

# BlackBerry Tips & Tricks

NAPSLO Mid-Year 2009

# BlackBerry Models



7290



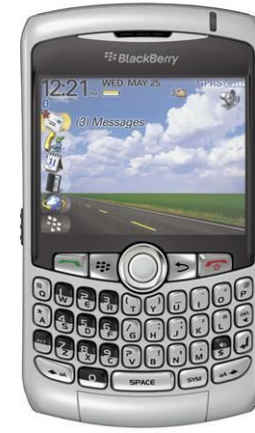
7800



8800



Pearl





Curve



Bold

## Important Keys

ALT key =  has half moon on top of it. left side of keyboard below the A.

CAP key =  bottom right key (AKA SHIFT key)

# Home Screen

- ▶ **Password protect your handheld via Options > Security**
  - Establish a timeout (I use 15min) and set the password
  - **NOTE:** Complete the **Owner** item in the **Options** menu as this info. is displayed when password protection kicks in
- ▶ **To lock the handheld**
  - Set a password then click the **Lock** icon
  - Pearl devices press and hold **Next** for at least 3 seconds
- ▶ **To lock the keyboard**
  - Click the **Keyboard Lock** icon
- ▶ **To unlock the keyboard**
  - Double click the track wheel/ball
- ▶ **To move an icon on the Home screen**
  - Press the **Alt** key and click the track wheel/ball
  - Select **Move** and position the icon with the wheel/ball
  - Click again to place it
- ▶ **To hide an icon on the Home screen, select an icon.**
  - Hold the **Alt** key and click the track wheel/ball
  - Click **Hide Icon**
- ▶ **To show previously hidden icons**
  - Hold the **Alt** key and click the track wheel/ball
  - Click **Show All Hide Icon**
  - Toggle this off the same way
- ▶ **To use the handheld in the dark, or as a mini-flashlight, press the Power button.**

# Home Screen (continued)

- ▶ To vertically scroll between icons on the home screen, hold down the **Alt** key while rolling the trackwheel. (for non-trackball devices only)
- ▶ To switch to another application, hold the **Alt** key and press the **Escape** button (located on the right-side of the device or to the right of the trackball.) To select the application, continue holding the **Alt** key and roll the trackwheel/trackball. To switch to that application, release the **Alt** key.
- ▶ To use shortcut keys **M** (Mail), **A** (Address Book), **L** (Calendar), and **T** (Tasks) to open an application from the Home screen. (does not apply to the Pearl)
  - Open the Phone screen, open the phone options.
  - Click **General Options**.
  - Change the **Dial From Home Screen** field to **No**.
  - The shortcut keys are underlined on the Home screen when scrolling over the icon.

# Navigating Screens

- ▶ Move to the top of a screen
  - Press **T** (top)
- ▶ Move to the bottom of a screen
  - Press **B** (bottom)
- ▶ Move down a screen (page down)
  - Press the **Space** key
- ▶ Move up a screen (page up)
  - Press the **Shift** key and **Space** key
- ▶ To change an option field
  - Hold the **Alt** key and scroll
- ▶ To move the cursor in a different direction, hold the **Alt** key and roll the trackwheel.
- ▶ To exit a screen or dialog box, press the **Escape** button.
- ▶ To jump to an item in a list or menu, press the first letter of the item.
- ▶ To select multiple items or characters, hold the **Shift** key and roll the track wheel/ball.

# Navigating Screens

Keystroke	Function
T	Move to the top of a screen
B	Move to the bottom of a screen
Space	Move down a screen (page down)
Shift + Space or (NUM) + Space or (CAP) + Space	Move up a screen (page up)
N	Move to the next item
P	Move to the previous item
Alt + roll trackwheel	Move the cursor in a different direction
Escape	To exit a screen or dialog box
<letter>	To jump to an item in a list or menu (also within address book)

# Typing

- ▶ Capitalize a letter
  - Hold the letter down until the capitalized letter appears
- ▶ Insert a period
  - Press the **Space** key twice and the next letter will be capitalized
- ▶ Insert the “@” and “.” characters in an email field (works on special fields like address in email)
  - Press the **Space** key
- ▶ Type numbers in a number field (found in the address book/phone field)
  - Press the number, you do not need to press the **Alt** key.
- ▶ Turn on CAP lock
  - Hold the **Alt** key first and press the **Right Shift (Cap)** key
- ▶ Turn on NUM lock
  - Press the **Right Shift** key first and press the **Alt** key
- ▶ Turn off NUM lock or CAP lock mode
  - Press the **Right Shift** key
- ▶ Type the alternate character on a key
  - Hold the **Alt** key and press the character key.
- ▶ Type a symbol
  - Press the **Symbol** key and select Click on the symbol

# Typing

To	Function
Capitalize a letter	Hold the letter key until the capitalized letter appears.
Insert a period	Press the <b>Space</b> key twice. The next letter will be capitalized.
Turn on CAP lock	Hold the <b>Alt</b> key first and press the <b>Right Shift (CAP)</b> key.
To insert “@” and “.”	In an email field, press the <b>Space</b> key.
Turn on NUM lock	Press the <b>Right Shift</b> key first and press the <b>Alt</b> key.
To turn off NUM or CAP lock mode	Press the <b>Right Shift</b> key.
Type numbers in a number field	Press the number keys. You do not need to press the <b>Alt</b> key.
To type the alternate character on a key	Hold the <b>Alt</b> key and press the character key.
To type a symbol	Press the <b>Symbol</b> key.

# Editing Text

- ▶ **Select text by character**
  - Hold the **Shift** key and roll the track wheel/ball
- ▶ **Select whole lines**
  - Press the **Shift** key once and roll the track wheel/ball
- ▶ **Cancel text selection**
  - Press the **Escape** button
- ▶ **Copy selected text**
  - Press the **Alt** key and click the track wheel/ball
- ▶ **Paste the selected text**
  - Press the **Shift** key and click the track wheel/ball
- ▶ **Cut the selected text**
  - Press the **Shift** key and the **Backspace (Del)** key

# Email Messages

- ▶ Open the selected message, press the **Enter** key
- ▶ Move to the next message
  - Press **N** (ext)
- ▶ Move to the previous item
  - Press **P** (revious)
- ▶ Compose a message from the Messages list
  - Press **C** (ompose)
- ▶ Reply to a message
  - Press **R** (eply)
- ▶ Forward a message
  - Press **F** (orward)
- ▶ Reply to all
  - Press **L**
- ▶ File a message
  - Press **I**
- ▶ Search for text within a message
  - Press **S** (earch)
  - Press **S** again to search for the next occurrence of the text
- ▶ Switch between showing and hiding filed messages
  - Press **H** (ide)
- ▶ Move down a page while reading a message
  - Press the **Space** key
  - Press the **Enter** key to move down one line at a time
- ▶ Move up a page while reading a message
  - Press the **Alt** key and **Space**

# Email Messages

- ▶ **View sent messages**
  - Press the **Alt** key and **O** (utgoing)
- ▶ **View received messages**
  - Press the **Alt** key and **I** (ncoming)
- ▶ **View Voice Mail messages**
  - Press the **Alt** key and **V** (oice)
- ▶ **Jump to the next unopened item**
  - Press **U** (nread)
- ▶ **Jump to the previous day**
  - Press **P** (revious)
- ▶ **Move to the previous related message**
  - Press **K**
- ▶ **Move to the next related message**
  - Press **J**
- ▶ **Move to the last cursor position in a received message**
  - Press **G**
- ▶ **Toggle viewing the email address of a sender or recipient, in the **To** or **From** field of a received message**
  - Select the name and press **Q**
- ▶ **To delete selected messages**
  - Press the **Delete** key
- ▶ **Delete all messages prior to and including a specific date**
  - From the messages list select a date field bar
  - Click the track wheel OR press the menu key (for trackball models) and choose **Delete Prior**

# Email Messages

Pressing	Function
Enter	Opens the selected message.
C	Composes a message from the Messages list.
R	To reply to a message.
F	To forward a message.
L	To reply to all.
I	To file a message.
S	To search for text within a message. To search for the next occurrence of the text, press S again.
H	To switch between showing and hiding filed messages.
Enter or Space	Move down a page in a message.
Alt + Enter or Shift + Space	Move up a page in a message

# Email Messages

Pressing	Function
Alt + O	To view Sent messages.
Alt + I	To view Received messages.
Alt + V	To view Voice Mail messages.
Alt + U	To jump to the Next unopened item.
P	To jump to the Previous day.
K	To move to the previous related message.
J	To move to the next related message.
G	To move to the last cursor position in a received message.
Q	To view the email address of a sender or recipient, in the <b>To</b> or <b>From</b> field of a received message, select a name then press <b>Q</b> . To show the display name again, press <b>Q</b> .
Delete	To delete selected messages.
Delete all prior messages	To Delete all messages prior to and including a specific date, in the messages list, select a date field. Click the trackwheel. Click <b>Delete Prior</b> .

# Calendar

- ▶ For the following tips to work in Day view
  - In the calendar options
  - Set **Enable Quick Entry** field to **No**
  - You can also set your initial view to Week
- ▶ Change to Day format
  - Press **D** (ay)
- ▶ Change to Week format
  - Press **W** (eek)
- ▶ Change to Month format
  - Press **M** (onth)
- ▶ Change to Agenda format
  - Press **A** (genda)
- ▶ Move to the current date
  - Press **T** (oday)
- ▶ Move to a specific date
  - Press **G** (oto)
- ▶ Create an appointment
  - Press **C** (reate)
- ▶ Move to the next day, week, or month
  - Press the **Space** key
- ▶ Move to the previous day, week, or month
  - Press the **Shift** and the **Space** key
- ▶ Move cursor horizontally in Week view
  - Hold the **Alt** key and roll the track wheel/ball
- ▶ Move the cursor vertically in Month view
  - Hold the **Alt** key and roll the track wheel/ball

# Phone

- ▶ Assign speed dial to a letter
  - Hold a letter key
  - Choose an existing contact or type the number
- ▶ Call a speed dial number
  - Hold a previously assigned letter key
- ▶ Dial the last number that you typed
  - Press the **Space** key and press the **Enter** key
- ▶ Type letters in as phone numbers
  - Hold the **Alt** key and type
- ▶ Insert a wait when typing a phone number
  - Press **B**
- ▶ Insert a pause when typing a phone number
  - Press **N**
- ▶ Change Volume during a call
  - Roll the track wheel or use the **+/-** buttons (on phones with the trackball)
- ▶ Move to the top of the Phone screen while viewing the list of contacts
  - Press the **Space** key

# Other Sites

- ▶ Games, Ringtones, Wallpapers, etc.
  - <http://mobile.blackberry.com/>
- ▶ Google Search, Gmail, Maps, News
  - <http://mobile.google.com/>
- ▶ BlackBerry Internet Service (e-mail forwarding)
  - <http://www.blackberry.com/support/client/>
- ▶ Tips for other BlackBerry Devices
  - <http://na.blackberry.com/eng/support/blackberry101/tips/>