



# MESSAGE SUITE

## User Guide

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English

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# 1. INTRODUCTION

## THE MESSAGE SUITE PROGRAMS

The Message Suite is a communications package enabling you to send and receive email and faxes, and connect to the *World Wide Web*, from your Series 5.

In order to use the Message Suite with your Series 5, you need a modem, the appropriate cables to connect the modem to the Series 5, a phone line and an account with an *Internet service provider*.

 You can connect your Series 5 to any modem with a standard 25-pin connector using the Psion Modem Adapter cable (part no. 1602-0016-01). This joins the docking cable provided with your Series 5 to the modem.

When you install the Message Suite, the installation software adds the following components to your Series 5:



**Modems** A new **Modems** section of the **Control panel**.



**Dialling** A new **Dialling** section in the **Control panel**. This replaces the old **Dialling** section.



**Network** A new **Network** section of the **Control panel**.



**Email** Email, the email and faxing program.



**Web** Web, the World Wide Web browsing program. These two programs will add icons to your Extras bar.

 You will not be able to use either Email or Web until you have set up the new **Control panel** sections. Read the chapter entitled 'Setting up Message Suite' for information about entering set up information.



More information about using Email and Web can be found in the appropriate chapters later in this User Guide.

## USING THIS GUIDE

This user guide introduces you to the Message suite and contains detailed information about how you set up the programs, an overview of the Email and Web programs, and details on writing your own *scripts*.

 For more detailed information about using the Email and Web programs refer to the online help within each program. To open the help, select either the **Help on Email** or **Help on Web** command from the **Tools** menu.

The information in this guide is divided into the following chapters:

- **Setting up Message Suite:** You must read this chapter first. It tells you all you need to know to set up the Message Suite programs. **You cannot connect to the Internet and use Email or Web until you have set them up** as described in this chapter.
- **Email:** read this chapter to find out how to prepare, send and receive email and fax messages.
- **Web:** read this chapter to find out how to view Web pages either by browsing the Internet or from a disk on your machine.
- **Scripting:** this chapter describes the scripting language that is used to create the logon scripts that are used for connecting to the Internet. Message Suite is supplied with several standard scripts; this chapter tells you how to create your own should you need to do so.
- **Glossary:** contains definitions of terminology used in the Email and Web programs, and the new **Control panel** sections.

## Conventions used in this guide

This user guide uses the following conventions to represent information:



a note, for any additional information or details.



a tip, for useful information or advice.



a warning, for advice on avoiding problems or things to watch out for.



a troubleshooting tip, for ways to solve problems you might encounter.

The names of menus and menu commands are displayed in bold, as shown in the example below; menu commands which lead to other, cascading options are displayed in the format shown in the following example:

‘Select the **Printing|Print preview** command on the **File** menu.’

‘Select **Help on Email** from the **Tools** menu.’

# 2. SETTING UP MESSAGE SUITE

## INTRODUCTION TO SETTING UP

This section of the User Guide covers the configuration of the new **Control panel** sections and Email, which is essential for connection. Unfortunately, the complex nature of the Internet means it will take a little time to enter all the details required to connect to your *network service provider*, but following the steps in this chapter will make the process as simple as possible.

This chapter starts with a list of all the information that you need to collect about your modem, phone line and Internet or network service provider. It goes on to give you an overview of setting up and tells you how to connect your Series 5 to the modem, then leads you through the process of setting up.

If you are an experienced Series 5 user and are familiar with setting up computers to connect to the Internet, see the 'Quick setup for advanced users' section, if you need more help with setting up, read the 'Setting up the Control panel items and Email' section. When you have finished setting up, read the 'Testing your connection' section.

See the 'How do I...?' section at the end of this chapter for more details if the setup instructions don't cover all the things you need to do to get set up.

## INSTALLATION AND MEMORY REQUIREMENTS

### To install the Message Suite:

- Once you've extracted the Message Suite files, open the file 'Readme' or 'Readme.txt' for details of how to install the Message Suite on your machine.

### Please note the following approximate memory requirements for installing and running the software:

- To install the full Message Suite package, you will need around 1600K.
- To run Email and send and receive messages, you should have at least 900-1000K free.
- To run Web and open an average-sized Web page with graphics, you should have at least 1000-1100K free.

 These figures are guidelines only. The actual memory requirements of either Email or Web at any particular time will depend largely on the nature of the information you are sending or receiving from your network service.

## BEFORE SETTING UP...

Before you start setting up your Series 5, ensure you have all the information in the following table. Much of the information you need is taken from the account that you have with the network service provider that you use to connect to the Internet. Until you have an account and a modem, you will not be able to set up the Message Suite.

Information you need:	Where to find this out:	Write the information in here for reference:
The make and model of your modem.	On the modem itself, or in the literature which accompanied it.	
The speed you should use your modem at.	In the documentation that came with your modem. If your modem is in the list of pre-defined modems, you shouldn't need to adjust this. To view the list of pre-defined modems, open the <b>Modems</b> section of the <b>Control panel</b> , and tap in the <b>Current modem</b> line.	
If the phone line you are using has a <i>Call Waiting</i> facility - the code you need to dial to disable Call Waiting.	From your telephone company.	
If you want to use a <i>chargecard</i> - the account number and PIN of the chargecard.	In the literature that accompanied your chargecard.	
If you want to use a chargecard - the order in which information such as your account number and PIN ought to be sent.	In the literature that accompanied your chargecard.	
The phone number you should use to connect to your service provider. (This is often called a <i>Point Of Presence</i> or <i>POP</i> .)	From your network service provider, or in the information you received when you opened your account.	
The username and password for your Internet account.	From your network service provider, or in the information you received when you opened your account.	
Whether or not you need to specify your machine's <i>IP address</i> when you connect.	From your network service provider. If you are in doubt, you can leave the setting which tells the Series 5 to get the IP address on connection.	
Whether or not you need to specify the addresses of your service provider's name servers ( <i>DNS addresses</i> ) when you connect.	From your network service provider. If you are in doubt, try leaving the standard setting which tells the Series 5 to get the name <i>server</i> addresses on connection.	
Whether or not your service provider requires you to perform a text-based - or script-based - <i>login</i> .	From your network service provider.	
Your email address.	From the administrator for your email account. This will often be your network service provider.	
The <i>username</i> and password you should use to log in to your <i>mailbox</i> .	From the administrator for your email account. This will often be your network service provider.	
The name of the email server for incoming messages. This is often called the <i>POP3 server</i> .	From the administrator for your email account. This will often be your network service provider.	
The name of the email server for outgoing messages. This is often called the <i>SMTP server</i> .	From the administrator for your email account. This will often be your network service provider.	

# OVERVIEW OF SETTING UP

Before connecting your Series 5 to the Internet, you need to prepare your machine and software. This consists of five stages:

1. Connecting the Series 5 to a modem and phone line.
2. Choosing the type of modem you use.
3. Setting the *location* you are dialling from.
4. Choosing the service provider you use to connect to the Internet.
5. Entering email-specific settings in Email.

The following sections describe each of these stages in turn.



Each of the dialogs you use when setting up the new sections of the **Control panel** on your Series 5 has a **Help** button. Tap this to find out more information on what to put in each line of the dialog.

## Connecting your Series 5 and modem

The first stage of connecting to the Internet is to connect your Series 5 to a modem and phone line and set them up for communication.

### To do this:

1. Connect your modem to a phone line, and, if necessary, to a power supply. Make sure the modem is switched on.
2. Connect the modem to the serial port of your Series 5 using an appropriate cable.

## QUICK SET UP FOR ADVANCED USERS

If you are familiar with configuring Internet software, you may want to set up your machine quickly using the table below, which simply tells you what information you need to put in each **Control panel** section, and what you need to set up in the Email program.

Setting:	What to set up there:
<b>Modems section of Control panel</b>	<ul style="list-style-type: none"><li>• The type of modem you use. Use the <b>New</b> button if the list does not include a modem compatible with your own, then enter the settings you use.</li><li>• Use the <b>Edit</b> button to change any of the modem settings. To change the modem speed, use the <b>Port</b> page. To change the loudspeaker volume, use the <b>Options</b> page.</li></ul>
<b>Dialling section of Control panel</b>	<p>The location you dial from. Tap the <b>Locations</b> button and select <b>Edit</b> to alter any of the settings.</p> <ul style="list-style-type: none"><li>• On the <b>Location</b> page, select your current country and enter your area code.</li><li>• Use the <b>Dial out</b> page to enter any prefixes you need to add to get an outside line.</li><li>• Use the <b>Dial settings</b> page to indicate whether you use tone or <i>pulse dialling</i>, and whether you need to wait for dial or proceed tones while dialling out.</li><li>• If you want to use a chargecard from the location you are setting up, tick the box on the <b>Chargecard</b> page and tap the <b>Options</b> button. Select <b>Edit</b>, or <b>New</b> if the list of pre-defined chargecards does not contain one compatible with your own. Enter your account details on the <b>Details</b> page and the order information should be sent in on the <b>Rules</b> page.</li></ul>

	<p>The <b>Tone dialling</b> page in the <b>Dialling</b> section of the <b>Control panel</b> is the same as the one covered by your machine's User Guide, and applies to normal <i>DTMF</i> dialling, not dialling via a modem.</p>
<p><b>Network section of Control panel</b></p>	<ul style="list-style-type: none"> <li>• The network service provider you use. Select the one you use from the list and press <b>Edit</b> to enter your details.</li> <li>• If the list doesn't contain your service provider, tap <b>New</b> and select whether you want to base the service you are setting up on the current service, generic settings or settings from a template you have on your machine.</li> <li>• Enter the <i>access number</i> you use on the <b>Service</b> page, including the country and area codes.</li> <li>• Remove the tick from the <b>Use smart dialling</b> box if you just want the software to dial the number as entered in the <b>Standard phone number</b> line.</li> <li>• Use the <b>Login</b> page to change between 7 bit and 8 bit data.</li> <li>• If your service provider requires you to perform a text-based login, you will need to use a script. If you are adding a new service, you may need to tick the <b>Use login script</b> box on the <b>Login</b> page and edit the example script.</li> </ul>
<p><b>Email settings dialog</b></p>	<p>Select <b>Settings Email</b> on the <b>Tools</b> menu, then:</p> <ul style="list-style-type: none"> <li>• Enter the name you want to appear on your outgoing messages in the <b>Your name</b> line on the <b>Outgoing</b> page.</li> <li>• Enter the <i>email address</i> you want to appear on your outgoing messages in the <b>Email address</b> line on the <b>Outgoing</b> page.</li> <li>• Enter the server you use to send mail (this is often called the SMTP server) in the <b>Email (SMTP) server</b> line on the <b>Outgoing</b> page.</li> <li>• Enter the mail server you log in to when receiving your email in the <b>POP3 server</b> line on the <b>Incoming</b> page.</li> <li>• Enter the username you use to log in to your mailbox in the <b>Mailbox login</b> line on the <b>Incoming</b> page.</li> <li>• Enter and confirm the password for your mailbox on the <b>Incoming</b> page.</li> <li>• For fax settings, select <b>Setting Fax</b> on the <b>Tools</b> menu. Enter the number you want reply faxes to be sent to in the <b>Fax ID</b> line.</li> </ul>

# SETTING UP THE CONTROL PANEL SECTIONS AND EMAIL

This section provides detailed information about how you enter the set up information in the Control panel sections and within the Email program.

## Specifying the type of modem you use

Once you've connected up your Series 5 and modem, the next stage is to tell the software what type of modem you are using. The Message Suite comes with a number of pre-defined modem settings to make this easier.

### To do this:

1. Open the **Control panel** in the System screen and open the **Modems** section.
2. Tap in the **Current modem** box or press Tab to see the list of pre-defined modems.
3. Select the modem you use, or a modem from the list which you know is compatible with your own. Press **OK**.

 If the modem you use doesn't appear in the list, you can add settings for a new one. See '...add a new modem' in the 'How do I...' section later on.

## Setting the location you dial from

When you connect to the Internet using the Message Suite, your Series 5 instructs the modem to dial for you. You need therefore to specify the location you're dialling from, so that your Series 5 can automatically adjust the number, e.g. by adding a 9 to get an outside line if you are dialling from an office telephone system. This automatic adjustment is known as *smart dialling*.

### To set the location you dial from:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. In the **Current location** line, select the location which sounds most like the one you are dialling from. The pre-defined locations have the following settings:

Pre-defined location	Connection type	Dial out prefix	Disables Call Waiting	Uses chargecard
<b>Office</b>	Fixed line	Yes: "9," for both local and long distance numbers	No	No
<b>Mobile</b>	Mobile	No	No	No
<b>Home</b>	Fixed line	No	No	No

 If the location you use doesn't correspond to any of the pre-defined locations, you can create a new one easily using the **New** command on the **Locations** button.

3. Tap the **Locations** button and select **Edit** to change any of the settings for the location you select. Make sure that:
  - In the **Country** line of the **Location** page, you have your current country selected.
  - In the **Area code** line, you have your current area code entered.

For more information on each of the settings, tap the **Help** button on the appropriate page of the dialog.

## Specifying your service provider

Once you have set up your modem and the location you dial from, you need to enter a few details about the network service that you use to connect to the Internet. The Message Suite comes with a number of pre-defined Network services to make this easier.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. Tap in the **Current network service** box or press Tab to see the list of pre-defined service providers. Select the service provider you use.

 If your service provider does not appear in the list, you can add a new one using the **New** button. For more information on this, see ‘...add a new service provider’ in the ‘How do I...?’ section later on.

3. Tap the **Edit** button and:

- On the **Service** page: enter the access number you use in the **Standard phone number** line. Including the country and area codes.
- On the **Account** page: remove the tick from the **Ask before connecting** box and enter the username and password for your Internet account, confirming your password.

 It is not advisable to remove the tick from the **Ask before connecting** box if other people will be using your machine who you do not want to have access to your account. Instead, you should leave the box ticked and enter your username and password manually each time you connect.

4. Press **Done**, then **OK**.

 If the Network service provider you are using requires you to specify your *IP address* or the *DNS addresses*, or requires you to log on using a 7 bit setting for data transfer, you can change these settings on the **Addresses** and **Login** pages of this dialog. For more details, use the **Help** button on the dialog pages, and see the articles in the ‘How do I...’ section later on.

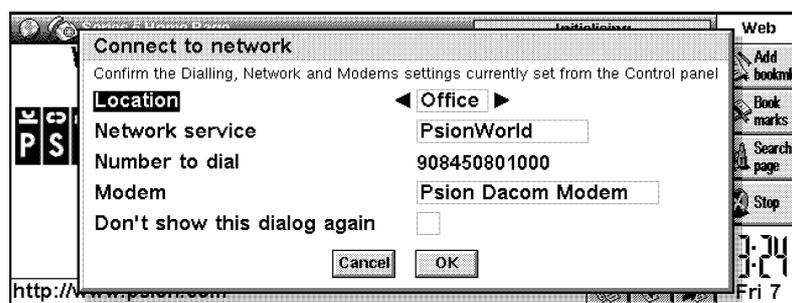
 If your service provider requires you to perform a text-based or script-based login, you will need to use a script. The pre-defined network services come with scripts already set up. If you are creating a new network service and need to create a new script, see the appendix on scripting towards the end of this User Guide.

## Testing your connection in Web

Once you’ve followed the above steps to configure the **Control panel**, you can test your connection to your network service provider using Web.

### To do this:

1. Tap on the **Extras** icon, then tap on the **Web** icon.
2. Select **Open location** on the **File** menu and type the address of any World Wide Web page, e.g. “http://www.pSION.com” or “www.software.pSION.com”. Press **OK**.
3. A connection dialog will appear showing the settings you have entered in the preceding steps:



If all the details are correct, press **OK** to connect and send the mail.

 If the details are not correct, you can change your choice of location, service provider or modem by using the lines in the connection dialog.

Web will then connect to the Internet and retrieve the page you want.

 If you experience any difficulties connecting using Web, select **Help on Web** on the **Tools** menu, then look for information on the problem you are having in the Help topics. You can view the list of topics that deal with problems by typing '**troubleshooting**' as a search clue with the **Quick find** button on the Toolbar pressed.

This test confirms that you can connect to your service provider correctly, and retrieve information from other machines on the World Wide Web.

 To disconnect from the World Wide Web when using Web, select **Disconnect from network** on the **File** menu.

Once you've tested that your connection to your network service provider is OK, you should continue with the steps below to set up and test Email.

## Entering your email and fax settings in Email

The final stage of the setting up process is entering your email and fax details in Email.

### To start Email:

- Tap on the **Extras** icon, then tap on the **Email** icon.

### To enter the email settings:

1. Select the **Settings|Email** command from the **Tools** menu.
2. Enter the following on the **Outgoing** page of the dialog:
  - **Your name:** This will appear on all emails you send, e.g. Ade.
  - **Email address:** This is the email address that will appear on all emails you send, and should be the email address you want others to send emails to, e.g. a.n.other@psion.com.
  - **Email (SMTP) server:** This is the server through which outgoing email will be sent, e.g. mail.pSION.net.
  - **Use MIME encoding:** Remove the tick from this box if you don't want messages to be sent using *MIME encoding*.
  - **Auto send on opening:** Remove the tick from this box if you don't want email in your *Outbox* to be automatically sent when you connect to the Remote mailbox.
3. Enter the following on the **Incoming** page of the dialog:
  - **POP3 server:** This is the server used to receive email messages, e.g. mail.pSION.net.
  - **Mailbox login:** This is the mailbox login name provided by your Internet service provider, e.g. a.n.other%psion.net.
  - **Mailbox password:** This is the password you need to use to access your Remote mailbox. Your password won't be displayed, just asterisks.
  - **Confirm password:** Enter your password again for confirmation.

### To enter the fax settings:

1. Select the **Settings|Fax** command from the **Tools** menu.
2. On the **User** page enter the:
  - **Fax ID:** This is normally the number of the fax machine on which you want to receive faxes, either your own private machine, or one which you have access to, for example, the fax machine in your office, or the number of the phone line your Series 5 is connected to. This number will be printed on the top of faxes you send.



You can only enter '+', space, and digits '0'-'9' in the Fax ID line.

- **Your name:** Enter the name which you want to be printed at the top of the faxes you send.
  - **Preferred resolution:** is normally set to fine. This is the *resolution* you will send faxes in and would prefer to receive faxes in. Change this to normal if you want to reduce the size of the fax, or if the fax machine you are sending to can only receive normal faxes.
  - **Show connection dialog:** Remove the tick from this box if you don't want to display the Connection dialog each time you send a fax.
3. On the **Modem** page enter the:
    - **Max. fax speed:** If you have problems when sending or receiving faxes because of a poor quality phone connection you can lower this value.
    - **Faxback delay:** Enter the number of seconds that you want the modem to wait after dialling a faxback number before it expects the fax to be sent.



The standard settings on the **Modem** page are designed to work with most setups, so you may want to leave them as they are.

## Testing your connection in Email

A good way of testing that Email is set up correctly is to send yourself an email message, then retrieve it from your mailbox.

### To send the email message:

1. Tap on the **Extras** icon, then tap the **Email** icon.
2. Tap the **New** button on the Toolbar and select **Email**.
3. Enter your own email address in the **To:** line, then enter some text in the **Subject:** line and the message area.
4. Tap the **Save - outbox** button on the Toolbar.
5. Select **Send from outbox** on the **Transfer** menu. Tap the **Send email** button. The **Connect to network** dialog will appear, as pictured previously. If all the details are correct, press **OK** to start the connection. If you have set up more than one Location, Network service or Modem you can select the one you require in the Connect to network dialog. If any of the settings are incorrect you'll need to change them in the **Control panel** in the System screen.



Email will automatically disconnect from the network once it has sent the email message.

### To get the message from your mailbox:

1. Wait for a few minutes to give the message time to arrive. Then tap the **Remote mail** button on the Toolbar and select **Open mailbox**, or select **Remote mail|Open mailbox** from the **Transfer** menu.
2. When the Connect to network dialog appears, press **OK**.
3. A list of the messages currently in your mailbox will appear in the Remote inbox. Select the test message and tap the **Copy (local)** or **Move (local)** button on the Toolbar.



If you experience any difficulties connecting using Web, select **Help on Email** on the **Tools** menu, then look for information on the problem you are having in the Help topics. You can view the list of topics that deal with problems by typing '**troubleshooting**' as a search clue with the **Quick find** button on the Toolbar pressed.



For more information on Email, see the appropriate sections later in this User Guide.

This test confirms that you can connect to your service provider correctly, and send and receive email.

## UNINSTALLING THE MESSAGE SUITE

If for any reason you want to remove the Message Suite software from your machine, you can:

- Remove the whole Message Suite, including both Email and Web, or
- Remove either Email or Web individually, leaving the rest of the Message Suite intact.

### To remove the whole Message Suite:

1. Open the **Add\remove** section of the **Control panel** in the System screen.
2. Select **Message Suite** in the **Installed programs** dialog, then press **Remove**.

### To remove either Email or Web individually:

1. Open the **Add\remove** section of the **Control panel** in the System screen.
2. Select **Email program** or **Web program** in the **Installed programs** dialog as appropriate, then press **Remove**.



The **Installed programs** dialog lists several other components of the Message Suite, which are essential for either Email or Web to function properly. Do not remove any other items in this dialog unless you are sure you know what you are doing.

## HOW DO I...?

### ...add a new modem?

You can add a new modem if none of the ones on the list of pre-defined modems is suitable.

#### To do this:

1. Open the **Modems** section of the **Control panel** in the System screen.
2. Tap the **New** button.
3. Give the new modem a suitable name and enter the appropriate details for your type of modem. Press **OK**.



For more information on the details you need to enter for your new modem, tap the **Help** button on each page of the dialog.

## ...remove a modem from the list?

### To remove any of the modems from the list of pre-defined modems:

1. Open the **Modems** section of the **Control panel** in the System screen.
2. Select the modem you want to remove and tap **Delete**.



If you delete all the modems in the list, it will return to the original list of pre-defined modems.

## ...control the modem loudspeaker?

### To change the volume of the modem loudspeaker:

1. Open the **Modems** section of the **Control panel** in the System screen.
2. Select the modem you use and tap **Edit**.
3. On the **Options** page:
  - Use the **Loudspeaker in use** line to control when the loudspeaker is on.
  - Use the **Volume** line to control the loudspeaker volume.

## ...change the modem speed?

You can change the speed at which your machine communicates with your modem. You may want to lower the speed if you are having difficulty connecting.

### To do this:

1. Open the **Modems** section of the **Control panel** in the System screen.
2. Select the modem you use and tap **Edit**.
3. On the **Port** page, use the **Speed** line to select the appropriate speed for your modem.

## ...use an infrared modem?

If you have a suitable infrared-enabled modem, it can communicate with your Series 5 via the infrared window rather than the serial port.

### To set up your Series 5 to use an infrared modem:

1. Set up the modem and Series 5 so that their infrared windows are facing each other.
2. Connect the modem to a phone line, and, if necessary, a power supply.
3. Open the **Modems** section of the **Control panel** in the System screen on your Series 5.
4. Select the modem type you use and tap **Edit**.
5. On the **Port** page, set the **Connect using** line to **Infrared**.

## ...just dial the number I type?

You can set the Message Suite software to simply dial the number you type in the **Dialling** section of the **Control panel** - without adding any of the dial out codes or chargecard information you might have set up.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. Remove the tick from the **Use smart dialling** box on the **Service** page.
4. Enter the phone number exactly as you want it to be dialled in the **Standard phone number** line.

 Turning smart dialling off means that your machine will only dial phone numbers exactly as you enter them: it will not add any dial out codes or chargecard information, and it will not remove the area and country codes even if the number you are dialling is in your local area.

Turning smart dialling off does not make the machine ignore all location settings, however. If you have set up alternative access numbers for the different locations you dial from (using the **Other phone numbers** line of this dialog), your machine will still dial the access number corresponding to your current location, but will not add or remove any information to or from the numbers you type in.

## ...add a new location?

You can add a new location to the list of locations already set up.

### To do this:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. Tap on the **Locations** button and select **New**.
3. Enter the settings for the new location. In particular, make sure you select the country and type the area code of the new location on the **Location** page, and enter any dial out codes you need to add on the **Dial out** page.

## ...tell the Message Suite to disable Call Waiting?

If you are dialling from a phone with a Call Waiting facility you need to disable this before connecting to the Internet.

### To set your Series 5 to automatically disable Call Waiting when it dials:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. Select the location you dial from that has Call Waiting, tap the **Locations** button and select **Edit**.
3. On the **Dial out** page enter the code you need to dial to disable Call Waiting in the bottom line.

## ...change the dial out code?

### To change the dial out code set for the current location:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. Select your current location, tap the **Locations** button and select **Edit**.
3. On the **Dial out** page, enter:
  - The number you need to dial before making a local call, and
  - The number you need to dial before making a long distance call.

 If you would normally pause after dialling the dial out code, put a comma after the number. If you would normally wait for a proceed tone after dialling the dial out code, put a tick in the **Wait for proceed tone** box on the **Dial settings** page.

## ...use pulse dialling?

If you are on a telephone exchange where you can't use *tone dialling* (the standard setting used by the Message Suite), you can set your modem to use *pulse dialling*.

### To do this:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. With the location you are currently dialling from selected, tap the **Locations** button and select **Edit**.
3. On the **Dial settings** page remove the tick from the:
  - **Tone dial inside** box if you are on an internal exchange which does not support tone dialling.
  - **Tone dial outside** box if the external telephone exchange you use does not support tone dialling.

## ...use a chargecard?

You can set up the Message Suite so that it automatically enters chargecard details as it dials a number.

### To do this:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. Select the location you want to use the chargecard for, tap the **Locations** button and select **Edit**.
3. On the **Chargecard** page, put a tick in the **Use a chargecard** box.
4. Either select a chargecard which sounds close to the one you use and tap the **Options** button and select **Edit**, or tap the **Options** button and select **New**.
5. On the **Details** page:
  - Enter your account number.
  - Enter and confirm your PIN.
6. On the **Rules** page:
  - Use the letters (representing your chargecard details such as account number and PIN) to specify the order information should be sent in when dialling local, national and international phone numbers.



For more details on *rules* for chargecards, tap the **Help** button on the appropriate dialog.

## ...disable a chargecard?

If your current location is set up to use a chargecard but for some reason you don't want to use one the next time you connect, you can tell the Series 5 not to use it without removing any of the chargecard settings.

### To do this:

1. Open the **Dialling** section of the **Control panel** in the System screen and select the location you want to use.
2. Tap the **Locations** button and select **Edit**.
3. Tap on the **Chargecards** page and remove the tick from the **Use a chargecard** box.

## ...tell the modem not to wait for a dial tone?

If the dial tone on the phone line you use is non-standard, or, e.g., you are in a country where the dial tone is different from the one in the country where the modem was bought, you may experience problems dialling out. You may be able to avoid these by instructing the modem not to wait for a dial tone before trying to connect.

### To do this:

1. Open the **Dialling** section of the **Control panel** in the System screen.
2. With the location you are dialling from selected, tap the **Locations** button and select **Edit**.
3. Tap on the **Dial settings** page and remove the tick from the **Wait for dial tone** box. Press **OK** and close the **Dialling** section.
4. Open the **Modems** section of the **Control panel**.

5. With the modem you use selected, tap the **Edit** button.
6. Append “X0” to the characters in the **Data init. string** line. Press **OK**.

## ...change the length of time I stay connected for?

You can change both:

- The length of time that your machine stays connected to the Internet when no data is being transferred to or from your machine, and
- The length of time your machine stays connected after you have closed any programs which use the connection.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. In the **If idle, stay online for** line, set the length of time you want the connection to stay open when no data is being transferred between machines. The minimum setting for this is 1 minute.
3. In the **On exit, stay online for** line, set the length of time you want the connection to stay open when you have closed all Message Suite programs.

## ...set alternative access numbers?

You can set alternative access numbers so that your Series 5 will dial the appropriate number according to your location.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. Select the **Network** service you use and tap **Edit**.
3. Tap the **Edit** button in the **Other phone numbers** line.
4. Select whether you want to set one or two alternative numbers, then for each number set:
  - The location you want it to be used for.
  - The number itself, including the country and area code.

## ...disable my alternative access numbers?

If you've set up alternative access numbers for each location you dial from, but don't want to use them at present, you can turn them off without losing the setup details.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. In the **Other phone numbers** line on the service page, tap the **Edit** button.
4. In the **Use other numbers** line, choose **None**.

## ...add a new network service?

You can add a new network service if you don't want to use or edit any of the pre-defined services.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. Select the network service you use, then tap the **New** button.
3. In the **Based upon** line, select **Current network service** if you want the new network service to start off with the same settings as the one you currently use, or **Generic settings** if you want the new network service to start off with a set of standard details. Press **OK**.
4. Give the new network service a name and change or add any details as necessary. Make sure that at the least you include the phone number (including the country and area code) that you dial to connect to your service provider. Press **Done**.

## ...add a new network service based on a template?

You can create a new network service based upon a file (called a *template*) which contains settings for your service provider. You may be able to get a suitable template from your service provider.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **New** button.
3. In the **Based upon** line, select **Settings from file**, then use the other dialog lines to locate the template file. Press **OK**.
4. Change any of the details of the network service as appropriate, then press **Done**.

## ...remove a network service from the list?

### To remove any items from the list of network services:

1. Open the **Network** section of the **Control panel** in the System screen.
2. Select the network service you want to remove and tap **Delete**.



If you delete all the items in the list, it will return to the original list of pre-defined services.

## ...set up a direct-line connection?

If you have a direct connection to the Internet (as opposed to a dial-up connection), you can set up the Message Suite so that it doesn't dial out.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. On the **Service** page, tap the **Direct** radio button in the **Connection type** line.

## ...specify my machine's IP address?

Some service providers require you to specify the address of your machine when you log on. You can set up the Message Suite to do this for you automatically.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. Tap on the **Addresses** page and remove the tick from the **Get IP address from server** box.
4. Enter your machine's IP address in the line below.

## ...specify the DNS addresses?

Some service providers require you to specify the addresses of the *DNS* machines (these are often known as name servers). You can set up the Message Suite to do this for you automatically.

### To do this:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. Tap on the **Addresses** page and remove the tick from the **Get DNS addresses from server** box.
4. Enter your the addresses of the DNS machines you use.

## ...change where messages are stored

Normally messages are stored on the Series 5's internal disk (C:). You may however prefer that they're stored on another disk, e.g. a Memory disk.



If you installed Message Suite onto a disk other than the Internal disk you should move the *message store* so the programs and your messages are all on the same disk.

### To change the location for storing your messages:

1. Select **Settings|Message storage** from the **Tools** menu in the Email program.
2. Select the disk you want to use for message storage and press **OK**.

# 3. THE EMAIL PROGRAM

## INTRODUCTION TO EMAIL

Use the Email program to create, send, receive and manage email and fax messages. You can prepare, read and reply to messages on your Series 5 while on the move, then whenever you are ready, connect to a phone line to transfer your messages. You do not need to be connected to your Internet account to prepare, read and respond to messages; the only time you need to connect is when you need to send or receive messages.

### What is a message?

A message is simply information that you want to send to, or receive from one or more other people. You can communicate by either of these methods:

- **Email:**  you can send messages by email providing you, and the people you want to communicate with have an Internet account and a modem. To send a message by email you just need to know the email address of those you want to communicate with. Once you have sent them an email, Email stores their address in the Address history list.
- **Fax:**  you can send messages to either a fax machine or another Series 5 (which has the Email program installed) connected to a phone line with a modem. To send someone a fax you need to know their fax number, including relevant dialling codes. Once you've sent a fax to a certain number, Email stores the number in the Address history list.

### What do I need to send and receive messages?

To send messages you need to have a modem which you can plug into a phone line. You'll then be able to send and receive faxes. To send and receive email, you'll also need an Internet account. You enter information about the modem(s) you use and your Internet account when setting up the Message Suite programs. See the 'Setting up Message Suite' chapter for information about entering the Control panel settings.

You then need to open Email and enter the email and fax set up details, also covered in the 'Setting up Message Suite' chapter.

### Do I need to be connected to start the Email program?

No, you don't need to connect; you can prepare and store messages at any time working 'off-line', and then send them the next time you've got access to a modem and telephone line.

When you are connected you can move or copy email messages from your Remote mailbox to the Local inbox, and once they've been moved or copied, you can read, reply to and forward these messages without being connected. Any messages you reply to or forward can be sent when you connect again.

While connected you can send any faxes you've prepared; you can send all the faxes in the Outbox, or you can send individual faxes. You can also receive faxes onto your machine, either from another person who needs to send you a fax, or by dialling a faxback service.



## Folder columns

You can't see the text of a message from within the Folder view, but you can identify messages you want to read or edit by the header. The header provides a summary of the message divided into these columns:

? : the picture indicates the type of message: either email or fax.

To/from: either the sender or recipient of the message.

Description: indicates the subject of the message.

Folders	?	To	Description	Date	Size	Email
Local		Maurice Farel	Location of the new office	17/11/1997	(10...	New
Inbox		Lisa@marketing.psion.c...	Details of launch date	17/11/1997	1k	Send
Outbox		Luca@reception.psion.c...	Redirection of phone calls	17/11/1997	1k	Get fax
Draft		SJH@admin.psion.com	End of project party	11/11/1997	1k	Remote mail
Sent		Salem Qion	Six month summary graph	07/11/1997	(77k)	
Remote		Daniel Laughten	Progress report	05/11/1997	(0k)	
Inbox		Aid@support.psion.com	Software requirements	05/11/1997	1k	
		Ms S J Fordwych	Map for Interview	03/11/1997	(15k)	

Date: either the date the message was created, last edited or sent.

Size: the size of the message in kilobytes.

 If you need more room to display all the summary information about messages in the Folder view you can turn the List of *folders* and Toolbar off using the commands on the **View** menu.

See 'Changing the display of message summaries' for details of how to change column widths and the order in which your messages are sorted.

## Moving between folders

When you first open Email the contents of the Local *inbox* folder are displayed.

### To move to a different folder:

- Select the folder you want to open from the **Switch folder** commands on the **View** menu, or
- Tap on the folder you want to open.

 If you have turned the folder list off you can also change folder by tapping the folder  button in the title bar to display a list of folders with the current folder ticked, then tapping on the folder you want to open.

## Views in Email

There are three different views in Email:

- **Folder view:** this is the view you'll see when you first start Email. It contains a summary of messages you've either created yourself, or those you've received from others, stored in the relevant folder. The summary information tells you the type of message, the sender or recipient of the message, the description, the date on which it was last edited or sent and the size of the message.

 The actual size of faxes in the Outbox is only displayed once they've been sent or previewed and the cover sheet has been printed.

- **Editor view:** where you prepare your messages, which you can either send on the next connection, or save them as draft messages to work on later. The Editor view is opened when you select one of the New message commands, or open a message from the *Draft* or *Outbox* folder.
- **Email and fax viewer:** where you can read the email and fax messages you've received. The email or fax viewer is opened when you open a message you have received in the *Local inbox* folder, or open a message from the *Sent* folder.

## Changing the screen display in email

Email has a number of options for changing the way information is displayed in order to increase the amount of space on the screen:

### To show and hide the Toolbar:

- Use the **Show toolbar** command on the **View** menu.

 The Toolbar buttons change, depending on which folder is open, or if you are writing or reading a message.

### To show and hide the title bar:

- Use the **Show title bar** command on the **View** menu.

### To show, move or hide the folder list:

- Use the **Show folder list** command on the **View** menu.

## CREATING, SENDING & RECEIVING EMAIL

This section describes how you create and address email messages, save messages (as either draft messages or messages which are ready to send), and how you send and receive email.

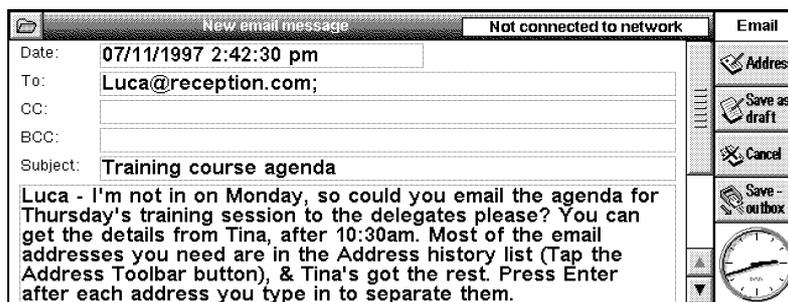
### Creating a new email

You can create a new email while working off-line in the *Local folders* and then save it in the *Draft* folder if you want to edit it again later, or in the *Outbox* folder if you want to send it when you next connect to your Internet account.

#### To create a new email:

1. Select the **Create new email** command on the **File** menu, or tap the **New** button on the Toolbar, and select the **Email** command.

The message Editor opens, ready for you to start writing a new message.



 You can use the normal editing commands from the **Edit** menu, e.g. **Copy** and **Paste** while writing the message. You can spell check the email, and count the number of words, using the commands on the **Tools** menu.

## Addressing an email

Enter the address of the recipients of your message on the following lines:

- **To:** the address of the main recipient(s) of the email.
- **CC:** the address of any other people you want to send a 'carbon copy' of the email.
- **BCC:** the address of anyone you want to send a 'blind carbon copy' of the email. Other recipients of the email will not be aware that those with a 'BCC' address have received a copy of the email.

If you want to enter more than one address in any of the address lines press Enter between them. This will insert a semicolon to mark the end of one address and the start of the next.



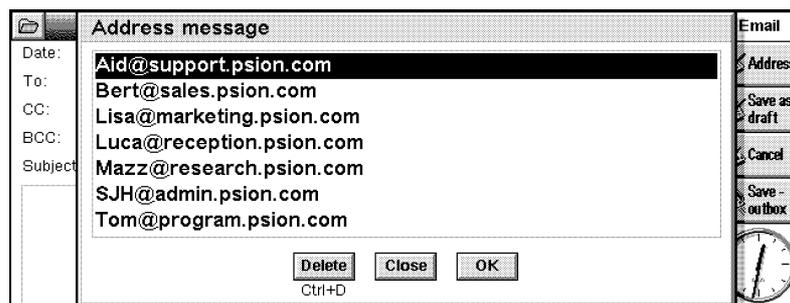
You can copy an address from another file on your Series 5, for example a Data file, and paste it into one of the address lines in the email editor.

## Selecting addresses from your history list

The "address history list" remembers the addresses you've previously entered - the number of addresses stored depends on the setting in the Email editor/viewer preferences dialog. There are separate lists for faxes and emails.

### To select an address from the history list:

1. Move the cursor to the address line you want to enter an address in.
2. Display the history list by selecting the **Address history list** command from the **Edit** menu, or by tapping the **Address** button on the Toolbar.



3. Highlight the address and tap on it or press the Enter key to insert it in the address line.

## Deleting addresses from your history list

You can delete the addresses you no longer need from your Address history list.

### To delete an address:

1. Open the Address history list and highlight the address you want to delete.
2. Tap the **Delete** button, then tap **Yes** to confirm the deletion.

## Saving unfinished emails as drafts

If you don't have the time, or all the information you need to finish writing a message you can save the message as a draft, which is stored in the Draft folder in the Folder view.

Messages stored in the Draft folder are not sent when you connect to your Internet account. You can open draft messages again, and add or change the text of the message as many times as necessary.

Once you've finished writing the message and want to send it, you need to move the message into the Outbox. The message will be sent the next time you connect to your Internet account and choose to send email messages, along with any other email messages in the Outbox.

### To save a message as a draft:

- Select **Save as draft** from the **File** menu, or tap the **Save as draft** button on the Toolbar, while in the email editor.

 If you've already saved the message as a draft before, you'll be asked if you want to replace the original message in the Draft folder. Tap the **Yes** button to replace the original message, the **No (save as new message)** button to put the updated copy of the message in the Draft folder, and keep the previous version as well, or the **Cancel** button to return to the message editor.

### To re-open a draft email:

- Highlight the message in the Draft folder and tap on it or press Enter.

### To reject changes to a message, and return to the copy previously stored in the Draft folder:

- Select **Cancel, lose changes** from the **File** menu, or tap the **Cancel** button on the Toolbar.

### To move a draft message into the Outbox when it's ready to be sent:

- If the message is open in the editor, select **Done (put in outbox)** from the **File** menu, or tap the **Save - outbox** button on the Toolbar. You are asked whether you want to remove the message from the Draft folder. Click **Yes** to move the message to the Outbox, or **No (save as new message)** to move the message to the Outbox, and keep a copy in the Draft folder as well.
- In Folder view, open the Draft folder and highlight the message you want to move. Select **Move to outbox** from the **Transfer** menu, or tap the **Move - outbox** button on the Toolbar. The message is moved, not copied to the Outbox folder.

## Connecting and sending email

When you're ready to connect and send mail make sure all the messages you want to send are in the Outbox folder.

 If you have more than one Internet account, enter the settings for each account in the Network section of the Control panel, then when you want to send email enter the settings for the account you want to use by selecting **Settings|Email** from the **Tools** menu.

1. Move to the Outbox folder and select the **Send from outbox** command from the **Transfer** menu, or tap the **Send** button on the Toolbar.
2. Tap the **Send email** button in the Send messages dialog.

 At this point you should ensure that your modem is connected to your Series 5 and the phone line.

3. If you are not connected to the network you'll see the Connect to network dialog, showing details of the connection to be made. Make sure these settings are correct and press **OK**. The connection will be set up and the messages sent.

 If you've set up more than one location, service provider or modem in the Control panel settings you can select the one you want to use in the Connect to network dialog by moving the cursor to the line and pressing Tab to display the options.

If you are already connected, or you deselected the **Don't show this dialog again** box when setting up the Network Control panel you won't see the Connect to network dialog.

 If you don't want to display the Connect to network dialog each time you connect to send email messages tick the **Don't show this dialog again** box. If you want to turn this dialog on again later, open the **Network** section of the Control panel and tick the **Show connection dialog** box.

 If you don't want messages to be sent automatically when a connection is established, select **Settings|Email** from the **Tools** menu and remove the tick from the **Auto send on opening** box on the **Outgoing** page.

The progress bar shows the state of the connection, and when the emails have been sent, a dialog shows the number of messages sent and the number that could not be sent. Emails that were successfully sent are moved to the Sent folder; messages that couldn't be sent remain in the Outbox and are displayed in italics.

 You can cancel the message transfer part way through by selecting **Stop** from the **Transfer** menu.

 You should delete messages you no longer require from the Sent folder, to avoid running out of memory on your machine.

 When sending you can still continue to do other work, e.g. prepare other messages.

## Resending an email

Once you've sent a message, it's moved to the Sent folder until you delete it. You can resend a message from this folder; it will be copied to the Outbox folder to be sent again the next time you connect.

### To resend a message:

1. Open the Sent folder and highlight the message(s) you want to resend.
2. Select the **Resend (to outbox)** command from the **Transfer** menu, or tap the **Resend** button on the Toolbar.
3. A copy of the message is moved to the Outbox, and the original remains in the Sent folder.

 You can open and edit the message before sending it again.

## Connecting and receiving email

In order to receive your email you need to connect to your Internet account and then open the *Remote inbox*. Opening the Remote inbox allows you to view the summary information about the messages in your remote mailbox.

You can't select and read a message in the Remote inbox, you can only view the summary information while connected to the remote mailbox. Instead you need to select the messages you want to read and move or copy them to your Local inbox. If you tap on a selected message in the Remote inbox you're given the option to move or copy the message to the Local inbox.

 If the **Auto send on opening** box in the Email settings dialog is ticked, email messages in the Outbox are automatically sent when you open the Remote mailbox.

 If you have more than one Internet account, enter the settings for each account in the Network section of the Control panel, then when you want to receive email enter the settings for the account you want to use by selecting **Settings|Email** from the **Tools** menu.

### To connect and receive your email:

1. Ensure that your modem is connected to your Series 5 and the phone line.
2. Select **Remote mail|Open mailbox** from the **Transfer** menu, or tap the **Remote mail** button on the Toolbar and select the **Open mailbox** command.
3. If you are not connected to the network you'll see the Connect to network dialog, showing details of the connection to be made. Make sure these settings are correct and press **OK**. The connection will be set up and the messages sent.  
If you are already connected, or you deselected the **Don't show this dialog again** box when setting up the Network Control panel you won't see the Connect to network dialog.

 If you don't want to display the Connect to network dialog each time you connect to send email messages tick the **Don't show this dialog again** box.

 If you've set up more than one location, service provider or modem in the Control panel settings you can select the one you want to use in the Connect to network dialog by moving the cursor to the line and pressing Tab to display the options.

The progress bar in the Title bar indicates the current status of the connection.

The summary information of **all** the messages contained in the Remote inbox is displayed, not just the messages received since the last time you connected to your Internet account. New messages are shown in bold.

 You can cancel the message transfer part way through by selecting **Stop** from the **Transfer** menu.



Folders	From	Description	Date	Size
Local	Lisa@marketing.p...	Delivery of manuals fr...	07/11/1997	(1k)
Inbox	Luca@reception.p...	Train times to Leeds	07/11/1997	(1k)
Outbox	<b>Aid@support.psi...</b>	<b>Project review meeting</b>	<b>07/11/1997</b>	<b>(1k)</b>
Draft	Bert@sales.psi...	Interviews scheduled f...	07/11/1997	(1k)
Sent	Mazz@research.psi..	I've changed my phon...	07/11/1997	(1k)
Remote	Bert@sales.psi...	Re: End of project party	28/10/1997	(2k)
Inbox	Tom@program.psi...	Re: Meeting scheduled ...	28/10/1997	(2k)
	Luca@reception.com	Re: Interviews for admin...	28/10/1997	(2k)
	Mazz@research.psi...	Party at Aid's on Saturd...	28/10/1997	(1k)

4. To select the messages you want to move or copy from your Remote inbox to the Local inbox:
  - Highlight each message you want and tap on it or press the Spacebar to select the message.
  - Select the **Select all** command from the **Edit** menu, or tap the 'tick' column header to select all the messages.
  - Use the **Select new** command from the **Edit** menu to select all the new messages.
4. Once you've selected one or more messages you can do one of the following:
  - Move the messages from your Remote inbox to the Local inbox by selecting the **Receive remote mail|Move to inbox** command from the **Transfer** menu, or by tapping on the **Move (local)** button on the Toolbar.

 If any of the messages you choose to move have attachments, you are asked if you want to delete the message and attachment. Attachments are not moved to your machine, so if you choose to delete these you **will not** be able to access the attachment. If you keep the messages with attachments you can identify them in future by the paperclip  which appears in the Size column.

- Copy the messages to your Local inbox by selecting the **Receive remote mail|Copy to inbox** command from the **Transfer** menu, or by tapping on the **Copy (local)** button on the Toolbar.

 If you copy a message which has a file attached to it, the attachment **won't** be moved or copied to the Local inbox along with the message.

 If you move messages from your Remote inbox, the only copies of these messages will be in your Local inbox on your Series 5. If you want to be able to access these messages in the Remote mailbox from a different computer, it might be better to copy them to your Local inbox.

 If you copy messages from your Remote inbox, the next time you connect to your account the summaries for these messages will be displayed again. If you don't want to access the messages in the Remote inbox from another computer then it might be better to move them to your Local inbox.

- Delete the messages by selecting the **Delete** command from the **Edit** menu.

 If you delete messages in the Remote mailbox they cannot be retrieved from either your Series 5 or Remote mailbox, unless you copied them to the Local inbox first.

While you are downloading message summaries, copying or moving messages over to the Local inbox, or deleting messages in the Remote inbox, the status indicator in the title bar indicates the number of files being handled, and the progress. While receiving messages you can continue using your Series 5.

## Closing the remote mailbox

When you've finished transferring email between your Series 5 and the remote mailbox you need to close the mailbox.

### To close the remote mailbox:

- Select **Remote mail|Close mailbox** from the **Transfer** menu, or tap the **Remote mail** button on the Toolbar and select the **Close mailbox** command.

## Disconnecting from the network

If the message 'Connected to network' is displayed in the title bar it means you are currently connected to the Internet. Closing the connection also closes any link made using the Web program.

### To disconnect from the network:

- Select **Disconnect from network** on the **File** menu.

## Viewing an email

The messages you transfer from your remote mailbox over to the Local inbox are displayed as a list of message summaries in the Folder view. Unread messages are displayed in bold. A paperclip  indicates that the message had an attachment, although the attachment is not moved or copied to the Local inbox, and you cannot view it.

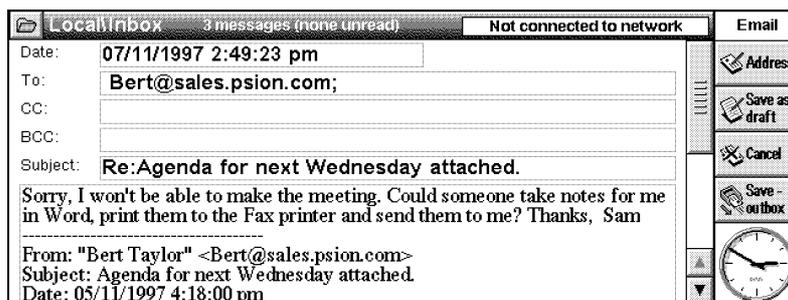
### To open a message:

1. Highlight the message you want to read in the Inbox folder and tap on it or press Enter.
2. Once you've finished reading the message you can:
  - Read the next or previous message in the order they are listed in the Local inbox by tapping the **Go to** button on the Toolbar and selecting either **Next message** or **Previous message**.
  - Reply to the message by tapping the **Reply to** button on the Toolbar.
  - Forward the message on to someone else by tapping the **Forward** button on the Toolbar.
  - Return to Folder view by selecting the **Close message** command from the **File** menu.
  - Delete the message by pressing the Del key.

## Replying to an email

You can respond to an email while you are reading it, or from the Folder view. You can address the response to:

- **The Sender:** to reply to just the sender of the original email.
  - **All addressees:** to reply to all those who received the original email.
1. Highlight the message you want to reply to in the Folder view and select either **Reply to|Sender** or **Reply to|All addressees** on the **File** menu, or tap the button on the Toolbar.
  2. Type in the reply to the email, the text of the original email is retained, with a dotted line to divide the email from the response.





You can choose whether the original text is retained when you reply to a message by changing the editor preferences. To do this, select **Editor preferences** from the **Tools** menu while replying to or writing a message.

3. You can either:

- Tap the **Save - outbox** button on the Toolbar to put the message in the Outbox folder, ready to send the next time you connect.
- Tap the **Save as draft** button on the Toolbar to put the message in the Draft folder, if the message isn't ready to send yet.

## Forwarding an email

You can forward an email you received to someone else, adding a comment if required. You can forward emails from the Folder view, or while you're reading the email.

1. Either highlight the email you want to forward in the Folder view, or open the message, and select **Forward** from the **File** menu, or tap the button on the Toolbar.
2. Enter the addressees to whom you want to forward the message.
3. Enter any comment or additional information you want to add to the message.
4. You can either:
  - Tap the **Save - outbox** button on the Toolbar to put the message in the Outbox folder, ready to send the next time you connect.
  - Tap the **Save as draft** button on the Toolbar to put the message in the Draft folder, if the message isn't ready to send yet.

## CREATING, SENDING & RECEIVING FAXES

### Preparing a fax

You can prepare a fax message entirely within Email or you can prepare a fax from any program on your Series 5 from which you can print, for example Word, Sheet and Sketch, then add the cover sheet in Email.



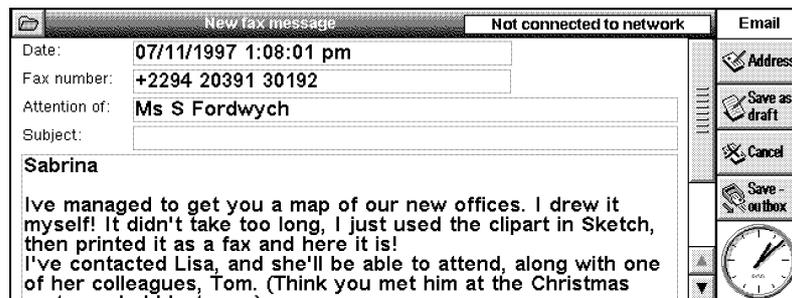
If you want to use more advanced text formatting options or include pictures in a fax you should prepare the fax in another program, e.g. the Word or Sketch programs and print it as a fax.

### Writing a fax in the Email program

1. Select the **Create new fax** command from the **File** menu, or tap the **New** button on the Toolbar and select the **Fax** command. Enter the fax number, the recipients name, the subject and then write the fax.



For more information about entering fax numbers refer to the sections entitled 'Entering the fax number' and 'Selecting fax numbers from the history list'.





If you have sent a fax to this number before it will have been added to the Address history list. Open the Address history list by selecting the **Address history list** command from the **Edit** menu, or by tapping the **Address** button on the Toolbar when in the **Fax number** line. Highlight the number you want to use, then tap it or press Enter.

2. Once you have written the fax, you can choose to send the fax to the Outbox or save it as a draft, just as you can with emails. See 'Saving unfinished emails as drafts'.



You can check the layout of your fax before sending it by previewing the fax. For more information about how you preview a fax refer to the 'Previewing a fax' section.

## Writing a fax in another program

You can create faxes from documents you have produced in other programs on your Series 5. When you choose to send that document by fax, you need to address the fax and write a cover sheet in Email, then fax both the cover sheet and document together. Faxes created by this method have a paperclip icon beside them in the Folder view to show that a document is attached to the fax.

### To prepare a fax:

1. Open the file you want to send as a fax.
2. Select the **Printing|Print** command from the **File** menu.
3. If the printer for that program is not Fax, tap the **Printer** button, change the printer to 'Fax' and press **OK**.
4. Tap the **Print** button to start printing.
5. Once you tap the **Print** button the fax will be created, and then Email will be opened for you to enter the fax number and write the cover sheet. This is the same as for a fax prepared in Email.
6. Once you have entered the details, you can choose to send the fax to the Outbox or save it as a draft, just as you can with emails. See 'Saving unfinished emails as drafts'.



You can check the layout of your fax before sending it by previewing the fax. For more information about how you preview a fax refer to the section entitled 'Previewing a fax'.

## Entering the fax number

You need to enter the number of the fax and the name of the recipient in these lines:

- **Fax number:** the number of the fax, using the Country, Area and Number prompts.



If you only enter a number in one of these prompts it is taken as the local number you want to dial and not the international dialling code.

- **Attention of:** the name of the recipient of the fax.



You can copy a fax number from another file on your Series 5, for example a Data file, and paste it into the **Fax number** line in the fax editor.

## Selecting fax numbers from the history list

The "Address history list" remembers the fax numbers you've previously entered - the number of fax numbers stored depends on the setting in the Fax editor preferences dialog. There are separate lists for faxes and emails.

### To select a fax number from the history list:

1. Move the cursor to the Fax number line.
2. Display the history list by selecting the **Address history list** command from the **Edit** menu, or by tapping the **Address** button on the Toolbar.
3. Highlight the fax number and tap on it or press the Enter key to insert it in the Fax number line.

## Deleting fax numbers from the history list

You can delete fax numbers you no longer require from the Address history list.

### To delete fax numbers:

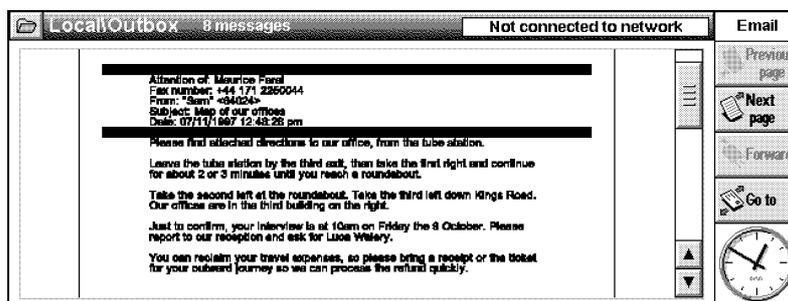
1. Open the Address history list and highlight the fax number you want to delete.
2. Tap the **Delete** button and press **Yes** to confirm the deletion.

## Previewing a fax

You can preview a fax to see how it will look when transferred to another fax machine or Series 5.

### To preview a fax:

1. Highlight the fax you want to preview in the Outbox or Draft folder.
2. Select **Preview fax** from the **File** menu.
3. Once you've finished looking at the fax, select **Close message** from the **File** menu.



Refer to the section entitled 'Viewing a fax' for information about how you change the display of the fax.

## Sending faxes

There are three ways to send a fax:

- **Send all faxes.** Email works through the faxes in the Outbox, dialling up a connection and then sending the fax to each destination in turn.
- **Send selected fax.** You select one fax in the Outbox to send. Email dials up that connection and then sends the fax.
- **Online sending.** You set up a connection using a phone, and then instruct Email to send the fax.

In the first two cases Email must be able to access the telephone network directly. If this is not possible, for example if you have to make calls via a switchboard, and don't have a dial out code, then use the last method.



Infrared faxing is not supported in this version of the Email program.



Before you send a fax, make sure you've entered your details in the Fax settings dialog.



If you encounter difficulties trying to send a fax, try changing the *fax class* or reducing the speed at which the fax is sent. To change the fax class open the **Modems** section in the **Control panel**, tap the **Edit** button and change the Fax class on the **Modem** page. To change the speed at which the fax is sent open the Folder view and select **Settings\Fax** from the **Tools** menu, open the **Modem** page and reduce the **Max. fax speed**.

## Sending all faxes

1. Select **Send from outbox** from the **Transfer** menu.
2. Tap the **Send faxes** button.
3. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays your current location and the modem you're using. Press **OK** to confirm the settings and send the fax.

 You can cancel the fax transfer by selecting **Stop** from the **Transfer** menu.

After the faxes have been sent, you'll see a summary of the number of faxes that were sent, and the number which failed to send, and any which were not sent because you stopped the transfer. Faxes that were sent are moved to the Sent folder.

## Send selected fax

1. Select the fax you want to send in the Outbox.
2. Select **Send fax|Dial & send fax** from the **Transfer** menu.
3. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays the fax number, your current location and the modem you're using. Press **OK** to confirm the settings and send the fax.

 You can cancel the fax transfer by selecting **Stop** from the **Transfer** menu.

## Online sending

In this case, you'll need to connect your modem and a phone to the same phone line using a 'Telephone Socket Doubler'.

1. Select the fax you want to send in the Outbox.
2. Set up a connection to the destination using a phone.
  - If you are connecting to a fax machine, wait until you hear the fax machine answer - a series of high pitched tones and then select **Send fax|Send immediately** from the **Transfer** menu.
  - If you are connecting to another phone, tell the person at the other end to press the 'Start' button on their fax machine and then select **Send fax|Send immediately** from the **Transfer** menu.
3. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays the modem you're using. Press **OK** to confirm that the modem is correct, modem and send the fax.
4. When you see the message "Connecting to fax machine" replace the phone handset.

## Receiving faxes

There are three ways to receive a fax:

- **Waiting to receive a fax:** Email answers the incoming fax call, and then receives the fax.
- **Receive a fax immediately:** you set up a connection using a phone, and then instruct Email to receive the fax.
- **Dial faxback service:** you dial the number of a faxback service and you're automatically sent a fax in return.

 If you encounter difficulties trying to receive a fax, try changing the fax class or reducing the speed at which the fax is sent. To change the fax class open the **Modems** section in the **Control panel**, tap the **Edit** button and change the **Fax class** on the **Modem** page. To change the speed at which the fax is sent open the Folder view and select **Settings|Fax** from the **Tools** menu, open the **Modem** page and reduce the **Max. fax speed**.

## Waiting to receive a fax

1. Select **Receive fax|Wait for call** on the **Transfer** menu, or tap the **Get fax** button on the Toolbar and select **Wait for call**.
2. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays the modem you're using. Press **OK** to confirm that the modem is correct, and wait for the fax.



You can cancel the message transfer part way through by selecting **Stop** from the **Transfer** menu.

You can leave your Series 5 unattended to wait for an incoming fax. When an incoming fax is detected, Email answers the call and receives the fax.

If your modem and phone are connected to the same line, the phone may ring once or twice before Email answers it.

## Online receiving

In this case, you'll need to connect your modem and a phone to the same phone line using a Telephone Socket Doubler.

1. Set up a connection to the destination using a phone.
2. Tell the person at the other end to press their 'Start' button on their fax machine and then select **Receive fax|Receive immediately** on the **Transfer** menu, or tap the **Get fax** button on the Toolbar and select **Receive immediately**.
3. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays the modem you're using. Press **OK** to confirm that the modem is correct, and wait for the fax.
4. When you see the message "Connecting to fax machine" replace the phone handset.



You can cancel the message transfer part way through by selecting **Stop** from the **Transfer** menu.

## Dial faxback service

1. Select **Receive fax|Dial faxback** on the **Transfer** menu, or tap the **Get fax** button on the Toolbar and select **Dial faxback**.
2. Enter the number of the faxback service in the Faxback dialog and tap the **Dial** button.
3. Unless you removed the tick from the **Show connection dialog** box in the Fax settings dialog, you'll see the Connect dialog. This displays the fax number, your current location and the modem you're using. Press **OK** to confirm the settings and wait for the fax.

After a few seconds the fax will be received.



You can cancel the message transfer part way through by selecting **Stop** from the **Transfer** menu.

If this is unsuccessful, it could be that the faxback service has an initial 'dialogue' which allows you to select the fax you want to receive. Try making the connection with a phone, and then receive the fax while online.

## Viewing a fax

To view a fax in the Local inbox highlight it in the Folder view, and tap on it or press Enter.

Use the arrow keys to move around the fax and use the zoom commands and the commands on the **Fax display** cascade on the **View** menu to manipulate the fax on the screen.

To move between pages of a fax use the **Previous page** and **Next page** buttons on the Toolbar. To move between messages in the order they are listed in the current folder tap the **Go to** button and select either **Previous message** or **Next message**.

## Forwarding a fax

You can forward a fax you received to someone else, adding a new cover sheet. You can forward faxes from the Folder view, or while you're reading the fax.

1. Either highlight the fax you want to forward in the Folder view, or open the fax. Select **Forward** from the **File** menu, or tap the button on the Toolbar.
2. You can now enter the fax number and other details, and forward the fax in the same way you'd forward an email. See 'Forwarding an email'.

## Resending a fax

Once you've sent a fax, it's moved to the Sent folder until you delete it. You can resend a fax from this folder; and it will be copied to the Outbox folder to be sent again the next time you connect.

### To resend a message:

1. Open the Sent folder and highlight the fax you want to resend.
2. Select the **Resend (to outbox)** command from the **Transfer** menu, or tap the **Resend** button on the Toolbar.
3. A copy of the fax is moved to the Outbox, and the original remains in the Sent folder.

## MANAGING MESSAGES

This section describes how to manage the number of messages stored on your machine by deleting messages you no longer need, or printing copies of messages. It also covers how you change the way messages are displayed in the Folder view.

## Deleting messages

Once you've been using Email for a while, you might find you have too many messages in the Folder view. To reduce the number of messages and to save memory on your machine, you can delete them. If you think you may need the message in future, print a copy before deleting.

 Fax messages can be very large, so to save memory keep the number to a minimum.

### To delete one or more messages:

1. Tap on the folder containing the messages you want to delete.
2. Highlight each message you want to delete and press the Spacebar; it will be marked with a tick.

 You can select all the messages in the current folder by tapping on the 'tick' column heading, or by selecting the **Select all** command from the **Edit** menu.

 If you don't tick a message, pressing Del removes the message which is currently highlighted.

3. Delete the messages by selecting the **Delete** command from the **Edit** menu or pressing the Del key.

## Printing messages

You can print an email or fax if it's selected in the Folders view or if you are editing or viewing the message.



If you have set the printer to Fax, you'll need to change this to another printer **before** you can print email or fax messages.

### To print a copy of the message:

1. Select the message in the Folders view.
2. Select the **Printing|Print** command from the **File** menu to print the message.
  - Use the **Page setup** command to control the page size, margins, headers, footers and page numbering.
  - Use the **Print setup** command to set the number of copies and select the printer to be used.
  - Use the **Print preview** command to display pages showing how the printed copy will look.



If you print a fax from either the Inbox or Sent folder, or a fax with attachments from the Draft or Outbox folder, the fax is printed as it would appear on a fax machine, and any settings including margins and headers and footers are ignored. The fax is printed to the page size you select.

## Changing the display of message summaries

You can change the way that your messages are displayed in the Folder view by changing the column width or the sort order. The column title which is currently used to sort the messages is indented, and the arrow on the indented column title indicates whether the messages are sorted in ascending or descending order.

### To change the column width:

- Tap on the line between two column titles and drag the line to change the width.



You can set the column widths exactly by selecting the **View preferences** command from the **Tools** menu. Then enter the width of each column in the number of characters.

### To change the sort order:

- Tap on the column title to reverse the sort order for the list.



You can also set the sort order, using the **Sort by** command on the **Tools** menu.

# 4. THE WEB PROGRAM

## INTRODUCTION TO THE WEB PROGRAM

The World Wide Web (often just known as “the Web”) is a large collection of pages which are a part of the Internet. These pages usually contain text and pictures, and can also contain files such as software. Web pages can be viewed using browsing software like Web, and are “linked” to each other, allowing you to move between them with ease.

You can use Web to retrieve pages from machines anywhere in the world, search for information on a specific subject or download software.

### What do I need to browse the World Wide Web?

To browse the World Wide Web with the Web *browser* software, you will need a modem, access to a telephone line and an account with a service provider.

You should enter information about your modem and Internet account when setting up the Message Suite in the following sections of the **Control panel** in the System screen:

- **Modems:** this is for details about the modem you are using.
- **Dialling:** for information about where you are dialling from, and whether you use a chargecard.
- **Network:** for information about the service provider with whom you hold your Internet account.



For details on entering the setup information, see the chapter called ‘Setting up Message Suite’.

### Do I need to be connected to the Internet to run Web?

You don’t have to be connected to the Internet to run Web, so long as you only want to look at pages stored on a local disk. These could be pages you have saved from an earlier connection to the Web, or ones you have transferred to your Series 5 from another machine. In reality, however, you will mostly use Web to retrieve and display pages from other machines on the World Wide Web, for which a connection to the Internet is necessary.

### Starting Web

#### To start Web:

- Tap on the **Extras** icon on the button bar, then tap the **Web** icon.



Note that although you don’t need to be connected to the Internet to use Web, you need to enter information about your account in the **Control panel** before you can use the browser. For more details about configuring the **Control panel** sections, see the ‘Setting up Message Suite’ chapter.

When you first start Web, it will open the *home page*. Initially, this is a file that is stored on the Series 5, so you don’t need a connection to the Web in order to view it. See the section of this chapter called ‘Setting a home page’ for details of how to change the home page.

# STARTING A CONNECTION TO THE WORLD WIDE WEB

## To start a connection to the World Wide Web:

1. Connect your Series 5 to a modem and the modem to a phone line, making sure they are set up and configured correctly (see the ‘Setting up Message Suite’ chapter of this User Guide for more details).
2. Open the Web page you want by performing any of the following actions:
  - Tapping on a link to the Psion Web site in the standard home page.
  - Selecting **Open location** on the **File** menu and entering the Web address of a page you want to open.
  - Tapping the **Search page** button on the Toolbar to open the search page in order to find information.
  - If you have already bookmarked Web pages, selecting **Bookmarks** on the **Bookmarks** menu and tapping on a *bookmark* associated with a remote Web address, then pressing **Go to**.

Any of these will instruct Web to open a page which is not stored on your Series 5. This will start the modem dialling and initiate a connection to your network service.

 When the Series 5 is dialling or is connected to the Internet, the “telephone” icon in the title bar is displayed in the “off-hook” position.

## Stopping a connection

### To stop a connection at any time:

- Use **Disconnect from network** on the **File** menu.

 If you are using Email as well as Web, you should not use **Disconnect from network** when Email is in the process on transferring mail. Either wait until Email is finished transferring messages, or use **Stop** on the **Transfer** menu in Email, before disconnecting from the Internet.

 Simply closing Web using the **Close** command on the **File** menu will normally also shut down your connection to the Internet. To change this, open the **Network** section of the **Control panel** in the System screen and use the **On exit, stay online for** line to set the length of time you want the machine to stay connected for after you’ve closed any programs which use it.

## OPENING A WEB PAGE

### To open a location and view a page:

- Tap once in the location line, then type the address of the Web page you want to view and press Enter, or
- Select **Open location** on the **File** menu and enter the address of the Web page you want to view.

 If the location line is not currently displayed, select **Show location** on the **View** menu, and select **Top** or **Bottom**.

While Web is retrieving the page you requested, the “world” icon in the title bar will be animated, and a gauge in the title bar will indicate the progress of the transfer. When the page has been completely received, the animation of the “world” icon will stop and the progress bar will display a **Complete** message.

 If it takes a long time to open a page you can turn off the images by selecting **General preferences** from the **Tools** menu and removing the tick from the **Load images automatically** box.

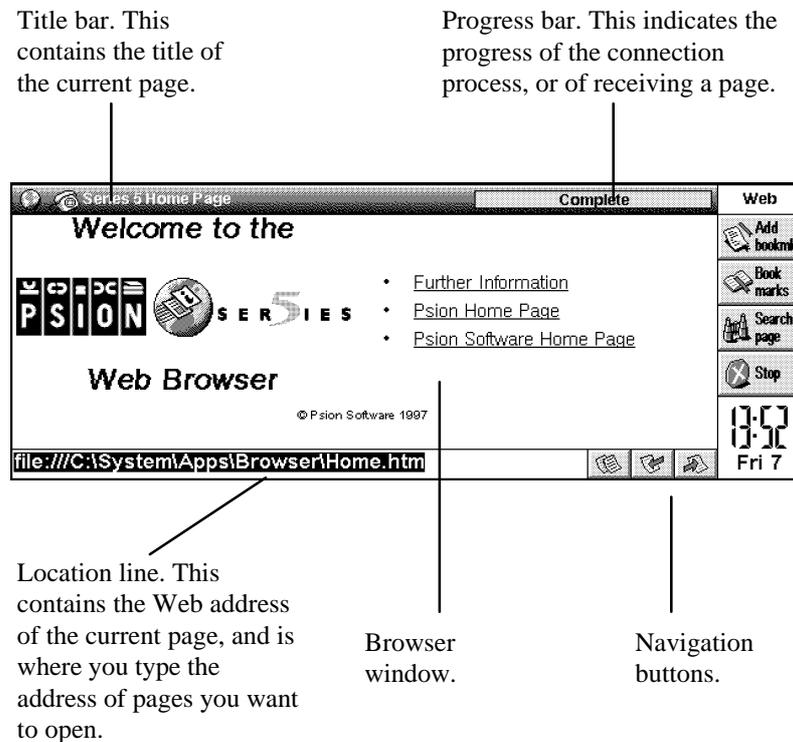
 Once you have opened a Web page, you can add a bookmark to it using the **Add bookmark** button on the Toolbar, or **Bookmark current page** on the **Bookmarks** menu. This enables you to return there without typing the address again by using the **Bookmarks** button on the Toolbar. See the section of this chapter called ‘Using bookmarks’ for more details.

## MOVING AROUND A PAGE

A Web page may contain more information than is currently displayed on the screen.

### To view other parts of a page:

- Use the arrow keys or scroll bars to scroll the page up, down, left and right.



The parts of a page which enable you to perform actions are called *hot areas*. These include items such as:

- The location line of the Web browser.
- Links in text, which allow you to jump to and view other pages. These are underlined.
- Images, with or without links. When you select an image which also contains a link, the Web address of the page it is linked to will be displayed as an information message.
- Entry boxes and buttons which allow you to enter and select information on a page. (This kind of item is known as a "form control".)

### To select a link, image or other item on a page (e.g. a form control):

- Tap on it once, or
- Tap in the browser window, then use the Tab key to highlight each selectable area of the screen in turn. To move backwards through the order, hold down Shift and press Tab.

Once you have selected the item on the screen you want, you can perform the following actions:

#### If you have highlighted a link:

- Press Enter or tap on the link again to open the page.

#### If you have highlighted an image containing a link:

- Press Enter or tap on the link again to open the page.

## Viewing information about your connection

You can view details about your connection to the Internet at any time.

### To do this:

- Tap on the title bar, or
- Select **Status information** on the **View** menu.



If there is no title bar displayed, you can display one by selecting **Show title bar** on the **View** menu.

### The Status information dialog displays the following information:

- **Connected:** This tells you whether or not you are connected to the World Wide Web.
- **Status:** This indicates how far Web has got in retrieving the current page.
- **Page title:** This tells you the title of the current Web page.
- **Location:** This line displays the full Web address of the current page.

## FOLLOWING LINKS

Many Web pages are connected to other pages by *links*. Links normally appear as underlined text, and provide “doorways” to other pages and sites. Links may be displayed in a number of ways:

- Underlined text - this is the way the majority of links are indicated. When you select these areas of text, the Web address of the linked page will be displayed as an information message.



If the Web address displayed when you select any type of link begins with ‘mailto:’, the link does not lead to a page, but contains an email address. Web does not support direct mailing from Web pages, so if you want to send email to the linked address you should make a note of it (i.e. the part after the ‘mailto:’) and send a message using Email.

- “Buttons” with text in them that indicates what the link is for, e.g. a “Map” button could take you to a map of the Web site you are looking at.
- Other pictures that give no indication that they contain one or more links until you select them.



You can tell if an image contains a link by tapping on it: if there is a page linked to the image, the address of the page will be displayed as an information message in the top right corner of the screen.



Some images on Web pages contain more than one link. These are called “image maps”. Most pages with image maps also display the links as text beneath the image. As Web does not support image maps, you should use these text links where possible.



Web does not support *frames* or *image maps* in Web pages, so it is a good idea to use text-based pages where Web sites offer you a choice. For more information on viewing pages which are normally displayed within frames, select **Help on Web** on the **Tools** menu and open the ‘Viewing framed pages’ topic.

### To open the page associated with linked text:

- Tap on the link once to highlight it, then tap on it again to start retrieving the page, or
- Tap in the browser window, then press the Tab key to select each hot area of the screen in turn, until the link you want to follow is highlighted. Press Enter.

### To open the page associated with a linked image:

- Tap on the picture once, then tap on it again to start retrieving the page it leads to, or
- Tap in the browser window and press the Tab key to select each hot area of the screen in turn until the link you want to follow is highlighted, then press Enter. When you highlight an image, a dotted line appears around it.

## MOVING TO PREVIOUS PAGES

**To return to Web pages you have accessed since you last opened Web:**

- Tap the  and  buttons or use **Go back** and **Go forward** on the **Go to** menu to move back and forward through the list of previous pages.
- Tap the  button or select **History list** from the **Go to** menu to display a list of the last few pages you have viewed. Tap on one of the items in the list or use the up and down arrow keys to select it, then press Enter to open that page.

## DISPLAYING IMAGES

Images that appear on Web pages can be slow to retrieve, and may consume a lot of memory. You can choose whether or not you want Web to automatically load all the images on a page.

**To do this:**

- Select **General preferences** on the **Tools** menu and use the **Load images automatically** tick box.

If you do not set Web to automatically load all the images on a page,  icons will appear where the images would be. The box representing the image may also contain text describing its contents.

**To load all the images on the current Web page:**

- Select **Load all images** on the **View** menu.

**To load a particular image on the current page:**

- Tap on the  icon for the image you want to load, then tap it again, press Enter or select **Load image** on the **View** menu.

## SETTING A HOME PAGE

A home page is your “base” location on the World Wide Web, e.g. your company’s Web site or a page you have created containing a lot of useful links. It is normally the first page a Web browser opens when it is started, and can be opened quickly with a single tap on a Toolbar button.

**To set a home page:**

- Select **General preferences** on the **Tools** menu. In the **Home page location** line, enter the Web address of the page you want to be your home page. Press **OK**.
- To set a local page as the home page, enter the prefix ‘file:///’ followed by the full path and filename of the local page. E.g. if the file you want to be your home page is called “Mypage.html” and is stored in the “Documents” folder on the internal disk, you would type:

file:///C:\Documents\Mypage.html  
in the **Home page location** line.

**To not open your Home page automatically when you start Web:**

- Select **General preferences** on the **Tools** menu and remove the tick from the **Load home page on startup** line.



If you set Web to load your home page when started, and the home page you have entered is not one stored on your Series 5, Web will try to open a connection every time you start it. You can change this by setting your home page to a locally stored Web page.

**To open your home page at any time:**

- Select **Home page** on the **Go to** menu.

## USING BOOKMARKS

A bookmark is a “place-holder” you assign to a Web page. By doing this, you can quickly find your way to that page from anywhere, without having to type in its Web address.

### To add a bookmark to a page:

- With the page you want to add a bookmark to displayed, tap the **Add bookmark** button on the Toolbar, or select **Bookmark current page** on the **Bookmarks** menu.

### To open a bookmarked page:

- Select **Bookmarks** on the **Bookmarks** menu, highlight the bookmark you want and press **Go to**.



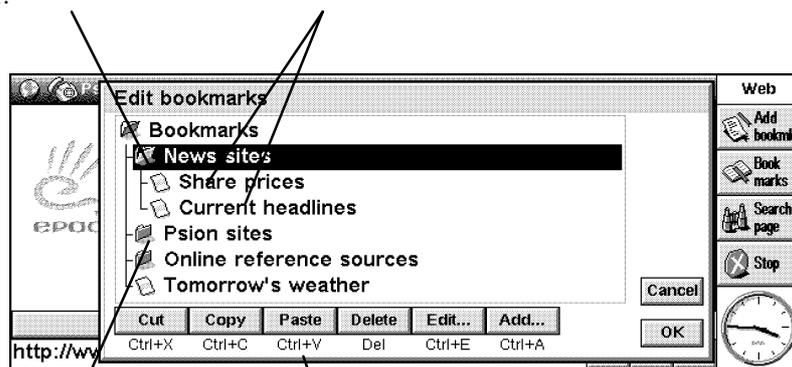
The Web address associated with a bookmark is displayed as an information message when you select it in the **Bookmarks** dialog.

## Managing bookmarks

You can change the name and location associated with any bookmark and also arrange the bookmarks into folders as you would with files in the System screen. To do any of these, use **Edit bookmarks** on the **Bookmarks** menu.

Open bookmark folder.

Bookmarks.



Closed bookmark folder.

Bookmark editing buttons.

### To change the name of a bookmark:

- Select the appropriate bookmark and tap the **Edit** button. Edit the name in the dialog and press **OK**.

### To change the Web location associated with a bookmark:

- Select the appropriate bookmark and tap the **Edit** button. Enter the new address in the **Location** line. You may want to use this command if the location of a page you access frequently changes.

### To change the position of a bookmark in the bookmark list:

1. Select the bookmark.
2. Then use:
  - The **Cut** button to make a copy of the highlighted bookmark and remove it from its current position in the list.
  - The **Copy** button to make a copy of the bookmark without removing it from its current position in the list.
  - The **Paste** button to insert a bookmark you have cut or copied from another location in the list. The bookmark will be inserted immediately below the bookmark currently highlighted.

### To arrange your bookmarks into folders:

1. Create the folders you want by using the **Add** button in the **Edit bookmarks** dialog, then select **Folder** in the **Add** line of the **Add bookmark or folder** dialog and give the folder a name.
2. Use the **Cut**, **Copy** and **Paste** buttons to move bookmarks into folders. To insert a bookmark into a folder, make sure the folder icon is in the “open” state, then select the folder icon itself and tap **Paste**.



If you highlight a closed folder and paste a bookmark onto it, the bookmark will be inserted directly below the folder in the bookmarks list. If the folder you highlight is open, the bookmark will be pasted into the folder itself.

### To add a new bookmark:

- Tap the **Add** button, select **Bookmark** in the **Type** line and give the new bookmark a name and location.

### To delete a bookmark or folder:

- Select the bookmark or folder you want to remove and tap the **Delete** button.



Note that when you select a folder and use the **Delete** or **Cut** command, you are also deleting or cutting all the bookmarks the folder contains.

## USING A SEARCH PAGE

A search page is a Web page where you can search for specific information, then follow links according to the results of your search. By setting a search page in Web, you can move there rapidly with a single tap on a Toolbar button.

### To set a search page:

1. Select **General preferences** on the **Tools** menu.
2. In the **Search page location** line, enter the address of the search site you want, then press **OK**.

### To open your search page:

- Tap the **Search page** button on the Toolbar, or select **Search page** on the **Go to** menu.



As a search page requires information to be returned by another machine, you should not set a local file to be your search page. Note that this means that if you are not connected to the Web, tapping the **Search page** button will start a connection.

## USING FORMS

Many Web pages contain areas where you can input information and choose options. These pages are called *forms*.

Forms can contain any of the following elements:

- **Text entry boxes:** to use these, tap once on the box, then start typing. The text you enter will appear in the box.
- **Lists:** these contain a list of options which are displayed one at a time in a box. Tap on the arrows on either side of the box, or use the arrow keys, to move back and forward through the list of items.
- **Radio buttons and check boxes:** these are the same as the controls you find in Series 5 dialogs. Simply tap on the appropriate box or button to select the option you want.

- **Reset buttons:** many forms have a 'Reset' or 'Clear' button which returns all the form's items to their standard state. To use a reset button, simply tap on the button once to select it, then tap on it again.
- **Submit buttons:** most forms have a button called 'Submit' or 'Proceed' which transfers the information you have entered in the form to the Web server. When you have completed the form, tap on the submit button once to select it, then tap on it again.

You can move between the elements of the form by tapping once in the browser window, then using the Tab key.

## DOWNLOADING FILES

You can use Web to download software and files from the Web. The process involves opening a location, as with opening a Web page, but the location must be the address of a file.

### To do this:

1. Either select a link from which you know you can download a file, or use **Open location** on the **File** menu and specify an address from which you can download files.
2. When Web contacts the remote machine, you will see either:
  - An **Unknown file type** dialog. This will occur if the address you specified was the precise location and name of a file. You will be given the option of saving the file. If you select **Yes**, you can then give the file a location on a local disk and press **OK**.

or

- A page with text and graphics representing files and directories, each of which is a link. This will occur if the address you specified was the location of a directory. To download a file, select one of the files within the displayed directory, then tap on it again or press Enter. When Web starts retrieving the file you will see an **Unknown file type** dialog. You should choose to save the file, then give it a location on a local disk in the **Save as** dialog and press **OK**.

## SAVING PAGES

You can save Web pages to a local disk in order to view them when you're not connected to the Internet.

 Because graphics that appear on Web pages are separate files linked to the page, rather than part of the page itself, the pages you save locally will not contain images.

### To save the current page:

1. Open the page you want to save in Web.
2. Select **More|Save as** on the **File** menu. Give the file a name and location on your Series 5 and press **OK**.

 You should give the filename a '.htm' or '.html' extension, e.g. "home.htm".

You can also save a page linked to the current one without having to open it.

### To do this:

1. Highlight the link to the page you want to save.
2. Select **More|Save link as** on the **File** menu. Give the file a location on your Series 5 and press **OK**.

## Viewing saved pages

### To open pages you have saved to a local disk:

1. Select **Open file** on the **File** menu.
2. Locate the page with a '.htm' or '.html' filename extension that you want to open and press **OK**.

## Saving images

You can also save images independently of the pages they are displayed on, and view them again later using the browser.

### To save an image:

1. Select the image by tapping on it, or pressing **Tab** until it is highlighted.
2. Select **Images|Save image as** on the **View** menu. Give the image a name and location on a local disk and press **OK**.



You should give the image a filename extension appropriate to its format. I.e., add “.gif” to the filename if it is a GIF image; add “.jpg” if it is a JPG image; and add “.mbm” if it is a MBM image.



If you do not know the format of the image you are saving, you should try adding “.gif” to the filename. If you find you cannot open the file, you should change the extension to “.jpg”.

## Viewing saved images

### To view a saved image:

- Use **Open file** on the **File** menu, select the image you want to view and press **OK**.



Web can display *JPG* and *GIF* images. It can also display *MBM* format images when they are stored locally. This means you can transfer any pictures or digital photographs in these formats from your PC for viewing on your Series 5.

## CREATING AND VIEWING YOUR OWN HTML PAGES

You can use Series 5 software to create *HTML* pages, and then use the facility in Web for opening local pages to view them. Below are guidelines on the procedures for creating and viewing HTML pages, but detailed instructions on writing HTML are beyond the scope of this manual.

### To create HTML pages:

1. Use a text editor such as *Word* or *Program* to create and edit your HTML document.
2. Select all the HTML text you have entered and use **More|Export as text file** on the **File** menu in *Word*, or **More|Export as text** on the **File** menu in *Program*.
3. Give the file a name and location and save it. Make sure the filename has the ‘.htm’ or ‘.html’ extension. If you have used **More|Export as text file** on the **File** menu in *Word* to create the file, this will mean removing the ‘.txt’ extension in the **Export text file** dialog.

### To view HTML pages you have created:

- Use **Open file** on the **File** menu to open and view the pages as you would any other locally-held Web page.

## CHANGING THE SCREEN DISPLAY IN WEB

Web has a number of options for changing the way information is displayed in order to increase the amount of space on the screen:

### To show and hide the Toolbar:

- Use the **Show toolbar** command on the **View** menu.

### To show and hide the title bar:

- Use the **Show title bar** command on the **View** menu.

### To show, move or hide the location line:

- Use the options for **Show location** on the **View** menu.

### To show and hide the scrollbars:

- Select **View preferences**, then use the **Vertical scrollbar** and **Horizontal scrollbar** radio buttons. If you set these to **Auto**, the scrollbars will appear automatically when the information being displayed requires them, but otherwise will remain hidden.

## Changing the fonts

Select **View preferences** on the **Tools** menu to change the fonts used in the browser window.

- Use the **Standard font** line to change the font used for the text in pages displayed on the screen.
- Use the **Fixed width font** line to change the font used for “system” text, such as any error messages displayed by a Web server.
- Change the **Base font size** to alter the size of the normal text which appears on Web pages. Web will adjust all heading sizes accordingly.

## PROXY SERVERS & SPEED OF TRANSFERS

A *proxy server* is a remote machine which stores information and performs actions in place of other machines. So a proxy Web server, for example, stores a large number of Web pages from various sources, allowing you to use it as a single source of pages. Using a proxy server run by your network or Internet service provider can often make for a faster connection and increased security.

### Setting up Web to use a proxy Web server

If you set up Web to use a proxy server for Web pages, it will always try to get pages from the specified machine, regardless of the Web location you type in.

#### To do this:

1. Select **Proxy server settings** on the **Tools** menu.
2. Select ‘HTTP’ in the **Protocol** line and put a tick in the **Use proxy server** box. (*HTTP* is the *protocol* for transferring Web pages.)
3. In the **Proxy server** line, enter the location of the proxy Web server, then enter the *port number* you will use to connect to it. Press **OK**.



Note that the port number does not refer to the actual Serial port on your machine, but is a type of “channel” that machines agree to use for communications on the Internet.



Web servers often use 80 as the port number. If you don’t know the port number, it is recommended you try using this. If this number does not work, you should contact the proxy machine’s administrator.

## MEMORY USAGE & THE CACHE SIZE

Web can store copies of Web pages you've viewed during any one session to enable you to return to them quickly, and even view them when you're not connected to the Web. You can vary the size of this *cache* of pages according to the amount of memory you have free.

### To change the size of the cache:

- Select **General preferences** on the **Tools** menu, and enter a new number in the **Maximum cache size** line.



Note that this is not an absolute maximum: for short periods, Web may use slightly more than the amount of memory you specify as a maximum cache size. It will return to using a level within the limit as quickly as possible.



It is best to keep the maximum cache size below the amount of free memory you have at present. This will prevent difficulties owing to a shortage of memory occurring when the cache is full.



If you find your machine experiencing memory shortages while browsing the Web, reducing the size of the cache will free more memory and help to avoid such problems.

The cache is cleared each time you close Web.

If the page you are viewing changes frequently, you can specify that you want the page to be retrieved from the Web server again, instead of being loaded from the cache.

### To do this:

1. Open the page you want to view - if you have loaded it recently, it is likely Web will open the cached copy of the page.
2. Select **Reload page** on the **File** menu. This will retrieve the page again from the Web server.

# APPENDIX: THE SCRIPTING LANGUAGE

## OVERVIEW OF CREATING CONNECTION SCRIPTS

The **Network** section of the Control panel in your machine's System screen provides a simple and easy-to-use scripting language. This enables you to automate your connection if your service provider requires a text-based login. You can use this scripting language to create a script that sends details such as your username and password to the service provider's machine automatically when you connect.

## WHEN TO USE SCRIPTS

Some service providers require you to log in at a terminal *prompt*. This text-based login will usually involve the service provider's machine prompting you for details such as your username and password, and you typing them in. If your service provider requires you to log in like this, you will need to use a script.

## HOW TO USE SCRIPTS

### To use a script for logging in:

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.

 For information on selecting the appropriate network service and setting up the **Network** section of the **Control panel** see the 'Setting up Message Suite' chapter of this User Guide.

3. Tap on the **Login** page and put a tick in the **Use login script** box.
4. You should enter the appropriate script in the script editor below the **Use login script** line.
5. Once you've entered your script, press **Done**. Web and Email will now use your script when connecting to the Internet.

 When you create a new service provider in the **Network** section of the **Control panel**, and tick the **Use login script** box on the **Login** page, you will find a "generic" script provided in the script editor. You should be able to tailor this to your own service provider's needs rather than have to create a new script from scratch. To learn more about creating and editing scripts, read the following sections.

# CREATING A SCRIPT FOR YOUR SERVICE PROVIDER

Creating a script for connecting to your service provider consists of two stages:

1. Recording the process of logging in, so that you have something to base your script on.
2. Writing the script based on the record of your logging in.

## Recording the logging in process

Recording the process of logging in to your service provider is best done using the Comms program, rather than the Message Suite. This has a “capture” facility, which stores the whole logging in process as a text file, which you can then use as a guide when writing your script.

### To set up your machine to capture the logging in process using Comms:

1. Connect your Series 5 to a modem and the modem to a telephone line.
2. Close all Message Suite programs such as Email and Web, select **Remote link** on the **Tools** menu in the System screen and set the **Link** line to **Off**.
3. Tap on the **Extras** icon, then tap on the **Comms** icon.
4. Use **Communication settings** on the **Tools** menu in Comms to set the same options for speed, handshaking etc. as you normally use for your modem. Press **OK**.



If you aren't sure which settings you normally use, open the **Modems** section of the **Control panel** in the system screen, and tap **Edit** with your modem selected. You should replicate the settings on the pages of this dialog in the **Communication settings** section of Comms.

5. Select **Translate codes** on the **Tools** menu and remove the tick from the **Local echo** box.
6. Make sure the **Port active** line on the **Transfer** menu is ticked, then select **Capture to file** on the same menu.
7. Give the “capture file” a name and location and press **OK**.

You are now ready to dial your service provider and log in.

### To do this:

1. Type ‘AT’ and press Enter. You should see ‘OK’ appear below the ‘AT’ in the Comms screen.
2. Enter your modem initialisation string and press Enter. This will often be ‘ATZ’ or ‘AT&F’.



If you do not know the initialisation strings for your modem, open the **Modems** section of the **Control panel**, select your modem and tap **Edit**. Make a note of the information in the **Init. string** and **Data init. string** lines.

3. Type your modem data initialisation string and press Enter.
4. Type ‘ATDT’ followed by the telephone number you need to dial to connect to your service provider, including any codes you have to add to get an outside line. Press Enter.

Your modem will dial the access number you entered and “handshake” with the modem at the other end of the line for a while once the call has been answered. If you have the modem loudspeaker on, you will hear high-pitched sounds at this stage. When this has stopped, you can log in.

### To log in:

1. A short while after the modem noise has finished, you should be presented with a *prompt*. This will normally be ‘Username:’, ‘login:’ or something similar.
2. Enter the information required by the prompt and press Enter. Repeat this process for any other prompts your network service provider sends you.
3. When you have finished logging on, the server will normally send a welcome message, e.g. ‘HELLO’ or ‘CONNECTED’.

You can now stop the capturing.

**To do this:**

- Remove the tick from the **Capture to file** command on the **Transfer** menu.

You should now also disconnect from your service provider.

**To do this:**

- Select **Hangup** on the **Transfer** menu.

### Viewing your capture file

Once you've captured the logging in process, you may want to view and print out a copy of the information you've captured, to help you create your script.

**To view the capture file:**

1. Open Word.
2. Select **More|Import text file** on the **File** menu.
3. Locate the file you created when starting the capture. Press **OK**.

### Creating a script from your record of logging in

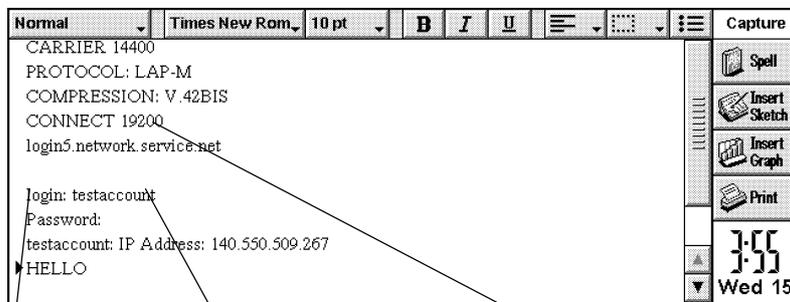
Once you've made a record of the logging in process, you are ready to start writing your script in the script editor.

**To open the script editor:**

1. Open the **Network** section of the **Control panel** in the System screen.
2. With the network service you use selected, tap the **Edit** button.
3. Tap on the **Login** page and put a tick in the **Use login script** box.

### Script writing

The capture file you created while logging in will normally look something like this:



The items you had to respond to during the logging in process are the *prompts* you instruct the script to wait for.

The responses you gave to each prompt are the items you tell the script to send in reply.

Your capture file will also include other information sent to you by the server, as well as the information you typed during the dialling process.

The guiding principals for writing your script are that it should:

- Wait for specific prompts, e.g. 'login:' from the network service provider's machine. This is done using the **WAIT** command.
- Send the appropriate responses, e.g. your username followed by Enter. This is done using the **SEND** command.
- Exit after completing the login process, or exit reporting an appropriate error if something went wrong.

In addition, you should split the different parts of your script into *procedures* (a procedure is a section of script that begins with a name that you can then use to jump to the commands it contains from anywhere else in the script).

- Each procedure should begin with a name followed by a colon, then be followed by instructions on the next line. E.g. in

**start:**

**WAIT 15**

“**start**” is the name of the procedure. You can make the script jump to the **start** procedure from anywhere else in the script by using the command:

**GOTO start**

 The maximum length of a procedure name (or “label”) is 20 characters.

## Waiting for prompts

**To use a script to tell the machine to wait for a prompt:**

 You should use a **WAIT** command for each of the prompts your network service provider sends you during the logging in process.

1. Open the script editor.
2. Create a new procedure for the prompt you want the script to wait for by typing the procedure name followed by a colon. E.g.

**waitforlogin:**

3. On a new line, type **WAIT** followed by the number of seconds you want the machine to wait for the prompt. Then start another new line and type a ‘{’ character. You will now have something like:

**waitforlogin:**

**WAIT 15**

{

 When writing scripts, it is often useful to indent each new line using the Tab key. This helps you to identify procedure names when looking over your script.

4. On another new line enter the prompt the machine should wait for in “” marks, then type the name of the procedure the script should jump to when it receives the prompt. (This will be the procedure which contains the command for sending the appropriate response.) Start a new line then add a ‘}’ character. You should now have something like:

**waitforlogin:**

**WAIT 15**

{

“ogin:” **sendlogin**

}

 Because the scripting tool is case-sensitive, and your network service provider may send the prompt ‘login:’ or ‘Login:’, it is often better to miss out the first letter or two when entering the prompt in the **WAIT** command.

 If you are typing the procedure name (**sendlogin** in the above example) somewhere other than at the beginning of a procedure, you should not put a colon at the end.

5. On a new line, type the command that you want to be carried out if your machine does *not* receive the prompt you have specified. E.g.

```
waitforlogin:
  WAIT 15
  {
    "ogin:" sendlogin
  }
  GOTO failure
```

will make the script jump to the procedure named **failure** if the characters **ogin:** are not received within 15 seconds.

Your script should include a **WAIT** command for each of the prompts your network service provider sends you during the logging in process. Each of these should be matched by a **SEND** command returning the appropriate response.

## Sending responses

**To use the script to tell the machine to send text:**

1. On a new line, type the procedure name followed by a colon.
2. On the line below, type **SEND** followed by:
  - The text you want to send, within "" marks, or
  - The characters **login\_name\$** if you want your Series 5 to send whatever you have entered in the **Username** line on the **Account** page of the **Edit network service** dialog.
  - The characters **<0x0d>** wherever you would normally press Enter if you were logging in manually.
  - Any combination of the above, joined together using the **+** character. E.g.

```
SEND login_name$+<0x0d>
```

3. You might want to follow your **SEND** command with the next appropriate **WAIT** command. E.g., after sending your username, you may want to instruct the machine to wait for the 'password:' prompt:

```
sendlogin:
  SEND login_name$+<0x0d>
  WAIT 15
  {
    "word:" sendpass
  }
  GOTO failure
```

You should repeat the above steps of creating **WAIT** and **SEND** instructions for each prompt which the server sends that requires you to respond.

To send the information entered in the **Password** line on the **Account** page of the **Edit network service** dialog:

- Use **SEND login\_pass\$** and add **+<0x0d>** if you would normally press Enter after typing the password.

To send the information entered in the **IP address** line on the **Addresses** page of the **Edit network service** dialog:

- Use **SEND login\_ipaddr\$** and add **+<0x0d>** if you would normally press Enter after typing the IP address.

## Exiting the script

Once your script has instructed the machine to wait for all the appropriate prompts and to send all the appropriate responses, it should stop running. You can instruct it to do this by using the **EXIT** command, as in the following example:

```
sendpass
  SEND login_pass$+<0x0d>
  WAIT 15
  {
    "ello" success
  }
success
EXIT
```

Here the machine sends your password, then waits to receive **ello** (your service provider's server will normally respond with a message such as "hello" or "OK" when you have logged in successfully). If this is received, the machine jumps to the **success** procedure, which stops running the script.

## Making the script report errors

You can instruct the script to report any problems experienced during logging in.

**There are two useful ways of doing this:**

1. At the point in the script where you think there could be a problem, use the **EXIT** command, together with one of the pre-defined error strings. E.g.

```
sendlogin:
  SEND "fred15"
  WAIT 15
  {
    "word:" sendpass
  }
  GOTO loginfail
```

```
loginfail:
  EXIT KErrLoginFail$
```

This section of script sends the username **fred15**, then waits to receive **word:**. If this is not received within 15 seconds, the script jumps to the **loginfail** procedure, which closes the script at the same time as reporting a login failure.



There is a full list of the different errors that you can use with the **EXIT** command in the **EXIT** section of the script glossary below.

2. Use the **WAIT** command to wait for more than one response, including alternative responses which may indicate that the server is reporting an error. E.g.

```
sendlogin:
  SEND "fred15"
  WAIT 15
  {
    "word:" sendpass
    "nvalid" badlogin
    "ncorrect" badlogin
    "rrior" failure
  }
  EXIT KerrTimeOut$

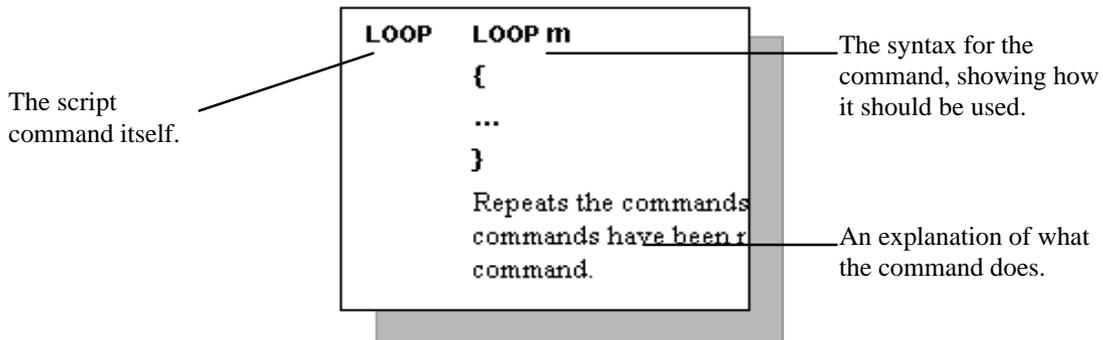
badlogin
  EXIT KErrLoginFail$

failure
  EXIT KErrGeneral$
```

In the above section of script, the machine sends the username **fred15**, then waits to receive **word**: If this is received within 15 seconds, the script jumps to the **sendpass** procedure (not detailed in the above extract). If, instead, your machine receives the **invalid**, **ncorrect** or **rrior** prompts, the script will jump to either the **badlogin** or **failure** procedures, depending on the kind of error being reported. If none of the above messages are received within the allowed time, the script will exit with a “timed out” message.

## SCRIPTING LANGUAGE COMMANDS

This section contains a list of all the commands in the scripting language. Each entry in the list is laid out as follows:



 Any items contained within [ ] marks are optional.

**!** **! [comment]**

“Comments out” text: the software will ignore all text from the exclamation mark to the end of the line. E.g.

**! send my username now**

**SEND “fred15”**

**EXIT** **EXIT [expression\$]**

Exits the script. If a string is provided (represented by **expression\$**), e.g. “No carrier” or “Logging in complete”, that string is displayed as an information message when the script finishes.

You can display a pre-defined error while exiting if you replace **expression\$** with one of the following items:

<b>KErrNoModem\$</b>	Reports that no modem was detected.
<b>KErrNoCarrier\$</b>	Reports that there was no phone line detected.
<b>KErrNoDialTone\$</b>	Reports that no dial tone was detected on the phone line.
<b>KErrBusy\$</b>	Reports that there was an engaged tone after dialling.
<b>KErrNoAnswer\$</b>	Reports that the phone at the other end was not answered.
<b>KErrLoginFail\$</b>	Reports that there was a problem during login.
<b>KErrGeneral\$</b>	Reports a general error.
<b>KErrModemError\$</b>	Reports that there was an error with the modem.
<b>KErrModemInitError\$</b>	Reports that there was an error initialising the modem.
<b>KErrModemResetError\$</b>	Reports that there was a problem resetting the modem.
<b>KErrTimeOut\$</b>	Reports that the machine timed out waiting for a response.

**GOTO** **GOTO label**

Makes the script jump to the label you specify. When using a label in a **GOTO** command, you do not need to add a colon onto it.

**LOOP** **LOOP** *m*  
{  
...  
}

Repeats the commands contained within the brackets *m* number of times. When the commands have been repeated the specified number of times, the script moves on to the next command.

**SEND** **SEND** *expression*\$

Sends the text represented by **expression**\$ to the remote server. The text used as **expression**\$ should be within "" marks. Alternatively, you can send a variable you have defined using the **SET** command. See the entry below on the **SET** command for more details.

**SET** **SET** *VariableName*\$=*expression*\$

Defines the variable *VarName*\$ as the expression **expr**\$. You can use variables to represent text. E.g., if at the start of your script you had the line:

```
set login$="fred15"
```

then at any point later in your script you could use:

```
SEND login$
```

which would send the characters 'fred15'.

 Variables must be text strings, and cannot be numeric. All variable names, therefore, must end with a '\$' sign.

 The maximum length of a variable name is 20 characters, including the '\$' sign. Using a variable name longer than this will result in an error occurring during the login process.

**WAIT** **WAIT** *n* {  
*expr1*\$ *label1*  
*expr2*\$ *label2*  
*expr3*\$ *label3*  
...  
}

The **WAIT** command pauses the script for *n* seconds, or until any of the specified strings is received. If none of the expressions between the brackets are received by the time *n* seconds have passed, the script moves on to the next command. If, during the *n* seconds, one of the strings is received, the script jumps to the label specified alongside that string.

E.g.

```
WAIT 15  
{  
"Protocol:" sendprot  
"elcome" stopscript  
}  
EXIT
```

 If you use the line:  
**WAIT** *n* {}

in a script, the machine will pause for *n* seconds, then continue with the next command in the script, regardless of any text received during that period.

# THE EPOC INSTALL PROGRAM

## INTRODUCTION TO THE EPOC INSTALL PROGRAM

The EPOC Install program is a utility that you can use to add additional programs onto your Series 5. EPOC Install comprises the following components:

- An extension to the PsiWin 2.0 program for the PC: 'Install to Psion'. This allows you to use a Windows 95 PC with PsiWin 2.0 to copy additional program files to a Series 5 and install them there.
- An additional Control panel item for the Series 5: 'Add/remove'. This allows you to install program files that you have copied to the Series 5, and remove programs that you no longer need from the Series 5.

The EPOC Install program is supplied as a SETUP.EXE file for those who have access to a Windows 95 PC that has PsiWin 2.0 installed.

For those who don't have access to a Windows 95 PC with PsiWin 2.0, EPOC Install is supplied as a number of files that you copy to the Series 5 in order to install **Add/remove** to the **Control panel**.

## INSTALLING EPOC INSTALL ON THE PC

Follow the instructions in the readme.txt file that is supplied with the EPOC Install SETUP.EXE program to install EPOC Install on the PC.

When EPOC Install is successfully installed on the PC, you will find an additional utility in PsiWin 2.0: an **Install to Psion** command on the 'My Psion' icon on the Desktop and in Windows Explorer.

## INSTALLING EPOC INSTALL ON THE SERIES 5

EPOC Install is automatically installed in the Series 5's **Control panel** the first time that you use the **Install to Psion** command in PsiWin 2.0 to install an additional program onto a Series 5. If you have installed an additional program onto your Series 5 by this method, then you will already have installed **Add/remove** into the Control panel on your Series 5.

When EPOC Install is successfully installed on the Series 5, you will find an additional item in the **Control panel** in the System screen: an **Add/remove** icon.



You are recommended to use the 'Install to Psion' command in PsiWin 2.0 to install your first additional program onto your Series 5; you will then also get **Add/remove** installed added to the **Control panel**.

If you don't have a PC running Windows 95 or NT that has PsiWin 2.0, you will need to manually install **Add/remove** into the Series 5's **Control panel**. See the README.TXT file supplied with your copy of the EPOC Installer for details of how to install it on your Series 5.

## INSTALLING ADDITIONAL PROGRAMS

Additional programs for the Series 5 are available from a number of sources, including the Psion Computers web site. On the Web site, they are normally supplied as a "zip" (compressed) file that contains the program installation file (this has .SIS as its filename extension), along with a number of User Guide and documentation files and a README.TXT file that tells you what all the files are, and what you should do with them.

You can install the program's files onto the Series 5 from within PsiWin, or copy the program's installation file from the PC to the Series 5, and then install the program from the Series 5's **Control panel**.

## Installing additional programs from PsiWin on the PC

1. Download the additional program onto the PC and “unzip” it into a directory on the PC, as appropriate.



You might like to keep a separate directory for all your additional Series 5 programs, and add a subdirectory for each of them.

2. Connect the Series 5 to a PC and make sure that the link is on in the System screen (use the **Remote link** command on the **Tools** menu in the System screen).
3. Right click on the **My Psion** icon on the desktop, or in Windows Explorer and select the **Install new program** command. This runs the EPOC Install program.
4. Browse to the directory in which you placed the additional program’s files, and select the program’s .SIS installation file. Click **Open** to start the installation.
5. Follow the EPOC Install prompts to install the program on the Series 5.

When the program is successfully installed you will find an additional icon for the program in the Series 5’s Extras bar.

## Installing additional programs from the Series 5’s Control panel

1. Make the program’s .SIS file available on the Series 5. You can do this by a number of means:
  - Using PsiWin 2.0 or another computer connectivity package, e.g. MacConnect, to copy the file from a computer to the Series 5. See the PsiWin help for details of how to do this.
  - Using Infrared to copy the file from another Series 5. See the Series 5 User Guide or help for details of how to do this.
  - Inserting a Memory disk that contains the file into the Series 5.
  - Downloading it from the Web.



When the program has been successfully installed EPOC Install will remove the program’s .SIS installation file from the Series 5. If you do not wish this to occur, you need to change the EPOC Install preferences before starting the installation; see ‘Changing the EPOC Install preferences’ later for details.

2. Move to the System screen, and tap the **Control panel** button on the Toolbar.
3. Tap on the **Add/remove** icon in the **Control panel**. The ‘Installed programs’ dialog will list all the additional programs and controls that you have currently installed on your Series 5:
4. Tap the **Add new** button. The ‘Add program’ dialog will be displayed.
5. Browse to the Disk and folder that contains the program’s .SIS installation file and press **OK** to start the installation.

When the program is successfully installed you will find an additional icon for the program in the Series 5’s Extras bar.

## CHANGING THE EPOC INSTALL PREFERENCES

To change the standard settings used by EPOC Install:

1. Move to the System screen, and tap the **Control panel** button on the Toolbar.
2. Tap on the **Add/remove** icon in the **Control panel** in the Series 5's System screen. The 'Installed programs' dialog will appear.
3. Tap on the **Prefs** button. The 'Program installation preferences' dialog will appear.
4. Remove the tick from the **Delete .SIS installation file after installation?** line if you wish to keep the installation file on the Series 5 after the new program has been installed.
5. Select the language that you prefer to use for additional programs that you install on the Series 5 on the **'Preferred language'** line. The standard language is UK English.
6. Tap **OK** to save your changes.

## REMOVING PROGRAMS

To remove additional programs that you no longer require from the Series 5:

1. Move to the System screen, and tap the **Control panel** button on the Toolbar.
2. Tap on the **Add/remove** icon in the **Control panel**. The 'Installed programs' dialog will list all the additional programs and controls that you have installed on your Series 5.
3. Select the item that you wish to remove from the list and tap the **Remove** button.



Some additional programs share program components that appear in the list of installed programs, e.g. network programs like Email and Web share network components. Before removing an installed component for an additional program that you no longer require, check that it is not required by other installed programs. See the User Guides for the additional programs that you have installed for details.

4. Confirm that you wish to delete the item in the dialog that appears.

The selected item will be removed from the Series 5.



To fully remove some additional programs you may also need to delete some files manually from the Series 5. See the User Guide supplied with the additional program for more information.

# GLOSSARY

## **access number**

An access number is the number you dial to connect to your network service provider and the Internet. This will often be a local number, so it may change depending on your current location.

## **base font size**

The base font size is the size (in points) used to display normal text on a Web page. The displayed size of text in headings is adjusted according to the base font size setting.

## **BCC**

One of the address lines available when writing an email message. Any addresses in the **Blind carbon copy** line are not seen by other addressees of an email entered in the **To:** and **CC:** lines.

## **bookmark**

A list of Web pages whose addresses you have chosen to make a note of in a list of 'Bookmarks'. You can select a page from the bookmark list to go directly to the Web page, so you don't have to type in the address each time you want to display that page.

## **browser**

A program which you use to read HyperText Web pages, and navigate between pages. Examples of browsers include Netscape Navigator, Internet Explorer and the Web program on your Series 5.

## **cache**

The cache is a segment of memory used by Web to store pages you have looked at since you last started Web. It is cleared when you close the Web browser. The Web browser can retrieve pages from the cache quicker than from the Internet.

## **Call Waiting**

A service provided by some phone companies which plays a tone if someone dials your number while you are engaged on another call. If your phone system has this feature, you should turn it off before connecting to your network service, as the tone may interrupt the transfer of information.

## **CC**

One of the address lines available when writing an email message. A 'Carbon Copy' of the email is sent to the addressees in this line.

## **chargecard**

A card which you can obtain from a telephone company so you can pay for telephone calls when away from home or the office. The calls you make on the chargecard are billed to an account.

## **controls**

*see forms.*

## **data init. string**

The set of instructions sent to your modem before you connect to a network service provider. For more information on initialising your modem, please see your modem manufacturer's guidelines.

## **DNS address**

This is a sequence of numbers which identifies and locates the machine your network service uses to find the whereabouts of all other machines on the Internet. You may have to specify the DNS addresses you use in the **Network** section of the **Control panel** before connecting, or your network service provider may allocate one to you on connection.

## **draft**

A folder in the Email program which contains emails and faxes which you haven't finished writing, and don't want to send the next time you connect.

**DTMF dialling**

Dual Tone Multi Frequency dialling is the “tone” dialling method that allows numbers to be dialled as sequences of tones.

**email address**

Your address for receiving email messages, which can include letters, numbers and other characters, including ‘@’, dots or hyphens. E.g. “a.n.other@psion.com”.

**email (SMTP) server**

The machine you connect to for sending mail.

**faxback service**

A service which sends information to you by fax when you dial a fax number.

**fax class**

Faxes and fax modems are split into classes according to their capabilities. Consult the documentation that came with your modem to find out its class.

**fax init. string**

The set of instructions sent to your modem before you send or receive a fax. For more information on initialising your modem, please see your modem manufacturer’s guidelines.

**fixed width font**

The font which is used by Web for all “system” text, such as messages from Web servers.

**flow control**

The means used by two machines communicating to ensure that information is only sent by one machine when the other is ready to receive.

**folder**

This is where email and fax messages are stored, divided between several different folders depending on the status of the message.

**forms**

A Web page is said to be a form if it contains text entry boxes, radio buttons, or other elements which require you to enter and choose information. The individual items on a form, which can also include tick boxes and list boxes, are called “controls”.

**frames**

Web pages which contain other Web pages embedded in them. Web does not support frames, so you should use text-based pages where you are given the choice.

**GIF**

A format used for storing images. Web supports GIF images.

**home page**

A Web page which you can choose to display each time you start the Web program.

**hot area**

“Hot areas” are parts of Web pages which you can select using the Tab key or by tapping on them. They include graphics, form controls and links.

**HTML (HyperText Markup Language)**

A common format for Web pages. HTML is the language used to create most Web pages.

**HTTP (HyperText Transfer Protocol)**

Stands for HyperText Transfer Protocol. This is the language machines use to transfer Web pages to and from each other. You will normally see “HTTP://” at the start of a Web address, as this informs the receiving machine how the data will be transferred.

**image map**

A graphic which contains more than one link. Web does not support image maps, so you should use text-based pages where you are given the choice.

**inbox**

A folder in the Email program which contains the email messages you have received and moved or copied from the remote mailbox in order to read locally, and the faxes you have received.

**init. string**

The instructions sent to your modem before any call is made. This will be followed by a data init. string or a fax init. string, depending on the nature of the call. For more information on initialising your modem, please see your modem manufacturer's guidelines.

**Internet Access Provider (IAP) / Internet Service Provider (ISP)**

The body providing you with your access to the Internet or a similar network service.

**IP address**

The unique address of each machine on the Internet. Machines use IP addresses to identify and locate each other. You may have to specify your IP address in the **Network** section of the **Control panel** before connecting, or your network service provider may allocate one to you on connection.

**JPG/JPEG**

A format used for storing images. Web supports JPG images.

**link**

Text or image containing a reference to another item on the World Wide Web which you can use to jump there.

**local folder**

The Local folder in Email consists of the Inbox, Outbox, Draft and Sent folders. You can work in the Local folder when not connected, to prepare messages for sending, or reply to and receive messages you've received when last connected.

**location**

The place from which you are connecting to the Internet or to a similar network service, e.g. your office or home.

**login**

The process of sending your network service account details to your service provider in order to start a connection.

**mailbox**

Messages sent to you are stored in your mailbox, until you copy or move them to your Inbox.

**MBM**

Multiple Bitmap Format, also known as EPOC picture format. A format for storing images.

**message store**

The drive on which your email and fax messages are stored. You can choose between the internal drive or external drives, e.g. a Memory disk.

**MIME encoding (Multipurpose Internet Mail Extension)**

A format which allows email to contain more than just plain text. The Email program is a MIME-compatible mail client.

**network service provider**

The body providing you with your access to the Internet or a similar network service.

**online**

You are "online" while connected to a network service or while the machine is using the phone line for faxing.

**outbox**

A folder in the Email program in which you store the email and fax messages which are ready to send the next time you connect.

**Point Of Presence / POP**

Your Point Of Presence is the access number you dial to connect to your network service provider and the Internet.

**POP3 (Post Office Protocol)**

An established standard for retrieving mail from servers. The Email program is a POP3-compatible mail client.

**POP3 server**

The machine you connect to for retrieving your mail.

**port number**

A number given to the “channel” on which two machines are connecting. If you need to know the port number on which you should connect to a proxy server, you should contact the proxy server’s administrator.

**prompt**

Text sent to you by a remote machine which requires you to send a response, e.g. you may receive the “username:” prompt during logging in.

**proportional font**

The font used for normal text and headings on Web pages.

**protocol**

A standard for transmitting information across a network. The protocol for transferring HTML pages is called HTTP.

**proxy server**

A server which stores information normally retrieved from a number other servers, providing you with a single point-of-access for the World Wide Web.

**pulse dialling**

The standard for dialling numbers which converts each number into a series of “pulses”.

**remote folder**

Opened when you connect to your mailbox to display messages stored there. Contains the Remote inbox.

**remote inbox**

A folder in the Email program which is opened when you connect to your remote mailbox to display the summaries of messages you’ve received.

**rules**

Commands which tell your machine the order in which to send various items of chargecard information, e.g. your account number and PIN. You can set different chargecard rules for dialling local, national and international numbers.

**script**

A script is a series of commands which tell the machine what to do while logging in to your network service provider. The script should normally instruct the machine to wait for each of the “prompts” you are presented with when you log in, then send the appropriate responses in reply.

**sent**

A folder in the Email program which contains the email and fax messages which you have already sent.

**server**

A machine which is part of a network and provides services for other machines on that network, e.g. a Web server which stores Web pages and sends them to other machines browsing the World Wide Web.

**smart dialling**

Smart dialling adjusts the number you enter according to your current location before dialling. E.g., when you have smart dialling on, your machine will not dial the country or area codes when connecting to numbers in your current area.

**SMTP server**

The machine which handles and passes on your outgoing mail once you have sent it from your local machine. This will often be different from the POP3 server, where your incoming mail is stored.

**To:**

One of the address lines available when writing an email message. The email address(es) of the main recipient(s) of the email message.

**tone dialling**

The standard for dialling which converts telephone numbers into sequences of tones.

**username**

The name you use to log in to a network service provider, a mailbox, or some other service which restricts access.

**URL (Uniform Resource Locator)**

A Uniform Resource Locator is an address which identifies a part of the World Wide Web or Internet, e.g. “http://www.software.pSION.com”. When typing a URL in Web, you can miss out the “http://” portion of the address.

**Web browser**

A Web browser is the software program which retrieves and displays pages on the World Wide Web.

**Web location**

The address of a page on the World Wide Web, e.g. “http://www.software.pSION.com”.

**World Wide Web / WWW**

The World Wide Web (often shortened to the “Web”, or “WWW”) is the section of the Internet made up pages. These pages can contain text, pictures and software, and can be retrieved and displayed using a Web browser.

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