

# HOOKED.....

## On My Blackberry



**Basic and Advanced Tools, Tricks and Useful Tips**

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## Blackberry Shortcuts and Advanced Tips & Tricks

### Keyboard Typing Shortcuts

<p><b>Insert a period</b> Press Space key twice – the next letter is capitalized.</p>	<p><b>Capitalize a letter</b> Hold letter key until capitalized letter appears</p>
<p><b>Type an alternate character on a key</b> Hold Alt key and press character key</p>	<p><b>Type an accented or special character</b> Hold letter key and roll trackball left or right (For example, to type ü, hold U and roll the trackball to the left until ü appears). Release letter key when accented or special character appears</p>
<p><b>Type a number in a number field</b> Press a number key</p>	<p><b>Type a number in a password field</b> Hold Alt key and press a number key</p>
<p><b>Turn on NUM lock</b> Press Alt key + Left Shift key</p>	<p><b>Turn off NUM lock or CAP lock</b> Press Shift key</p>
<p><b>Turn on CAP lock</b> Press Alt key + Right Shift key</p>	<p><b>Switch typing input languages</b> On the Language screen, set Use Input Language Shortcut field to Yes Hold Alt key and press the Enter key Highlight a language. Release Alt key</p>
<p><b>Insert a period or at sign (@) into an email address</b> Press Space key</p>	<p><b>Type a symbol</b> Press Symbol key and type the letter that appears below the symbol</p>
<p><b>Highlight a line of text</b> Press Shift key and roll Trackball</p>	<p><b>Highlight text character by character</b> Hold Shift key and roll Trackball left or right</p>
<p><b>Cancel a text selection</b> Press the Escape key</p>	<p><b>Cut highlighted text when typing</b> Press Shift key + Backspace/Delete key</p>
<p><b>Copy highlighted text when typing</b> Press Alt key and click Trackball</p>	<p><b>Paste highlighted text when typing</b> Press Shift key and click Trackball</p>

## Phone Shortcuts

<b>Answer a call</b> Press <b>Send</b> key	<b>Insert (+) into a phone number</b> Hold <b>O</b>
<b>Add an extension to a phone number</b> Press <b>Alt</b> key + <b>X</b> key and type the extension number	<b>Assign a speed dial number to a key</b> On the Home screen or on the Phone screen, hold down key
<b>Turn speakerphone on or off during a call</b> Press <b>Speakerphone</b> key	<b>Type a letter in a phone number field</b> Press <b>Alt</b> key + the letter key
<b>Check your voicemail</b> Hold <b>1</b>	<b>Move to the top of the Phone screen</b> Press <b>Space</b> key
<b>View the last phone number you called</b> Press <b>Space</b> key + <b>Enter</b> key Press. <b>Send</b> key to dial the number	<b>View your contact list on the Phone screen</b> Hold <b>Send</b> key

## Messages Shortcuts

### Working within a message

<b>Reply to a message</b> Press <b>R</b>	<b>Reply to all</b> Press <b>L</b>
<b>Forward a message</b> Press <b>F</b>	<b>File a highlighted email message</b> Press <b>I</b>
<b>View email address of a contact</b> In a message, highlight contact Press <b>Q</b> To view display name again, press <b>Q</b>	<b>Highlight and delete multiple email messages</b> Press <b>Caps</b> and scroll up or down with trackball; tap menu, then <b>D</b> to delete messages

### Working in a message list

<b>Open a highlighted message</b> Press <b>Enter</b> key	<b>Compose a message from a message list</b> Press <b>C</b>
<b>Mark a message as opened or unopened</b> Press <b>Alt</b> key + <b>U</b>	<b>View received messages</b> Press <b>Alt</b> key + <b>I</b>
<b>View sent messages</b> Press <b>Alt</b> key + <b>O</b>	<b>View voicemail messages</b> Press <b>Alt</b> key + <b>V</b>
<b>View SMS text messages</b> Press <b>Alt</b> key + <b>S</b>	<b>View call logs</b> Press <b>Alt</b> key + <b>P</b>
<b>View all your messages again</b> Press <b>Escape</b> key	

### **Moving around a message list**

<b>Move up the screen</b> Press <b>Shift + Space</b> key	<b>Move down the screen</b> Press <b>Space</b> key
<b>Move to the top of a message list</b> Press <b>T</b>	<b>Move to the bottom of a message list</b> Press <b>B</b>
<b>Move to the next date</b> Press <b>N</b>	<b>Move to the previous date</b> Press <b>P</b>
<b>Move to the next unopened item</b> Press <b>U</b>	<b>Move to the next related message</b> Press <b>J</b>
<b>Move to the previous related message</b> Press <b>K</b>	

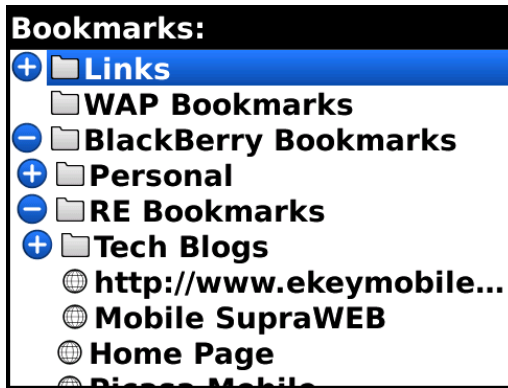
### **Search Shortcuts**

<b>Search for a contact in a list of contacts</b> Type the contact name or initials separated by a space	<b>Search for text in a message or memo</b> Press <b>S</b>
<b>Search for text in an attachment or web page</b> Press <b>F</b>	<b>Search for text in a presentation attachment or an email attachment</b> Verify that you're viewing the presentation in text view or in text and slide view Press <b>F</b>
<b>Move to the last cursor position after closing and reopening an attachment</b> Press <b>G</b>	

### **Web Browser Hotkeys**

<b>Go To Home Page</b> Press <b>Menu, H</b>	<b>Change Column view to Page View when sites are best viewed vertically &amp; horizontally</b>
<b>Go To Bookmarks</b> Press <b>Menu, B</b>	<b>Add a new bookmark</b> Press <b>Menu, A</b>
<b>Enter a web address quickly</b> Press <b>space</b> to add a "dot" <b>press Shift + space</b> to add a slash (/)	<b>Save web pages</b> Press <b>S 3 times</b> to "Save Page". The web address will be saved in messages folder

**TIPS:** Organize your Bookmarks to make them easy to locate when you need them. Create folders in Bookmarks to separate your business-related sites, for example from your personal sites. Change the font and text size in the browser to make web pages easier to read.



## Calendar Hotkeys

**TIPS:** Organize your Bookmarks to make them easy to locate when you need them. Create folders in Bookmarks to separate your business-related sites, for example from your personal sites. Change the font and text size in the browser to make web pages easier to read.

Many of the fastest calendar hotkeys require you set “Quick Entry” to off:

- Open Calendar application
- Press **Menu** key, then “**O**” for Options
- Select **General Options**
- Scroll down, set “**Enable Quick Entry**” to off

<b>Move up the screen</b> Press <b>Shift + Space</b> key	<b>Move down the screen</b> Press <b>Space</b> key
<b>Go To Today</b> Press <b>T</b> (Quick Entry is set to <b>Off</b> )	<b>Move to the Day View</b> Press <b>D</b> (Quick Entry is set to <b>Off</b> )
<b>Move to the Week View</b> Press <b>W</b> (Quick Entry is set to <b>Off</b> )	<b>Move to the Month View</b> Press <b>M</b> (Quick Entry is set to <b>Off</b> )
<b>Move to the Agenda View</b> Press <b>A</b>	<b>Go to previous day/week/ month</b> Press <b>Shift + Space</b> key
<b>Go to following day/week/ month</b> Press <b>Space</b> key	<b>Move to a specified date</b> Press <b>G</b> (Quick Entry is set to <b>Off</b> )
<b>Display previous week</b> Press <b>P</b>  <b>Press N to show display next week.</b>	<b>Go to any view within the current date</b> Press <b>T</b> <b>The cursor will go to the current time for entry on the calendar</b>
Press <b>Alt-Cap-H</b> to enter Help	Press <b>Cap + Alt</b> for <b>Caps Lock</b> ; Tap a second time to switch to <b>NUM</b> lock

## Address Book Hotkeys

**TIPS:** Create speed dials for your most frequently dialed numbers. By adding the extension number to calls to their office, you may dial the complete number with the press of one button. Don't forget to Add Pause so the timing of the numbers dialed is correct

Saving contacts' birthdays and anniversaries in the profile can be used as a great marketing tool. The date will appear in the datebook, and allow you time to send a message or a make a call.

Realtors can use the anniversary date for the date of closing, and will always be reminded to rekindle old business relationships.

<p><b>Open Address while on a call</b> Press <b>Send</b> key, opening call log. Press and <b>hold Send again</b> to open address book.</p>	<p><b>Add a call and conference parties</b> Press <b>Menu +A</b> to add, <b>Menu+ C</b> to conference</p>
<p><b>Go to following day/week/ month</b> Press <b>Space</b> key While on a call, simply click the green Send key to open up the phone application and call log. When your call log is on screen, hold down Send again for a couple of seconds until the address book information appears.</p>	<p><b>Move to a specified date</b> Press <b>G</b> (Quick Entry is set to <b>Off</b>)</p>

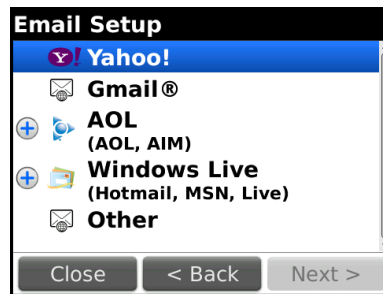
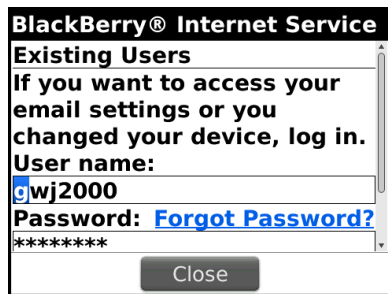
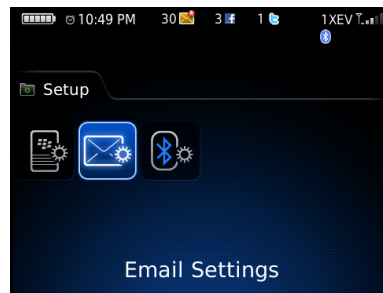
## Web Browser Hotkeys

**TIPS:** Organize your Bookmarks to make them easy to locate when you need them. Create folders in Bookmarks to separate your business-related sites, for example from your personal sites. Change the font and text size in the browser to make web pages easier to read.

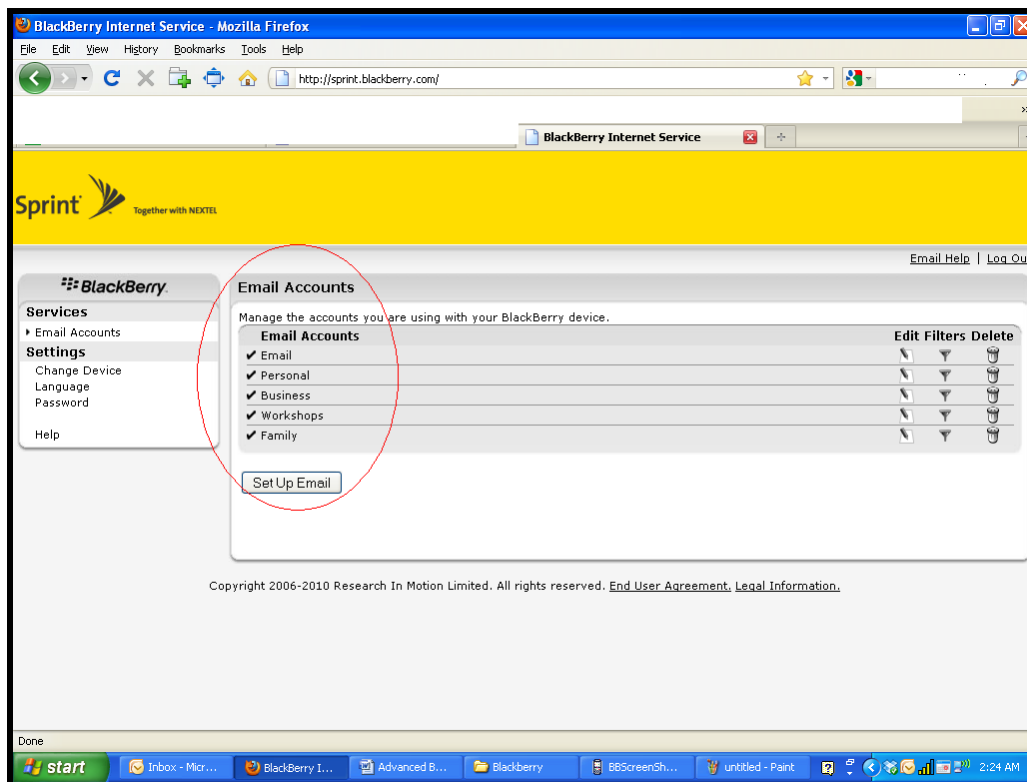
<p><b>Go To Home Page</b> Press <b>Menu, H</b></p>	<p><b>Change Column view to Page View when sites are best viewed vertically &amp; horizontally</b></p>
<p><b>Go To Bookmarks</b> Press <b>Menu, B</b></p>	<p><b>Add a new bookmark</b> Press <b>Menu, A</b></p>
<p><b>Enter a web address quickly</b> Press <b>space</b> to add a "dot" <b>press Shift + space</b> to add a slash (/)</p>	<p><b>Save web pages</b> Press <b>S 3 times</b> to "Save Page". The web address will be saved in messages folder</p>

## Blackberry Internet Service

On the Blackberry:



On the Web:



Use the BIS to:

- **Create an email account**
- **Add or edit email accounts**
- **Customize your email signature**
- **Set email reconciliation policies**

**Connect to the BIS through your wireless carrier's website with your account username and password, or the following addresses:**

Verizon <https://bis.na.blackberry.com/html?brand=vzw>

Sprint <https://bis.na.blackberry.com/html?brand=vzw>

T-Mobile <http://www.t-mobile.com/bis/>

AT&T <http://bis.na.blackberry.com/html?brand=mycingular>

Alltel <http://www.alltel.blackberry.com/>

## **Blackberry Messenger**

Each BlackBerry device is assigned a unique eight-digit number called a personal identification number (PIN). You can find your BlackBerry's PIN by selecting the Options icon, then clicking Status. Your PIN will appear in the Status screen.

### **Sending a PIN message**

There are two ways to send messages directly to a BlackBerry user's PIN rather than to the user's email address, depending on whether you have the PIN stored in a contact in your address book or not. If you have a contact in your address book with the PIN entered, you can select the PIN using the Compose application. To do so, follow these steps:

1. Select the **Blackberry Messenger** icon
2. In the "To:" list, scroll to the correct contact. Click the trackball to display a drop-down menu for the contact.
3. If you have stored a PIN for this contact, PIN will appear in the menu. Select it.
4. Compose your message and send it as usual.

When the message is sent, it will be routed using the PIN rather than the email address.

BlackBerry Messenger combines the reliability and exceptional user experience of BlackBerry with the familiar look-and-feel of instant messaging programs.

It's designed to allow you to have a PIN-to-PIN messaging conversation with another BlackBerry user. Features include:

- \* PIN to PIN real time messaging
- \* Group Chat
- \* File Transfer
- \* Contact Status
- \* Message delivery status



Blackberry Messenger: <http://www.blackberry.com/messenger>

Download directly to your blackberry point your Blackberry browser to:

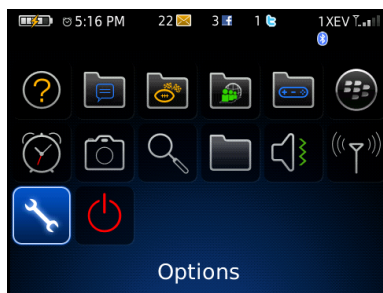
[blackberry.com/messenger](http://blackberry.com/messenger)

## Monthly Maintenance for your Blackberry

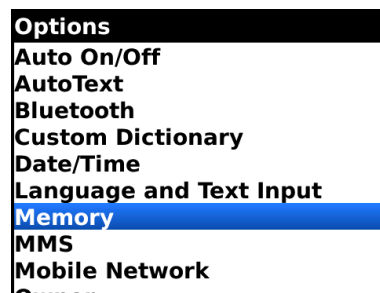
Perform these maintenance steps every 4 – 6 weeks to assure optimum performance of your Blackberry smartphone.

1. Delete old email and text messages from the message s inbox. Store messages you want to keep on the device in a “Saved Messages” folder.
2. Clean out the cookies and temporary files in the Web Browser. Open the browser, press Menu, General Options, then Cache operations.
3. Delete and reinstall the GE Supra eKey application (if applicable). Go to Options, Advanced, Applications. Highlight eKey, press menu and delete. From the web browser, go to [www.ekeymobile.com](http://www.ekeymobile.com) and reinstall the application. You will need a new authorization number before you can update your key and access the iBox.
4. Remove the battery for 5 seconds and replace. This will refresh the device memory as well as the connection to the wireless carrier. This step may improve overall device speed , signal quality and data speed.
5. **A Tip:** Set a monthly reminder with alarm in your Blackberry’s calendar to perform these tasks. Add the steps to the Notes portion of the reminder so you won’t forget what to do.

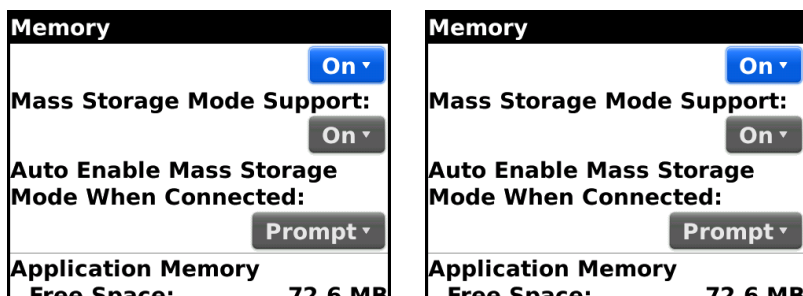
## How to Connect your Blackberry to your Computer as a Drive



Start in the **Options** menu



Select **Memory** from the List



**Mass Storage Mode Support** to On    **Auto Enable Mass Storage** to **Prompt**

Your BlackBerry will prompt you to allow the device to enter Mass Storage Mode the next time you connect the device to the computer with the USB sync cable. Select **Yes** to use the device as a drive, and easily move files between the device and the computer.

Select **NO** when you are connecting to backup or connect to the BlackBerry Desktop Manager

## **Blackberry Compatible Solutions**

**Most of these apps can be downloaded from the BlackBerry App World.**

### **Google Mobile Apps**

<http://m.google.com>

### **Blackberry Software Update Site**

<http://na.blackberry.com/eng/update>

### **Built for Blackberry Site**

[http://na.blackberry.com/eng/builtforblackberry/all\\_apps.jsp](http://na.blackberry.com/eng/builtforblackberry/all_apps.jsp)

### **Best In Free Blackberry Software**

<http://www.bbgeeks.com/blackberry-applications/the-best-in-free-blackberry-software-8897/>

### **5 Blackberry Storm Applications**

<http://www.rimarkable.com/five-free-blackberry-storm-applications-worth-downloading>

<http://www.rimarkable.com/5-more-free-blackberry-storm-applications-worth-downloading>

### **DataViz Documents To Go – Create Word, Excel, Files, Read PPT & PDFs!**

<http://www.dataviz.com/products/documentstogo/blackberry/>

### **Facebook for Blackberry Free Download**

<http://na.blackberry.com/eng/devices/features/social/facebook.jsp>

### **MySpace for Blackberry Free Download**

<http://www.myspace.com/blackberry>

**Twitter Free Download**

[http:// www.twitter.com](http://www.twitter.com)

**Flickr For Blackberry Free download**

[http://na.blackberry.com/eng/devices/features/social/flickr.jsp#tab\\_tab\\_download](http://na.blackberry.com/eng/devices/features/social/flickr.jsp#tab_tab_download)

**Listen to Free Internet Radio on your Blackberry**

[http://www.iheartmusic.com/cc-common/radio\\_app/index2.html?tabs=1](http://www.iheartmusic.com/cc-common/radio_app/index2.html?tabs=1)

**The New York Times**

<http://mobile.nytimes.com/bbinstall>.

**TeleNav GPS Navigation**

[http://www.telenav.com/campaign-bb/index.shtml?SOLICITATION\\_KEYCODE=BFB\\_1\\_101607](http://www.telenav.com/campaign-bb/index.shtml?SOLICITATION_KEYCODE=BFB_1_101607)

**Garmin Mobile for Blackberry**

<http://www8.garmin.com/mobile/blackberry/trial/>

**Tether**

<https://www.tetherberry.com/>

**PdaNet modem application for Blackberry**

Compatible with Blackberry models Storm, Tour and Bold only (for now)

<http://www.junefabrics.com>

**How To use Your Blackberry As A Modem For Your Laptop Computer**

**Garmin Mobile for Blackberry**

<http://www.blackberryforums.com/blackberry-guides/2019-user-howto-use-blackberry-modem-laptop.h>

**Find Additional Blackberry Software**

<http://na.blackberry.com/eng/services/desktop/> Blackberry Desktop Software Download/update

<http://na.blackberry.com/eng/builtforblackberry/>

<http://www.discoverblackberry.com/software/>

Google Maps [www.google.com](http://www.google.com)

<http://www.handango.com/blackberry/BlackBerry.jsp?siteld=1181&platformId=5>