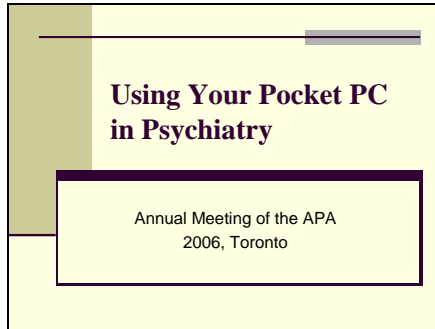
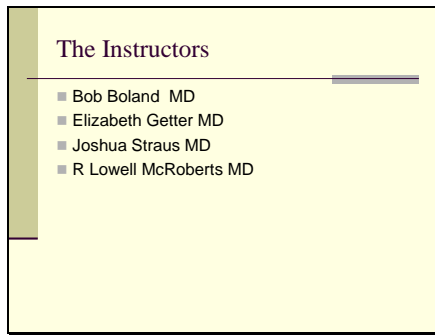


Slide 1



Title: Using your Pocket PC in Psychiatry

Slide 2



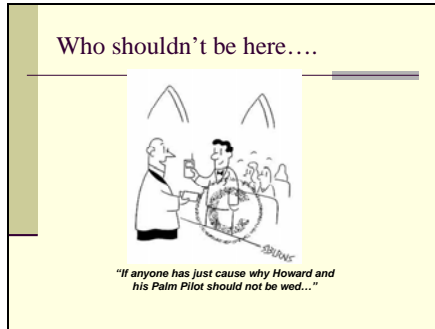
Course Instructors:
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Slide 3

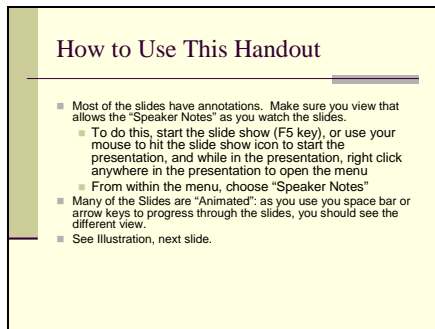


This course is intended for Pocket PC beginners and moderate users. Pocket PC's use a Windows interface.

It does not cover the PALM pilot type systems. Please see John Luo's courses for that.

If you are an advanced user, this will likely be too basic for you. There are some more advanced concepts towards the end, but there will not be time to go into them in detail.

Slide 4



This is all demonstrated on the next slide.

Slide 5



Most of the slides have annotations. Make sure you view that allows the "Speaker Notes" as you watch the slides.

To do this, start the slide show (F5 key), and while in the presentation, right click anywhere in the presentation to open the menu From within the menu, choose "Speaker Notes"

Many of the Slides are "Animated": as you use you space bar or arrow keys to progress through the slides, you should see the different view.

Slide 6

Handouts

http://www.brown.edu/Courses/BI_278/projects/APA/PPC.htm
Me: robert_boland_1@brown.edu

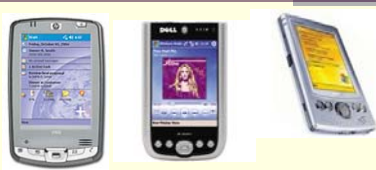
If you have this, you probably don't need the URL to get it, but here it is all the same. You can always contact me with questions, at the above email.

Slide 7

The Basics

Slide 8

Navigating your PDA



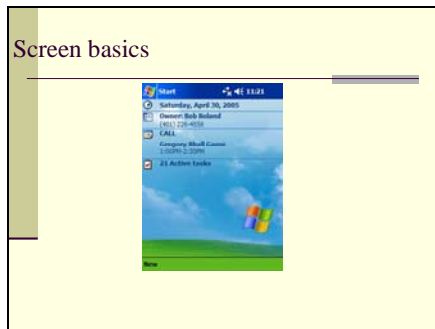
Basically they all have pretty much the same layout.

Slide 9



The 4 hardware buttons are predefined to take you to your calendar, contacts, inbox (email) and home screen, however these can all be reprogrammed. The infamous central navigator button can also be used as an enter button (this can be set from the setting screen).

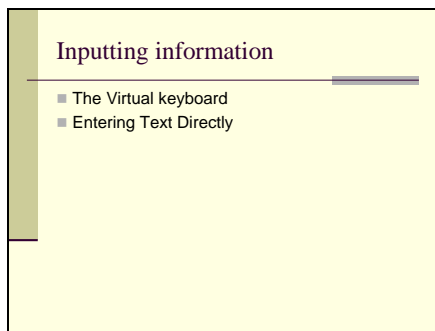
Slide 10



Screen layouts are predictable. This is Using Windows CE 2003, still the most popular. A newer upgrade adds some features and functionality, but many existing Pocket PCs cannot use that version (including mine).

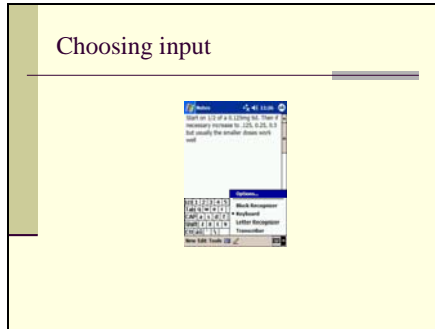
The screen is roughly analogous to a Windows desktop screen, with the toolbar on the top instead of the bottom as on a desktop. The “Start” icon is there to launch programs, time etc. if displayed. Some info by default shows up on the today screen (ex. upcoming appointments) but you can customize this.

Slide 11



There are a variety of ways to input information, which will be covered in the next few slides

Slide
12



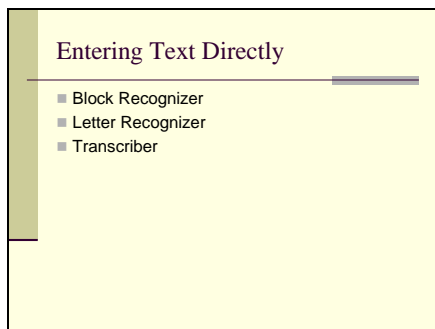
To choose the type of input:
(1) select the input select at the right bottom of the screen

Slide
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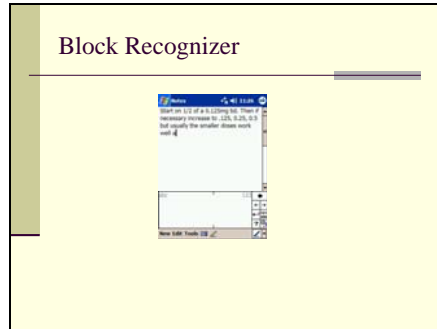
Virtual Keyboard
(1) select "Keyboard" from the input options
(2) that will pop up an on screen keyboard.
(3) you can select letters by clicking on them with you pen
(4) which will then appear on your screen.

Slide
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Entering text directly
You have 3 choices, listed here.

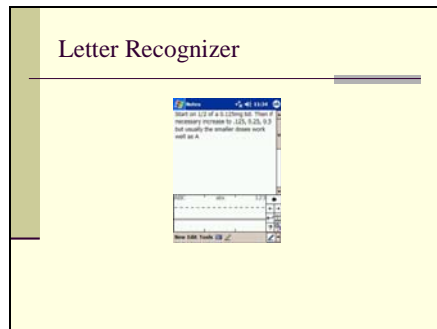
Slide
15



Block recognizer

- (1) once again, click on the input select window
- (2) and the block select screen appears
- (3) you write in graffiti type letters (if you've forgotten graffiti, or don't know it, click on the "?" on the screen for an explanation and demo)
- (4) as you put in the letters, they should appear on the screen.

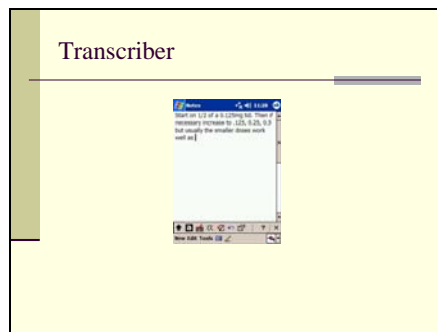
Slide
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Letter recognizer

- (1) unlike graffiti, this uses more natural letter entry. There is an area for upper case, lower case and numbers.
- (2) and it appears
- (3) note that for upper case, you still write the letter in lower case, but put it in the upper case area.
- (4) but it will come out upper case on the screen.

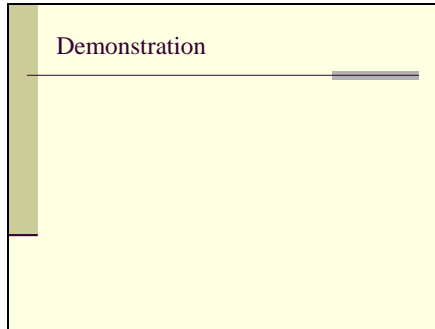
Slide
17



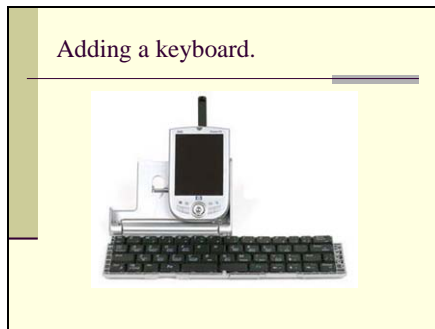
Transcriber

- (1) Transcriber is a way to enter text even more naturally, using handwriting recognition. You simply write in print or cursive (or combo) on the screen, and it attempts to recognize.
- (2) Here it did good, and it pretty accurate. You can use the toolbar at the bottom to refine your choices. Also you can use the keyboard for punctuation, etc. (which will be converted on the demonstration).

Slide
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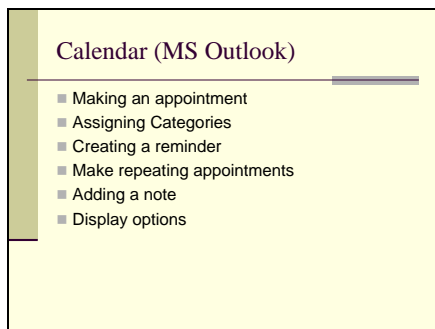
Slide
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Adding a keyboard

For long text entry, an external keyboard is best. Most models have brand name and 3rd party versions (ex. Belkin makes a lot of keyboards). They are usually foldable and close to (but not) full size. They don't require any external power, and usually plug in at the same port where you recharge your PPC.

Slide
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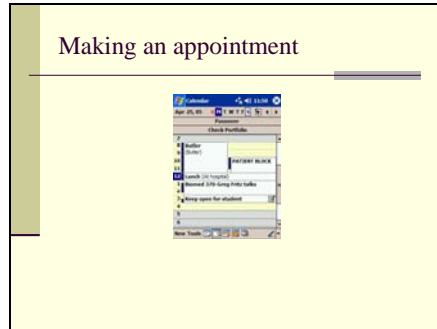


Calendar

Now we'll cover the basic software functions. MS Outlook for the PPC is preloaded, and has much of the functionality of the desktop version of Outlook. These are the most commonly used programs for the PPC. We'll start with the Calendar function and cover the listed skills.

- Making an appointment
- Assigning Categories
- Creating a reminder
- Make repeating appointments
- Adding a note
- Display options

Slide
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Making an appointment

(1) You start calendar either from the far left "hard" button, or by choosing it from your program list. Once starting it you usually see a screen such as the one shown. To add an appointment, first go to the appropriate day, then click your pen on the appropriate appointment time. Don't worry if don't get exactly the right time, you can fix it later.

(2) You can either double click on the appointment time itself, or choose "New" from the bottom menu.

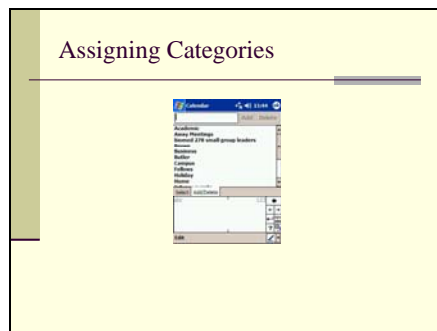
(3) You'll be taken to the appointment edit screen. From here you can input the appointment name, location, the exact time it occurs, etc. (Note that the text entry is set to "block recognizer", you can change that to whatever you want).

(4) Say you want to remind yourself to have lunch. You write it in...

(5) add a location, hit OK in the upper right corner and

(6) there it is.

Slide
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Assigning categories.

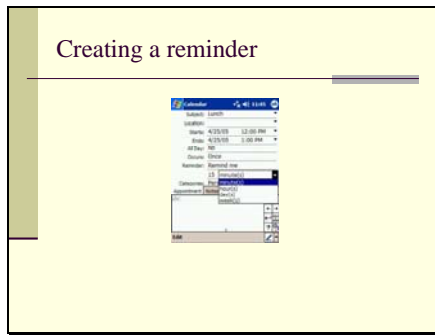
If you have lots of different appointments, you may want to assign them to categories to better keep track of them. Most people don't do this with appointments, but the same process is used for other Outlook functions (ex. Contacts) where categories make a lot of sense. To assign a category, just click on an appointment, when choose "edit" from the bottom menu.

(2) You are taken to the edit screen. You can use this to edit or add anything--change the time, etc. Here we want to assign a category, so we will choose category.

(3) We are taken to a list of categories. Generic ones are already there, and

- (4) you can go ahead and pick one. You are allowed to pick multiple categories as is appropriate.
- (5) once picking your categories, choose OK from the top right of the screen and you are taken back to the edit screen. We see the category is now entered.
- (6) If you want to add a category, select the "add/delete" choice from the bottom menu

Slide
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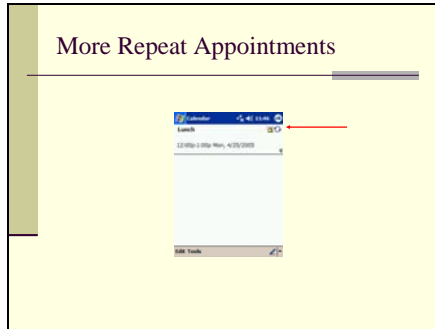
- Creating a reminder
- (1) To be reminded of an upcoming appointment, you can choose "Remind me" from the edit screen.
 - (2) Then you choose how early before the appointment you want to be reminded, by choosing or writing in a number, and choosing a time interval.

Slide
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- Making repeating appointments.
- (1) to make a recurring appointment, choose an appointment and go to the edit screen.
 - (2) Above the edit screen is the "Occurs" choices, and you can pick one of several typical patterns. For example, if the appointment occurs not just this, but every Monday, pick that choice
 - (3) and that is entered as the pattern.

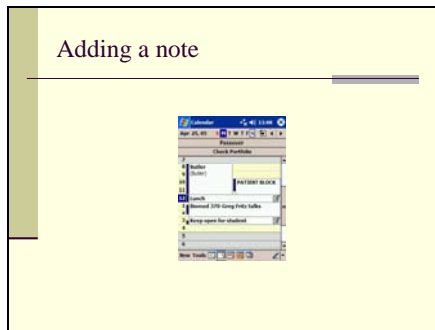
Slide
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More Repeat Appointments

- (1) Go again to the "Occurs" field but this time choose "edit pattern"
- (2) you be asked several questions, including the start time and duration
- (3) whether it will be weekly (note that it needed by every single week, you can change that by putting in a different number for the "Every x week(s)" field.
- (4) or it can be monthly, by day or date, and with similar options for recurrence
- (5) once you're finished defining the recurrence, you can define whether or not this recurrence should end, and, is so, when.
- (6) when you return to the edit screen, you'll see that the pattern has changed, and that will be reflected on
- (7) the appointment listing (note the 2 circular arrow that indicate a recurrence) and your calendar as well.

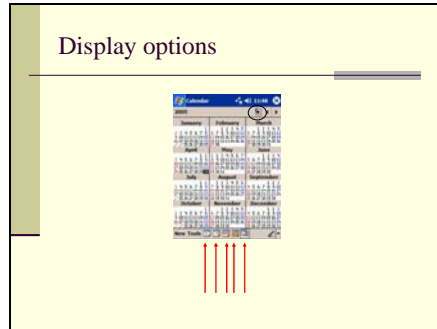
Slide
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Adding a note

- You may want to add some details to the appointment: say, for example you wanted to attach a meeting agenda, or just general reminder.
- (1) tap on an appointment
 - (2) you are taken to the edit screen
 - (3) choose "notes" from the bottom menu, write in what you want and choose the OK key,
 - (4) and when you view your calendar again, you'll see that a note has been added.

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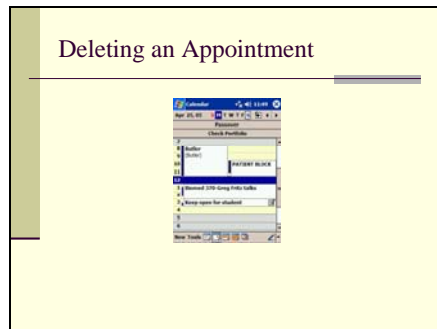


Display options

Different views are possible by choosing the icons on the bottom, including

- (1) a list view
- (2) the standard block view of the day
- (3) a view of the week
- (4) of the month
- (5) and of the year.
- (6) note that if you lose your place in any this, you can always get back to your day by hitting to "go to today" icon on the upper right hand corner.

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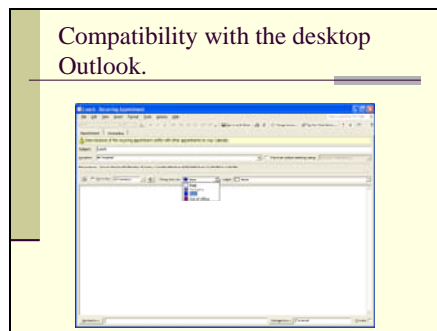


Deleting an Appointment.

Deleting an appointment is similar to deleting anything on the PPC.

- (1) You tap and hold the appointment until the little red circle (partly obscured here by a menu) appears, and you are given a menu of choices, including beaming and deleting. Choose delete.
- (2) In this case, this is a recurring appointment, so you are asked whether you want to delete all of the appointments, or just this one.
- (3) Choosing "Yes" will delete all the appointments, and when you return to the calendar, it is gone.

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Compatibility with the desktop Outlook.

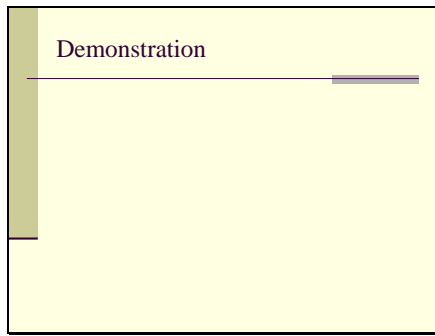
If I synch my lunch appointment (assuming I didn't delete as above) with my desktop, I see that much of the features are preserved.

- (1) the appointment appears with that same "recurrence" icon.
- (2) If I pick it w/ the mouse, I'm asked whether I want to edit just this one or all the recurrences
- (3) and I'm taken to the edit screen. Here there is much the same functionality as with the PPC.
- (4) Including a similar handling of

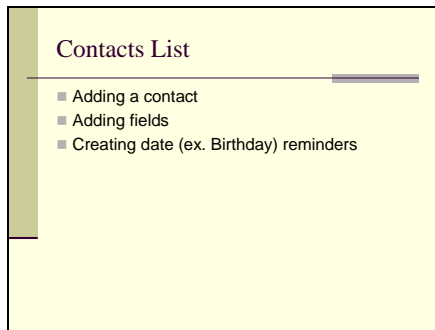
recurrences.

(5) some things are not compatible, such as the use of color coding to indicate types of appointments and availability.

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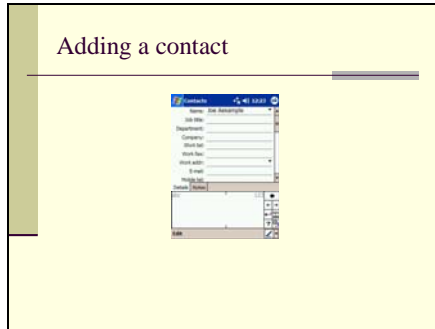


Slide
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The Contacts List has similar functionality.

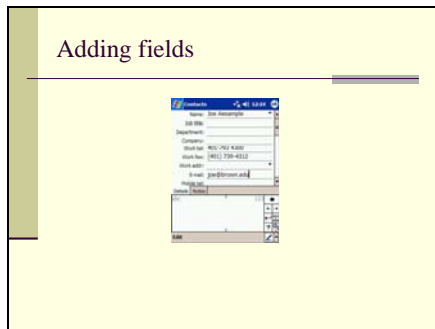
Slide
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Adding a contact

- (1) You can get to the contacts program either through your programs folder, or using a hardware button (usually the 2nd to the left).
- (2) There you will see a list of your contact
- (3) To add a new one, tap the "New" button on the bottom
- (4) and you are taken to an edit screen
- (5) There you can write in a name, and as much other info as you want to enter.

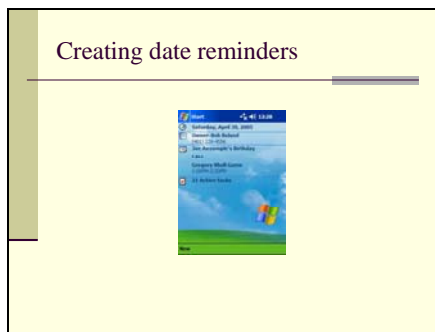
Slide
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Adding fields

The edit screen has entry fields for most of the data you can think of.

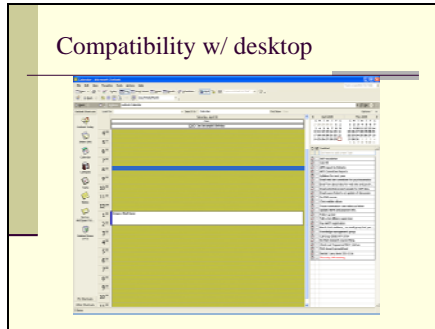
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Creating date reminders

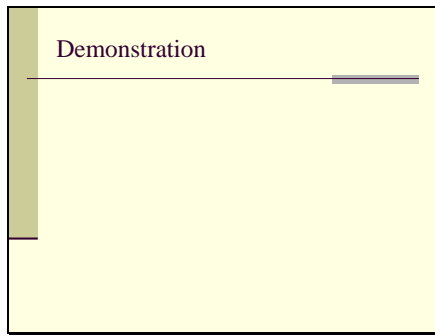
- (1) Among the fields you can add, are date fields for important dates. If you add data here,
- (2) it will be included as part of the person's info
- (3) and when the birthday arrives, you will be reminded in your calendar and on the Today screen.

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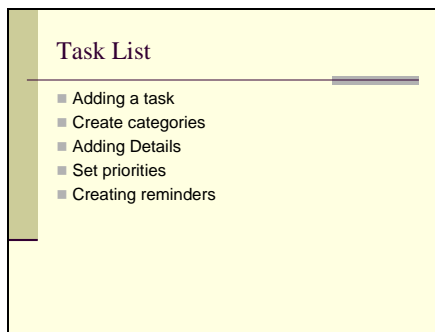


Compatibility w/desktop
(1) If I synch my PPC with the Outlook on my desktop, I'll see that the same information is preserved, including even the birthday (which is saved as a Calendar link).
(2) which will show up on the calendar.

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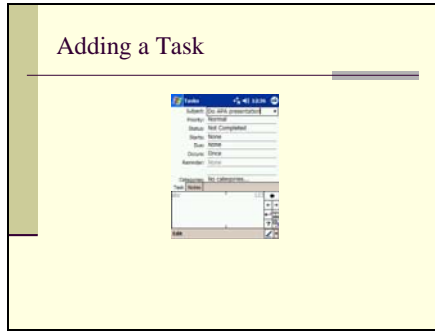


Slide
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Task List.
This is where you keep all you "things to do."

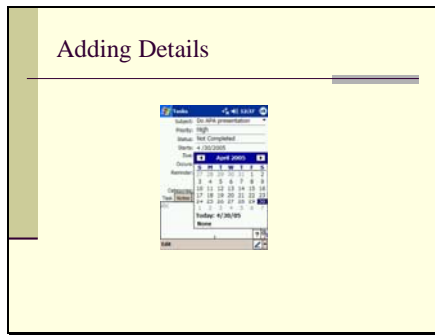
Slide
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Adding a Task

- (1) You can pick Tasks from the program folder, but the easiest way to get to it is to pick it from your Today screen (if you've kept the default).
- (2) Once there, you'll see a list of tasks that have been previously entered.
- (3) To add a new one, click on "New" at the bottom
- (4) and from the edit screen, enter your info.

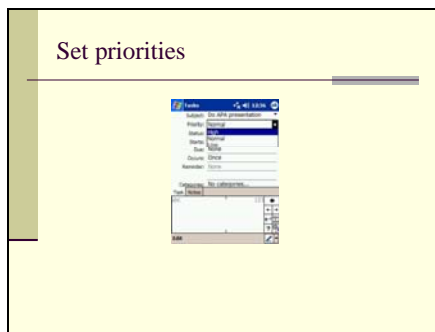
Slide
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Adding Details

Note that you give a deadline and start date. You can also make it recurring. With the "Notes" option, you can enter more detail.

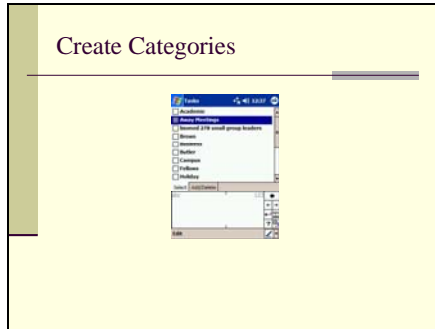
Slide
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Set priorities

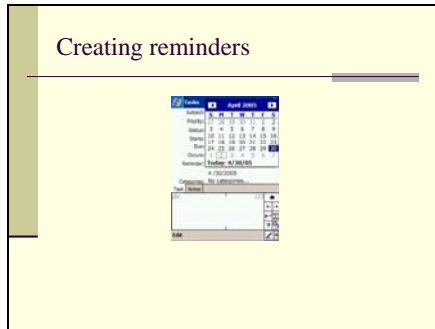
You can rank the task according to importance

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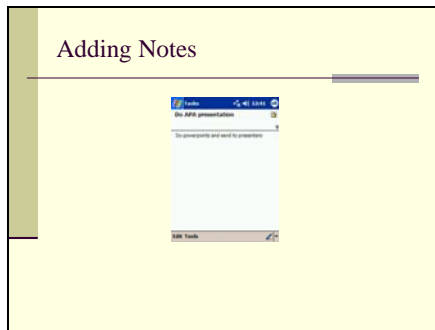
Create Categories
And assign categories to the tasks, similar to how you did for the Calendar. This allows you to organize tasks in various ways (ex. to separate work and home chores).

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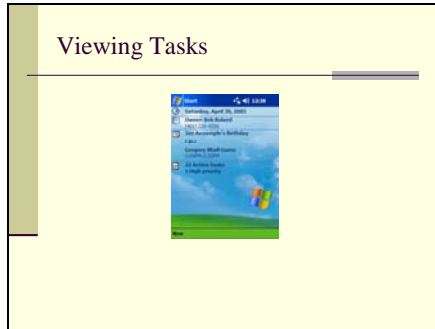
Create Reminders
By using the reminder field, you can decide when you want to be reminded about this task. If you set a start or end date, you will be reminded then, but there are times you might want an early warning.

Slide
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Adding notes
You can add notes as well, by going to the edit screen and hitting the "notes" tab at the bottom and anything you enter will show up under the task listing.

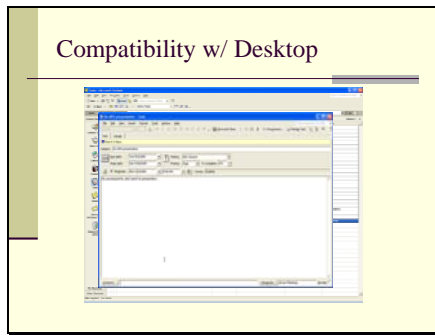
Slide
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Viewing Tasks

- (1) By clicking on the Task program, you can see a list of tasks.
- (2) You can filter these by category, or only show the active (still pending) ones.
- (3) The # of active tasks you have will be shown on the display screen.

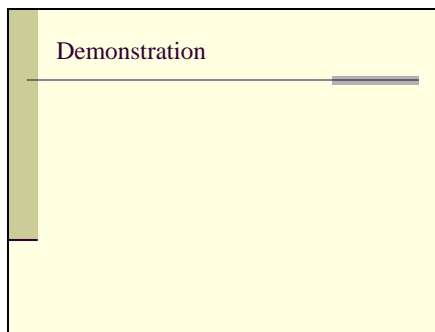
Slide
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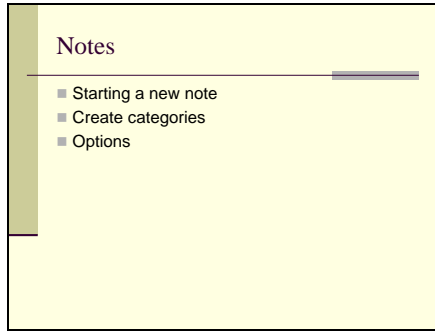
Compatibility w/ Desktop

- (1) The task list on the desktop version is very similar. Categories and priorities are preserved. The desktop lets you assign "% completed", which the PPC does not.
- (2) and any notes you write will be preserved on the desktop as well.

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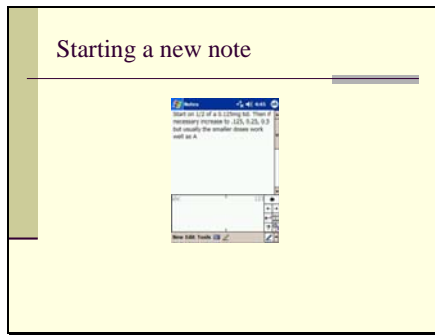


Slide
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The last Outlook Program we'll cover is the Notes program.

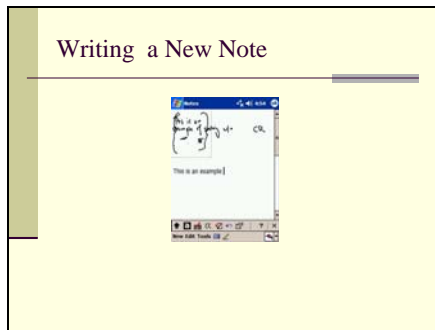
Slide
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Starting a new note

- (1) you can get to your notes through the program folder.
- (2) Clicking on the program gives you a list of available notes.
- (3) where you can store whatever you want. You enter through the whatever input method you prefer.

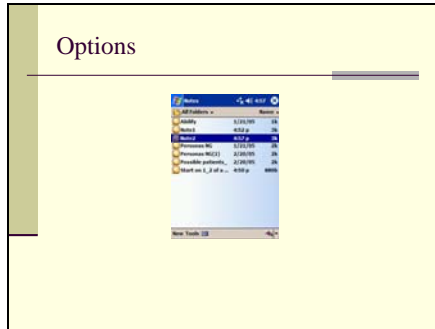
Slide
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Writing a new note.

- As usual, you tap "new" to start a new note.
- (1) If you tap on that little pencil on the bottom, the notes screen will save your scribbling as a graphic file. Here I just wrote on the screen, and it recorded it exactly where I wrote it.
 - (2) "Undepressing" that pencil turns on the character recognition, and now when you write on the screen, the PPC will
 - (3),(4) attempt to recognize it.

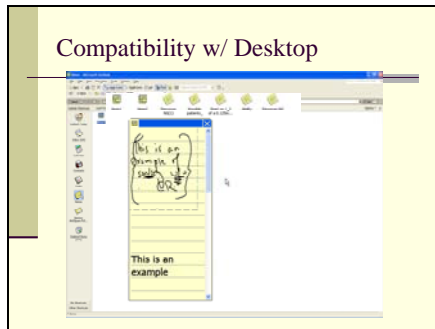
Slide
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Options

Tapping on the tools menu gives you a number of options, (1),(2) such as the zoom level, (3) tapping on that little "audiotape" icon allows you to record something into the note, such as a verbal memo. Note that that will remain as audio, and voice recognition isn't standard on the PPC (though there are some 3rd party programs that add voice recognition functionality). (4) when you hit okay, you see it has been stored as "note2." Usually the name of the file defaults to first few words in the file, but as this started with a graphic image, it is giving it a generic designation.

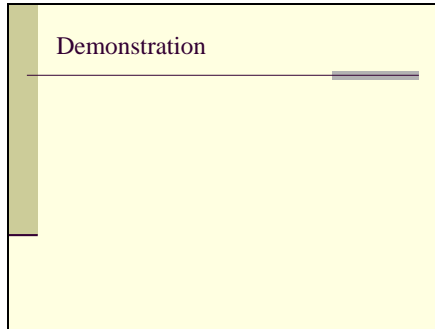
Slide
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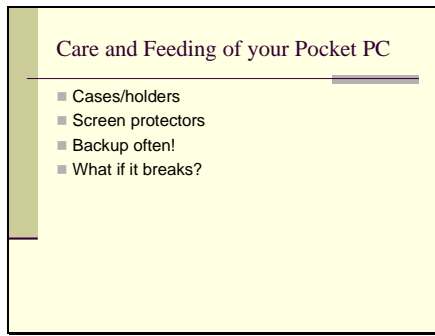
Compatibility with desktop

(1) Once syncing, you can see the file on your notes list, and on clicking on it, (2) you'll see both the graphic and the text is preserved.

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Slide
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Some basic safety concerns

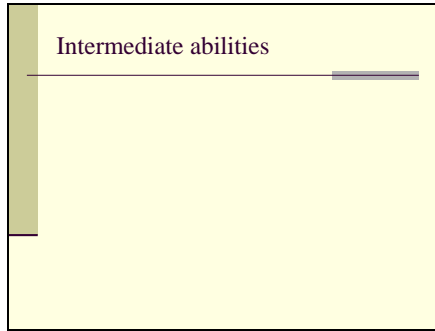
Pocket PCs are safest when in a case or holder. Soft and hard cases are easily available. Obviously, the sturdier, the better.

Screen protectors are thin plastic squares you can use to cover the screen of your PPC. The idea is to decrease scratches. There is some difference of opinion regarding whether they really help.

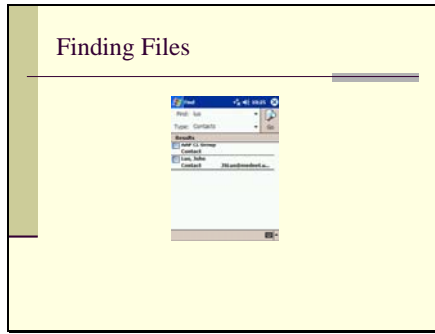
Backup often. You will always lose data at the worst possible time.

If your machine breaks, it may not be dead. If it's the screen that breaks, there are a number of web sites that offer new screens for various PPCs, and if you're mechanically inclined, they often have instructions on how to fix it yourself.

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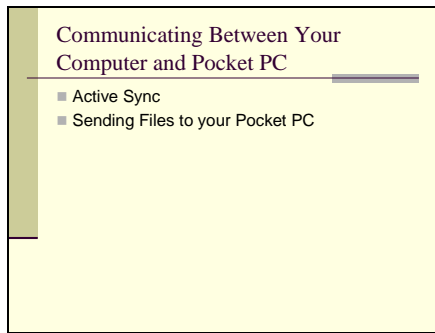


Slide
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You can search for files using the "find" feature, which should be located on your start menu.

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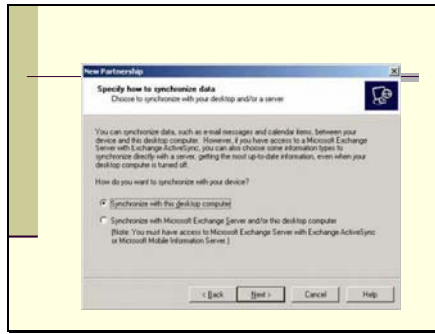


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Synchronizing with your Desktop:
ActiveSync

- Setting up your mobile device
- Custom Options
- The 2-computer limit (and how to get around it).

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Synchronizing your desktop
(1) along with your pocket pc, you should have gotten a disc with Microsoft ActiveSync. This program allows you to sync the device with your computer. If you don't have the disk, it can be downloaded for free from the Microsoft web site.

(2) you'll be given the usual install option.

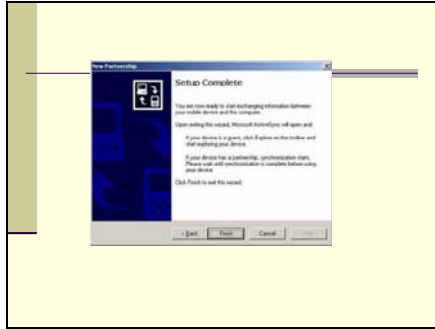
(3) once it sets up on your computer, you'll be told to connect your device to your computer, most often through a USB cable.

(4) once connected, it should recognize your device.

(5) You're then given the option of setting up a Partnership, which is essentially a synchronizing relationship between the PPC and the desktop.

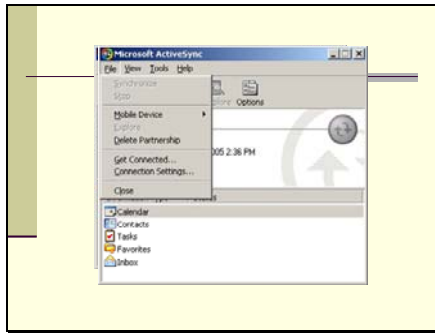
(6) Most of the time you will sync with the desktop, though you can sync directly with MS Exchange Server.

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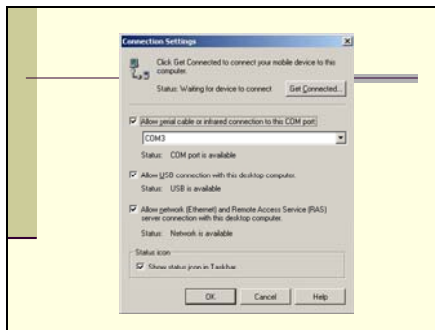
(1) You'll then be given the choice of what you want to sync. This list is generated by the list of programs on your PPC that are "sync'able" Check or uncheck the ones you want to sync.
(2) After it successfully completes, your devices are ready to sync.

Slide
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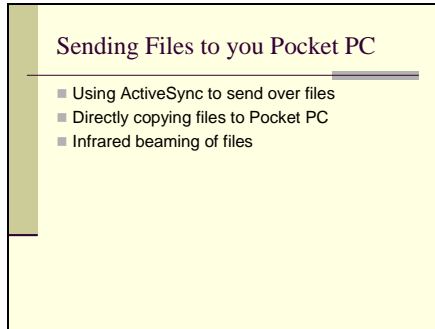
(1) your sync screen looks like this.
(2) you can set sync settings by going to the file screen. If your device is still connected, "Mobile Device" is grayed out. Disconnect the connection between the computer and your PPC, and
(3) then that option becomes available to let you choose or delete a device.

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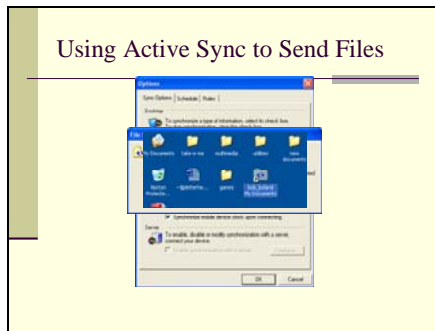


choosing "connection settings" takes you to a screen that allows you to select the type of connection you want.

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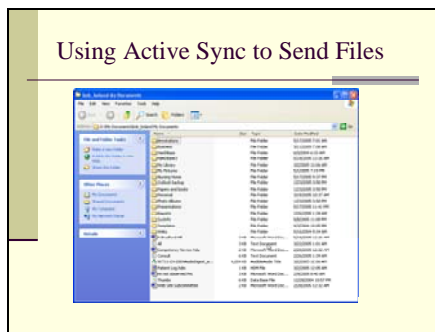


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With the PPC NOT connected to the desktop, double click on the ActiveSync icon (usually in your Quick Launch tray on the lower right part of your desktop). From there, go to the tools menu, and choose options. Choose the “Files” option (if it wasn’t already chosen). Once doing that, you should see a folder on your desktop with the name of your Pocket PC on it (if you didn’t give it a name, it will be something generic like My Pocket PC Documents).

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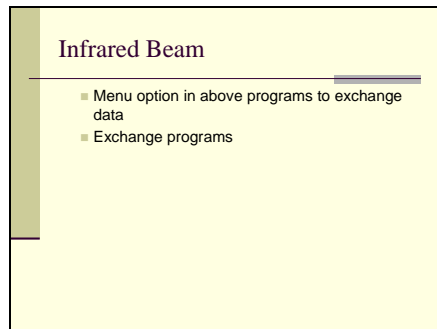
Open that folder. Then cut and paste any file you wish into this folder, or one of the subfolders. The next time you connect your Pocket PC and sync, the file will appear in the analogous folder on your Pocket PC (use File Explorer on your Pocket PC to find it).

Slide
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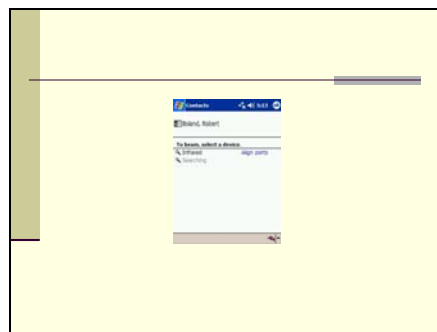
Connect your Pocket PC to your computer. Then double click on the Microsoft ActiveSync Icon. Once it connects, use your mouse to select the Explore button. A folder should pop up. These are the folders on your Pocket PC. You can cut and paste anything from your computer directly to the PPC from here. You can also retrieve folders this way, as well as delete them if you wish.

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Infrared Beam.
You can also beam data, either between PPCs, or PCs and other devices w/ infrared (ex. Laptops).

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- (1) To set the infrared, from your start options, go to "settings"
- (2) and choose the "connections" tab at the bottom. Tapping on the "Beam" icon takes you to
- (3) the beam screen. There you can check or uncheck the beam option.
- (4) for example, say I wanted to beam my business card to someone else. I would go to the card (from "contacts")
- (5) and under "tools", select "beam contact"
- (6) the device will then search for any infrared ports nearby. You usually have to be within a few inches, with the ports aligned.

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The 2 Computer Limit

- Getting around it
 - Delete and undelete using "Mobile Device" function
 - 3rd party software
 - Ex. Many Partners
 - www.mydocsunlimited.com



The 2 Computer Limit.

(1) Lets say you have your PPC set up to sync with your home and work computer. Then you go away to a conference, and bring your laptop.

ActiveSync will not add a 3rd computer, and it will be assigned as a "Guest" (can exchange files, but no syncing). To get around this

(2) the inelegant way: you can delete a partnership from the ActiveSync program, by going to the "File" menu.

(3) Better yet is inexpensive 3rd party software that will allow you to add more devices.

(4) An example is "Many Partners" which is found at the listed web site.

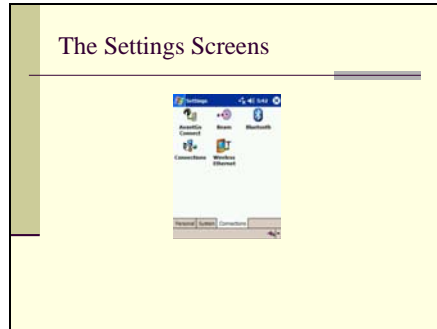
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Customizing your Preferences

- The Settings Screens
- Button assignment and Navigator button
- Input Assignment
- Menus
- Sounds and volume
- The Today Screen
- System settings
- Setting Owner Information
- Connectivity Settings

Now we'll talk about customizing your PPC, including the listed items here.

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The settings screen is analogous to the "Control Panel" on your desktop PC.

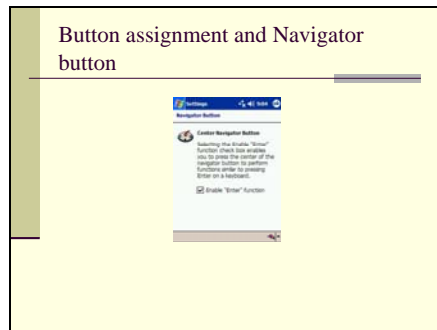
(1) To get to it, simply pick "Settings" from your start menu.

(2) You'll see that the Settings screen has 3 tabs on the bottom. The personal settings let you customize your PPC.

(3) System settings give you access to the inner workings of your PPC

(4) And "connections" includes all the settings for connecting with other devices and networks.

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"Button Assignment and Navigator Button"

(1) From the personal settings, you can assign different functions for your PPC buttons. Just tap "Buttons"

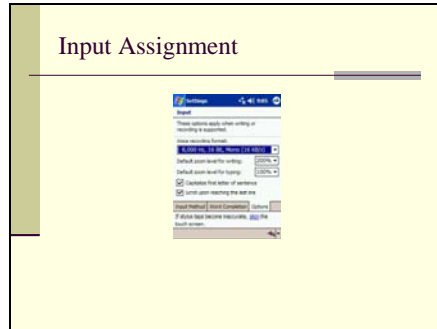
(2) You are taken to a screen. The current choices are listed, however for each button you can assign any other program that is loaded on your device.

(3) To assign a button to a new function, highlight the button (by tapping), and then pick the new program from the list under "Button assignment".

(4) Here, button 2 has been reassigned from the Contacts program, to File Explorer.

(5) By selecting navigator (from the settings choices) you can let this button function as an "enter" button. Once enables, pushing the center of this button will be the same as selecting "Enter" for any program.

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Input Assignment

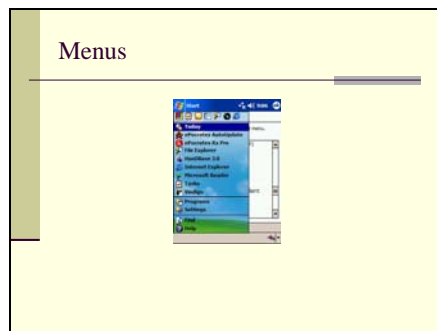
(1) from the personal settings screen, you can set a default Input choice. Just tap on "Input"

(2) and you are taken to the input screen where you can select your preferred method of input.

(3) By using the tabs, you can also set other default input settings, like whether to have "word completion" as you input words. If you select this, as you write in words, a pop up window will try to figure out what the word is going to be. Though helpful, this can be annoying.

(4) You can also set recording options with the last tab ("Options"). Generally, you will want to use the lowest useful format for recording, as this can take up lots of memory.

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Menus.

(1) When you tap on the "Menu" choices

(2) You are given a choice of what you want to appear on your start menu.

(3) As you pick items, they will show up in the start screen. This gives you easy access to programs you use a lot. (Note that at the top of the start menu are your most recently used programs.)

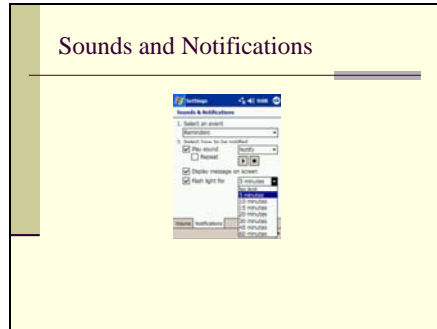
You can remove programs as well simply by unchecking choices. Say I don't need such quick access to my print driver. I can simply

(4) go back to the menu setup, find the Print Setup in the list

(5) and uncheck it

(6) and now its gone.

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Sounds and Notifications

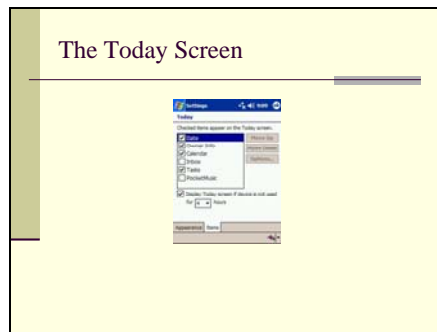
(1) from the personal settings screen you can tap "Sounds and Notification" to go to the sound setup

(2) there you can choose your default volume and whether you want to be alerted by things (such as event, program related alarms like those reminders we set. You can even have the PPC make sounds with you screen taps and button pushes, if you wanted that.

(3) From the notifications tab, you can look at specific alarms and reminders, and

(4) customize how you want to be alerted, and with what sound.

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The Today Screen

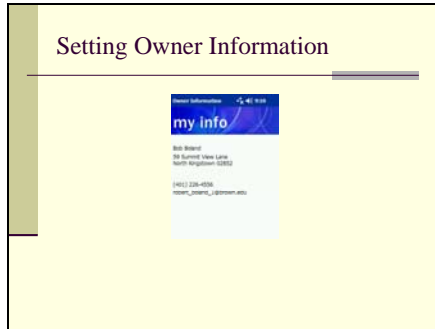
(1) Customizing your Today screen is particularly useful, as you tend to see a lot of that. You can also access this through the personal settings,

(2) And choose a particular setup (I have the default ones loaded, you can get more from the internet), and set a background pic.

(3) From the "Items" tab you can choose which items appear on your Today screen.

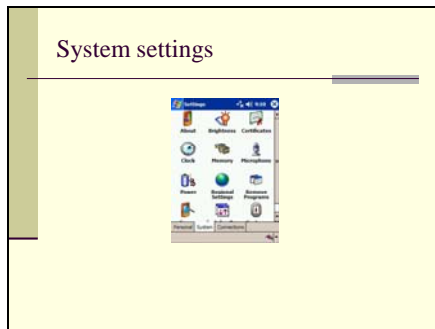
You are limited in the number you can show, but there are ways around that. The simplest way is, rather than using this screen, navigate to the windows folder on your PPC and find where the startup shortcuts are stored, and simply add more shortcuts. You can do this while exploring with ActiveSync.

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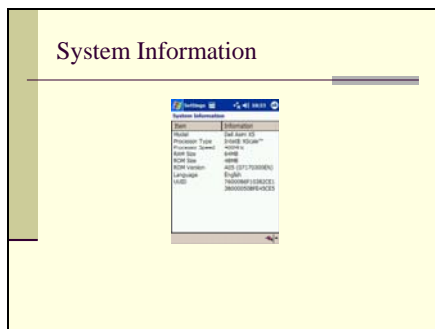
Setting Owner Information
(1) From the personal settings screen you can also set your owner information. This is very useful.
(2) Put in your information
(3) And every time your PPC starts up, your info is displayed. Very useful if you lose this.

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System Settings
From this tab, you have access to various settings and information about your PPC.

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System Information
This gives you basic information about your PPC.

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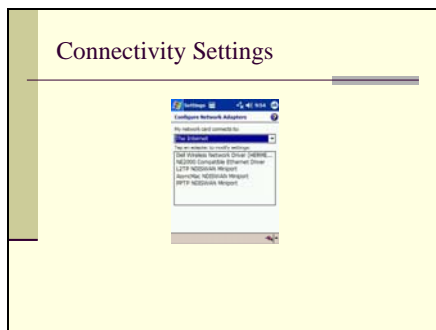
Switcher Bar

The switcher bar is a nifty tool that became available with Windows Mobile 2002. One of the problems with Windows CE is that you never really exit programs, you simply move from one to another. You may have noticed with when you used the "X" button on the upper right side of the screen to exit a program, only to find another program under it that you thought you had already exited. All those programs remain open once you open them. One way to deal with this is to turn on the switcher bar. You do this by selecting it from your system settings screen.

(2) once you select it, a little switcher icon appears on the top of your screen.

(3) when you tap on it, you will see what programs are running. You can select them to jump from one to another, exit your current program, or exit all programs.

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Connectivity Settings

(1) The last settings tab, "connectivity" helps you in communicating with other devices.

(2) You set up for change connections

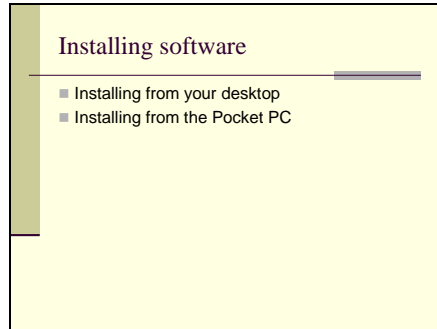
(3) Turn on your IR receiver,

(4) Set up a Bluetooth connection (if you have either built-in Bluetooth, or have a card installed.

(5) and configure network connections.

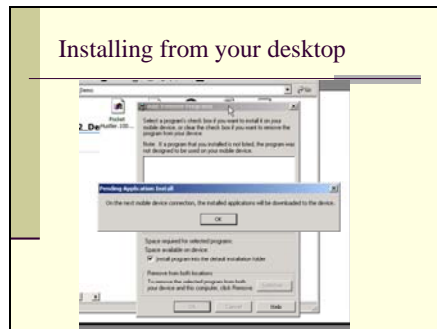
This is rather particular to what internet device you have installed, and the particulars of this cannot be covered here.

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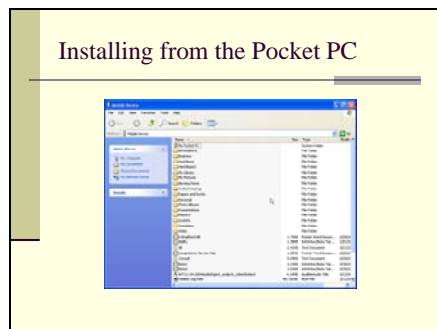
Installing software.
Depending on the software, it is either automatically installed from your desktop, or you can install it yourself.

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Installing from you desktop.
(1) This is usually automatic. You simply start the setup by double clicking on the "setup" icon included with your program, and then
(2) the process starts automatically. The next time you sync, the program will be installed. If you had previously installed it, you may be asked by your PPC whether you want to install it again.

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Installing from the Pocket PC.
Some programs won't automatically install, and you have to move the file over yourself. To do this, you can use the explorer function on active sync
(1) to open a window giving you access to the files on your PPC (assuming it is connected to your desktop). Moving files over is then a matter of dragging and dropping. Generally, you tap on the .cab or install file to install it once it is on your PPC. The specifics of this can vary from program to program, and the particular program should have some sort of instructions included, usually in

the form of a readme file.


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Deleting information and programs

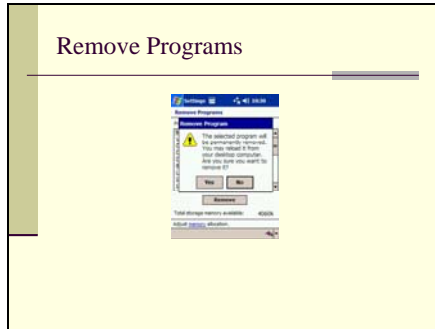
- Deleting Files
- Remove Programs
- Backup

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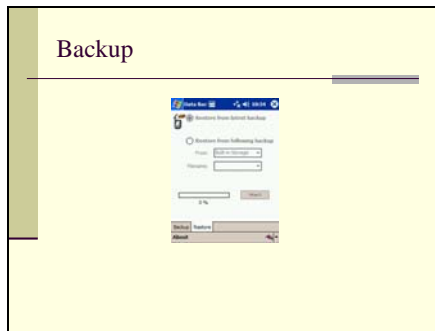
Deleting Files



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You should always backup as much of your data as you can. Equipment malfunctions, hard resets, etc. can cause you to lose everything. However, if you backed it up to a peripheral card, you can rest easily.

Windows CE 2002 and 2003 have a built in backup program.

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3rd Party Backup

- Ex. Sprite Backup
 - Allows more flexibility in what you backup
 - Faster
 - Security enabled
 - ~\$30.00
 - www.spritesoftware.com

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Security

- Password
- Auto Lock
- 3rd party software


Protecting the information on your Pocket PC is always a good idea, esp. in this age of identity theft. If you include patient data on your Pocket PC, it's the law. There are different levels of security available.

The simplest is to password protect your PPC. Autolock causes the PPC to require a password if it is left alone for a given amount of time. 3rd party programs introduce higher levels of security, including encryption.

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3rd party programs

- Ex. CCrryyppttoo
 - www.pocketpcity.com/software/pocketpc/CCrryyppttoo-2003-7-8-ce-pocketpc2002.html#details



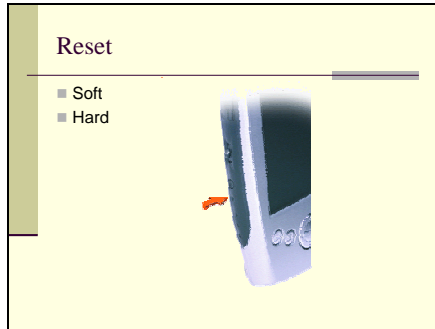
There are a number of encryption programs available for Pocket PC. An example is CCrryyppttoo. Using CCrryyppttoo you can encrypt and decrypt files which are confidential. CAUTION: If you forget your password of an encrypted file there will be no way to decrypt it! Its free, and can be downloaded from Pocket PC City (www.pocketpcity.com)

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Password



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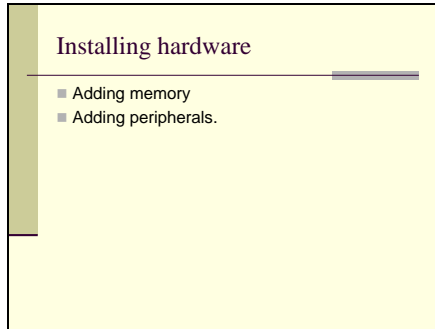


The reset button is usually located on the side of your PPC. In this case, it is pinhole shaped and can be activated by pushing it with the tip of the stylus.

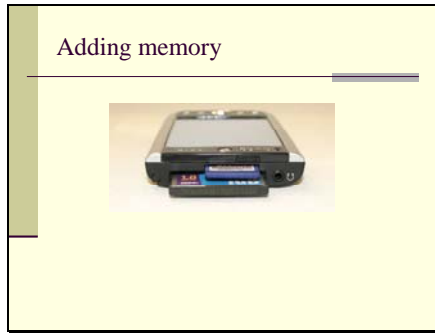
There are two kinds of reset. The first is a soft reset. You simply push the button. Your PPC will clear the active memory, shut down, and restarts. Any data saved on the system is saved. However, any unsaved data you were working on the time will not be saved. It's similar to pressing the "reset" button and rebooting your Desktop PC. It is useful if your PPC freezes, or if a program seems to be malfunctioning, and some programs require a restart after loading.

A hard reset clears the RAM and returns the Pocket PC to its factory condition, i.e. following a hard reset the Pocket PC is just as it was when you first purchased it and turned it on. All programs installed, data entered, settings adjusted on the Pocket PC will be lost and only Windows Mobile and other pre-installed programs (Pocket Word, Pocket Excel, Internet Explorer, etc.) will remain. It should be used only as a last resort if your PPC isn't functioning properly. The exact way to hard reset differs with different devices (for example, you may have to press the reset button while pressing certain hardware buttons), and you should check your owner's manual or your manufacturer's web site for how to hard reset.

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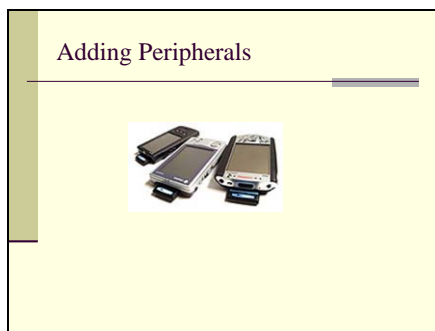
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Your Pocket PC comes with various slots for add-ons. Typical formats for adding on are the Secure Digital or SD and the Compact Flash or CF card. Here we see that this unit has both. These can add additional memory to your unit, or may add other devices, such as a camera, networking card, or a GPS device.

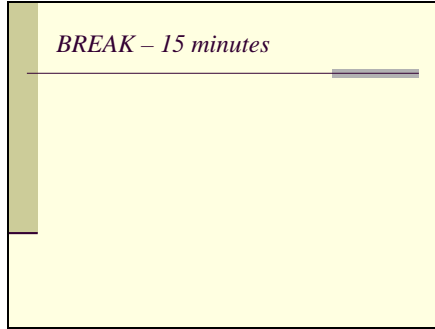
You can learn more about Secure Digital
You can learn more about Compact Flash from www.compactflash.org

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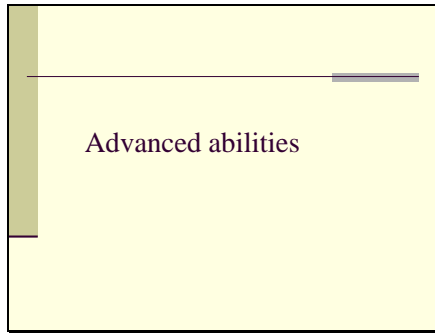


To add such devices to you unit, you generally simply install the device in an open slot. You may have to add software to run the device as well. There is an every increasing list of devices that you can add.

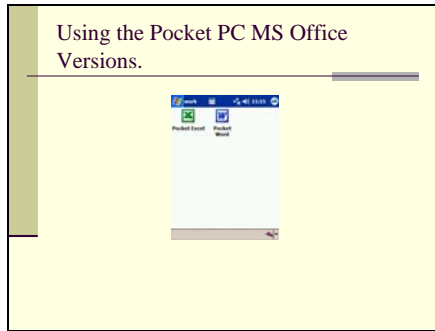
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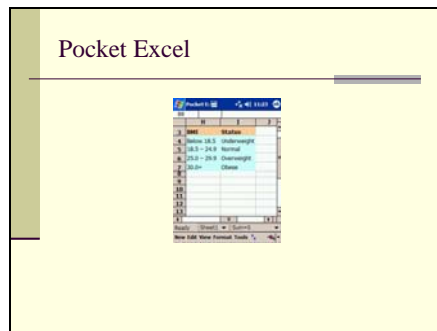
The PPC comes loaded with stripped down versions of the Microsoft Office Programs Word and Excel.

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- (1) Tapping on the Word icon takes you to Pocket Word. This functions like a mini version of MS Word.
- (2) You can pop up a toolbar which lets you set font type, alignment, outlines and such.
- (3) You input information in the normal ways. For example, here I am inputting with the transcriber.
- (4) The toolbars let you pop up keyboards for hard to add characters and punctuation.
- (5) And you can add bulleted list.
- (6) You can add specific formatting using the format window.
- (7) Voila!

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- (1) Similarly, Pocket Excel is a simplified version of the Office version. You can add in an incredible number of functions and do pretty complex manipulation of data, in a manner similar to the desktop spreadsheet.
- (2) You can use zoom to view more of the sheet.
- (3) An example of a BMI spreadsheet, using formatting and coloring that was originally set in the desktop version and sync'ed with the PDA (by copying the file on the desktop and putting it in the "My Pocket PC" folder.

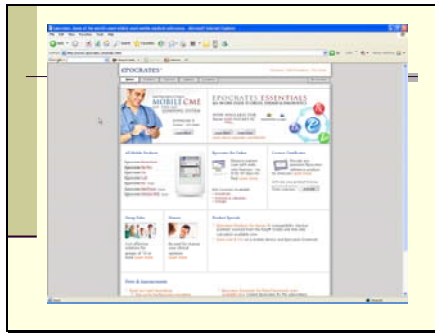
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Perhaps the most popular program downloaded to PDAs is the Database "Epocrates." You can access it at www.epocrates.com. There is a free version (Epocrates Rx) and a low cost version (Epocrates Pro). The major differences is that the free version includes some advertisement and "nag screens". The Pro version doesn't have these, and in addition to the drug database, it includes a number of useful tables. Both version have the "MultiCheck" drug checker which helps you look for

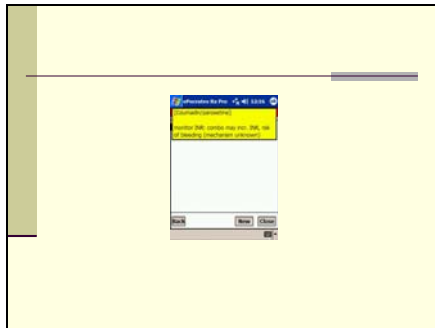
potential drug-drug interactions. The pro version also includes a database of alternative medications.

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You simply download it from the epocrates web site. Note that in addition to the drug database, Epocrates is adding additional products, including an expert system to aid diagnoses, and a lab value database.

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This is an example of Epocrates for the PPC.

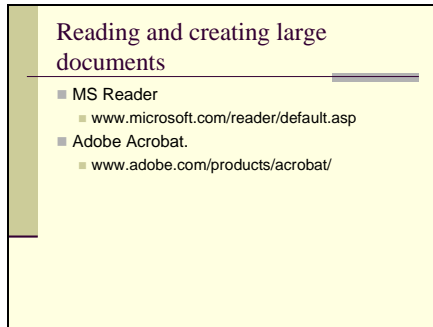
- (1) Once you download it, it should appear as an option on your start menu (if not, it should be available in your programs folder).
- (2) Clicking on the program takes you to the drug list. You can search for a drug by putting a few letters into the "Lookup" window
- (3) Tap on a drug name, and you can get information about dosing, cost information, etc.
- (4) In the Pro version, there is also a list of Alternative medications.
- (5) And useful tables.
- (6) A real useful part is "Multicheck", in

which you can input multiple drugs and see whether there are known interactions. You simply look up, and tap to add multiple drugs.

(7) If there is potential interaction between them, it will come up on the list.

(8) Tapping on that gives you details.

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Reading and creating large documents

- MS Reader
 - www.microsoft.com/reader/default.asp
- Adobe Acrobat.
 - www.adobe.com/products/acrobat/

There may be times that you want to take large documents with you. Though you could just save them as Word files and bring them along, Word long word files can be unnecessarily large and cumbersome if all you want to do is read (not edit) the files.

Two common formats for storing and reading large documents in electronic format (i.e., e-books) are Microsoft Reader and Adobe Acrobat. The reading-only versions of both programs are both free, and available from their company's websites. Each program will allow you to read documents printed in the respective formats. Each site also has a good deal of content written in those formats, including popular books. You can also get context from a variety of book sites, such as www.amazon.com

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(1) Microsoft Reader is preloaded on most PPCs. If you don't have it, you can download it from the Microsoft web site.

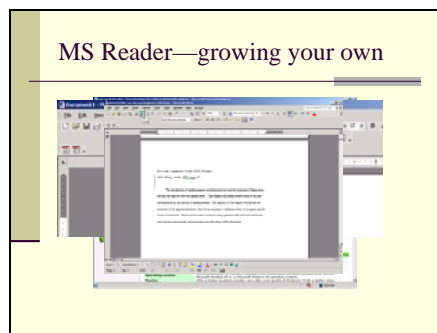
(2) On tapping it, you will be taken to a library of available files. This is a list of every MS reader file anywhere in your PPC (internal memory and any cards).

(3) Here's an example of a book I bought and downloaded from Amazon.com after I read a favorable NY Times review (also on my PPC).

(4) Once the book is opened, you have various choices. The simplest is to choose "most recent page" and you'll be taken to wherever you left off.

(5) Inside the book, you can read, using the side scroll bar on you PPC to page down. Notice the bookmarks on the right hand site, which are set simply by holding down your stylus on a given word until you are given the option of setting a bookmark.

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MS Reader—growing your own.

At the Microsoft Reader site, you can also download a desktop version.

(1) Simply go the Reader site, and choose "For Developers" and then "Read in Microsoft Reader"

(2) You are taken to a page where you can download "Read"

(3) This installs a "plug in" for MS Word, which lets you convert any MS Word Document to a picture document. The advantage of doing this is increased readability and decreased file size.

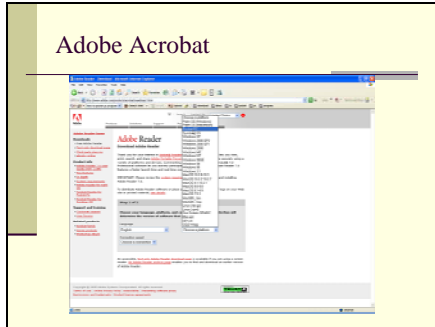
(4) Here is an example of a chapter I was writing in MS Word that I wanted to take with me. I simply hit the button, and the file is created. It will have the same name as my word file, except with the extension .lit

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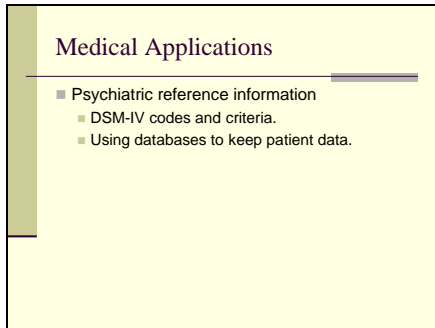
The result is a PPC version of the conversion once synced to the PPC. This version preserves the formatting and can be easily read.

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Adobe Acrobat contains a PPC version as well, along with a converter to convert Acrobat documents to sizes suitable for the PPC. It works best if the original acrobat file is in "tagged format" (if you don't know, don't worry. Most professionally done Acrobat documents, like e-books are tagged. Most home grown ones are not. The down side is in the formatting, and you may have to scroll around a lot to see the whole document. Tagged Acrobat documents and MS reader documents resize and word wrap automatically to fit the size of the PDA screen.

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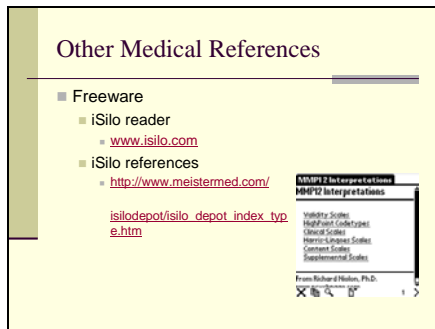


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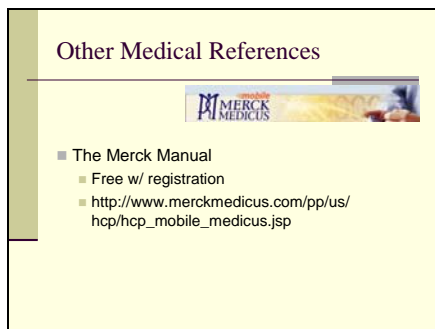


The American Psychiatric includes electronic books that you can use on your PPC. Most popular is the DSM-IV. You can download the Handbook and Quick References at the APPI site, the direct link is <http://www.appi.org/pda.cfx> . If you want the full DSM-IV-TR, this is available through the company Skyscape, whose link is on the APPI site, and is formatted in a way that is easily navigated on your PDA. It is available for about \$65.

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From the authors: "To help you work more efficiently with your personal digital assistant (PDA), MerckMedicus is excited to provide you with several options to use an integrated set of useful medical resources for your PDA. Click the "Download Now!" to install these useful resources directly on to your PDA. If your device is able to access internet through wireless technology, please review the latest option of wireless connectivity in the next section...For medical professionals on the go, *Mobile MerckMedicus* offers a variety of medical knowledge in the palm of your hand."

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Literature Searches

- PubMed
- Allows lit searches directly from your PDA
- Required wireless link to internet
- Free
- <http://archive.nlm.nih.gov/pr oj/pmot/pmot.php>



The screenshot shows a PDA screen with a search interface. At the top, there are tabs for 'Search', 'History', and 'Print'. Below the search bar, there are several search results listed with titles and authors. The interface is designed for a small screen with a simple layout.

From the programmer: “PubMed on Tap is an application for PDAs that retrieves MEDLINE® citations directly from the PDA through a wireless connection to the Internet. PubMed on Tap features include several PubMed search limits, a history of previous queries, the ability to save citations to the Memo Pad, two clustered results options, and link-out to full-text Web sites. “

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Other useful sites



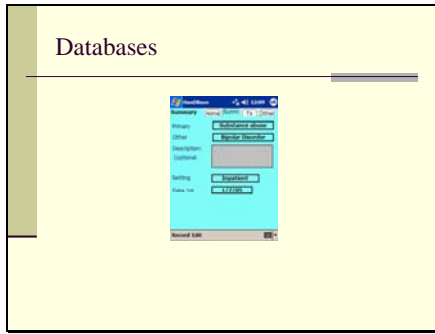
The screenshot shows a PDA screen with a red header bar containing the text 'www.freewareppc.com/medical/medical.shtml' and 'www.medicalpocketpc.com/'. Below the header, there is a blue banner with a white heartbeat line and the text 'MEDICAL POCKET PC .com'. The background is a light yellow color.

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An example of offerings from
www.medicalpocketpc.com

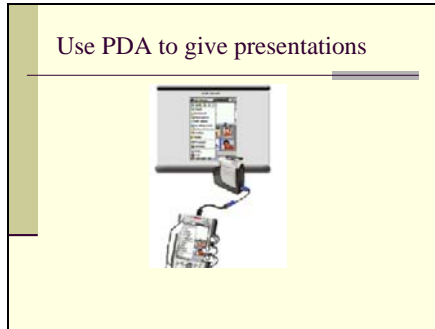
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Various databases are available for the Pocket PC which let you keep track of everything from your patients to lab values, or even movies and wine. A popular database is Handbase, available from DDH software (www.ddhsoftware.com) . It includes the program itself, which sells for between \$30 and \$100 depending on which version you buy. All version have a desktop version, and you can sync between your PPC and the desktop.

Once loaded, you can download loads of premade free databases, or make your own. It is very simple to construct databases with this program. For example, here I constructed a database for keeping patient log information. Once residents input the information, it can be sync'ed or beamed (infrared) to me.

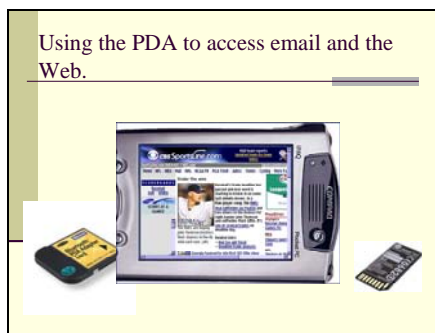
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With the addition of the appropriate peripheral card, you can give presentations off of your Pocket PC. Programs will display converted versions of your Powerpoint slides. The resolution of these are surprisingly good, and difficult to tell from a standard laptop show. You may lose some of the bells and whistles (ex. complex transitions) depending on the software, but such things are overrated anyhow.

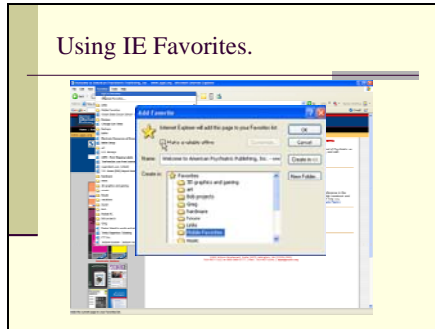
The newest version of the Pocket PC operating system includes a Powerpoint player. You cannot edit Powerpoints with it, but it can play something you did on computer pretty accurately.

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Many PPCs have wireless internet connectivity built in. If not, it can easily be added through a wireless LAN card. The PPC comes preloaded with a pared down version of internet explorer, and some ability to size down screens to appropriate sizes for viewing on the Pocket PC.

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Even if you don't have internet connectivity, you can still download context.

Simply enable "favorites" from your Active sync options (go to "Tools", then pick "Options"). That will create a new folder among your internet favorites folders called "Mobile Favorites".

Then, whenever you want to save an internet site to your Pocket PC, simply navigate to that site on your Desktop, choose "Favorites from the menu" and then save the site inside your Mobile Favorites folder. Make sure to check "Make Available offline. If you choose the "customize" option you can fine tune just how much of the site will be downloaded to your Pocket PC.

You can do this once, or set up your PC to synchronize with the site to update content.

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WM 5.0 was released in mid to late 2005. The newest handhelds and smart phones have this version of the operating system pre-installed, and select HP and Dell handhelds can be upgraded. Although WM5 does have some attractive features, it is not (yet) a substantial upgrade from WM2003SE, the version the majority of our PPC's run. In addition, it does carry with it some notable disadvantages.

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WM5 Features

- Voice Commander installed by default
- Persistent storage
- Slightly improved networking and e-mail integration
- Improvements to Word and Excel
- Addition of Pocket Power Point
- Bluetooth Sync
- Hard Drive / USB 2.0 support

There are several benefits to WM5.0. In addition to some cosmetic changes to the operating system, as well as slight updates to contacts/calendars, WM5 now features:

Native integration of Voice Commander – available as a separate purchase for WM2003SE, WM5 has VC built in.

Persistent storage – previously, any data stored on the PPC would be completely erased if the battery completely discharged. WM5 now stores data in such a fashion that even if the battery is completely discharged, no information or programs are lost.

Networking and e-mail are slightly improved.

Word Mobile now supports tables, lists and embedded images, and Excel Mobile allows you to create basic charts and graphs. There's also PowerPoint Mobile, which although it doesn't let you modify presentations, does allow you to view them and display them, and it's surprisingly good given how limited it is.

You can sync via Bluetooth
WM5 now supports USB 2.0 and hard-drives

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WM5 Disadvantages

- New – some third party programs do not support WM5
- Buggy at times
- Only limited Dell's and HP's can be upgraded, and the upgrade process is difficult
- Not enough compelling features to make it a "must have."

WM5 is new first generation software, and as a result, has several disadvantages.

Several third party applications do not support WM5 as of yet, although this will change.

WM5 does not appear to be completely stable at present

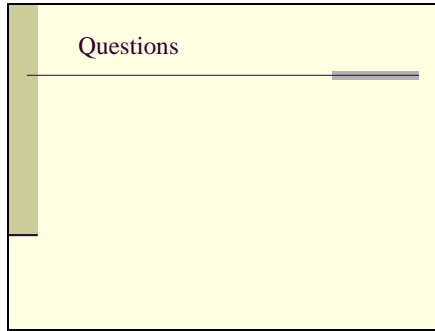
Only a few 2003SE machines can be upgraded to WM5 – mostly only a few Dell's and HP's. The upgrade process can cause problems, and usually does not run smoothly. See handout for some tips and tricks.

WM5 is an improvement, but not so much of one that it's a must have for current generation PPC users. Once several patches/revisions have been made to the OS, once Voice Commander is better utilized, and when PPC's with built in hard drives appear, it will be.

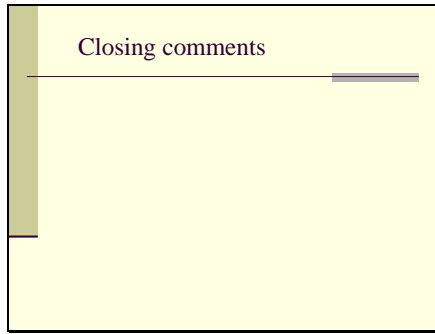
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Other interesting uses

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