

## PalmPilot: The Ultimate Guide

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PalmPilot: The Ultimate Guide proves to be just that—a thorough, easily navigated guide to those wildly popular, hand-held personal organizers everyone seems to have. Written by someone who uses, and loves his PalmPilot (the most successful pocket computer/organizer so far), this manual has all the essential information required to successfully integrate a PalmPilot, or WorkPad or Palm III as the newer models are called, into your daily life.

The first chapter details the PalmPilot phenomenon and explains the differences between the various makes and models. The basic functions are then explained, including the date book, address book, to-do list and memo pad programs. The manual covers the main functions in detail, including emailing, Internet browsing and even programming and graphics. Throughout the manual the author includes detailed tips documenting PalmPilot quirks, such as how to maximize its battery life.

The table of contents and the index are thorough and make navigating through the guide easy. And each chapter begins with a chapter preview and ends with a more detailed Executive Tip Summary, which is very useful for finding that little tip you recall reading when you were looking for something else.

In fact, that is where this book really shines: the tips and tools that allow you to get the most out of your PalmPilot. This manual includes hundreds of methods for doing those little things, such as setting up the PalmPilot to act as a TelePrompTer for the speech you are giving, that make the difference between owning a PalmPilot and really using a PalmPilot. A list of Internet addresses for additional software (including freeware and shareware) and for hardware add-ons is also provided; a CD-ROM of the most popular freeware and shareware for the PalmPilot is included with the manual. I only can think of one hitch with PalmPilot: The Ultimate Guide: the manual is nearly twice the size of the PalmPilot itself. But if you own a PalmPilot, make space in your briefcase for this guide. It will help you turn that little organizer into a powerhouse tool.

VICKI GERVICKAS (July / August 1998)

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