

**TO: Move down a message**

DO: Press 8

**TO: Create Voice Notes**

DO: Click OK in the dialogue  
Click the Send Voice Notes icon on home screen to record and preview a small voice note before sending as an MMS message Calendar

**TO: Schedule an appointment quickly in Day view**

DO: In calendar options, set the Enable Quick Entry field to Yes  
Type the subject of the appointment beside start time  
Type a location in brackets and click trackball  
For the following tips to work in Day view, go to calendar options and set the Enable Quick Entry field to No

**TO: Schedule an appointment**

DO: Press Full stop (.) key

**TO: Change start and end times quickly in Day view**

DO: Type the subject and location of appointment  
Hold Shift and roll trackball

**TO: Change the end time quickly in Day view**

DO: Type the subject and location of appointment  
Roll trackball

**TO: Move to the next day, week or month**

DO: Press 6

**TO: Move to the previous day, week or month**

DO: Press 4

**TO: Move up an hour**

DO: Press 2

**TO: Move down an hour**

DO: Press 8

### **BROWSER**

**TO: Insert a Full stop (.) in the Go To dialogue box**

DO: Press Space

**TO: Insert a slash (/) in the Go To dialogue box**

DO: Press Shift + Space

**TO: Open bookmarks list on a web page**

DO: Press 5

**TO: Add a bookmark on a web page**

DO: Press Question mark (?) key

**TO: View a thumbnail version of a web page**

DO: Press X  
To return to normal view, press any key

**TO: Stop loading a web page**

DO: Press Escape

**TO: Move to a specific web page**

DO: Press Full stop (.) key

**TO: View or hide a web page banner**

DO: Press Exclamation mark (!) key

**TO: Close the browser**

DO: Hold Escape

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 **BlackBerry Pearl™**

# BLACKBERRY PEARL TIPS & TRICKS



 **BlackBerry Pearl™**

## BLACKBERRY BASICS

As if the BlackBerry® Pearl™ didn't save you enough time as it is, this guide to handy short cuts will save you even more.

### ON THE HOME SCREEN

TO: Move up a screen  
DO: Press 3

TO: Move down a screen  
DO: Press 9

TO: Move to top of a screen  
DO: Press 1

TO: Move to bottom of a screen  
DO: Press 7

TO: Move to next item  
DO: Press 6

TO: Move to previous item  
DO: Press 4

TO: Exit a screen or move back a page in the browser  
DO: Press Escape

TO: Move to a list item or menu item  
DO: Type the first letter of the item

TO: Delete highlighted items  
DO: Press Backspace/Delete

TO: Switch applications  
DO: Hold Alt and press Escape  
Continue to hold Alt and select application  
Release Alt

TO: Return to home screen  
DO: Press End

TO: Lock the keyboard  
DO: Hold (\*)

TO: Unlock the keyboard  
DO: Press Send + (\*)

TO: Lock the device  
DO: Set a password by choosing Options, Security Options, General Settings.  
Hold (\*)

TO: Unlock the device  
DO: Press Send + (\*)  
Type your password

TO: Switch between Default and Vibrate notification profiles  
DO: Hold #

TO: Turn on a theme or notification profile  
DO: Highlight a theme or notification profile  
Press Space

### TRACKBALL

TO: Move the cursor  
DO: Roll trackball

TO: Select or clear a check box  
DO: Click trackball

TO: Highlight adjacent items  
DO: Hold Shift and roll trackball

### TYPING

TO: Insert a full stop  
DO: Press Space twice – the next letter is capitalised

TO: Type a symbol  
DO: Press Symbol  
To view more symbols press Symbol again  
Type letter shown below symbol

TO: Type an alternate character on a key  
DO: Hold Alt and press character key

TO: Type an accent or special character  
DO: Hold letter key and roll trackball  
Click selected character

TO: Capitalise a letter  
DO: Hold letter key until capitalised letter appears

TO: Turn on NUM lock  
DO: Hold Shift and press Alt

TO: Turn off NUM lock  
DO: Press Alt

TO: Insert a Full stop or 'at' sign (@) in an email address  
DO: Press Space

TO: Type a number in a number field  
DO: Press a number key

TO: Type a number in a password field  
DO: Hold Alt and press a number key

TO: Cut selected text  
DO: Press Shift + Backspace/Delete

TO: Copy selected text  
DO: Press Alt and click trackball

**TO:** Paste selected text  
**DO:** Press Shift and click trackball

**TO:** Type a letter in a number field  
**DO:** Hold Alt and use the multi-tap input method

**TO:** Switch typing input languages  
**DO:** On the Language screen, set Use Input Method Shortcut field to Yes  
Hold Alt and press Enter  
Select language  
Release Alt

**TO:** Highlight a line of text  
**DO:** Press Shift and roll trackball

**TO:** Highlight text character by character  
**DO:** Hold Shift and roll trackball left or right

**TO:** Cancel a text selection  
**DO:** Press Escape

### **SEARCH**

**TO:** Search for a contact in a list of contacts  
**DO:** Type contact name or initials separated by a space

**TO:** View criteria of last search  
**DO:** In the list of searches, press Menu  
Click Last

### **ATTACHMENTS**

**TO:** Play a .wav attachment  
**DO:** Open .wav file  
Press Menu  
Click Play

**TO:** Zoom in to a picture or image attachment  
**DO:** Press 3

**TO:** Zoom out of a picture  
**DO:** Press 9

**TO:** Zoom to the original picture or image attachment size  
**DO:** Press 5

**TO:** Rotate an image  
**DO:** Press Full stop (.) key

**TO:** Open an attachment  
**DO:** In a message, click trackball  
Click Open Attachment

**TO:** Open the file attachment  
**DO:** Click Full Content

**TO:** Search for text in an attachment  
**DO:** Press Exclamation mark (!) key

**TO:** Switch between table of contents and full content of an attachment  
**DO:** Press Full stop (.) key

**TO:** Change the size of a column in a spreadsheet  
**DO:** Press At sign (@) key

**TO:** Move to a specific cell in a spreadsheet  
**DO:** Press Question mark (?) key

**TO:** View the content of a cell in a spreadsheet  
**DO:** Press Space

**TO:** View a presentation as a slide show  
**DO:** Press Question mark (?) key

**TO:** Stop a slide show  
**DO:** Hold Escape

**TO:** Switch presentation views  
**DO:** Press At sign (@) key

**TO:** Open a table of contents for the file attachment  
**DO:** Click Table of Contents

### **NAVIGATING SCREENS**

**TO:** Move cursor  
**DO:** Roll trackball

**TO:** Exit a screen or dialogue box  
**DO:** Press Escape

**TO:** Click an icon or menu item  
**DO:** Roll trackball to select item  
Click trackBall

**TO:** Select multiple items or characters  
**DO:** Hold Shift and roll trackball

**TO:** Move to top of screen  
**DO:** Press 1

**TO:** Move to bottom of screen  
**DO:** Press 7

### **GENERAL TIPS**

**TO:** Reboot  
**DO:** Remove battery

**TO:** Save battery  
**DO:** Turn off BlackBerry device in fringe or non-covered areas  
Exit camera viewfinder mode when not in use

## PHONE

**TO: Answer a call**

DO: Press Send

If you are connected to a call and you receive another call, press Send to place the current call on hold and answer the incoming call

**TO: Open contact list**

DO: Hold Send

**TO: Insert (+) into a phone number**

DO: Hold 0

**TO: Add an extension to a phone number**

DO: Press X and type the extension number

**TO: Turn speakerphone on or off during a call**

DO: Press Full stop (.) key

**TO: Check your voice mail**

DO: Hold 1

**TO: Increase volume during a call**

DO: Press Volume Up

**TO: Decrease volume during a call**

DO: Press Volume Down

**TO: Call a speed dial number**

DO: Hold assigned number key

**TO: Place a phone call from the Home screen**

DO: press the Send key – phone screen appears  
Type the phone number or select a contact from the call log  
Press the Send key

**TO: Use voice dialling**

DO: In voice dialling, wait for the sound  
Say "call" and a contact name or phone number

## CAMERA

**TO: Take a picture**

DO: Press the right convenience key

**TO: Zoom in on a subject**

DO: In viewfinder mode, press Volume Up or roll trackball up

**TO: Zoom out on a subject**

DO: In viewfinder mode, press Volume Down or roll trackball down  
Media Player

**TO: Pause a video**

DO: Press Mute

**TO: Resume playing a video**

DO: Press Mute again

**TO: Move to next item**

DO: Press 6

**TO: Move to previous item**

DO: Press 4

**TO: Zoom in to a picture**

DO: Press 3

**TO: Zoom out from a picture**

DO: Press 9

**TO: Zoom to original picture size**

DO: Press 5

**TO: Rotate a picture**

DO: Press Comma (,) key

**TO: Pause or resume a slide show**

DO: Press Space

**TO: Pause a song**

DO: Press Mute

**TO: Resume playing a song**

DO: Press Mute again

## MESSAGES

**TO: Compose message**

DO: Press Comma (,) key

**TO: Reply to message**

DO: Press Exclamation mark (!) key

**TO: Forward message**

DO: Press Full stop (.) key

**TO: Reply to all**

DO: Press Question mark (?) key

**TO: View received messages**

DO: Press Alt + 3

**TO: View phone call logs**

DO: Press Alt + Full stop (.) key

**TO: View voice mail messages**

DO: Press Alt + 7

**TO: View SMS messages**

DO: Press Alt + Question mark (?) key

**TO: View all messages again**

DO: Press Escape

**TO: Move up a message**

DO: Press 2