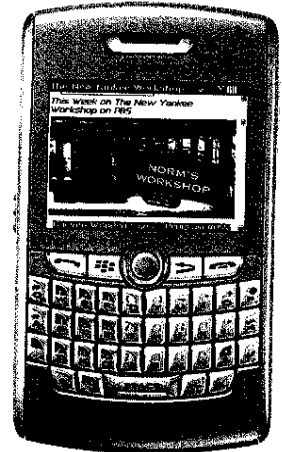


BlackBerry Email & Web Tips

Do More With Less



You can toggle between thumbnail and full-page browser views by pressing the X key.

Portability may be one of the most appealing features of a BlackBerry, but efficiency runs a close second. These email and browser tips can help you get more out of both aspects of your BlackBerry.

Email Tips

Navigate your mailbox. The scroll wheel or trackball is handy for many functions, but when it comes to quickly moving around your mailbox, keyboard shortcuts can get you there with one click.

Press the T button to jump to the top of your mailbox list or the B button to move to the bottom. Press the P key to go to the previous day's mail. To forward a message, press the F key. Dashing off a quick reply is as close as the R key.

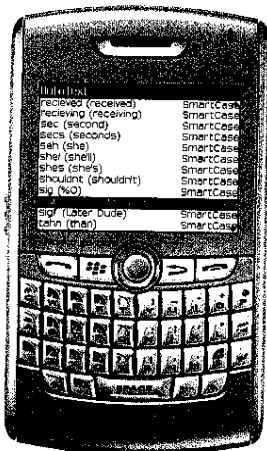
Create a signature. A signature file can tell recipients a little bit about you or your

company. The AutoText function, which replaces a keyword or misspelled word with the correct word or phrase, includes a special tag word that expands to the Owner information you entered for your BlackBerry. Type **sig** in an email and your Owner information will appear.

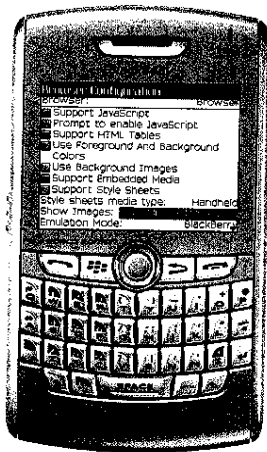
You can create additional signatures by adding tag words to the AutoText file. Select Option and then AutoText. Click the Menu key and then select New. Type a new tag word, such as **sigb** (signature business) or **sigf** (signature fun), and enter the word or phrase you want to appear whenever you enter the tag word. Be sure to use distinctive, memorable tag words—your boss wouldn't be happy to discover that you've been signing off business messages with "Later Dude."

Create a distribution list. If you work in an enterprise environment, you're

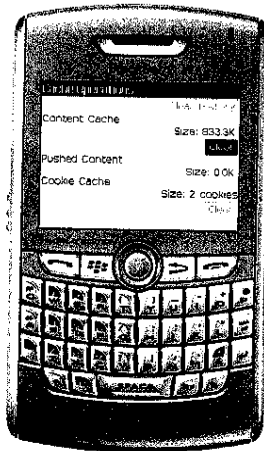
probably a member of one or more distribution lists. To send a message to a distribution list, first add it to your Address Book. One way to do this is to use your desktop computer's email client. Select a message from the target distribution list and add it to your contact list or Address Book. The next time you sync your BlackBerry, the distribution list entry should be added to your BlackBerry's Address Book.



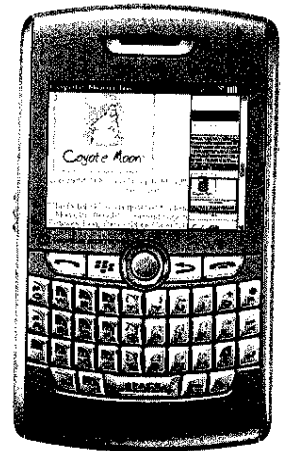
Use the AutoText feature to create multiple signature tags, which you can use as signature files in emails.



Browser configuration options provide the keys to supercharging your browser experience.

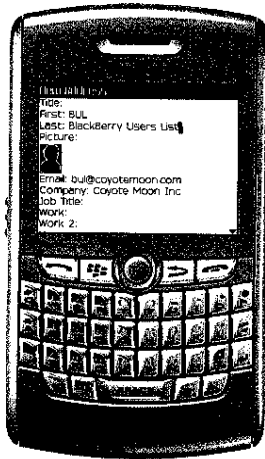


Browser Options include cache management, which lets you clear the browser's history, as well as browser content and stored cookies.

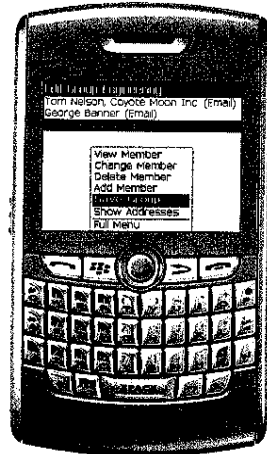


Press the X key to view a Web page in thumbnail view, and then use the trackball or scroll wheel to navigate throughout the page.

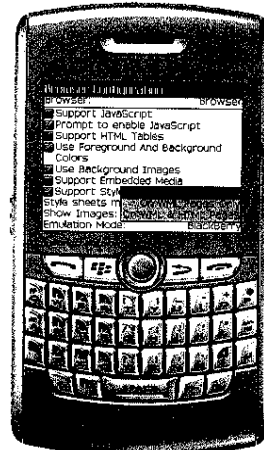
Multitasking



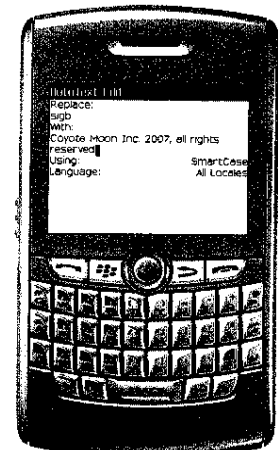
Use entries from your Address Book to create distribution lists for use in the workplace.



You can create groups that include entries from your Address Book, which you can use to quickly send a single message to multiple recipients.



To increase the speed of your browser, set the Show Images option to No.



The AutoText function can replace a single word or tag, such as "sigb," with information that will serve as your email signature.

If you have a message from the target distribution list on your BlackBerry, open the message and highlight the From field. Press the Menu key and select Add To Address Book. Fill in the appropriate information for the new entry and then save. You can now easily send mail to a distribution list by selecting it from your Address Book, clicking the Menu key, and selecting Email (distribution list name).

Manage groups. Groups are another easy way to send a single message to multiple contacts. You can create a group with the Address Book and use it to send email, PIN, and SMS messages to a list of recipients.

Open the Address Book and select New Group from the menu. Enter a name for the group and then click the scroll wheel or trackball. Don't try to save the group yet; the BlackBerry OS won't actually create the group until you add a member. Select Add Member. When your Address Book list appears, select a contact and click the trackpad or scroll wheel. Select the address to use (email, PIN, phone, etc.). Click the Menu key to add more members or to save the group.

To edit an existing group, select the group, click the Menu key, and then select Edit Group. Use the Menu key to add or delete members.

To send a message to a group, select the group, click the Menu key, and select Email (group name). To send a single message to multiple groups, enter each group name in the To field.

Browser Tips

Take a shortcut. Keyboard shortcuts aren't limited to email. You can quickly move around a Web page by pressing the B key to move to the bottom of the page or the T key to move to the top. Press the Spacebar to move down a page at a time. Press SHIFT-Spacebar to move up a page at a time. Press the ESC key to go back a page. To search for something specific on a page, press the F key to bring up a search screen. Press the A key to add a bookmark for the current page. Hold down the ESC key to close the browser.

The browser also supports shortcuts in the Go To dialog box. Press Spacebar to insert a period, or SHIFT-Spacebar to enter a forward slash ("/").

See it all. Press the X key to display a thumbnail view of an entire Web page. You can scroll through this view until something catches your eye. Click the letter X again to switch to a full-screen view of the selected section.

Want a little more viewing room? The U key toggles the title bar on and off.

Speed things up. You can improve browser speed by eliminating the biggest bandwidth hogs on a page: the images. Press the Menu key and select Options. In the Browser Options screen, select Browser Configuration. Make sure that Use Background Images is unchecked and that Show Images is set to No. (The options may differ slightly, depending on your BlackBerry model and OS.)

If you want to view the images on a particular page, press the M key to load the images one by one or the Q key to load all images.

Clean the cache. Your BlackBerry maintains a cache of Web history, Web content, pushed content, and Web cookies. From time to time, you may want to clean out the cache to free up memory or to deal with security concerns. Use the Menu key to select Options. In the Browser Options screen, select Cache Operations. The Cache Operations screen contains up to four selections (History, Content Cache, Pushed Content, Cookie Cache). Select a button to clear its associated content and then click the trackball or scroll wheel. The content you select won't be deleted until you leave the Cache Operations screen, when you should see a Cleaning Memory message.

by Tom Nelson and Mary O'Connor