers out there might be asking, "Can I read these backup files without a BlackBerry?" The answer is yes! With a third-party product called ABC Amber BlackBerry Converter, you can view any `.ipd` file. What's the point? Suppose you lost your BlackBerry but

need to read an old e-mail or get contacts from your backup files. This tool allows you to convert anything in your backup file (e-mails, SMS messages, PIM messages, and contacts) into PDF or Word documents. For more information and to try ABC Amber BlackBerry Converter for free, go to [www.processtext.com/abcblackberry.html](http://www.processtext.com/abcblackberry.html).



**3. Choose File⇨Open.**

A window opens so that you can choose which backup file you want to restore from.

A BlackBerry backup file has an .ipd suffix.

**4. Select a backup file.****5. Click the Open button.**

The different information categories, or databases, appear on the left side of the screen. You are now ready for a selective restore.

**6. Select the database(s) you want to restore.**

You can select multiple databases by Ctrl+clicking the databases you want.

**7. Click the right-pointing (Restore) arrow.**

You see a warning window asking whether you want to replace all the information with the data you're restoring. Refer to Figure 18-5.

If your BlackBerry has the same categories as the ones you're restoring (which is likely), you'll overwrite *any* information you have on your BlackBerry.

You can confidently move on to Step 8 (clicking the Yes button) if you know the database you're restoring has the information you're looking for.

**8. Click the Yes button.**

A progress bar appears while the selected databases are being restored. When the progress bar window disappears, the information categories that you've selected are restored on your BlackBerry.



## ***Clearing BlackBerry information, your way***

You can also delete information on your BlackBerry from BlackBerry Desktop Manager. When would you use *selective deletion*?

Suppose you want to clear only your phone logs from your BlackBerry. One way is to tediously select one phone log at a time and press Delete, repeating until all phone logs are gone. However, you could instead delete a database from the advanced Backup/Restore screen by using the Backup and Restore function.

To selectively delete databases on your BlackBerry, follow these steps:

**1. From BDM on your PC, double-click the Backup and Restore icon.**

The Backup and Restore screen appears.

**2. Click the Advanced button.**

The advanced Backup/Restore screen appears; refer to Figure 18-6. The right side of the screen shows your BlackBerry's different databases.

**3. Ctrl+click the database(s) you want to delete.**

The database is highlighted.

**4. Click the Clear button on the right side of the screen.**

A warning window asks you to confirm your deletion.

**5. Click the Yes button.**

A progress bar shows the deletion. When the progress bar disappears, the information categories you selected are cleared from your BlackBerry.

## *Backup and Restore Wirelessly*

Yes, that's right! Your BlackBerry can do this without being on the BES or go through the trouble of plugging your BlackBerry to your PC via BDM. However, you do have to pay a little bit for this service.

A company called SmrtGuard, [www.smrtguard.com](http://www.smrtguard.com), offers software that you can install on your BlackBerry that can wirelessly back up your data. Currently, SmrtGuard supports backing up Contacts, memos, and to-dos. SmrtGuard plans to support calendar, pictures, and phone logs in the near future.

In addition to its backup and restore capabilities, SmrtGuard also has features to help you locate, recover, and destroy data on your device. SmrtGuard has a BlackBerry tracking, or "LoJack," feature that helps you determine whether you simply misplaced your device or whether your device was stolen. If you determine your device was stolen, you can send a signal to have your data destroyed via the SmrtGuard Dashboard on the Web site.

## Chapter 19

# Installing and Managing Third-Party Applications

---

### *In This Chapter*

- ▶ Getting started with Application Loader
  - ▶ Installing a BlackBerry application
  - ▶ Uninstalling an application
  - ▶ Upgrading your operating system
  - ▶ Browsing and installing AppCenter and StoreFront
- 

**I**n the Part of Tens, we point out a few great applications that make your BlackBerry that much more productive. We also reveal a few games that make your BlackBerry more entertaining than ever.

Think of your BlackBerry as a mini-laptop where you can run preinstalled applications as well as install new applications. You can even upgrade your BlackBerry's operating system. (Yup, that's right, your BlackBerry has an operating system.)

We start this chapter by introducing Application Loader, which allows you to load applications (who'd have guessed?) onto your BlackBerry. Then we show you how to install and uninstall an application from your BlackBerry. Finally, we show you how to use Application Loader to upgrade your operating system.

## *Accessing Application Loader*

In this chapter, as with other chapters in Part IV, you work closely with your PC and your BlackBerry. On your PC, you use an application called BlackBerry Desktop Manager (BDM), which comes on a CD along with your BlackBerry. For an introduction to BlackBerry Desktop Manager, see Chapter 15. Application Loader is in BlackBerry Desktop Manager.

After installing BlackBerry Desktop Manager on your PC, do the following to access Application Loader:

**1. On your PC, select Start⇨All Programs⇨BlackBerry⇨Desktop Manager.**

BlackBerry Desktop Manager opens.

**2. Connect your BlackBerry to your PC via your USB cable.**

If the connection is successful, you see the password dialog box, as shown in Figure 19-1. If not, see whether the USB cable is connected properly to both your PC and your BlackBerry and then try again. If all else fails, contact the technical support of your service provider.

**Figure 19-1:**  
The password dialog box on your PC.



**3. Enter your password.**

Your BlackBerry-to-PC connection is complete.

**4. On your PC, double-click the Application Loader icon in BlackBerry Desktop Manager.**

The Application Loader screen opens, as shown in Figure 19-2. At this point, you're ready to use the Application Loader.

**Figure 19-2:**  
The Application Loader screen.



## Installing an Application



In this chapter, we install iSkoot for Skype for BlackBerry. *iSkoot* is a free application that connects to the Web directly and allows you to use Skype. You can download this application at [www.download.com/iSkoot-for-Skype-BlackBerry-/3000-7242\\_4-10797721.html](http://www.download.com/iSkoot-for-Skype-BlackBerry-/3000-7242_4-10797721.html).

No matter what application you're installing from your PC to your BlackBerry, the steps are the same. So you can use the following steps as a guide to installing the application of your choice:



**1. Install the application on your PC.**

The installation onto your PC varies, depending on the application, so refer to its manual.



**2. Locate the application's ALX file.**

You can usually find a file with the `.alx` extension in the folder where you installed the application on your PC.

The ALX file doesn't get installed on your BlackBerry; rather, it tells Application Loader where the actual application file is located on your PC.

**3. Double-click the Application Loader icon in BlackBerry Desktop Manager.**

The Application Loader screen shows. Refer to Figure 19-2.

**4. Connect your BlackBerry to your PC using the USB cable.**

A screen prompting you to enter your BlackBerry password appears.

**5. Enter your password (refer to Figure 19-1).**

After entering your password, the Application Loader screen indicates that your device is connected.

**6. Click the Start button below Add/Remove Applications.**

The screen listing of what applications to install appears.

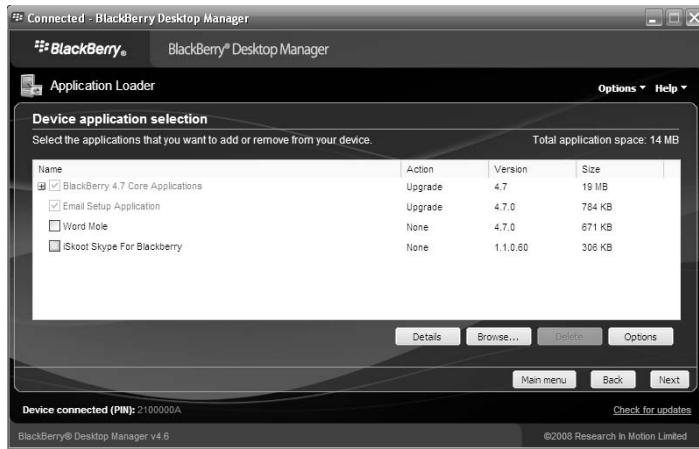
**7. Click the Browse button and locate and select the ALX file you want to install.**

You return to the Application Loader screen, where iSkoot is one of the applications in the list, as shown in Figure 19-3.

**8. Select the application you want to install (for this example, we select iSkoot Skype for BlackBerry) and click the Next button.**

A summary screen appears, listing only the applications that will be installed or upgraded.

**Figure 19-3:**  
Your application is added to the list of installed applications and can be installed on your BlackBerry.



### 9. Click the Finish button.

The installation process starts, and a progress window appears. When the progress window disappears — and if all went well — the application is on your BlackBerry. The application should be in the Applications folder of your BlackBerry.

If you get an invalid signature error after clicking the Finish button:

- ✔ **You didn't get your BlackBerry from your employer:** Something is probably wrong with the application. You need to contact the software vendor.
- ✔ **You got your BlackBerry from your employer:** You don't have permission to install applications on your BlackBerry. The IT department rules the school.



You don't have to use Application Loader to get the goods onto your BlackBerry. You can install applications other ways as well:

- ✔ Wirelessly through an *over-the-air* (OTA) download. See Chapter 9 for more on wireless installations.
- ✔ BlackBerry Enterprise Server (BES) wireless install (if your BlackBerry is employer provided). In this case, you have no control over the installation process. Your company's BlackBerry system administrator controls which applications are on your BlackBerry.
- ✔ Through the PC via Microsoft Installer. Some application installations automate the steps described above. All you need to do is connect your BlackBerry to the PC and double-click the installation file. Applications installation using the Microsoft Installer has the file extension `.msi`.

## Uninstalling an Application

You can uninstall an application in two ways:

- ✓ Using Application Loader
- ✓ Using your BlackBerry handheld

As we did in the preceding section on installing, we use iSkoot as an example and assume that you already installed the iSkoot application. Of course, you can follow the same steps for uninstalling other applications.

### Uninstalling with Application Loader

The steps to uninstalling a BlackBerry application are similar to installing:

- 1. On your PC, double-click the Application Loader icon in BlackBerry Desktop Manager.**

- 2. Connect your BlackBerry to your pc using the USB cable.**

A screen prompting you to enter your BlackBerry password appears.

- 3. Enter your password (refer to Figure 19-1).**

If your handheld isn't connected properly, the PIN of your device won't show up in the Application Loader screen. Connect your BlackBerry to the USB cable and connect the USB cable to the PC.

After entering your password, the Application Loader screen indicates that your device is connected.

- 4. Click the Start button below Add/Remove Applications.**

The screen listing of applications appears, similar to Figure 19-3.

- 5. Scroll to the application you want to delete and deselect its check box.**

For example, when we deselect the iSkoot Skype for BlackBerry check box, the Action column for iSkoot indicates Remove.

- 6. Click the Next button.**

A summary screen that lists the action of the Application Loader shows up. It indicates that iSkoot is to be removed from your BlackBerry.

- 7. Click the Finish button.**

The uninstall process starts, and a progress window appears. When the progress window disappears, you have uninstalled the application from your BlackBerry.

## Uninstalling with your BlackBerry handheld

When you don't have access to your PC, you can uninstall an application from your BlackBerry handheld. Follow these steps:



**1. Select the Options icon from the BlackBerry Home screen.**

The Options application opens. If you are holding BlackBerry in portrait mode, you need to press the Menu key first to make the Options icon visible on the Home screen.

**2. Scroll to Advanced Options and select Applications.**

The list of applications installed on your BlackBerry appears, as shown in Figure 19-4.

**3. Scroll to the application you want to delete and press the Menu key.**

**4. Select Delete (see Figure 19-5).**

A confirmation dialog box appears.

**Figure 19-4:**  
The list of applications installed on your BlackBerry.

Applications	
Help	4.6.0
ICQ	2.1.37
Klondike	1.4.8
MemoPad	4.6.0
net.rim.sdk.simulator	
Password Keeper	4.6.0
Phone	4.6.0
Sudoku	1.0.11
Tasks	4.6.0
Texas Hold'Em King 2	2.3.0

**Figure 19-5:**  
Deleting an application.

Applications	
Help	4.6.0
ICQ	2.1.37
Help	1.4.8
View Properties	4.6.0
Edit Permissions	
<b>Delete</b>	4.6.0
Modules	4.6.0
Edit Default Permissions	1.0.11
Switch Application	4.6.0
Close	2.3.0



### 5. Select Delete to confirm the deletion.

You're given a choice to restart now or at a later time. After restarting, the deleted application is uninstalled.



A much later version of BlackBerry Operating Systems (OS 4.6 and later) allows you to uninstall an application right from the Home screen. You can quickly check whether your BlackBerry allows you to do this by highlighting the Application icon in Home screen and pressing the Menu key. If your BlackBerry OS supports this type of uninstall, you see a Delete menu item which you can conveniently select.

## Upgrading Your BlackBerry OS

Your BlackBerry is RIM's latest product as of this writing and should come with the latest version of the BlackBerry operating system (OS). So, you shouldn't need this section for some time. But when it comes down to it, the BlackBerry OS update comes from BlackBerry Handheld Software, which is available from two sources:

- ✓ Your network service provider
- ✓ Your BlackBerry system administrator



The handheld software may differ from provider to provider, so get it from the service provider's Web site. We compiled a location of the download pages for different service providers at [www.blackberryfordummies.com/bhs.html](http://www.blackberryfordummies.com/bhs.html).

In this section, we assume that the latest BlackBerry Handheld Software for BlackBerry is already installed on your PC. For help with installing BlackBerry Handheld Software, refer to the instructions that come with it.



You should upgrade your BlackBerry OS only when you have to or are told to by your network service provider or your corporate BlackBerry system administrator. Some third-party applications that you installed earlier may stop working. The risk of losing third-party application data is always there — as well as the risk that things won't work as well as before.



To address the risk of information loss, RIM designed Application Loader to automatically back up for you as part of the OS upgrade. However, our experience has taught us to perform a full backup manually as an extra precaution. The Application Loader backup isn't always complete in our experience. See Chapter 18 for more on backing up data manually.

After you finish a manual backup of your BlackBerry, you can start the upgrade process by doing the following:

1. Enter your BlackBerry password (if you have set one) into BlackBerry Desktop Manager on your PC.
2. Double-click the Application Loader icon on the Desktop Manager screen.

The Application Loader screen appears, as shown earlier in Figure 19-2.

3. Click the Start button below Add/Remove Applications.

A list of software appears, as shown in Figure 19-6.

4. With your mouse, you can opt out of the upgrade by deselecting the OS portion.

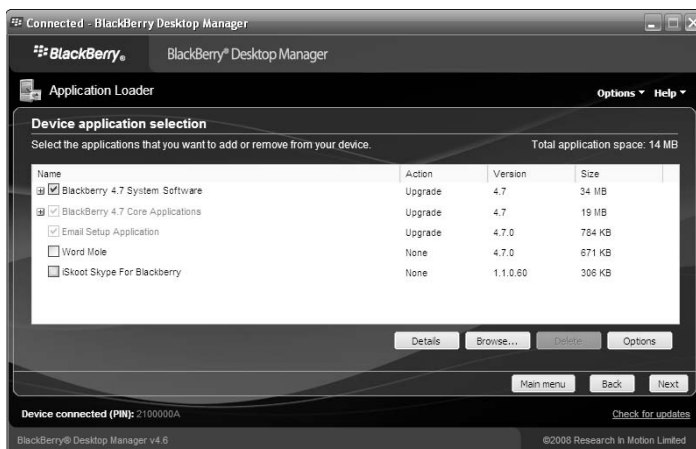
This appears as BlackBerry 4.7 System Software in Figure 19-6.

The OS is listed only if you need an upgrade — it means that your BlackBerry OS is out of date. If the OS doesn't appear in the list, the handheld software you installed on the desktop machine is the same as the one installed on your device, or a prior version compared to the one installed on your device.

You also need to back up your device in case something goes wrong with the upgrade. Backup options can be accessed through the Options button.

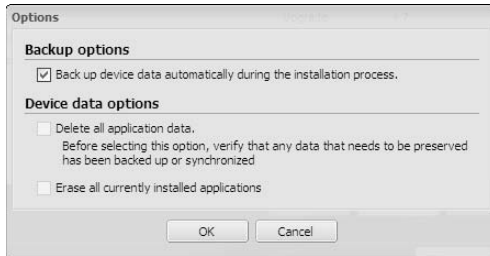
5. Click the Options button.

The Options screen appears, as shown in Figure 19-7. This is where you decide whether you want to back up your BlackBerry content before upgrading your OS.



**Figure 19-6:**  
Application  
updates  
that are  
available.

**Figure 19-7:**  
Command  
Application  
Loader to  
back up the  
device here  
(Options  
screen).



**6. Select Back Up Device Automatically During the Installation Process and click the OK button.**

You're back to the previous screen shown in Figure 19-6.

**7. Click the Next button.**

A summary page confirms your actions — a final chance for you to either proceed with the OS upgrade or not.

**8. Click the Finish button.**

The BlackBerry OS upgrade starts, complete with a progress window that shows a series of steps and a progress bar. The entire process takes ten minutes or more, depending on your PC model and the OS version you're upgrading to.



At times during the BlackBerry OS upgrade, your BlackBerry display goes on and off. Don't worry; this is normal.

When the progress window disappears, the OS upgrade is complete.

## *Finding and Installing Applications from App Stores*

With the success of the iPhone App Store, several copycats sprouted up for other platforms, including the BlackBerry. App Store is an application that behaves as storefronts that showcase applications that you can download directly to your device. Applications can be either free or fee-based:

- ✓ **Handango** ([www.handango.com](http://www.handango.com)): Handango is one of the oldest storefronts that sells applications for mobile devices. It started selling apps through the Web but now has an app store that you can download from its Web site.

- ✔ **CrackBerry On-Device App Store** (<http://crackberryappstore.com>): Partnering with Mobihand, CrackBerry also provides an app store where you can find great applications to download.
- ✔ **BlackBerry Application Center:** This is available to newer devices starting with the BlackBerry Storm. The carrier has controls on what shows up on the Application Center.
- ✔ **BlackBerry Application StoreFront (coming soon):** This is still cooking in RIM's oven as of this writing. In contrast to BlackBerry Application Center, with the BlackBerry Application StoreFront, RIM has full control on what applications are available instead of the carrier. RIM made an official announcement about this app store. Check our companion Web site ([www.blackberryfordummies.com](http://www.blackberryfordummies.com)) regularly for updates. We'll post a link when it becomes available.

# Part V

## The Part of Tens

The 5<sup>th</sup> Wave

By Rich Tennant



"Of course your current cell phone takes pictures, functions as a walkie-talkie, and browses the Internet. But does it shoot silly string?"

## *In this part . . .*

**I**f the earlier parts of this book are the ice cream and hot fudge, this part is the whipped cream and cherry on top. Delve into these four short but sweet chapters to find out how to accessorize your BlackBerry, boost your productivity, play games, and max your BlackBerry experience. And remember that you can always visit us for an up-to-date Part of Tens at [www.blackberryfordummies.com](http://www.blackberryfordummies.com).

## Chapter 20

# Ten Great BlackBerry Accessories

---

### *In This Chapter*

- ▶ microSD card
  - ▶ Remote Stereo Gateway
  - ▶ Stereo headphones
  - ▶ Belt clip
  - ▶ Screen protector
  - ▶ Extra battery and charger
  - ▶ Full keyboard
  - ▶ External speakerphone
  - ▶ Car mount
  - ▶ Unify AV Solution
- 

**T**he BlackBerry retail box contains a few essentials: a battery, a charger, a micro USB cable, and a belt clip. If you're like us, though, you're not satisfied with what is included in the box. In this chapter, we present the accessories that we think supplement your BlackBerry well — and we tell you where to shop for them.

Check out our companion Web site, [www.blackberryfordummies.com](http://www.blackberryfordummies.com), for an updated accessories list.

## *microSD Card*

Your new BlackBerry normally comes with external memory: a *microSD card*. But if you are not satisfied with its capacity, then go hunt for a much bigger one. After all, you want to carry with you a boatload of music and video files, right? Many electronic gadgets use microSD cards, so they're easy to find.

A normal price range at the time of this writing is \$30 for an 8GB capacity and \$60 for 16GB capacity. Your best bet of finding a good deal is on the Internet. Special promotions come and go, but we noticed that you can always find a

good deal somewhere. Our best advice is to just shop around. And for any Internet purchase, take into consideration the shipping and handling costs plus the vendor's return policy (or lack thereof).



Any brand will do, as long as you make sure that you're buying a microSD card.

## *BlackBerry Remote Stereo Gateway*

Do you want to make your home-entertainment center play the music in your BlackBerry? The Remote Stereo Gateway is for you. Connect this tiny device to your stereo system and you can transmit music wirelessly from your BlackBerry (for about \$90).



You can get Remote Stereo Gateway from RIM's shopping site at [www.shop.blackberry.com](http://www.shop.blackberry.com).

## *Stereo Headsets*

Although your new BlackBerry is a stereo music player, it doesn't come with stereo headphones. You will definitely yearn for stereo sound the moment you listen to music or watch video clips. A quick search on the Internet for *BlackBerry + stereo headphones* yields many results. But you want to be able to talk, too.

You could spend \$30 to \$200. We like several headsets:

- ✓ BlackBerry stereo headset with noise-isolating ear gels
- ✓ V-MODA Vibe duo in-ear headphones with mic
- ✓ Motorola S9 stereo Bluetooth headset



The best place to get stereo headphones for your BlackBerry is good ol' Amazon: [www.amazon.com](http://www.amazon.com).

## *Case and Belt Clip*

You have plenty of cases to choose from, with looks ranging from sporty to professional. These cases can set you back anywhere from \$20 to \$40, which isn't too bad for looking hip.



Here's where you can buy a new case or belt clip:

- ✓ <http://shop.crackberry.com>
- ✓ [www.bberry.com](http://www.bberry.com)
- ✓ [www.blackberryden.com](http://www.blackberryden.com)
- ✓ [www.blackberrysource.com](http://www.blackberrysource.com)
- ✓ [www.amazon.com](http://www.amazon.com)



When you buy a new belt case or clip, buy one made specifically for your BlackBerry model. Also, it's important that the case/clip comes with a small magnet. BlackBerry is holster-aware and conserves battery juice. And this magnet is the key for the BlackBerry to know that it is inside a holster.

## Screen Protector and Skins

If the protector case described in the preceding section is a bit stressful for your wallet, try the BlackBerry Pro high-definition screen protector with mirror effect. That's a mouthful, but for about \$10, it protects your screen from scratches. Go to [www.accessorygeeks.com](http://www.accessorygeeks.com).

Other popular bestsellers are skin cases. It comes with many colors and keeps your BlackBerry looking new. The price is usually between \$9 and \$12. Go to <http://shop.crackberry.com> or [www.accessorygeeks.com](http://www.accessorygeeks.com).

## Extra Battery, Charger, and Charging Pod

An extra battery for your BlackBerry will come in handy if you're a daily user.



We recommend buying your battery only from Research In Motion, at [www.shopblackberry.com](http://www.shopblackberry.com), and not from some other manufacturer. A faulty battery can damage your BlackBerry beyond repair.

Make sure that the battery you buy is for your BlackBerry model. You'll spend around \$50 for the extra battery.

If you watch video on your BlackBerry, you know that the battery needs to be charged every couple of hours. And if you're always on the go, you better have a portable charger on hand. The charger included with your BlackBerry is great to carry around town (and the world) because it has multiple adapters for different countries' electric plugs.

If you're a road warrior, we recommend the BlackBerry car charger. It will set you back around \$30. To top it off, you can also get a charging pod. It's an accessory that connects to a power supply for charging and at the same time holds your BlackBerry firmly in place in your desk or nightstand. If you use it in your nightstand, you can take advantage of the sleep mode which sets the device so that it least disturbs you, such as dimming the light and turning off the LED. The charging pod costs from \$12 to \$30, depending on how fancy it is.



Make sure that the charger and the charging pod you buy is for your BlackBerry model.

You can get a BlackBerry car charger and charging pod from the following sites:

- ✓ <http://shop.crackberry.com>
- ✓ [www.blackberrysource.com](http://www.blackberrysource.com)
- ✓ [www.amazon.com](http://www.amazon.com)
- ✓ [www.shopblackberry.com](http://www.shopblackberry.com) (RIM's official store)

## Full Keyboard

If you write long e-mails or draft long proposals on your BlackBerry, a full-sized keyboard is perfect for you. You'll save time and your thumbs.



You have the choice of Bluetooth and non-Bluetooth connection options. We recommend Bluetooth to minimize the clutter. A Bluetooth keyboard is the most convenient option for the obvious reasons: You don't have to carry cables, and you can position your BlackBerry any way you want.

For less than \$100, you can own the cool iGo Stowaway Ultra-Slim Bluetooth keyboard, available at [www.amazon.com](http://www.amazon.com). Or you can buy the ThinkOutside Stowaway Shasta Bluetooth keyboard for BlackBerry, available at <http://yahooshopping.com> for \$45.

## External Speaker

BlackBerry comes with a speaker, but if the sound quality just isn't good enough for your listening taste, an external Bluetooth speaker can bring your outdoor listening to the next level. We recommend the following:

- ✓ Blueant M1 Bluetooth stereo speakers
- ✓ Motorola EQ5 wireless travel stereo speaker

For about \$110, you can get either of them from <http://shop.crackberry.com>.

## Car Mount

To complete your BlackBerry car experience, mount your BlackBerry in your car. The market offers many products that range from \$15 to \$30. You can search from major sites. You can also get a car mount from these BlackBerry sites:

- ✓ <http://shop.crackberry.com>
- ✓ [www.blackberrysource.com](http://www.blackberrysource.com)
- ✓ [www.amazon.com](http://www.amazon.com)



Make sure that the product you're choosing supports your BlackBerry model.

## Unify AV Solution

It is an understatement to categorize this product as a BlackBerry accessory. But Unify AV Solution is an innovative product of Unify4Life, making smartphones (including your BlackBerry) a universal remote control.

You can find a whole suite of features on the Unify4Life Web site, but a sample includes complete TV listings available in your BlackBerry for informative channel switching. We encourage you to check out Unify AV Solution and, for \$99, you can purchase it directly from <http://unify4life.com/products.html>.



## Chapter 21

# Ten Must-Have BlackBerry Programs

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### *In This Chapter*

- ▶ SmrtGuard
  - ▶ VibAndRing
  - ▶ Handmark Pocket Express
  - ▶ PeeKaWho — Email/SMS Alert
  - ▶ Digby
  - ▶ Google Talk Mobile and Yahoo! Messenger Mobile
  - ▶ iSkoot Skype Client
  - ▶ Nobex Radio Companion
  - ▶ WorldMate
  - ▶ Ascendo Money
- 

**T**he industry of BlackBerry software is growing at a dizzying rate. In this chapter, we introduce ten must-have applications that make your BlackBerry experience that much better.

We have no specific reviews to quote, but these choices are the results of our quest to find programs that people use, discerned from discussions with BlackBerry users, postings on message boards, and commentaries in the public domain. The applications we feature here are just the tip of the iceberg. By all means, feel free to surf the Internet because by the time this book is published, more software will likely be available. And don't forget to visit our Web site at [www.blackberryfordummies.com](http://www.blackberryfordummies.com).

## *SmrtGuard, Your BlackBerry Guardian*

Have you ever wondered what would happen to your data if you lost your BlackBerry? Data such as your sensitive e-mails, your phone call histories,

your contacts, and all your appointments? It's scary to think of a stranger getting to know you through your e-mails and knowing what you're going to do next. These same thoughts haunt us as well. Thankfully there's SmrtGuard (formerly known as BerryFinder.com), which provides the following tools:

- ✔ **Locate and “LoJack” your BlackBerry:** With no GPS required, you can track your BlackBerry's approximate location to determine whether you simply misplaced it or someone actually stole it.
- ✔ **Wireless data backup:** This is another must-have feature that SmrtGuard provides. If you self-destroyed your data and don't have a backup, the scheduled wireless backup of your PIM data will come in handy. From the SmrtGuard Web site ([www.smrtguard.com](http://www.smrtguard.com)), you can even see and browse through your backed up data and export it to a file (an Excel file or text file).
- ✔ **Sound the homing beacon:** If you simply misplaced your BlackBerry but can't find it by calling because you muted it, don't worry. Just send a homing beacon, and your BlackBerry will emit a loud sound regardless of your Profile setting. We wish our remote controls had this feature!
- ✔ **Self-destroy in five seconds:** Okay, perhaps not in five seconds, but you can decide when to destroy all your BlackBerry data. That includes e-mails, contacts, appointments, to-dos, memos, phone logs, and even all the files on your microSD card.



Always protect your BlackBerry with a password. That way, if your BlackBerry gets into the wrong hands, your data will be self-erased after ten unsuccessful password entries. However, it doesn't delete the files on your microSD card. This is why SmrtGuard is so helpful.

With SmrtGuard by your side, you can concentrate on your business instead of worrying about your BlackBerry data being stolen. For a limited time, SmrtGuard is free. Register your BlackBerry today at [www.smrtguard.com](http://www.smrtguard.com).

## VibAndRing

Don't like the fact that you can't get your BlackBerry to alert you the way you want? Do you need custom vibration when a phone call comes in?

Time to get your hands on VibAndRing. With it, you can customize how many vibrate “bursts” you get before it starts ringing and how long each vibration lasts.

To download a free trial, go to [www.mobihand.com](http://www.mobihand.com) and search for *vibandring*.

## *Handmark Pocket Express*

If we have to recommend one application, Pocket Express is it. This is a handy and reliable tool to get news and other important information such as weather, sports updates, maps, and stocks. This application is one of the best information aggregators out there. The user interface is intuitive. You can even buy and install other applications from within Pocket Express. And the best part — it's free. Well, not everything. Handmark charges a fee for accessing its premium channels. Download Pocket Express from your BlackBerry at <http://pocketexpress.com>.

## *PeeKaWho — Email/SMS Alerts*

Ever find yourself in the middle of browsing or composing an e-mail and all of a sudden, a new e-mail finds its way to your inbox? Instead of stopping what you are doing and heading to the inbox, with PeeKaWho, you can get a preview of the e-mail or SMS message that has just arrived, and you can dismiss, mark as read, go to your inbox, or delete the message — all right from the alert pop-up.

To find out more, go to [www.smrtguard.com/peek.jsp](http://www.smrtguard.com/peek.jsp).

## *Digby*

For those online shoppers who need to shop all the time, Digby is the program for you. You can download it for free to start browsing its growing selections. What we don't like is that you have to enter your personal information on the BlackBerry instead of having the option to enter it on the PC first. To try it, point your BlackBerry browser to [www.digby.com/download](http://www.digby.com/download).

## *Google Talk Mobile and Yahoo! Messenger Mobile*

If you currently use Google Talk or Yahoo! Messenger on your PC, both mobile versions are a must-download to keep up with your buddies no matter where you are. To download, point your BlackBerry browser to

✓ **Google Talk Mobile:** [www.blackberry.com/GoogleTalk](http://www.blackberry.com/GoogleTalk)

✓ **Yahoo! Messenger Mobile:** [www.blackberry.com/YahooDownload](http://www.blackberry.com/YahooDownload)

## *iSkoot Skype Client*

If you are a big fan of Skype, now you don't have to be at your computer to use the service. The folks at iSkoot make it possible for you to fully utilize Skype from your BlackBerry. Calling a Skype buddy? No problem. Chatting with your Skype friends? That's what this program is for. Plus, it's free! To download it from your PC, go to [www.iskoot.com](http://www.iskoot.com).

## *Nobex Radio Companion*

FM radio on your BlackBerry? That's right. With Nobex, you can get streaming radio on your BlackBerry for free (for now)!

Over a hundred stations are available for streaming, and it works best if you have a 3G or EVDO network (the faster the network, the better your experience with Nobex).

To find out more, go to [www.nobexrc.com](http://www.nobexrc.com).

## *WorldMate*

Are you a road warrior? If so, WorldMate is for you. You can set up your home airport as well as a travel schedule. If your flight is delayed, you will be notified. It also has convenient features like a currency converter, world time, and weather forecasts.

To find out more, visit [www.mobimate.com](http://www.mobimate.com).

## *Ascendo Money*

Ascendo Money is one of the best-selling, best-rated, and most comprehensive personal finance managers for BlackBerry. You can manage your checkbook, track your expenses, sync with your PC, and integrate with popular finance PC applications such as Quicken and MS Money. It costs \$29.95, but you can also get a free trial. You can download Ascendo Money from your PC by going to [www.handango.com](http://www.handango.com).



## Chapter 22

# Ten Fun Games on Your BlackBerry

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### *In This Chapter*

- ▶ Free classic games
  - ▶ Bookworm
  - ▶ Crash Bandicoot Nitro Cart
  - ▶ Who Wants to Be a Millionaire 2009
  - ▶ Texas Hold'em King 3
  - ▶ Guitar Hero III Mobile
  - ▶ Aces Solitaire Pack
  - ▶ Golden Tee Golf Mobile Edge
  - ▶ Chuzzle
  - ▶ Nintai
- 

**W**ho says BlackBerry is all work and no play? True, you can get tons accomplished on your BlackBerry, but what you get accomplished doesn't necessarily need to be work related. Yes, you do have the BrickBreaker game that comes with your BlackBerry, but you can only beat it so many times before you get bored.

As the BlackBerry becomes increasingly popular, numerous BlackBerry game companies are making more and more fun titles. For example, you can play a couple of holes on the Pebble Beach golf course, or you can play a game of online Texas Hold'em with other BlackBerry users. Whatever you play, you can find a huge selection of games out there. What's even better is that some great games are free.

After this chapter, you might play so many games on your BlackBerry that you'll have to watch your productivity level. Please check our companion Web site — [www.blackberryfordummies.com](http://www.blackberryfordummies.com) — for an updated list.

## Great Free Classic Games

Hundreds of free games are available for you. Here, we list a sample of our favorite classics and show where you can find them:

- ✔ **Asteroids:** Avoid UFO attacks and obliterate the asteroids. Get it at [www.mobilerated.com/asteroids-1839.html](http://www.mobilerated.com/asteroids-1839.html).
- ✔ **Chess:** What's a smartphone without chess? Get it at [www.mobilerated.com/chess-1878.html](http://www.mobilerated.com/chess-1878.html).
- ✔ **Fear Of The Dark:** Be a prince and rescue your princess. Here's an adventure game that you can get at [www.mobilerated.com/fear-of-the-dark-1700.html](http://www.mobilerated.com/fear-of-the-dark-1700.html).
- ✔ **Pacman:** Feeling nostalgic? Get it at <http://bennychow.com/blackberry.shtml>.
- ✔ **Rubix Redux:** Sometimes you just need a game that doesn't require a lot of thinking. This is a game of pushing squares and aligning colors. Get it at [www.mobilerated.com/rubix-redux-1915.html](http://www.mobilerated.com/rubix-redux-1915.html).
- ✔ **Space Invaders:** Really looks like the original Space Invaders. Get it at [http://blackberryfreeware.com/images\\_games/space\\_invaders.zip](http://blackberryfreeware.com/images_games/space_invaders.zip).
- ✔ **Sudoku:** Not really a classic game, but yes, this is the Sudoku game that people are crazy about. Get it at <http://mobile.blackberry.com>.
- ✔ **Jet Fighter:** Feel the need to fly a fighter jet and shoot down enemy planes and tanks? Get this game at [www.mobilerated.com/jet-fighter-2356.html](http://www.mobilerated.com/jet-fighter-2356.html).
- ✔ **Zelda:** This is the classic Nintendo Zelda. Get it at [www.mobilerated.com/zelda-2417.html](http://www.mobilerated.com/zelda-2417.html).

## Bookworm

A warning: The Bookworm word game is addictive. It is part crossword puzzle, part word jumble, and part arcade puzzler. Your job is to make Lex, the hungry bookworm, well fed with words. If you are up to the challenge, you can buy it for \$6.99 or download a free trial version. Point your BlackBerry to [www.bplay.com/item/Bookworm](http://www.bplay.com/item/Bookworm).

## Crash Bandicoot Nitro Cart

Ever played Crash Bandicoot on PlayStation? This game can be as addictive as the bigger version. Be a crazy Bandicoot character to race and battle

against opponents. With many racetracks to choose from, you can hone your driving skills and use weapons to fight opponents. You'll find no end of challenges to face as you discover advanced features for changing track designs.

You can buy Crash Bandicoot Nitro Kart for \$6.99 or download a trial version. Use your BlackBerry to go to [www.bplay.com/item/CrashBandicootNitroKart](http://www.bplay.com/item/CrashBandicootNitroKart) or <http://store.handmark.com/p/2879//Crash-Bandicoot-Nitro-Kart-for-BlackBerry/>.

## *Who Wants to Be a Millionaire 2009*

This is the TV game show you love to watch. It has the same sound effects as the TV show and is complete with the lifelines you would expect. With a tense and fun game, who wouldn't want to win a million?

If you're ready to take the hot seat and make the critical decisions, you can buy Who Wants to Be a Millionaire 2009 for \$6.99. Use your BlackBerry to go to [www.bplay.com/item/Millionaire09](http://www.bplay.com/item/Millionaire09).

## *Texas Hold'em King 3*

Crave a game of Texas Hold'em while away from your buddies? Practice your bluff with Texas Hold'em King 3. We like this game because you can even play an online tournament right from your BlackBerry.

You can buy the game for \$5.99 or download a trial version. Point your BlackBerry to [www.bplay.com/item/THK3](http://www.bplay.com/item/THK3).

## *Guitar Hero III Mobile*

This game is so popular and has gained so much success in the game-console space that it is now available for your BlackBerry. If you're into karaoke, this game brings you much closer to becoming a rock star. You play in a rock band and can choose the instruments you like.

You can buy Guitar Hero III Mobile for \$6.99 or download a trial version. From your BlackBerry, go to [www.bplay.com/item/GuitarHeroMobile](http://www.bplay.com/item/GuitarHeroMobile).

## *Aces Solitaire Pack*

This is a many-in-one card game pack. With 15 types of solitaire to choose from, this game is a nirvana for solitaire addicts. Plus, it comes with other games, such as Klondike, Spider, Free Cell, Pyramid, and even Golf. With this many games to choose from, you can't go wrong.

Buy the Aces Solitaire Pack for \$14.95 or download a trial version. From your BlackBerry, go to [www.handango.com](http://www.handango.com) and search for *Aces Solitaire Pack*.

## *Golden Tee Golf Mobile Edge*

Can't get enough golf on the weekend? Play a round on your way to work. Just beware that the wait between holes is a bit longer than we like . . . kind of like real-life golf. You can buy Golden Tee Golf Mobile Edge for \$6.99 or download a trial version. From your BlackBerry, go to [www.bplay.com/item/GoldenTeeGolfMobile](http://www.bplay.com/item/GoldenTeeGolfMobile).

## *Chuzzle*

Do you love a game of Tetris, but you're tired of the same old thing every time? How about Tetris with a twist — with Chuzzle? You are not controlling blocks here but googly-eyed little balls of fur that giggle, squeak, and sneeze as you poke them across the board. A friendly warning: This game is simple yet addictive. And you'll get trophies too.

For \$6.99, you can download Chuzzle. Just point your BlackBerry browser to [www.bplay.com/item/Chuzzle](http://www.bplay.com/item/Chuzzle) or <http://handango.com> and search for *Chuzzle*.

## *Nintaii*

Nintaii is a puzzle game of rolling blocks and switches with over 100 levels to challenge your brain. This game won the best game award of the 2008 BlackBerry Developer Challenge. Definitely a lot of brain power has been put into this mind-twisting game.

For \$6.99, you can download Nintaii. Just point your BlackBerry browser to [www.bplay.com/item/Nintaii](http://www.bplay.com/item/Nintaii).

## Chapter 23

# Ten Web Site Categories for BlackBerry Browsing

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### *In This Chapter*

- ▶ Weather
  - ▶ News
  - ▶ Search engines, directories, and portals
  - ▶ Business
  - ▶ Travel
  - ▶ Sports
  - ▶ Advice and self-help
  - ▶ Social and virtual networking
  - ▶ Shopping and shipping information
  - ▶ Other browsing categories
- 

**W**eb surfing with a BlackBerry has improved dramatically with the newer models. With higher screen resolution and bigger real estate, your BlackBerry should give you one good mobile Web-browsing experience. In the previous editions of *BlackBerry For Dummies*, we told you where to find Web sites designed for mobile devices because most Web pages displayed horribly on the older devices. That's not the case anymore; most Web pages now display just as well on newer models of the BlackBerry as they do on your PC. So, the browsing habit you have on your PC can now be maintained in the BlackBerry, but in a small package.

The Web site recommendations we give in this chapter are based on reviews in the public domain and sites that definitely help you on the go.

## Weather

Weather changes quite often, but you can keep up with it at these sites:

- ✔ **AccuWeather.com** ([www.accuweather.com](http://www.accuweather.com)): AccuWeather.com provides the local weather forecast.
- ✔ **Weather.com** ([www.weather.com](http://www.weather.com)): Weather.com is smart enough to know that you're using a mobile device and displays a nice, trim version of its page with a few links to non-weather-related information.

If these two sites aren't enough, check out the "Search Engines, Directories, and Portals" section, later in this chapter. Major portals have weather information as well as traffic alerts and airport delays.

## News

Most major news companies have mobile versions of their sites. This section gives you just a sampling of what's out there. We list the same Web address as you would expect when browsing from your desktop. These sites detect that you're using a smartphone and redirect you to the mobile-friendly version of their sites:

- ✔ **ABC News** ([www.abcnews.com](http://www.abcnews.com)): Get ABC News on your BlackBerry.
- ✔ **BBC News** ([www.bbc.com](http://www.bbc.com)): You can read the BBC News right from your BlackBerry, even if you're not in the UK.
- ✔ **CNN** ([www.cnn.com](http://www.cnn.com)): This is CNN's mobile-friendly Web site.
- ✔ **The New York Times** ([www.nytimes.com](http://www.nytimes.com)): This automatically points you to the *New York Times* mobile-friendly Web site, a site that's clean and easy to navigate without a lot of advertisements.
- ✔ **Reuters** ([www.reuters.com](http://www.reuters.com)): A mobile-friendly version of the Reuters site.
- ✔ **USA Today** (<http://usatoday.com>): *USA Today*, one of the most popular newspapers, is now available for free from your BlackBerry.
- ✔ **Wired News** (<http://mobile.wired.com>): Wired News is the mobile version of this tech news Web site.

## Search Engines, Directories, and Portals

The sites that follow are *Web portals*, which are sites that contain various information or links to other sites:

- ✓ **Google** ([www.google.com](http://www.google.com)): The king of search engines works like a charm on your BlackBerry.
- ✓ **MSN** ([www.msn.com](http://www.msn.com)): You can access MSN Hotmail, MSN Messenger, and an online calendar. It has all the features that you can find in a Web portal, such as Web search, weather lookup, sports information, and news. Plus you get MSN's finance-related pages, which give you up-to-the-minute stock quotes.
- ✓ **RIM mobile home page** (<http://mobile.blackberry.com>): This is the default home page setting for most BlackBerry browsers. The service provider can customize it, though, so your BlackBerry browser may point to your service provider's home page. RIM's home page is definitely a place to start browsing the Web.

You should definitely bookmark this site.

- ✓ **Yahoo! Mobile** ([www.yahoo.com](http://www.yahoo.com)): Yahoo! is a smart portal because it knows you're using a mobile device and formats the page accordingly — meaning a smaller page with no advertisements. The portal site allows BlackBerry users to employ regular Yahoo! functions, such as Yahoo! Mail, Messenger, Finance, and Games, as well as driving directions and weather.

You should definitely bookmark this site.



## Business

You can keep up with the latest news in the finance world from your BlackBerry. Visit the following sites for finance-related articles and news:

- ✓ **BusinessWeek Online** ([www.businessweek.com](http://www.businessweek.com)): This is a place to get great finance information.
- ✓ **Fidelity** ([www.fidelity.com](http://www.fidelity.com)): Fidelity is an online investment brokerage firm.
- ✓ **Yahoo! Finance** (<http://finance.yahoo.com>): This is a great site for checking the performance of your stocks.

## Travel

Every site in Table 23-1 features flight status and gate numbers. Some allow you to log on (if you're part of the airline's frequent-flier program) to access frequent-flier benefits.

<b>Table 23-1</b>	<b>BlackBerry-Accessible Travel Sites</b>
<i>Airline</i>	<i>Mobile Web Site</i>
Air Canada	<a href="http://www.aircanada.ca">www.aircanada.ca</a>
American Airlines	<a href="http://aa.flightlookup.com/omnisky">http://aa.flightlookup.com/omnisky</a>
British Airways	<a href="http://www.britishairways.com">www.britishairways.com</a>
Cathay Pacific	<a href="http://www.cathaypacific.com">www.cathaypacific.com</a>
Continental Airlines	<a href="http://www.continental.com">www.continental.com</a>
Delta	<a href="http://www.delta.com">www.delta.com</a>
JetBlue	<a href="http://jetblue.com">http://jetblue.com</a>
Northwest Airlines	<a href="http://nwa.com">http://nwa.com</a>
United Air Lines	<a href="http://ua2go.com">http://ua2go.com</a>
Any airline	<a href="http://flightview.com">http://flightview.com</a>

In addition to the sites listed in the table, check out these travel sites:

- ✔ **TripKick** ([www.tripkick.com](http://www.tripkick.com)): Don't be so excited about getting a good deal on a hotel only to end up in a crummy room. TripKick tells you who has the best rooms and who doesn't.
- ✔ **WikiTravel** ([www.wikitravel.com](http://www.wikitravel.com)): This is one of the most up-to-date and complete travel guides on the Web.

## Sports

Tired of missing updates on your favorite sport while on the go? You don't have to. Visit the sports-related sites that follow and you'll get the scoop on what's happening to your favorite team:

- ✔ **CBS Sports Mobile** ([www.cbssports.com/mobile](http://www.cbssports.com/mobile)): If you're active on CBS Fantasy Team, you'll be happy to know that you can log on and view your stats from this Web site. Popular U.S. sports are covered here.
- ✔ **ESPN** (<http://mobileapp.espn.go.com>): Everyone knows ESPN. This is the mobile version of its Web site.



## Advice and Self-Help

For those of you who frequent Home Depot, these sites could be a big time-saver:

- ✓ **HowCast** ([www.howcast.com](http://www.howcast.com)): With a dose of humor, this site is a world of how-to videos.
- ✓ **Omiru** ([www.omiru.com](http://www.omiru.com)): This site offers practical fashion advice for the common person.
- ✓ **Yahoo! Answers** (<http://answers.yahoo.com>): Here you can get all sorts of creative, amusing, and helpful responses to your questions — advice that's free.
- ✓ **Zeer** ([www.zeer.com](http://www.zeer.com)): No need to stand in the supermarket comparing nutritional labels; do it here.

## Social and Virtual Networking

For those of you who are (or aren't yet) addicted to social networking sites, we list a few of the most popular ones here. So many social networking sites are available that if your favorite site is not listed here, don't fret, just search for it with your favorite search engine.

- ✓ **Friendster** ([www.friendster.com](http://www.friendster.com)): This site is popular in Southeast Asian countries and is open to people 16 and older.
- ✓ **LinkedIn** ([www.linkedin.com](http://www.linkedin.com)): LinkedIn caters to professional and business relationships. You'll find people publishing their bios on their profile.
- ✓ **Multiply** ([www.multiply.com](http://www.multiply.com)): This site claims to focus on real-world relationships and is open to anyone 13 and older. It's a popular site for teenagers.
- ✓ **Orkut** ([www.orkut.com](http://www.orkut.com)): Orkut is a social networking site run by Google. It's open to anyone 18 and older, and it requires Google login credentials. This site is popular in Latin America and in India.
- ✓ **Windows Live Space** ([home.spaces.live.com](http://home.spaces.live.com)): This is a social networking sites run by Microsoft. It's open to everyone and requires a Hotmail or Windows Live login.



MySpace and Facebook both have an application you can download from RIM's Web site. Point your browser to [mobile.blackberry.com](http://mobile.blackberry.com) and navigate to IM & Social Networking.

## Shopping and Shipping Information

Shopaholics can keep it up online even when they're not in front of the PC. Check out these sites:

- ✔ **Amazon** ([www.amazon.com](http://www.amazon.com)): With Amazon Anywhere, you can shop and check your account information right from your BlackBerry.
- ✔ **eBay** ([www.ebay.com](http://www.ebay.com)): You can bid on goods right from the convenience of your BlackBerry.
- ✔ **FedEx tracking** ([www.fedex.com](http://www.fedex.com)): This mobile version of the FedEx Web site allows you to track packages right from your BlackBerry.
- ✔ **Gas Buddy** ([www.gasbuddy.com](http://www.gasbuddy.com)): You can find the nearest gas station that sells the cheapest gas.
- ✔ **ILikeTotallyLoveIt.com** ([www.iliketotallyloveit.com](http://www.iliketotallyloveit.com)): This is shopping with a twist. Shoppers post things they like, from wasabi gum-balls to Delorean cars, and solicit opinions on posted sale items from other members.
- ✔ **UPS tracking** ([www.ups.com](http://www.ups.com)): Like FedEx, UPS also has a mobile version of its Web site that allows you to track packages right from your BlackBerry.

## Other Browsing Categories

You can visit the following sites from your BlackBerry to get more information on various topics:

- ✔ **BlackBerryGoodies** (<http://blackberrygoodies.com>): Go here from your BlackBerry or from your PC. You can get information on customizing your BlackBerry, read BlackBerry application reviews, and get answers to your BlackBerry-related questions — from us!
- ✔ **BlackBerry Cool** ([www.blackberrycool.com](http://www.blackberrycool.com)): In the same category as CrackBerry (see the following bullet) and in fact a direct competitor, BlackBerry Cool is one of the pioneers in providing great reviews of BlackBerry applications.
- ✔ **CrackBerry** (<http://mobile.crackberry.com>): Go here to find the latest BlackBerry news and any of your BlackBerry needs, from reading application reviews to buying accessories. Without a doubt, this site is one of the most active BlackBerry communities.

- ✔ **MiniSphere** ([www.minisphere.com](http://www.minisphere.com)): You find useful links designed for mobile devices here.
- ✔ **MizPee** ([www.mizpee.com](http://www.mizpee.com)): When you have to go, you have to go. This site locates the nearest clean public bathroom.
- ✔ **Starbucks Locator** ([www.starbucks.com](http://www.starbucks.com)): This site helps you locate the nearest Starbucks so that you can meet your buddies or get a dose of caffeine.
- ✔ **wcities** (<http://pda.wcities.com>): This site provides searches based on the city you select. You can search city information, dining, shopping, and sporting and local events.



# Index

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## • *Symbols and Numerics* •

- \* (asterisk) key, 205
- @ (at) symbol, 58
- . (period) symbol, 58
- # (pound sign) key, 205
- .aac file extension, 234
- .asf file extension, 234
- .ipd file extension, 308
- .m4a file extension, 234
- .mmr file extension, 234
- .mp3 file extension, 234
- .mp4 file extension, 234
- 3-Button Salute, 33
- 3-D maps, 254
- 3g (third-generation) network, 179
- .3gp file extension, 234
- 3-way calling, 207
- 9/11 terrorist attacks, 149
- .wma file extension, 234

## • *A* •

- AAC format, 235
- abbreviations
  - with AutoText, 37–38
  - Instant Messaging, 170
  - SMS, 154–155
- ABC Amber BlackBerry Converter, 308
- ABC News (Web site), 338
- accepting meeting requests, 96
- accessing
  - Application Loader, 319–320
  - applications, 212
  - BlackBerry Messenger, 166
  - Browser, 174–175
  - e-mail, 127–128
  - media, 231–238
  - Media Manager, 241–243
  - Password Keeper, 112
  - Phone application, 197
  - phone notes, 213
  - tasks, 98

- accessories
  - battery/charger/charging pod, 325–326
  - car mount, 327
  - case and belt clip, 324–325
  - keyboards, 326
  - microSD card, 323–324
  - Remote Stereo Gateway, 324
  - screen protector/skins, 325
  - speakers, 327
  - stereo headsets, 324
  - Unify AV Solution, 327
- AccuWeather.com, 338
- Aces Solitaire Pack, 336
- ACT!, 273
- ad pages, 187
- Adaptive Multi Rate-Narrow Band (AMR-NB), 234
- adding
  - appointments/meetings, 91–92, 93–94, 96, 110–111
  - BlackBerry users, 294–295
  - bookmarks (favorites), 182
  - categories, 78, 107–108
  - contacts, 58–62, 163–164, 167
  - e-mail, 121–122
  - media files, 244–245
  - phone notes, 213
  - senders, 135
  - speed dial numbers, 205
- address blocking options, 52
- Address Book. *See also* Contacts list
  - spelling in, 27
  - synchronization, 273
- advice Web sites, 341
- Agenda view, 86
- AIM (AOL Instant Messenger), 161, 162
- airline Web sites, 340
- albums, 232
- alerts. *See* ring tones
- All Locales, 39
- all-day appointments, 92
- Allow Clipboard Copy (password security), 114–115

- alternating between phone
    - conversations, 208
  - Amazon (Web site), 342
  - America Online (AOL), 160–161
  - AMR-NB (Adaptive Multi Rate-Narrow Band), 234
  - animation repeating, 189–190
  - answering phone calls, 199–200
  - AOL (America Online), 160–161
  - AOL Instant Messenger (AIM), 161, 162
  - App Stores (third-party applications), 319–320
  - Apple
    - iChat AV, 161
    - iPhone 3G, 257
    - iPods, 245
    - iTunes, 245–246
    - Macintosh (Macs), 11, 12, 161
  - Application Loader
    - accessing, 311–312
    - backup during installation, 317
    - in BlackBerry Desktop Manager (BDM), 267
    - icon for, 270
    - uninstalling with, 315
  - applications
    - about, 15
    - accessing during calls, 212
    - category sharing, 108
    - GPS, 251–255
    - installing, 192–194, 313–314
    - lifestyle applications, 257–264
    - list choices, 59
    - list of, 28
    - must-have, 329–331
    - Phone, 197–213
    - PIM synchronization with, 268
    - PIN-to-PIN message monitoring, 148
    - ring tones for, 47–48
    - switching, 30
    - third-party, 311–320
    - uninstalling, 192–194, 315–317
    - from the Web, 192–194
  - appointments/meetings
    - Calendar, 90–95
    - time zone changes, 102
  - archiving
    - e-mail, 145
    - Web images/pages, 181
    - before weeding, 104
  - arranging conference calls, 206–209
  - artists, 232
  - Ascendo Money, 332
  - ASCII Text File Converter, 273
  - assigning
    - categories, 108
    - PINS to names, 150–151
  - asterisk (\*) key, 205
  - Asteroids, 334
  - at (@) symbol, 58
  - AT&T, 252
  - attachments, 129–130, 133. *See also specific types of attachments*
  - audio
    - clips, 153
    - compression formats, 234
    - downloading, 246–247
    - editing software, 236
  - audio boost, 240
  - auto backlighting, 240
  - Auto Word Learning, 27
  - autoanswering, 199–200
  - Autolock after Timeout, 51
  - automatic backups, 303, 304–305
  - Automatic setting (camera), 218, 219
  - autoreplies, 123, 127
  - autosynchronization, 271, 280–282
  - AutoText, 37–39
  - AV hub, 260
  - Available Offline check box, 183
- B •**
- background images, 188
  - Backlight Brightness field, 42
  - backlight use with sunlight, 23, 42, 240
  - backup and restoration
    - about, 301
    - accessing, 302
    - BlackBerry style, 303–305
    - SmrtGuard, 263, 330
    - wireless, 310

- Backup and Restore, 268, 270, 302
- barks. *See* ring tones
- bass settings, 240
- batteries
  - conserving, 42, 240
  - demand on, 228
  - extras, 325–326
- BBC News (Web site), 338
- Bcc (blind carbon copy), 132–133
- BDM (BlackBerry Desktop Manager)
  - Application Loader in, 311–312
  - backup and restoration, 310
  - Desktop Redirector with, 123
  - passwords for, 50
  - synchronization, 70–71, 267–271
- BeejiveIM (Web site), 170
- belt clip
  - and case, 324–325
  - Out of Holster, 46–47, 200
- BerryFinder.com. *See* SmrtGuard
- BES (BlackBerry Enterprise Server)
  - application downloading limitations, 194
  - backup and restoration, 301, 310
  - browsers in, 174, 194–195
  - for e-mail, 123, 124
  - Instant Messaging, 170
  - PIN-to-PIN messaging, 73, 148, 153
  - wireless installations, 314
- BIS (BlackBerry Internet Service)
  - blocking, 52
  - connecting to, 10
  - e-mail/e-mail pitfalls, 120, 294
- BlackBerry. *See also specific topics*
  - about, 9–10
  - body of, 19–22
  - features, 13–17, 22–29
  - history, 13
  - how it works, 10–13
  - personalizing
    - about, 35–36
    - AutoText, 37–39
    - branding, 36
    - dates/times, 40
    - language choices, 37
    - look and feel, 40–43
    - ring tones, 45–49
    - themes, 43–44
    - wallpaper, 44
  - BlackBerry (Web site), 342
  - BlackBerry 7100 series, 155
  - BlackBerry Application Center (Web site), 320
  - BlackBerry Application StoreFront (Web site), 320
  - BlackBerry applications, contacts sharing, 62
  - BlackBerry Bold, 19–20, 29
  - BlackBerry Bookmarks, 182, 184
  - BlackBerry Browser
    - connection point variants, 174
    - identification (type of), 188
    - ring tones, 45
  - BlackBerry Calendar. *See* Calendar
  - BlackBerry Desktop Manager (BDM)
    - Application Loader in, 311–312
    - backup and restoration, 310
    - Desktop Redirector with, 123
    - synchronization, 50, 70–71, 267–271
  - BlackBerry Desktop Media Manager
    - about, 241–245
    - backup and restoration, 301, 302
  - BlackBerry devices
    - numbers of, 35
    - uninstalling with, 316–317
  - BlackBerry Enterprise Server (BES)
    - application downloading limitations, 194
    - backup and restoration, 301, 310
    - browsers in, 174, 194–195
    - for e-mail, 123, 124
    - Instant Messaging, 170
    - PIN-to-PIN messaging, 73, 148, 153
    - wireless installations, 314
  - BlackBerry event log, 192
  - BlackBerry Internet Service (BIS)
    - blocking, 52
    - connecting to, 10
    - e-mail/e-mail pitfalls, 120, 294
  - BlackBerry Map, 251, 252
  - BlackBerry Media Sync, 245–246
  - BlackBerry Messenger, 165–169, 225

- BlackBerry operating system (OS)
    - 3.8 or later, 183
    - 4.6 or later, 187
    - care of, 17
    - migration requirements, 286, 287
    - uninstalling options, 317
    - upgrades, 317–319
    - version numbers, 150
  - BlackBerry Pearl
    - AutoText, 37
    - brightness settings, 42
    - limitations, 31, 149
    - password setup, 50
    - phone use, 198
    - shortcuts, 30, 31
    - SMS challenges, 154
  - BlackBerry Pearl Flip
    - body of, 21
    - caller ID, 200
    - as flip phone, 4–5
    - Instant Messaging, 160
    - JavaScript default, 187
    - keyboard for, 22
    - limitations, 31–34
    - SMS conventions, 155
  - BlackBerry Pro screen protector, 325
  - BlackBerry stereo headsets, 324
  - BlackBerry Storm For Dummies* (Kao and Sarigumba), 2
  - BlackBerry to BlackBerry, 148
  - BlackBerry Unite!
    - calendar sharing, 295–296
    - downloading/syncing files, 296–298
    - getting started, 291–292
    - installing, 292–295
    - restricting/monitoring usage, 298–299
  - BlackBerry user status (BUS), 1
  - BlackBerry Web client. *See* BlackBerry Internet Service (BIS)
  - BlackBerryGoodies (Web site), 342
  - blind carbon copy (Bcc), 132–133
  - blocking options, 51–52
  - Blueant M1 Bluetooth stereo speakers, 327
  - Bluetooth
    - about, 16
    - with GPS, 250–251
    - headsets, 209–211, 234
    - keyboards, 326
    - photographs, 225
    - video transmission, 227
  - BMP format, 181
  - body of BlackBerry, 19–22
  - Bold, 187, 217
  - bookmarks (favorites), 174–175, 176, 182–186, 339
  - Bookworm word game, 334
  - branding, 36
  - brightness settings, 42
  - Browser, 45, 188, 174
  - BUS (BlackBerry user status), 1
  - business category, 76
  - business contact info, 65
  - business Web sites, 339
  - BusinessWeek Online (Web site), 339
- C •
- cache operations, 186, 190–191
  - Calendar
    - accessing, 85
    - alerts, 45
    - appointments, 90–95
    - backing up, 263
    - customizing, 89
    - meetings, 95–96
    - sharing, 295–296
    - synchronization, 273
    - time frames, 87–88
    - views, 86–87
  - caller ID, 200, 225
  - calls
    - about, 198–202
    - backup, 263
    - from Contacts list, 72, 198–199
    - forwarding, 203–204
    - history, 213
    - on hold, 202
    - logs, 62
    - photographs as memory jogs, 60–61
  - cameras. *See also* photographs
    - about, 14
    - memory, 226
  - car kit for GPS, 250
  - car mount, 327



- carbon copy (Cc), 132–133
- case and belt clip, 324–325
- Categories field, 102
- categorizing, 76–78
- cautions
  - Instant Messages, 165
  - SMS messages, 156–158, 160
- CBS Sports Mobile (Web site), 340
- Cc (carbon copy), 132–133
- CDMA (Code Division Multiple Access), 12
- CDMA technology, 154
- CD-ripping software, 241
- cellphones
  - bandwidth, 149
  - Contacts list from, 65–70
  - frequency differences internationally, 12
  - network service providers, 10–11
  - Web access from, 173
- changing
  - call forwarding, 203–204
  - media flavors, 239–240
  - passwords, 116
  - to Quiet profile (# key), 205
- charger adapter for international travel, 326
- charger/charging pod, 325
- chatting, 164–165
- Cheat Sheet, 29
- Chess, 334
- Chuzzle, 336
- classic games, 334
- cleaning up bookmarks (favorites), 186
- Clear Clipboard (password security), 115
- CNN (Web site), 338
- Code Division Multiple Access (CDMA), 12
- color coding calendars, 90, 296
- color effects (camera), 228
- color screen, 181
- Column view, 189
- combining e-mail accounts, 120–121
- communicating hands-free, 209–211
- Cone of Silence, 148
- conference calls, 201, 206–209
- configuration
  - Browser, 186, 187–188
  - speed dial, 204–206
  - Synchronize, 271
- Confirm Delete, 65, 79, 106
- confirmations
  - record changes, 278–279
  - suspending, 65
- conflicts
  - appointments/meetings, 91
  - resolution of, 280
- connecting BlackBerry Desktop Manager, 270–271
- connection type, 179
- contact information for BlackBerry owner, 36
- Contacts list
  - accessing, 56–57
  - adding to, 135
  - backing up, 263
  - blocking options, 52
  - calling from, 198–199
  - category sharing, 108
  - from cellphones, 65–70
  - changes to, 135
  - from databases, 82–83
  - deleting, 169–170
  - from desktop applications, 70–71
  - from Instant Messaging, 163–164, 167
  - Messenger, 72
  - organizing, 73–80
  - PIN numbers for, 150
  - searching through, 71–73
  - sharing, 80–82
  - working with, 57–65
- content cache, 191
- contract employees, 123
- controlling
  - file sizes, 245
  - media, 238–240
- convenience keys
  - about, 23
  - brightness settings, 42
  - programming, 30
- conversations
  - real-time, 159
  - starting, 168–169
- conversion (media), 244–245
- cookie cache, 191
- cookies, 190

- copying and pasting
  - from desktop applications, 70–71
  - media files, 243
  - passwords, 114
  - to SIM cards, 69–70
- corporate environments. *See* enterprise environments
- corporate lawsuits, 148
- corporate policies, 123, 195
- CrackBerry (Web site), 342
- CrackBerry On-Device App Store (Web site), 320
- Crash Bandicoot Nitro Cart, 334–335
- crashes, 33
- creating
  - appointments/meetings, 91–92, 93–94, 96
  - categories, 107–108
  - credentials, 112–113
  - e-mail, 121–122
  - folders, 223–224
  - recurring calendar events, 110–111
  - slide shows, 221
- criteria, filtering, 137, 139–140, 142
- cropping videos, 245
- Curve 8900, 22, 187, 217
- Custom Wordlist, 25, 26–27
- customization
  - Browser, 187–190
  - Calendar, 89
  - cameras, 228–229
  - e-mail, 123–127
  - media, 240
  - Phone application, 202–206
  - of photos/images, 239–240
  - printing, 244
  - reminders, 92
  - tasks, 105–106
  - vibration (alert), 330
- **D** •
- daily planners, 85
- data plan choices
  - with GPS, 250, 254
  - with Instant Messaging, 170, 171
  - with remote downloading, 298
- data protection choices, 306–310
- data reception icon, 179
- data restoration, 305–306
- database searching, 82–83
- DataTAC, 149
- date mark, 136
- dates/times, 40, 41
- Day view, 86
- deadlines, 101, 110
- declining appointments/meetings, 96
- defaults
  - alerts, 153
  - archiving, 145
  - AutoText entries, 38
  - bookmarks (favorites), 182, 183
  - browser identification, 188
  - browsers, 174, 189, 195–196
  - Calendar, 86, 89
  - cameras, 217, 229
  - categories, 76, 107
  - due dates, 101, 110
  - e-mails, 121, 123–124
  - flash setting (camera), 218
  - home pages, 178, 339
  - Instant Messaging, 160
  - JavaScript, 187
  - language choices, 37
  - media, 244
  - Phone application, 203
  - priorities, 100
  - reminders, 92, 93, 105
  - spell-checking, 134
  - synchronization, 271, 276
  - tasks, 105
  - themes, 28
  - typing, 155
- deleting
  - appointments/meetings, 94–95
  - contacts, 64–65, 169–170
  - e-mail, 121, 126–127, 135–136, 192
  - photographs, 221
  - selective, 309–310
  - tasks, 103–104
  - videos, 227
- delivery confirmation, 153
- design changes, 19

- desktop applications, Contacts list from, 70–71
  - Desktop Manager. *See* BlackBerry Desktop Manager (BDM)
  - Desktop Redirector, 122–123
  - detonation in case of loss, 263
  - developer credibility requirements, 17
  - device memory limit, 226
  - Device Switch Wizard, 267, 286
  - Dial from Home Screen
    - accessing Phone application, 197
    - with non-Home screen shortcuts, 33
    - with shortcuts, 31–32
    - turning off, 51
  - dialing letters, 199
  - Digby, 331
  - directories, 339
  - disabling
    - application downloading, 194
    - autoanswering, 200
    - geographical location (geotagging), 220
    - PIN-to-PIN messaging, 153
    - SureType keyboard, 155
  - display screen, 22, 24
  - Domino, 82
  - Download Manager, 296–297
  - downloading
    - with BlackBerry Unite!, 296–298
    - sounds, 246–247
  - draft e-mails, 133
  - driving safety, 16, 160, 209, 249–250
  - dropping meeting huggers, 208–209
  - due dates, 110
  - Due field, 101–102
  - duplicate names options, 79
  - dynamic Web pages, 187
- **E** •
- EAAC+ format, 234
  - eBay (Web site), 342
  - editing
    - attachments, 131
    - audio, 236
    - contacts, 63–64
    - due dates, 101
    - e-mail, 121
    - phone notes, 213
  - e-mail
    - accessing, 127–128
    - addresses, 58
    - backing up, 302
    - in BlackBerry Unite!, 294
    - browser speed impact, 192
    - composing during phone conversations, 212
    - Contacts list, 72, 135
    - customizing, 123–127
    - deleting, 135–136
    - filtering, 136–140
    - missed calls in, 200–201
    - network strength signals, 179
    - on radio bandwidth, 149
    - receiving, 128–131
    - redirecting, 268
    - ring tones, 45–46
    - saving, 145
    - searching, 140–144
    - sending, 131–133
    - setting up, 119–123
    - signatures, 121, 123–125
    - spell-checking, 134
    - urgency ring tones, 47
    - videos, 227, 234
  - e-mail alternatives
    - about, 147
    - Instant Messaging, 159–171
    - PIN-to-PIN messages, 148–153
    - Short Messaging Service, 153–159
  - e-mailing
    - location directions (geographic), 252
    - media files/photographs, 244
    - Web page addresses, 180, 181
  - embedded media, 188
  - emoticons, 157–158, 165, 170
  - emotion, 156–158, 170
  - employee Web usage monitoring, 195
  - enabling wireless e-mail reconciliation, 125–126
  - encoding (foreign languages), 179
  - encryption, 17, 271
  - End field, 110

- End key, 23
- ending calls, 211
- enterprise environments
  - application installation, 314
  - BlackBerry use in, 120
  - browsers in, 174, 194–196
  - Desktop Redirector in, 268
  - e-mail in, 52, 122–123, 138
  - Instant Messaging, 160, 170
  - out-of-office messages, 127
  - privacy in, 148
  - synchronization, 267
  - upgrading in, 317
- Escape key
  - about, 22, 28
  - after finger-fumbles, 72
  - page loading termination, 179
- ESPN (Web site), 340
- etiquette, 156–158, 160, 165
- E\*TRADE, 263–264
- Excel documents, 133
- Exchange, 122–123

## • F •

- Facebook, 258–259, 341
- face-to-face meetings, 95
- factory settings, 46–47, 174–175
- fast forwarding (music), 233
- favorites, 176, 182–186, 339
- Fear Of The Dark, 334
- features
  - BlackBerry, 22–29
  - as impact on speed, 192
- FedEx tracking (Web site), 342
- fees, text messaging, 170
- Fidelity (Web site), 339
- fields. *See also specific fields*
  - mapping, 276–278
  - tasks, 99–103
- figures. *See specific topics*
- file sizes, 245, 297
- filenames, thumbnails or, 221–222
- Filter feature, 74, 76–78
- filtering
  - categories, 102, 107
  - e-mail, 121, 136–140
  - tasks, 109
- filters (camera), 219

- Fine resolution, 217
- finger-fumbles, 72
- Firefox, 188
- firewalls, 52
- flash drive
  - about, 14
  - microSD slot as, 247, 269
- flash setting (camera), 217, 218–219
- flashlight in dark places, 258
- focusing (camera), 218
- Folder Sync, 297–298
- folders
  - for bookmarks (favorites), 182, 183–186
  - of photos/images, 221–222, 223–224, 239
  - video, 229
- fonts
  - Browser, 189
  - choices, 40–42
- foreign languages, 179
- format (video), 229
- Fortune 500 companies, 120
- forwarding
  - calls, 203–204
  - e-mail, 132
  - phone notes, 213
- free trial periods, 255
- Freedom GPS 2000, 250
- freelancers, 123
- Frequency Learning, 27
- Friendster (Web site), 341
- Full menu, 23
- full restore, 305
- functionality differences among service providers, 11

## • G •

- games
  - about, 333
  - Aces Solitaire Pack, 336
  - Asteroids, 334
  - Bookworm word game, 334
  - Chess, 334
  - Chuzzle, 336
  - classic, 334
  - Crash Bandicoot Nitro Cart, 334–335
  - Fear Of The Dark, 334
  - Golden Tee Golf Mobile Edge, 336
  - Guitar Hero III Mobile, 335

Jet Fighter, 334  
 Nintaii, 336  
 Pacman, 334  
 Rubix Redux, 334  
 Space Invaders, 334  
 Sudoku, 334  
 Texas Hold'em King 3, 335  
 Who Wants to Be a Millionaire 2009, 335  
 Zelda, 334  
 Garmin Mobile, 251, 255  
 Gas Buddy (Web site), 342  
 genres, 232  
 geographical location (geotagging),  
     219–220  
 GIF format, 181  
 Global Positioning System. *See* GPS  
 Global System for Mobile Communication  
     (GSM), 12–13, 153. *See also* GSM  
 Golden Tee Golf Mobile Edge, 336  
 Google, 339  
 Google Maps, 251, 252–254  
 Google Talk, 161, 162  
 Google Talk Mobile, 331  
 government officials, 13, 17  
 GPS  
     about, 249–251  
     application choices, 251–255  
     JavaScript location support, 190  
 GPS pucks, 250  
 graphical user interface (GUI), 22, 24  
 group conversations, 165, 168–169  
 grouping, 74–76  
 GroupWise, 82  
 GSM (Global System for Mobile  
     Communication), 12–13, 153  
 GSM 3G (HSPAD) network, 212  
 GSM phones, 66, 154  
 GSM/GPRS technology, 154  
 GUI (graphical user interface), 22, 24  
 guidelines, navigation, 29–31  
 Guitar Hero III Mobile, 335

## • H •

Handango (Web site), 319  
 handling missed calls, 200–201  
 hands-free use, about, 16. *See also* driving  
     safety  
     Phone application, 209–211

hard reset, 33  
 hard-set functions, 205  
 hardware, 16–17  
 headset equalizer, 240  
 Help screen, 149  
 HelpME, 33–34  
 High priority, 100  
 High Speed Downlink Packet Access  
     (HSDPA), 12  
 history cache, 191  
 holster  
     autoanswering, 200  
     ring tones, 46–47  
 home page  
     addresses, 188  
     changing, 178  
 Home screen  
     accessing, 23  
     backgrounds, 182, 236  
     Calendar access from, 85  
     Contacts icon, 56  
     e-mail setup from, 122  
     features of, 24  
     images, 225–226  
     Menu key behavior, 28  
     messages from, 128  
     returning to, 22  
     shortcuts, 32–33  
     Status screen, 150  
     uninstalling from, 317  
 homing beacon, 330  
 hot-syncing data, 57–58, 287, 288  
 HowCast (Web site), 341  
 HSDPA (High Speed Downlink Packet  
     Access), 12  
 HTML, 188

## • I •

IBM, 82  
 iChat AV (Macintosh), 161  
 icons in this book, 5  
 icons on BlackBerry screens, 179  
 ICQ Instant Messenger, 161, 162  
 iGo Stowaway Ultra-Slim Bluetooth  
     keyboard, 326  
 ILikeTotallyLovelt.com (Web site), 342  
 IM+ (Web site), 170

- images
    - fit to screen/actual size, 236–237
    - managing, 241
  - images (Web)
    - browser speed impact, 192
    - display of, 188
    - quality, 189
    - saving, 181
  - impediments for shortcuts, 31–32
  - importing media files, 243–244
  - In Holster (belt clip)
    - autoanswering, 200
    - ring tones, 46–47
  - inconsistencies from Contacts list, 72
  - industry professionals, 13, 17
  - information protection
    - about, 301
    - backing up, 302–305
    - choices, 306–310
    - restoring, 305–306
    - wireless, 310
  - initiating calls, 198–199, 211
  - instability of BlackBerry devices, 193
  - installing
    - applications, 192–194, 313–314
    - BlackBerry Desktop Manager, 268
    - BlackBerry Unite!, 292–295
    - Desktop Redirector, 268
    - third-party applications, 313–314
  - Instant Messaging
    - about, 14, 159–171
    - photographs, 225
    - video transmission, 227
  - Intellisync, 70–71
  - internal memory, 29
  - international travel, 12–13
  - Internet Browser. *See* Browser
  - Internet Explorer, 188
  - Internet surfing
    - about, 14
    - application installation, 192–194
    - enterprise environment behavior, 194–196
    - favorite sites, 182–186
    - getting started, 173–182
    - options/optimization, 186–192
    - restricting, 299
  - interval changes (slide shows), 221, 239
  - intranet, 195
  - invalid signature errors, 314
  - .ipd files file extension, 308
  - iPhone 3G, 257
  - iPods, 245
  - iSkoot for Skype, 313
  - iSkoot Skype Client, 332
  - iTunes, synchronization with, 245–246
- **J** ●
- Jabber (open source, free), 161
  - JavaScript, 187, 190
  - Jet Fighter, 334
  - JPEG format, 181
- **K** ●
- Kao, Robert (author)
    - BlackBerry Storm For Dummies*, 2
  - keyboard shortcuts, 31–34, 205. *See also* shortcuts
  - keyboards, 326
  - keyword, 149–150
- **L** ●
- language choices, 37
  - languages, foreign, 179
  - latitude, 219
  - launching BlackBerry Desktop Manager, 268–270
  - legal matters
    - corporate lawsuits, 148
    - Sarbanes-Oxley, 153
  - letters, dialing, 199
  - Level 1 Notification, 138, 140, 153
  - lifestyle applications
    - E\*TRADE, 263–264
    - Facebook, 258–259
    - MiuTunes, 261–262
    - PeeKaWho Email, 257–258
    - PeeKaWho SMS Alert, 257–258
    - SmrtGuard, 263
    - Unify4Life, 260–261
    - Viigo RSS Reader, 262
  - light settings (camera), 218–219, 228
  - limitations
    - of BlackBerry Messenger, 165
    - of call logs, 62

- of Contacts list, 78
- Desktop Redirector, 123
- of SIM cards, 69
- SMS character limit, 153
- lingo, SMS, 154–158
- LinkedIn (Web site), 341
- loading speed (Web pages), 189
- location finding (geographic), 252, 253
- lock icon, 179
- locking BlackBerry devices, 51, 70, 205
- “LoJack,” 330
- longitude, 219
- look and feel
  - Browser, 186, 187–190
  - customizing, 40–43
  - of media, 239–240
- lost BlackBerry devices, 36, 263
- Lotus, 122–123
- Lotus Notes, 273
- Lotus Organizer, 273
- Low priority, 100
- low-memory manager, 192

## • M •

- .m4a file extension, 234
- M4A format, 235
- Macintosh (Macs)
  - and Blackberry, 11
  - iChat AV, 161
  - synchronization, 12
- magnets (case and belt clip), 325
- making calls, 198–199, 211
- manual answering, 199–200
- manual backups, 303, 317
- Manual Lockout, 51
- manual soft reset, 33
- manual synchronization, 280–281
- mapping exact addresses, 253
- mapping fields for synchronization, 276–278
- media
  - accessing, 231–238
  - components of, 14–17
  - controlling, 238–240
  - file geotagging, 219–220
  - working with, 240–248
- Media Manager, 241–245, 267, 270
- Media Sync, 245–246
- meetings
  - appointments compared with, 95–96
  - Calendar, 95–96
- MemoPad, 108, 273
- memory, 29, 192, 226
- Menu key, 23, 28
- Message screen, sending from, 149
- Messages list, 180
- Messages for Normal profile, 46–47
- MicroSD slot/card
  - about, 23, 323–324
  - as flash drive, 269
  - memory expansion, 29
  - transferring media, 247–248
- Microsoft Excel documents, 133
- Microsoft Exchange, 82
- Microsoft Installer, 314
- Microsoft Internet Explorer, 188
- Microsoft MSN, 339
- Microsoft Outlook, , 82, 268, 273, 275
- Microsoft Schedule, 273
- Microsoft Windows Live Messenger, 161, 162
- Microsoft Windows Live Space (Web site), 341
- Microsoft Windows Media Audio (WMA), 234
- Microsoft Windows Mobile, 58, 286
- Microsoft Windows Mobile device, 286
- Microsoft Word documents, 131, 133, 308
- MIDI format, 235
- migration
  - from a BlackBerry device, 283–286
  - from a non-BlackBerry device, 286–289
- MiniSphere (Web site), 343
- missed calls, 200–201
- MiuTunes, 261–262
- MizPee (Web site), 343
- .mmr file extension, 234
- MMR format, 236
- MMS (Multimedia Messaging Service), 72, 153, 180, 224, 227
- Mobitex, 149
- modifying bookmarks (favorites), 183
- monitoring BlackBerry usage, 298–299
- Month view, 86
- mood effects (camera), 228
- Motorola EQ5 wireless stereo speakers, 327

- Motorola S9 stereo Bluetooth headset, 324
- moving
  - bookmarks (favorites), 186
  - media files, 243
  - photographs, 223–224
- .mp3 file extension, 234
- MP3 format, 234, 236
- .mp4 file extension, 234
- MSN, 339
- Multimedia Messaging Service (MMS), 72, 153, 180, 224, 227
- multiple BlackBerry devices, 270
- multiple calendars, 90
- multiple chat partners, 161
- multiple e-mail accounts, 144
- multiple recipients, 132–133
- Multiply (Web site), 341
- multipurpose buttons, 211
- multitap typing, 25–26
- multitasking
  - between applications, 30
  - Phone application, 212–213
  - with speaker phones, 209
- music
  - about, 14
  - attachments, 133
  - Folder Sync transfers, 298
  - managing, 241
  - from Media screen, 232–234
  - organizing, 261–262
- must-have applications
  - Ascendo Money, 332
  - Digby, 331
  - Google Talk Mobile, 331
  - iSkoot Skype Client, 332
  - Nobex Radio Companion, 332
  - PeeKaWho, 331
  - Pocket Express, 331
  - SmrtGuard, 329–330
  - VibAndRing, 330
  - WorldMate, 332
  - Yahoo! Messenger Mobile, 331
- Mute key, 23
- muting calls, 201–202, 211
- mynumber, 150
- mypin, 150
- MySpace, 259
- MySpace (Web site), 341
- myver, 150

## • N •

- navigation
  - guidelines, 29–31
  - to media folders, 242
  - of recording menus, 238–239
  - task fields, 99–103
  - Web pages, 176–179
- network service providers
  - browser connection to, 174
  - device differences, 317
  - early text messaging, 154
  - e-mail service/options, 119, 149
  - in enterprise environments, 195
  - Instant Messaging options, 160
  - international capabilities, 13
  - locking BlackBerry devices, 70
  - role of, 10–11
  - WAP gateway, 170
- network strength signals, 179
- New Task screen, 99
- New York Times (Web site), 338
- news Web sites, 262, 338
- Nimbuzz (Web site), 170
- Nintaii, 336
- Nobex Radio Companion, 332
- non-Home screen shortcuts, 33–34
- nonreputable Web sources, 193
- Normal priority, 100
- Normal resolution, 217
- notes during phone calls, 212–213
- Notes field, 60, 103
- Novell, 82
- number of photographs, 217

## • O •

- offline availability, 183
- Omiru (Web site), 341
- on-demand synchronization, 281
- one way sync to/from device, 275
- opening appointments/meetings, 94
- operating system. *See* OS (operating system)
- optimal playback, 244
- optimization, browser, 186–192
- options
  - Browser, 186–192
  - value changes, 31



- organizing
    - bookmarks (favorites), 183–186
    - contacts, 73–80
    - music, 261–262
    - photographs, 222–224
    - tasks, 104–109
  - Orkut (Web site), 341
  - OS (operating system)
    - 3.8 or later, 183
    - 4.6 or later, 187
    - care of, 17
    - migration requirements, 286, 287
    - uninstalling options, 317
    - upgrades, 317–319
    - version numbers, 150
  - OTA (over the air)
    - application installation, 15, 314
    - synchronization, 267
  - out of coverage range (Web content archiving), 181, 183, 190–191
  - Out of Holster (belt clip)
    - autoanswering, 200
    - ring tones, 46–47
  - Outlook, 82, 268, 273, 275
  - out-of-network coverage, 122
  - out-of-office messages, 127
  - over the air (OTA)
    - application installation, 15, 314
    - synchronization, 267
- p •**
- Pacman, 334
  - page loading termination (Web pages), 179
  - Page view, 189
  - Palm, 286
  - Palm Treo, 58
  - PalmPilot, 13
  - paper trails, 153
  - partial synchronization, 275
  - Password Keeper, 111–116
  - passwords
    - clipboard vulnerability, 114–115
    - data erasure, 330
    - with Instant Messaging, 161–162, 163
    - loss protection, 301
    - setting up, 50
  - PC (personal computer)
    - BlackBerry as, 15
    - BlackBerry backup to, 303, 308
    - connecting to, 11–12
  - PDA (personal digital assistant), 14–15
  - PDFs, backup file conversions to, 308
  - Pearl
    - AutoText, 37
    - brightness settings, 42
    - limitations, 31, 149
    - password setup, 50
    - phone use, 198
    - shortcuts, 30, 31
    - SMS challenges, 154
  - Pearl Flip
    - body of, 21
    - caller ID, 200
    - as flip phone, 4–5
    - Instant Messaging, 160
    - JavaScript default, 187
    - keyboard for, 22
    - limitations, 31–34
    - SMS conventions, 155
  - PeeKaWho Email, 257–258, 331
  - PeeKaWho SMS Alert, 257, 331
  - Pending Contacts, 167
  - permanently deleting e-mail, 126–127
  - Permission Request message, 167
  - personal category, 76
  - personal code, 38
  - personal computer (PC)
    - BlackBerry as, 15
    - BlackBerry backup to, 303, 308
    - connecting to, 11–12
  - personal contact info, 65
  - personal digital assistant (PDA), 14–15
  - personal identification number. *See* PIN-to-PIN messaging
  - personal information manager (PIM). *See* PIM synchronization
  - personal names, spelling in, 27
  - personalizing the BlackBerry
    - about, 35–36
    - AutoText, 37–39
    - branding, 36
    - dates/times, 40
    - language choices, 37
    - look and feel, 40–43
    - ring tones, 45–49
    - themes, 43–44
    - wallpaper, 44

- Phone application
    - about, 197–198
    - accessing, 23
    - calls, 198–202
    - conference calls, 95, 206–209
    - customizing, 202–206
    - hands-free use, 209–211
    - multitasking, 212–213
    - network strength signals, 179
    - note taking, 212–213
    - options during calls, 201–202
    - phone numbers/extensions, 59
    - with shortcuts, 31–32
    - usage restrictions, 299
    - voice mail, 46
  - photographs
    - cameras, 14, 226
    - collection of, 14
    - Folder Sync transfers, 298
    - managing, 241
    - taking, 215–220
    - video, 226–229
    - working with, 220–226
  - PhotoSuite enhancements, 244
  - pictures
    - attachments, 133
    - managing, 241
    - quality, 217–218
    - size, 219
    - from Web pages, 181
  - PIM synchronization, 267, 272–276
  - PIN numbers, 34, 149, 284
  - PIN-to-PIN messaging
    - about, 148–153
    - with BlackBerry Messenger, 165
    - blocking, 52
    - from Contacts list, 72
    - in enterprise environments, 73
    - sending Web page addresses, 180
  - pitfalls
    - battery damage, 325
    - contacts, deleting, 169–170
    - e-mail addresses, 294
    - feature changes, timing, 192
    - nonreputable Web sources, 193
    - password copying and pasting, 115
    - purging bookmarks, 186
    - synchronization, 282
    - placing calls on hold, 202
    - planner software programs, 85
    - playing videos, 227, 234–235
    - playlists, 232, 261–262
    - PNG format, 181
    - Pocket Express, 331
    - PocketMac Sync, 12
    - point-to-point directions, 252, 253
    - Polyphonic MIDI, 234
    - pop-ups, 187
    - portals, Web, 339
    - pound sign (#) key, 205
    - Power key, 23
    - power requirements, 16
    - PowerPoint documents, 131, 133
    - preferences, 78–80
    - Priority field, 100
    - privacy, 148
    - profiles, ring tones, 45–49
    - progress points, 100
    - progress slider (music), 233
    - prompt options, 190
    - Purge Deleted Items, 126–127
    - pushed content cache, 191
- *Q* •
- quad band, 12
  - quarterly employee review, 104
  - Quiet profile, 49
  - quirks. *See also* pitfalls
    - of Contacts list, 78
    - shortcuts, 31–32
  - QWERTY keyboard
    - about, 5, 22, 25
    - designing, 13
    - shortcuts, 205
    - shortcuts for, 31–34
- *R* •
- radio signals, 250, 254
  - random password generation, 113–114
  - reading screen indicators, 217
  - Really Simple Syndication (RSS), 245
  - real-time compass, 254
  - real-time conversation, 159

- receiving
  - calls, 199–200
  - e-mail, 122–123, 128–131
  - PIN-to-PIN messaging, 153
- recharging frequencies, 16
- recipients
  - multiple, 132–133
  - searching by, 140–141
- recording
  - audio, 244
  - tasks, 98–99
  - videos, 227, 234–235
  - voices, 237–238
- recurring events
  - appointments/meetings, 91, 93, 95
  - tasks, 110–111
- registering BlackBerry Unite!, 293
- regulatory requirements, 148
- Relative Date, 94, 111
- relative reminders, 110
- Reminder field, 102
- reminders
  - ring tones, 92–93
  - viewing, 94
- remote access to files, 296–297
- remote control through a BlackBerry, 260, 327
- Remote Stereo Gateway, 324
- renaming
  - folders, 185
  - photographs, 223
  - videos, 227
- Research in Motion (RIM)
  - applications, 161, 320
  - batteries from, 325
  - BlackBerry Unite! downloads, 292
  - history, 13, 149
  - latest products, 247
  - mobile home page, 326
  - network service provider
    - partnerships, 10
  - official store, 326
  - PIN numbers, 150
  - PIN-to-PIN messaging infrastructure, 148
  - ring tone options, 247
  - Roxio licensing, 241
  - security measures, 17
  - social networking products, 341
  - reserved pictures memory, 226
  - resolution (camera), 217
  - resolving update conflicts, 279–280
  - responding to meeting requests, 96
  - restoring data from backup, 305–306
  - restricting BlackBerry usage, 298–299
  - retrieving e-mail, 128–130
  - reusing search results, 143
  - Reuters (Web site), 338
  - rewinding (music), 233
  - RIM. *See* Research in Motion (RIM)
  - ring tones
    - choices, 45–49
    - customizing, 61–62
    - options, 235–236
    - vibration, 128, 153, 330
    - Web sites for, 246
  - roaming charges, 12–13
  - rotation of images, 237
  - Roxio, 241
  - RSS (Really Simple Syndication), 245
  - Rubix Redux, 334
  - running BlackBerry Desktop Manager, 271



- Sample Pictures, 236
- Sample Songs, 233
- Sarbanes-Oxley, 153
- Sarigumba, Dante (author)
  - BlackBerry Storm For Dummies*, 2
- satellite imaging, 252, 253
- saving
  - e-mail, 129, 133, 145
  - PIN-to-PIN messaging, 148
  - search results, 143
  - Web addresses, 180
  - Web images, 181
- scalable vector graphics (SVG), 188
- schedule conflicts, 91
- screen brightness, 42
- screen indicators, 217
- screen protector/skins, 325
- scripting languages
  - JavaScript, 187, 190
  - virus threats, 17
  - WML, 188, 190
- scrolling, 28

- search engines, 183, 339
- searching
  - Contacts list, 71–73
  - databases, 82–83
  - e-mail, 129, 140–144
  - media files, 243
- security
  - about, 17
  - Desktop Redirector, 123
  - encryption, 271
  - with Instant Messaging, 163
  - options for, 50–51
  - Password Keeper, 111–116
  - passwords, 301
  - PIN numbers, 149
  - SmrtGuard, 263
  - Web pages, 179
- Security Timeout, 51
- selective backup, 306–309
- self-help Web sites, 341
- self-photographs, 217
- Send key, 23
- sender searches, 140–141
- sending
  - e-mail, 131–133, 212
  - Instant Messages, 164–165
  - location directions (geographic), 252
  - media files, 244
  - meeting requests, 95–96
  - photographs, 224–225
  - PIN-to-PIN messages, 151–153
  - SMS/MMS messages, 158–159
  - videos, 227, 229, 234
  - Web page addresses, 180, 181
- sentences in SMS messages, 155
- separator options, 79
- September 11, 2001, terrorist attacks, 149
- serial numbers, 34
- setting
  - caller ID photographs, 225
  - camera memory, 226
  - Home screen images, 225–226
  - passwords, 112
  - photographs, 219, 222
  - white balance, 219
- setting up
  - e-mail, 119–123, 294
  - Synchronize, 271–280
  - voice mail, 202–203
- sharing
  - contacts, 62, 80–82
  - photographs, 224–225
- shopping/shipping Web sites, 342
- Short menu, 23–24, 59
- Short Messaging Service (SMS)
  - about, 153–159
  - from Contacts list, 72
  - early years, 154
  - location directions (geographic), 252
  - message blocking, 52
  - ring tones for, 46
  - sending Web page addresses, 180
  - spell-checking, 134
- shortcuts
  - to Help screen, 149
  - keyboard, 31–34, 205
  - locking/silencing devices, 205
  - media, 240
  - menu item selection, 181
  - navigation, 29–31
  - for searching, 144
  - Web address archiving, 181
  - Web page navigation, 176–179
- shorthand
  - Instant Messaging, 170
  - SMS, 154–158
- shuffling songs, 233
- sibling relationship, 108
- Signature process, 17
- signatures, e-mail, 121, 123–125
- SIM cards, 65–70, 154
- size
  - media files, 245
  - photographs, 219, 222
  - videos, 229
- Skype, 313, 332
- slide shows, 221, 239
- slider bar
  - music, 233
  - zoom to details, 236
- slow running scripts, 187
- smart typing, 155
- SmartCase, 38–39
- smileys, 157–158
- SmrtGuard, 263, 301, 329–330
- SMS (Short Messaging Service)
  - about, 153–159
  - from Contacts list, 72

- early years, 154
  - location directions (geographic), 252
  - message blocking, 52
  - ring tones for, 46
  - sending Web page addresses, 180
  - spell-checking, 134
  - Snooze the reminder, 94, 105–106
  - social networking, 258, 259, 341
  - soft device reset, 33
  - songs, 232, 233, 244
  - sorting
    - e-mail, 129
    - options, 79
    - of photos/images, 239
    - tasks, 104–105
  - sound clips, 153
  - space (camera resolution), 217
  - Space Invaders, 334
  - spam blocking, 51–52, 257–258
  - speaker phones, 209
  - speakers, 327
  - Specified Case, 38–39
  - speed
    - browsers, 187, 192
    - of downloading, 298
    - image loading, 239
    - media copying, 244
    - PIN-to-PIN messaging, 148
  - speed dial, 204–206
  - spell-checking e-mail, 134
  - splitting conference calls, 207–208
  - sports updates, 262
  - sports Web sites, 340
  - Starbucks Locator (Web site), 343
  - starting page (Browser), 188
  - Status field, 100
  - Status screen, 150
  - stereo headsets, 234, 324
  - Storm, 187
  - subfolders for bookmarks (favorites), 184
  - subject searches, 140, 141
  - Subscriber Identity Module (SIM) cards, 65–70, 154
  - Sudoku, 334
  - sunlight, backlight use with, 23, 42, 240
  - SuperFine resolution, 217
  - SureType keyboard
    - about, 5, 22, 25–27
    - Auto Word Learning, 27
    - AutoText, 37
    - shortcuts, 205
    - for SMS messages, 155
  - surfing, 176, 212, 299. *See also* Internet surfing
  - SVG (scalable vector graphics), 188
  - switching devices. *See* migration
  - symbols, list of, 78
  - synchronization
    - with BlackBerry Unite!, 296–298
    - Contacts list, 57–58, 70–71
    - with Folder Sync, 297–298
    - with iTunes, 245–246
    - for Macs, 12
    - passwords for, 50
    - with time-management software, 104
    - wireless e-mail reconciliation, 125–126
  - Synchronize
    - with BlackBerry Desktop Manager, 267–271
    - options, 280–282
    - setting up, 271–280
- T •**
- 3-Button Salute, 33
  - 3-D maps, 254
  - .3gp file extension, 234
  - taking
    - notes, 212–213
    - photographs, 215–220
    - videos, 226–229
  - talking privately to conference participants, 207–208
  - Task field, 99
  - tasks
    - about, 97
    - accessing, 98
    - deleting, 103–104
    - fields, 99–103
    - organizing, 104–109
    - Password Keeper, 111–116
    - recording, 98–99
    - recurring, 110–111
    - ring tones, 46
    - synchronization, 273
    - updating, 103
  - technical support, 33
  - TeleNav GPS Navigator, 251, 254–255

terminating slow running scripts, 187  
 Texas Hold'em King 3, 335  
 text messaging. *See* Short Messaging Service (SMS)  
 themes, 28, 43–44  
 ThinkOutside Stowaway Shasta Bluetooth keyboard, 326  
 third-generation network (3g), 179  
 third-party applications  
   from App Stores, 319–320  
   Application Loader, 311–312  
   BlackBerry upgrades with, 317  
   installing, 313–314  
   Instant Messaging software, 171  
   during migration, 285  
   operating system upgrades, 317–319  
   PIN-to-PIN message monitoring, 148  
   uninstalling, 315–317  
 three-way calling, 207  
 thumbnails, 221–222, 239  
 time frames, moving between, 87–88  
 time use, 222  
 Time Zone field, 102  
 time zones, 40, 41, 102  
 timeliness (urgency), 100  
 times, 40, 41  
 trackball  
   about, 19, 23  
   functions, 28  
   Horizontal/Vertical Sensitivity fields, 43  
   menu availability through, 59  
 trackball click, 28  
 tracking location, 252  
 trackwheel click, 23  
 traffic information, 252, 253  
 transferring media files, 247–248  
 transitioning among devices. *See* migration  
 travel Web sites, 340  
 treble settings, 240  
 TripKick (Web site), 340  
 troubleshooting, 33  
 turning on cameras, 215  
 two-way pager systems, 148  
 two way sync, 275  
 typing, 25–26, 154–158, 170

## • U •

unanswered calls, 203  
 unconditional forwarding, 203  
 Unify AV Solution, 327  
 Unify4Life, 260–261  
 uninstalling applications, 192–194, 315–317  
 unlimited data plan  
   with GPS, 250, 254  
   with Instant Messaging, 170, 171  
   with remote downloading, 298  
 updating  
   conflicts, 279–280  
   contacts, 63–64  
   tasks, 103  
 UPS tracking (Web site), 342  
 urgency  
   notification, 138, 140  
   selections, 100  
 USA Today (Web site), 338  
 USB cables, 11, 270, 298  
 Use Address Book as Data Source, 27  
 User fields, customizing, 60  
 user ID, 161–162  
 user interface simplicity, 255  
 using  
   on-demand synchronization, 281  
   speaker phones, 209  
   speed dial, 206  
   voice dialing, 211

## • V •

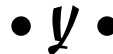
vCard (virtual business card), 80–82  
 VibAndRing, 330  
 vibration (alert), 128, 153, 330. *See also* ring tones  
 videos  
   about, 14  
   attachments, 133  
   clips, 153  
   cropping, 245  
   Folder Sync transfers, 298  
   managing, 241  
   taking, 226–229

- viewing
    - connected devices, 241
    - contacts, 63
    - e-mail, 129–130
    - media files, 238–240
    - photographs, 219
    - SMS/MMS messages, 159
    - speed dial, 205
  - views
    - Browser, 189
    - Calendar, 86–87, 88, 89
  - Viigo RSS Reader, 262
  - virtual business card (vCard), 80–82
  - virtual networking Web sites, 341
  - viruses, 17
  - V-MODA Vibe duo headphones, 324
  - voice dialing, 211
  - voice mail
    - ring tones, 46
    - setup, 202–203
  - Voice Notes, 237–238
  - voice recognition, 254
  - volume adjustments
    - Bluetooth headset, 209
    - calls, 202
    - voice recordings, 238
- *W* •
- wallpaper, 44
  - WAP (Wireless Application Protocol)
    - bookmarks (favorites), 184
    - browsers, 174
    - Internet gateways, 170
  - wcities (Web site), 343
  - weather Web sites, 338
  - Weather.com, 338
  - Web portals, 339
  - Web sites
    - about, 337
    - accessing with Browser, 173
    - addresses/address caches, 178, 180–181
    - advice/self-help, 341
    - BlackBerry For Dummies, 317, 320
    - BlackBerry Unite!, 292
    - business, 339
    - car chargers, 326
    - case and belt clips, 325
    - games
      - Aces Solitaire Pack, 336
      - Asteroids, 334
      - Bookworm word game, 334
      - Chess, 334
      - Chuzzle, 336
      - classic games, 334
      - Crash Bandicoot Nitro Cart, 334–335
      - Fear Of The Dark, 334
      - Golden Tee Golf Mobile Edge, 336
      - Guitar Hero III Mobile, 335
      - Jet Fighter, 334
      - Nintaii, 336
      - Pacman, 334
      - Rubix Redux, 334
      - Space Invaders, 334
      - Sudoku, 334
      - Texas Hold'em King 3, 335
      - Who Wants to Be a Millionaire 2009, 335
      - Zelda, 334
    - GPS navigation maps
      - BlackBerry Map, 252
      - Garmin Mobile, 251, 255
      - Google Maps, 252
      - TeleNav GPS Navigator, 251, 254–255
    - GPS pucks, 250
    - Instant Messaging, 161, 170, 171
    - iSkoot for Skype, 313
    - lifestyle applications
      - E\*TRADE, 264
      - Facebook, 259
      - MiuTunes, 261–262
      - MySpace, 259
      - PeeKaWho Email/SMS Alert, 258
      - SmrtGuard, 263
      - Unify4Life, 260
      - Viigo RSS Reader, 262
    - miscellaneous, 342–343
    - must-have applications
      - Ascendo Money, 332
      - Digby, 331
      - Google Talk Mobile, 331
      - iSkoot Skype Client, 332
      - Nobex Radio Companion, 332

Web sites (*continued*)

- PeeKaWho SMS Alert, 331
- Pocket Express, 331
- VibAndRing, 330
- WorldMate, 332
- Yahoo! Messenger Mobile, 331
- navigation, 176–179
- news, 338
- Palm user guide, 286
- portals, 339
- ring tones, 49, 236, 246
- shopping/shipping, 342
- SMS abbreviations, 155
- social/virtual networking, 341
- sports, 340
- themes, 44
- travel, 340
- visit history, 191
- wallpaper, 44
- weather, 338
- weeding
  - IM buddies, 169–170
  - tasks, 104, 106
- Week view, 86
- white balance (camera), 219
- Who Wants to Be a Millionaire 2009, 335
- Wi-Fi
  - Browser connection, 174
  - hotspots, 254
- WikiTravel (Web site), 340
- Windows Live Messenger, 161, 162
- Windows Live Space (Web site), 341
- Windows Media Audio (WMA), 234
- Windows Mobile, 58, 286
- wired hands-free headset, 209

- Wired News (Web site), 338
- Wireless Application Protocol (WAP)
  - bookmarks (favorites), 184
  - browsers, 174
  - Internet gateways, 170
  - wireless backup/restoration, 301, 310, 330
  - wireless browsing speed, 192
  - wireless e-mail reconciliation, 123, 125–127
  - wireless OTA downloads, 15, 314
  - wireless synchronization, 267
- WMA (Windows Media Audio), 234
  - .wma file extension, 234
  - WMA format, 236
  - WML format, 188, 190
- Word documents, 131, 133, 308
- work-arounds, 170
- WorldMate, 332



- Yahoo! Answers (Web site), 341
- Yahoo! Finance, 339
- Yahoo! Messenger, 161, 162
- Yahoo! Messenger Mobile, 331
- Yahoo! Mobile, 339



- Zeer (Web site), 341
- Zelda, 334
- zoom
  - camera applications, 217, 218
  - media applications, 236
- zooming in/out, 252, 253



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