



## BLACKBERRY TIPS

### Moving Icons on Main Screen

- Highlight the Icon you want to move.
- Press the Control Button and the Trackwheel.
- A Menu Box will appear. While holding down the Control Button, slide the Trackwheel down to highlight "Move Application".
- A box will appear around the Icon. Slide the Trackwheel to move the Icon to the desired location on the Main Screen.
- Press the Trackwheel, the box will disappear and the Icon will be locked in place in the new location.

### Cursor Movement

- Press the Control Button and Rotate the Trackwheel up or down. The Cursor will move laterally left/right.

### Capital Lock

- Press the Control Button and Cap Button. A small Icon will appear in the upper right of the screen. Caps lock is on.
- Press the Cap Button again and the Icon will disappear, Caps Lock is off.

**Or**

- While typing, hold any letter key down for a second longer, and the letter will change from small to capital.

## Shift from One Function to Another

Example: While in the Browser or IntelliJet mode, press the Control and Escape key together. A small inset menu will appear.

- Continue holding down the Control Button and Rotate the Trackwheel to the desired function Icon.
- Let up on the Control Button and the selected function will appear.
- Repeat to switch between different functions.

Quick Navigation while Viewing a Message

- Space Bar will scroll the message page by page.
- Press "B" to go to the Bottom of the Page.
- Press "T" to go to the Top of the Page.

. Press the Control Button and Rotate the Trackwheel to move the cursor position left/right.

## Select Text

- Position the cursor where you want to begin selecting text.
- Press in the Trackwheel and slide to "Select".
- Slide the Trackwheel down to highlight (select) the desired text.

**Or**

- Press B to go to the bottom of the page and highlight (select) the entire text.
- Press the Trackwheel and select the desired function (i.e.; Copy, Cut, Paste).

## **Editing Text**

- To select text by character, hold the Shift key and roll the trackwheel.
- To select whole lines, press the Shift key once and roll the trackwheel.
- To cancel text selection, press the Escape button.
- To copy the selected text, select the text. Press the Alt key and click the trackwheel.
- To paste the selected text, press the Shift key and click the trackwheel.
- To cut the selected text, press the Shift key and the Backspace key.

## **Clearing fields**

- To select a check box, press the Space key. To clear the check box, press the Space key again.
- To change an option field, hold the Alt key. Click a value.
- To move to an item in a list or menu, type the first letter of the item.
- To clear a field, click the trackwheel. Click Clear Field.

## **Attachments**

- To switch between viewing the generated table of contents and the full content for a document attachment, press V.
- To switch to a different worksheet within a spreadsheet attachment, press V. Select a worksheet and press the Enter key.
- To change the column size, press W.
- To turn on or turn off column and row labels, press H.
- To move to a specific cell, press G.
- To display the contents of a specific cell, press the Space key.

## **Saving Files to a Memo**

Open E-Mail message

Put the cursor on the first letter of the top line of the message (not the subject line).

Push the trackwheel in, scroll up to and click on "Select"

Press the "B" key.

(This will go to the "bottom" of the page and should highlight all the text)

Push the trackwheel in, and press "Copy"

Exit "Messages" and open "Memo Pad"

Push in the trackwheel and click "New"

Type in the "Title Section" whatever you want to name the file

Use the trackwheel and scroll down to the main body of the new page

Push in the trackwheel and click "Paste"

Push in the trackwheel and click "Categories"

Push in the trackwheel and either select a category you have already made, or make a new one.

To select a category you've already made - scroll down until the cursor is on the category and push the "space" bar

**Or**

To make a new category - Push the trackwheel and click "New"

Name the new category in the highlighted box

Click the trackwheel and the new category will be saved

Once you've selected the category, push the trackwheel and click "Save"

Push the trackwheel again and click "Save" again.

To View files in a folder (category) you've saved files in - Push the trackwheel, scroll to "Filters"

Scroll to the category you want and either:

Push the trackwheel in and click "Select Option".

or

Highlight the category by scrolling to it and pressing the "Space" bar.

## Phone

- To open the Phone screen, either (a) press the Phone button OR (b) press the Space key.
- To end a call, hold the Escape button.
- To call a speed dial number, hold an assigned letter key.
- To type an extension, press the Alt key and the 8 key. Type the extension number.
- To dial the last number that you typed, press the Space key and press the Enter key.
- To assign speed dial to a letter, hold a letter key. Type a number.
- To call your voice mail access number, hold 1.
- To type letters in phone numbers, hold the Alt key and type letters.
- To mute a call, either:
  - (a) Press the Phone button. To turn mute off, press the Phone button again.

### Or

- (b) Click the trackwheel. Click Mute. To turn Mute off, click the trackwheel. Click Turn Mute Off.
- To change the volume during a call, roll the trackwheel.
- To move to the top of the Phone screen while viewing the list of contacts, press the Space key.
- To insert a wait when typing a phone number, press B.
- To insert a pause when typing a phone number, press N.

## Browser

- To return to the last page you viewed (Back), press the Escape button.
- To insert a period in the Go To dialog box, press the Space key.
- To insert a slash mark (/) in the Go To dialog box, press the Shift key and Space key.
- To return to the home page, press H.
- To edit a web address in the Go To dialog box, hold the Alt key and roll the trackwheel to select an address. Edit the text and click the trackwheel.
- To open the Browser Bookmarks screen, press K.
- To add a bookmark, press A.
- To refresh a web page, press R.
- To search for a word on a page, press F. To find the next instance of a word on a page, press the Alt key and F.
- To view the history, press I.
- To move to the next page in the history, press N.
- To move to the previous page in the history, press the Delete key. • To view, copy, or send the address for a link, press L.
- To view, copy, or send the address for a page, press P. • To view more images, press M.
- To view all images, press Q.
- To open the Browser options, press O.
- To move down a page, press the Space key.
- To move up a page, press the Shift key and the Space key.
- To save a web page to your Messages screen, press S.
- To stop a web page from loading, press the Escape button.
- To move to a specific web page, press G.
- To move between full screen mode and normal mode, press U.
- To move the browser to the background to use another application, press D.
- To close a web page, press the Escape button.
- To close the browser, hold the Escape button.

## Calculator

- To add, press +
- To subtract, press -
- To multiply, press \*
- To divide, press /
- To clear the screen, press Y.
- To clear the last entry, press T.
- To find the square root, press V.
- To use the % function, press B.
- To add a number to the memory, type the number and press L.
- To recall the memory, press J.
- To replace the memory, type a number and press K.
- To clear the number, press H.
- To scroll vertically, press the Alt key and roll the trackwheel.
- To display the result of your calculation, press the Enter key.