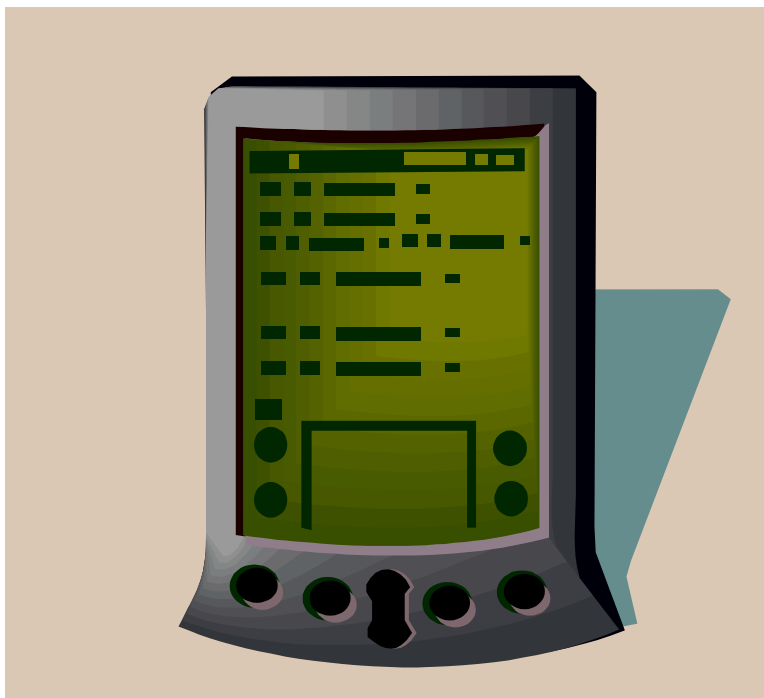


**BEYOND THE  
FOUR  
FUNCTIONS:  
A Manual of  
Academic Uses  
for the Palm m500**



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# Beyond the Four Functions: A Manual of Academic Uses for the Palm m500

## Introduction

The Palm m500 handheld is more than simply an organizer. It has a variety of uses, which are of advantage in an academic setting. This manual is intended to introduce students to education- and information-related uses of the handheld computer. As the title implies, it assumes a working knowledge of the four basic PDA functions (addressbook, datebook, memo, and to-do list). If you are unfamiliar with these functions, please consult the manual, which accompanies your Palm m500. Additional information is available in the PDA manual that precedes this section ("Palm OS PDAs...").

This manual covers the following uses of the handheld computer: reading e-books; reading, creating, and editing documents; database software, using Avantgo to find online information; beaming data and applications; and URL's for current awareness on handhelds and their academic and informational applications.

## Reading e-books

The advantages of reading e-books with the PDA might not be immediately obvious. However, the size of the handheld makes it very portable, and since text files are small, your PDA can actually hold quite a few books. In addition, e-books are searchable (use your reader's "Find" command), and they can be bookmarked, which are advantages over paper books and which lend themselves to academic uses.

Before you can read a book with your handheld, you must load a reader onto it. Readers have differing features, so you might want to experiment with several (in addition to the Palm Reader which already comes with your PDA) and then settle on one or two for reading books. Readers can be obtained inexpensively or for free at the following sites:

Aportis	<a href="http://www.afortis.com">http://www.afortis.com</a>
Bible Reader*	<a href="http://www.olivetree.com">http://www.olivetree.com</a>
CspotRun	<a href="http://www.32768.com/bill/palmos/cspotrun">http://www.32768.com/bill/palmos/cspotrun</a>
GutenPalm	<a href="http://www.gutenpalm.sourceforge.net">http://www.gutenpalm.sourceforge.net</a>
Isilo	<a href="http://www.isilo.com">http://www.isilo.com</a>
MarkMyScriptures**	<a href="http://www.skimware.com">http://www.skimware.com</a>
Mobipocket Universal Reader	<a href="http://www.mobipocket.com">http://www.mobipocket.com</a>
Palm Reader	<a href="http://www.mindspring.com/~lior/download">http://www.mindspring.com/~lior/download</a>
Peanut Reader	<a href="http://www.peanutpress.com">http://www.peanutpress.com</a>
Quickword	<a href="http://www.cesinc.com/quickword">http://www.cesinc.com/quickword</a>
Qvadis Express Reader	<a href="http://www.qvadis.com">http://www.qvadis.com</a>
ReadThemAllFree	<a href="http://www.maksee.narod.ru/palm/rta">http://www.maksee.narod.ru/palm/rta</a>

TealDoc <http://www.tealpoint.com/softdoc.htm>  
TK3 Reader <http://www.nightkitchen.com>  
TomeRaider <http://www.tomeraider.com>  
WordSmith <http://www.bluenomad.com>

\*Use with Bibles from Olive Tree.

\*\*While intended to be a Bible reader, MarkMyScriptures can read standard PDA files.

(See "Document Readers for the Palm OS: A User's Perspective" by Larry Stedman, in *PalmPower Magazine* ([May 2001](#) and [June 2001](#)). Also, see "[Books in the Palm of Your Hand](#)" by Jamie Engle at eBook Connections.com.)

Installing a reader: Follow the directions for downloading given for the reader(s) of your choice. It is best to download the reader to your desktop screen, just so that you can find it more easily when you want to install it later.

After the reader has been downloaded to your desktop, double-click on its icon to unzip the file. Click on "I Agree" on the WinZip window; you will then see a list of the contents of the reader's zip file. Not all of these files are essential for the PDA; usually, if you double-click on all files with the extensions *.prc* and *.pdb*, this is all the PDA needs. (Most applications/databases have a "readme" file with complete installation instructions.)

For each file that you double-click, the Palm Desktop install tool screen will appear, listing the application(s) and database(s) you want to install onto your PDA. Click "Done"; a screen indicating "The listed file(s) will be installed on the handheld when you next perform a HotSync operation" will appear. Click "OK". When you are finished, place your handheld into its cradle and press the HotSync button.

NOTE: Repeat this procedure for any application or database you want to install onto your PDA. It is important to remember to (1) download and (2) install the applications and databases onto your PC, then (3) install them onto the PDA.

EXCEPTION: After downloading the Mobipocket and Qvadis readers, double-clicking will open an installation wizard rather than the Palm Desktop install tool. Follow the directions given by the installation wizard. You will still need to HotSync the reader onto your handheld.

Finding and installing books: Generally, only books in the public domain are available free; books currently under copyright are obtainable from commercial e-booksellers. (Remember, before you can read an e-book on your PDA you need to have installed an e-book reader. Download and install the book onto your PC desktop screen, then double-click to activate the Palm Desktop's install tool. After you have performed your next HotSync, you will find your book located in your reader(s).)

The following URL's should prove helpful to you in understanding e-books and finding books for your handheld. Not all e-books are PDA-readable; many require conversion and some tweaking before they can be read on a handheld. In such cases, the conversion tools and their sources are noted.

Few current textbooks and reference works are available (the big exception is medical

books), but these sites can be a good source of cheap texts of classic and popular literature. (As PDA's become a more important and prevalent educational tool, it's hoped that publishers will be willing to venture into PDA textbook publishing.)

CAVEAT: The world of e-publishing is currently rather unstable. The following URL's are current and accurate as of the writing of this manual and, of course, do not reflect changes in publishers, their addresses and URL's, or their publications. Also, this list cannot claim to offer complete information on the totality of e-publishing.

#### *Information and Important URL's*

E-book Conference	<a href="http://www.itl.nist.gov/div895/ebook99">http://www.itl.nist.gov/div895/ebook99</a>
eBook Connections	<a href="http://www.ebookconnections.com">http://www.ebookconnections.com</a>
Open Directory Project	<a href="http://dmoz.org/Computers/E-Books/">http://dmoz.org/Computers/E-Books/</a>

#### *Mega-Sites (Books available in multiple formats)*

Alex Catalog of e-Texts (free)	<a href="http://sunsite.berkeley.edu/alex">http://sunsite.berkeley.edu/alex</a>
eBookAd.com	<a href="http://www.ebookad.com">http://www.ebookad.com</a>
ebooks.com	<a href="http://www.ebooks.com">http://www.ebooks.com</a>

#### *E-books (Download to your PC)*

Bartleby.com	<a href="http://www.bartleby.com">http://www.bartleby.com</a>
BiblioBytes	<a href="http://www.bibliobytes.com">http://www.bibliobytes.com</a>
Fictionwise	<a href="http://www.fictionwise.com">http://www.fictionwise.com</a>
MetaText*	<a href="http://www.metatext.com">http://www.metatext.com</a>
MightyWords	<a href="http://www.mightywords.com">http://www.mightywords.com</a>
The On-line Books Page (free)	<a href="http://www.digital.library.upenn.edu/books">http://www.digital.library.upenn.edu/books</a>
Project Gutenberg** (free)	<a href="http://www.gutenberg.net">http://www.gutenberg.net</a>
Xlibris.Com	<a href="http://www1.xlibris.com">http://www1.xlibris.com</a>

\*Contains limited numbers of older textbooks.

\*\*Project Gutenberg texts can be converted to PDA-readable files with the jmakeztxt converter available from [GutenPalm](http://www.gutenpalm.com). (At the same site, you can download the GutenPalm reader and zlib for handheld Project Gutenberg texts.)

#### *E-books in PDF format (Download to your PC or PDA\*)*

Abika	<a href="http://www.abika.com">http://www.abika.com</a>
Adobe eBooks Central	<a href="http://www.adobe.com/epaper/ebooks">http://www.adobe.com/epaper/ebooks</a>
Aportis	<a href="http://www.aportis.com">http://www.aportis.com</a>
Christian Classics Ethereal Library	<a href="http://www.ccel.org">http://www.ccel.org</a>
eBooks.com	<a href="http://www.ebooks.com">http://www.ebooks.com</a>
The Electric Book Company	<a href="http://www.elecbook.com">http://www.elecbook.com</a>
Franklin E-Bookman	<a href="http://www.franklin.com/ebookman">http://www.franklin.com/ebookman</a>
Internet Book Company**	<a href="http://www.internetbookco.com">http://www.internetbookco.com</a>
Internet Public Library (free)	<a href="http://www.ipl.org/reading/books/index.html">http://www.ipl.org/reading/books/index.html</a>
Universal Publishers	<a href="http://www.upublish.com">http://www.upublish.com</a>
Zero Hour	<a href="http://www.00h00.com/ang">http://www.00h00.com/ang</a>

\*There is a free Adobe Acrobat PDF Reader for the Palm OS at the [Adobe Acrobat homepage](http://www.adobe.com/acrobat), or get a free PDF converter from [Dataviz](http://www.dataviz.com). (PDF-to-Go is also available at [Dataviz](http://www.dataviz.com).)

\*\*The Internet Book Company has many links to Project Gutenberg, whose texts are in ASCII format and require the ztxt converter to make them PDA-readable (see Project Gutenberg under "E-Books").

### *Books in PDA-downloadable format*

AllStory.com	<a href="http://www.allstory.com">http://www.allstory.com</a>
Baen.com (sci-fi)	<a href="http://www.baen.com">http://www.baen.com</a>
Bookbooters.com	<a href="http://www.bookbooters.com">http://www.bookbooters.com</a>
Bookmice Publishing	<a href="http://www.bookmicepublishingco.com">http://www.bookmicepublishingco.com</a>
Bookrags*	<a href="http://www.bookrags.com/pda">http://www.bookrags.com/pda</a>
CyberRead	<a href="http://www.cyberread.com">http://www.cyberread.com</a>
E-Book Library (free!)	<a href="http://etext.lib.virginia.edu/ebooks">http://etext.lib.virginia.edu/ebooks</a>
Editio Books	<a href="http://www.editio-books.com">http://www.editio-books.com</a>
HandHeldCrime**	<a href="http://www.handheldcrime.com">http://www.handheldcrime.com</a>
Hard Shell Word Factory	<a href="http://www.hardshell.com/ebooks.html">http://www.hardshell.com/ebooks.html</a>
Mary Jo's E-Texts	<a href="http://www.dogpatch.org/etext.html">http://www.dogpatch.org/etext.html</a>
MemoWare***	<a href="http://www.memoware.com">http://www.memoware.com</a>
Mobipocket eBookstore	<a href="http://www.mobipocket.com/en/eBooks">http://www.mobipocket.com/en/eBooks</a>
Night Kitchen	<a href="http://www.nightkitchen.com">http://www.nightkitchen.com</a>
Olive Tree Bible Software	<a href="http://www.olivetree.com">http://www.olivetree.com</a>
Online Originals	<a href="http://www.onlineoriginals.com">http://www.onlineoriginals.com</a>
PDA Bookstore	<a href="http://www.pdabookstore.com">http://www.pdabookstore.com</a>
Peanut Press	<a href="http://www.peanutpress.com">http://www.peanutpress.com</a>
Pocket Manager	<a href="http://www.pocketmanager.com/index.jsp">http://www.pocketmanager.com/index.jsp</a>
Qvadis	<a href="http://www.qvadis.com">http://www.qvadis.com</a>
Sitescooper (news)	<a href="http://www.sitescooper.org">http://www.sitescooper.org</a>
WordPop.com	<a href="http://www.netbooks.com">http://www.netbooks.com</a>

\*Requires Avantgo.

\*\*HandHeldCrime also delivers texts via Avantgo.

\*\*\*MemoWare has an extensive of list of Document Conversion Tools and Utilities.

### *Universal Readers*

The Rich Reader is a Universal Reader that can read MS Word, HTML, and PDF files. You can download it as Shareware or Freeware at <http://users.rcn.com/arenamk/RichReader.html>. The MobiPocket Reader is also a Universal Reader (it is universal in the sense that it can be used on all handheld computers and e-book readers); it also contains a web clipper (like Avantgo), which provides access to national and international news sources. It is available for free at <http://www.mobipocket.com/>.

### **Reading, creating, and editing documents**

Your PDA comes equipped with DocumentsToGo, a document reader and editor. DocumentsToGo consists of the applications WordToGo, which reads and edits MS Word documents, and SheetToGo, which reads and edits MS Excel spreadsheets. It is convenient if you also have DocumentsToGo on your PC.

As you might expect by this point, reading and editing documents with a handheld requires a few more steps than doing the same thing with a PC. However, the advantages of being able to carry and edit documents on the PDA certainly outweigh this slight inconvenience.

You can create Word and Excel documents on your PDA, simply by entering the respective program and pressing "New". Use the handheld's keyboard to write your document. If you call up DocumentsToGo, you are prompted to choose whether to create a document with WordToGo or SheetToGo.

If you wish to transfer a document you have created or edited to your PC, you need to perform a Hot Sync so that the document in its current form makes its way to your PC DocumentsToGo program. Once you have synched the document onto your PC, open the PC's DocumentsToGo; the file in question should be listed in the contents. Click on the document you want to move, click on the "Move File" button on the toolbar. This will bring up your PC's "My Documents" file; you can now save the file as you wish.

You can also create and/or edit files on your PC and transfer them to your handheld. Save your document to your PC and exit the relevant program, then double-click on DocumentsToGo. Click on "Add Item" on the toolbar; this will open your "My Documents" file. Find and select the document you want for the PDA; click "Open", and it will appear in the DocumentsToGo contents. HotSync the document onto the handheld.

### **Database software**

MobileDB allows databases to be created on the PC (for this, you need to have MobileDB\_PC on the PC) or the PDA (tap the "New" button, name your database, name your fields, and enter/edit data). New or edited databases can be synched onto the PDA (from the PC) or the PC (from the handheld).

MobileDB comes equipped with about fifty different databases, some complete with information (e.g., the 2000-01 NBA schedule) and some empty (e.g., recipe collection). Data can be synched into these databases from MS Excel or Access. You can also create your own databases with MobileDB\_PC (click on "New" in the drop-down menu under "File"). You can obtain additional databases for MobileDB from Handmark at <http://www.handmark.com/databases/index.html>.

### **Finding online information**

You can use the PDA to access information found in web sites using the Avantgo program which comes with your handheld. Simply register with Avantgo at <http://www.avantgo.com>. You'll be prompted to create an account and to choose channels which will be updated every time you HotSync. Additionally, you can create your own channels; choose web sites you commonly visit or those necessary for your personal and/or academic

information needs. The Freshman Channel, containing course, campus, city, and state news and information is available at <http://www.usd.edu..>

### **Sharing information and applications**

The Palm OS software allows data and applications to be shared via beaming. (The only applications that cannot be beamed are the basic four functions (datebook, addressbook, to-do list, and memo) which come with the PDA.)

To beam information or an application, the sending and receiving handhelds need to be between 4-39 inches (10 cm.-1 m.) apart, with the infrared beaming (IR) ports unobstructed and pointing at each other.

To beam data, call up the record you wish to beam. Tap the menu icon, then tap "Record" and the appropriate beam command. A Beam Status dialog box will appear indicating that the PDA is searching for a receiving handheld. A further dialog box will indicate whether the beaming was successful.

To beam an application, tap the applications icon, then call up the application you wish to beam. Tap the menu icon and then the appropriate beam command (if you have an expansion card inserted into the PDA, you will be asked whether to beam from the handheld or from the card). The Beam Status dialog box will indicate whether the beaming was successful.

To receive beamed data or applications, be sure that your handheld is set to receive beamed information. (On the applications screen, tap "Preferences", then "General" in the drop-down menu. Beam receive should be set to "On" to receive a beam. Turn the "Beam Receive" off between beamings to conserve your battery.) Be sure that your Palm is pointing at the sending PDA, that it is the proper distance from the other machine, and that there are no obstructions blocking the beam. A Beam dialog box will appear, asking whether you want to accept the data or application being beamed. Tap "Yes" and indicate the category to which you want the data/application assigned.

You can also use the IR port to HotSynch the handheld. This is the method to use when you are synching at the various synching bars on campus.

### **Current awareness**

To keep up with what's new and cool in the world of handheld computers, visit product websites (many of which offer free e-newsletters) and the following information/newsletter sites:

Active Buyer's Guide	<a href="http://www5.pdas.activebuyersguide.com">http://www5.pdas.activebuyersguide.com</a>
eBook Connections	<a href="http://www.ebookconnections.com">http://www.ebookconnections.com</a>
Happy Palm	<a href="http://www.palmstation.com">http://www.palmstation.com</a>
Mark's Palm Place (M500)	<a href="http://users.nac.net/mgc/palmplace.html">http://users.nac.net/mgc/palmplace.html</a>
Palm Infocenter	<a href="http://www.palminfocenter.com">http://www.palminfocenter.com</a>
Palm Tipsheet	<a href="http://www.palmtipsheet.com">http://www.palmtipsheet.com</a>
Palm Station	<a href="http://www.palmstation.com">http://www.palmstation.com</a>

PDA Geek Newsletter  
PDA Street  
The Gadgeteer  
Woody's Palm Watch

<http://www.geek.com/pdageek/pdamain.htm>  
<http://www.pdastreet.com>  
<http://www.the-gadgeteer.com>  
<http://www.woodyswatch.com/palm>

(This list is by no means complete. It represents a smattering of the informational sites on PDA's, their products, and their use available on the Web. The authors would appreciate being notified of new and valuable web sites on handhelds and their academic and informational uses.)

### **Bibliography**

Dyszel, Bill. *Palm for Dummies*. Indianapolis: Hungry Minds, 2000.

Johnson, Dave. *How to Do Everything With Palm*. New York: McGraw-Hill, 2000.

Pogue, David. *Palm Pilot: The Ultimate Guide*. Cambridge, MA: O'Reilly & Associates, 1999.