

BLACKBERRY TIPS AND TRICKS

Typing Shortcuts

- 1) To capitalize a letter with one click, hold down the letter key.
- 2) To insert a period, click the Space key twice.
- 3) Turn CAP Lock on by pressing the ALT key followed by the right Shift key. Turn it off by pressing either Shift key.
- 4) Turn Number Lock on by pressing the ALT key followed by the left Shift key. Turn it off by pressing either Shift key.
- 5) Type an accented letter or special character by holding the corresponding letter and scrolling left or right with the trackball.
- 6) Insert the current date into a message or document by pressing the L key followed by the D key and Space key.
- 7) Insert the current time into a message or document by pressing the L key followed by the T key and Space key.

Messaging (E-mail and SMS)

- 1) In e-mail inbox, press the S key to search for a sender or a word within a subject line, and any mail folder regardless of message was sent or received.
- 2) Within inbox, access the complete list of messages sent by hitting the ALT key followed by the O key.
- 3) Within inbox, access the complete list of messages received by hitting the ALT key followed by the I key.
- 4) Within inbox, access the complete list of SMS text messages received by hitting the ALT key followed by the S key.
- 5) Within inbox, access phone log by hitting the ALT key followed by the P key.

- 6) Within inbox, access voicemail log by hitting the ALT key followed by the V key.
- 7) To delete all messages sent or received before a specific date, highlight that date with the cursor, hit the BlackBerry Menu key, select Delete Prior and confirm selection.
- 8) To enable automatic spell checking of e-mail messages, click the Options icon on BlackBerry home screen. Then click Spell Check and select the Spell Check E-Mail Before Sending option.
- 9) To do a manual spell check, click the BlackBerry Menu key within a composed message and select Check Spelling.
- 10) When a message is being spell checked, suggested fixes to unrecognized words can be ignored by clicking the escape key.

Spreadsheet Attachments:

- 1) Change the size of a column by pushing the W key.
- 2) Go to a specific cell by pressing the G key.
- 3) View contents of a cell by pressing the Space key.
- 4) Search for text by clicking the F key, and then type the desired word.
- 5) Switch to a different worksheet by pressing V and selecting the desired sheet.

Presentation Attachments:

- 1) Skip to the next slide by pressing the N key.
- 2) Return to the previous slide by clicking the P key.
- 3) Start slideshow by pushing the S key.
- 4) Stop slideshow by clicking the Escape key.
- 5) Switch to a new view of the slideshow by clicking the M key.

Phone Functions

- 1) Multitask while on phone calls by hitting the BlackBerry menu key during a call and then selecting Home Screen. You'll then have access to e-mail and other

documents--though most BlackBerrys don't allow for simultaneous voice and data transfer, so Internet access is unavailable while on calls.

2) Find specific contacts from your BlackBerry home screen by pressing keys for first and last initials, with a space between them. If more than one contact has the same initials, scroll to the appropriate contact.

BlackBerry Browser

1) Bring up the Enter Web Address field from any Web page by pressing the G key.

2) Insert a period in Web address by clicking the Space key.

3) Insert a back slash in Web address by clicking either the Left Shift or Right Shift keys and then hitting Space.

4) Add an item to bookmarks list by clicking the A key.

5) Bring up your bookmark list by clicking the K key.

6) Refresh a Web page by clicking the R key.

7) Display a list of the last 20 pages visited by hitting the I key.

8) Open browser options with the O key.

Back to Basics: Starts and Stops

1) To put device into Standby Mode so keys cannot be pressed while it's not in use, hold down the Mute key for a second or two. Undo Standby Mode by holding Mute for another couple of seconds.

2) If BlackBerry slows down, starts malfunctioning or freezing, always try removing the battery and SIM card--if the device has one--and waiting a few seconds before reinserting it. Ninety-five percent of the issues BlackBerry users experience are resolved by simply removing the battery.

The Buzz: What Makes a Blackberry “Buzz” Your Nearby Speakers?

Blackberry users are familiar with the “buzz” in nearby speakers such as computers, printers and even telephones. Did you know that most PDAs and Cellular phones that use a GSM and CDMA networks cause the buzzing – not just the Blackberry? It may help you if you know what causes the buzz.

They cause this buzzing interference when near speakers or other devices that can resonate radio frequencies (RF) because such devices often feature poor quality shielding mechanisms to block radio waves from being received. The devices act as passive antennas, picking up cell phone radio signals, but they don't have any way to modulate or translate them into anything intelligible. Speakers or other electronics with higher quality shielding mechanisms yield less buzzing when near phones. The reason some phones cause more buzzing than others is related to the specific frequencies they emit and at what power levels. (Specific Absorption Rate [SAR] regulations in the United States limit the amount of power cell phones can emit to roughly two watts, the RF energy humans can safely be exposed to.) He also said the amount of buzzing caused by cells when near other electronics has to do with the quality and efficiency of the interface that connects specific phones to cellular networks. In other words, how often and for how long cell towers and cell phones must communicate with each other to maintain a live connection. Windows-based PDAs are known to be "chatty", communicating on a more frequent basis. However, being chatty does not necessarily mean more buzzing.

The phenomenon also has to do with atmospheric conditions. Humidity can cause moisture to settle inside phones, which serves to dampen the speakers. This moisture can impede the device's performance--though its effect will likely be quite minimal--and it also can reduce the amount of buzzing the phone will cause when near other radio frequency devices with weak shielding. Phones can also be affected by environments in which the air is highly charged with electricity, like when a lightning storm is brewing, and more buzzing than usual can occur in these settings.

RIM may not see the interference as a major problem, but RIM, along with Polycom and others are working to develop an industry-wide standard for manufacturers of hardware that may be affected by cell communications, like radio or speaker makers. The standard is meant to aid such manufacturers in improving shielding mechanisms within their wares.

So, how to minimize the Buzz?

The simplest way to eliminate the buzz is to move your Blackberry further away from the buzzing device, especially if it is a phone. Certainly you can eliminate the buzzing by powering off your blackberry device too.

If it becomes an unbearable problem, you can take the affected equipment to your local Radio Shack and ask them for help. Suggestions include dropping glue onto the speaker within the affected device to minimize the noise, or to tweak the wiring in the device, Beware as both with undoubtedly void any warranties.