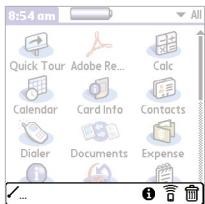


# Menus and commands

## The command bar



The command bar pops up when you make a command stroke. In the input area, make the command stroke by dragging the stylus from the lower left to upper right. A toolbar (the command bar, pictured above) appears for a few seconds at the bottom of the screen. Tap the icon to complete the command.

## How to open menus

- ▶ Tap the upper-left corner of the screen
- ▶ Tap the **Menu** icon
- ▶ Write a command stroke

Your handheld's menus are in a familiar place, along the top of the screen, but they don't become visible until you tap the upper-left corner of the screen. You can also open the menus in any app by tapping the Menu icon, located at the lower-left of the writing area. Commands are faster ways of calling up a menu action.

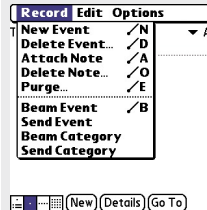
## Create a "need-to-call" list

Commands in action

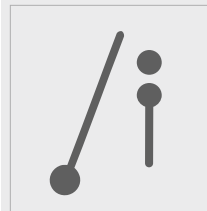
- 1 Open **Tasks**, tap **New** to create a new task, and write `/1` (for Look Up).
- 2 Your Contacts address book opens. Select any name and tap **Add**.
- 3 The name is automatically pasted into your new task with the first phone number listed.
- 4 Attach a note reminding yourself why you should call this person by writing `/a`.
- 5 You've just created a task. Tap **Details** to set the due date and priority level.

## Using commands

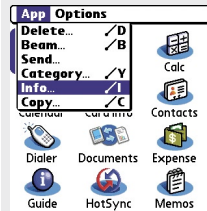
Commands are an easy way to activate the menus



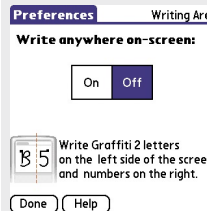
To quickly see menus, tap the **Menu** icon. Menus appear at the top of the screen, just like on your computer. If a menu item has a command, you'll see it to the right of the item.



From the menu, tap the command, or in the writing area, write a slash followed by a letter.



In the Home screen, try writing `/i` to execute the Info command.



Note that some screens, such as this one, don't have menus.

## Icon to look for



Menu

## Frequently used commands

- `/b` Beam item
- `/c` Copy
- `/d` Delete
- `/f` Font
- `/g` Graffiti 2 writing help
- `/i` Info
- `/k` Keyboard
- `/n` New item
- `/p` Paste
- `/s` Select all
- `/u` Undo

## String together commands

Once you get the hang of menu commands, you can execute a string of them fast. For example, if you're in a memo and you write `/s /c /n /p`, you select all the text, copy it, create a new memo, and paste the text into that new memo.

## Go to

- ▶ To learn how menus work in specific apps, check out chapters 5, 6, 10, 11, and 12.