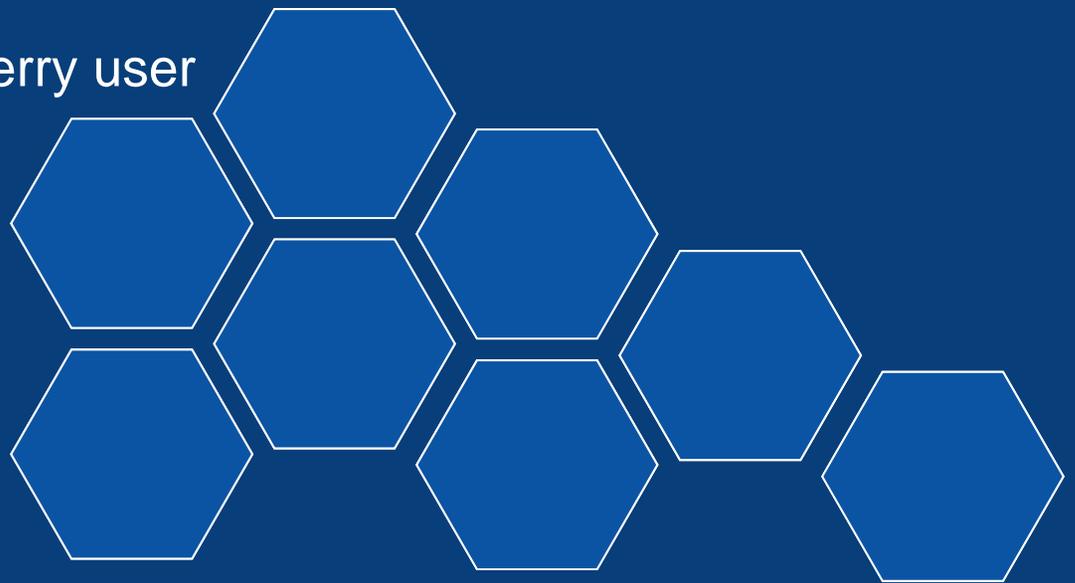
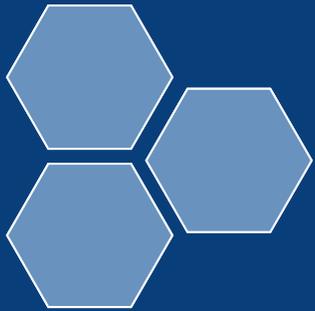


# BlackBerry 101

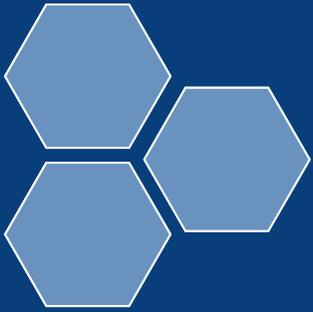
Tips and Tricks for the BlackBerry user





# BlackBerry Guide

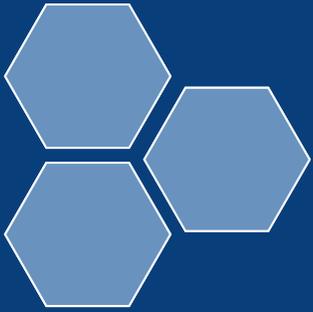




# Shortcuts

- To capitalize a letter hold the letter key until the capitalized letter appears
- To insert a period, press the space key twice. The next letter is capitalized
- To insert the at sign (@) and periods in an Email field, press the Space key
- To Reply to a message press R
- To Forward a message press F
- To Reply to All press L

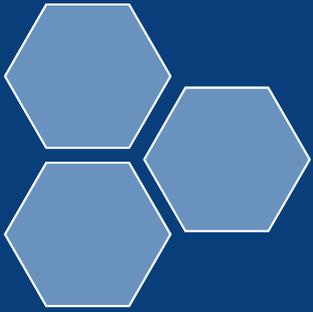




## Cont'd

- Insert the current date into a message or document by pressing the L key followed by the D key and Space key.
- Insert the current time into a message or document by pressing the L key followed by the T key and Space key
- To move to the next item press N. To move to a previous item press P

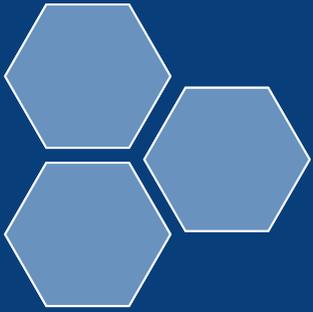




## Cont'd

- In the Calendar, to change to Agenda view press A. To change to Day view press D. To change to Month view press M
- To Switch to another program hold the ALT key and press the ESCAPE button. Continue to hold the ALT key and select a program. Release the ALT key to switch to that program

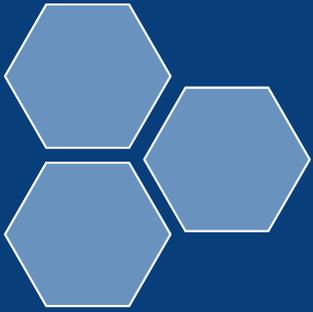




# Messaging and Email

- In your e-mail inbox, press the S key to search for a sender or a word within a subject line and in any mail folder.
- Within inbox, access the complete list of messages sent by hitting the ALT key followed by the O key.
- In the inbox, access the complete list of messages received by hitting the ALT key followed by the I key.

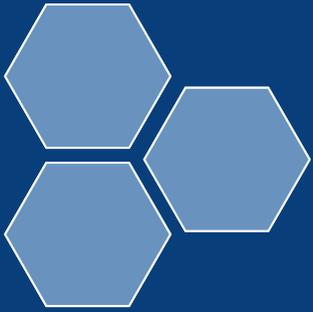




## Cont'd

- Within inbox, access phone log by hitting the ALT key followed by the P key.
- To select a line of text press the SHIFT key and roll the trackball over it
- While reading an Email, press T to go back to the top of the message

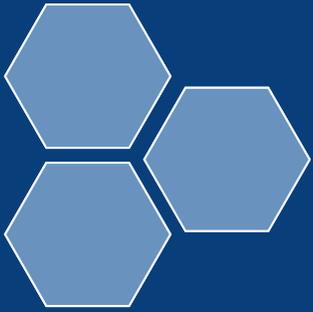




# Presentation Attachments

- Press N to switch to the next slide
- Press P to return to the previous slide
- Press S to start the Slideshow
- Press the ESCAPE key to exit the slideshow
- Press M to switch to a new view of the slideshow

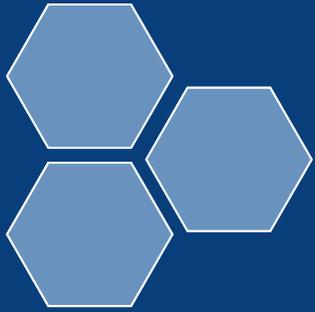




# Spreadsheet Attachments

- Press F to search for text
- Press the SPACE key to view the contents of a cell
- Press the G key to go to a specific cell
- Press the W key to change the size of the column

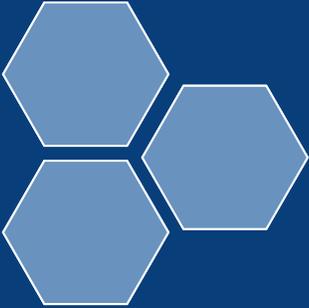




# Bookmarking

- You can bookmark a message if you have to exit it before you finish reading it. Simply close the message and when you go back to read it hit the G button after reopening it. This will take you back to the spot where you stopped reading.

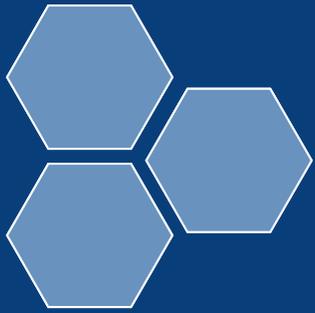




# Lock and Unlock

- To lock your keys so that they cannot be pressed while it's not in use, hold down the MUTE key for a few seconds. To unlock your keys hold down the MUTE key again for a few seconds.

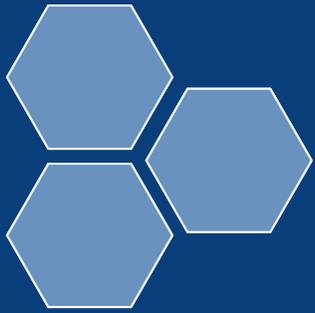




# Troubleshooting and Rebooting

- If your BlackBerry starts to malfunction or slow down, remove the battery and SIM card (if it has one) from the back. Wait a few seconds before reinserting them. The majority of problems users experience with their BlackBerry can be resolved by removing the battery.





# “Help Me” Screen

- To pull up the Help Me screen start at your home page, then press ALT, either SHIFT key and finally the letter H. The help screen displays useful device information such as your PIN number, BlackBerry platform version, signal strength, total and available memory and more.

