

## SEARCH

TO:	DO:
Search for a contact in a list of contacts	Type the contact name or initials separated by a space.
Search for text in a message	Press <b>S</b> .
Search for text in an attachment or web page	Press <b>F</b> .
Search for text in a presentation attachment	Verify that you're viewing the presentation in 'text view' or in 'text and slide view'. Press <b>F</b> .

## ATTACHMENTS

TO:	DO:
Search for text in an attachment	Press <b>F</b> .
Move to the last cursor position after closing and reopening an attachment	Press <b>G</b> .

## IN A SPREADSHEET

TO:	DO:
Move to a specific cell	Press <b>G</b> .
View the content of a cell	Press the <b>Space</b> key.
Switch worksheets	Press <b>V</b> .
Highlight a worksheet.	Press the <b>Enter</b> key.
View hidden columns or rows	Press <b>H</b> .
Hide the columns or rows again	Press <b>H</b> .

## IN A PRESENTATION

TO:	DO:
Switch presentation views	Press <b>M</b> .
Move to the next slide	Press <b>N</b> .
Move to the previous slide	Press <b>P</b> .
Move to the last cursor position after closing and reopening a presentation attachment	Verify that you're viewing the presentation in 'text view' or in 'text and slide view'. Press <b>G</b> .

## BROWSER

TO:	DO:
Insert a period (.)	In the <b>Go To</b> dialog box, press the <b>Space</b> key.
Insert a slash mark (/)	In the <b>Go To</b> dialog box, press the <b>Shift</b> key and the <b>Space</b> key.
Open the browser options	In the browser, press <b>O</b> .
Stop loading a web page	Press <b>Escape</b> key.
Hide the browser	Press <b>D</b> .
Close the browser	Hold <b>Escape</b> key.

## ON A WEB PAGE

TO:	DO:
Move to a specific web page	Press <b>G</b> .
Return to the home page	Press <b>H</b> .
Open the bookmark list	Press <b>K</b> .
Add a bookmark	Press <b>A</b> .
View a list of web pages you've recently visited	Press <b>I</b> .
Refresh a web page	Press <b>R</b> .
View the address for a web page	Press <b>P</b> .
Save a web page to a message list	Press <b>S</b> .
Hide the banner	Press <b>U</b> .
View the banner again	Press <b>U</b> .
View a thumbnail version of a web page	Press <b>X</b> . To return to the normal view, press any key.

## NAVIGATING WITHIN A WEB PAGE

TO:	DO:
Move up a screen	Press the <b>Shift</b> key and the <b>Space</b> key.
Move down a screen	Press the <b>Space</b> key.
Move to the top of a web page	Press <b>T</b> .
Move to the bottom of a web page	Press <b>B</b> .

## CAMERA AND VIDEO

TO:	DO:
Zoom in to a subject before taking a picture	Press the <b>Volume Up</b> key.
Zoom out from a subject before taking a picture	Press the <b>Volume Down</b> key.
To take a picture	Press the <b>Right Convenience</b> key.
To pan up in a picture	Press <b>2</b> .
To pan up down a picture	Press <b>8</b> .
To pan right in a picture	Press <b>6</b> .
To pan left in a picture	Press <b>4</b> .
To return to the center of a picture	Press <b>5</b> .
To zoom in to a picture	Press <b>3</b> .
To zoom out from a picture	Press <b>9</b> .
To zoom in as much as possible to a picture	Press <b>1</b> .
To zoom out from a picture as much as possible	Press <b>7</b> .
To change the size of the viewfinder for a picture	Press the <b>Symbol</b> key.
To change the flash mode for a picture or to turn on low-light mode for a video	Press the <b>Space</b> key.

## MEDIA

TO:	DO:
To pause a song or video	Press the <b>Mute</b> key.
To resume playing a video or song	Press the <b>Mute</b> key.
To move to the controls at the bottom of the screen when you are viewing a list of songs	Press the <b>Space</b> key.
To play the next song in a category	Press <b>N</b> .

Play the previous song in a category	Press <b>P</b> .
To play the next song in a playlist	Press and hold the <b>Volume Down</b> key.
To play the previous song in a playlist	Press and hold the <b>Volume Up</b> key.
To amplify the volume for songs, ring tones, and videos	Press the <b>Volume Up</b> key until you reach the highest volume setting. Press the <b>Volume Up</b> key four times quickly.
To rotate a picture	Press <b>L</b> .
To zoom in to a picture	Press <b>3</b> .
To zoom to the original picture size	Press <b>7</b> .
To zoom out from a picture	Press <b>9</b> .
To fit a picture to the screen size	Press <b>1</b> .

## **BLACKBERRY MAPS**®<sup>1</sup>

<b>TO:</b>	<b>DO:</b>
Zoom in on a map	Press <b>I</b> .
Zoom out from a map	Press <b>O</b> .
View status information at the top of a map	Press <b>U</b> .
Hide status information at the top of a map	Press <b>U</b> again.
To view tracking information at the bottom of a map	Press the <b>Space</b> key.
To hide tracking information at the bottom of a map	Press the <b>Space</b> key again.
To move to the next direction on a route	Press <b>N</b> .
To move to the previous direction on a route	Press <b>P</b> .



# BlackBerry® Bold™ smartphone



**Tips and Tricks**

**BlackBerry Bold**

# Be Bold.



## CALENDAR

Note: For shortcuts to work in Day view, in the calendar options, set the **Enable Quick Entry** field to **No**.

<b>TO:</b>	<b>DO:</b>
Schedule an appointment	Press <b>C</b> .
Change to Agenda view	Press <b>A</b> .
Change to Day view	Press <b>D</b> .
Change to Week view	Press <b>W</b> .
Change to Month view	Press <b>M</b> .
Move to the next day, week or month	Press the <b>Space</b> key.
Move to the previous day, week or month	Press the <b>Shift</b> key and the <b>Space</b> key.
Move to the current date	Press <b>T</b> .
Move to a specific date	Press <b>G</b> .

## BLACKBERRY BASICS

<b>TO:</b>	<b>DO:</b>
Move the cursor	Roll the <b>Trackball</b> .
Exit a screen or move back a page in the browser	Press the <b>Escape</b> key.
Move to a list item or menu item	Type the first letter of the item.
Select or clear a check box	Press the <b>Space</b> key.
View available values in a field	Press the <b>Alt</b> key.
Switch applications	Hold the <b>Alt</b> key and press the <b>Escape</b> key. Continue to hold the <b>Alt</b> key and highlight an application. Release the <b>Alt</b> key.
Return to the Home screen	Press the <b>End</b> key.
Delete a highlighted item	Press the <b>Backspace/Delete</b> key.

## PHONE

TO:	DO:
Answer a call	Press the <b>Send</b> key.
Insert a plus sign (+) when typing a phone number	Hold <b>0</b> .
Add an extension to a phone number	Press the <b>X</b> key, Type the extension number.
Assign a speed dial number to a key	On the Home screen or on the Phone screen, hold a key.
Turn on the speakerphone during a call	Press <b>Speakerphone</b> key.
Turn the speakerphone off during a call	Press <b>Speakerphone</b> key.
Type a letter in a phone number field	Press <b>Alt</b> key and the letter key.
Check your voicemail	Hold <b>1</b> .
Switch phone numbers	In the phone, click your active phone number. Click a phone number.

## MESSAGES

### WITHIN A MESSAGE

TO:	DO:
Reply to a message	Press <b>R</b> .
To reply to all in an email message or a PIN message	Press <b>L</b> .
Forward a message	Press <b>F</b> .
File a highlighted email message	Press <b>I</b> .
View email address of a contact	In a message, highlight the contact. Press <b>Q</b> . To view the display name again, press <b>Q</b> .

### IN A MESSAGE LIST

TO:	DO:
Open a highlighted message	Press the <b>Enter</b> key.
Compose a message from a message list	Press <b>C</b> .

Mark a message as opened or unopened	Press <b>Alt</b> key and <b>U</b> .
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View received messages	Press <b>Alt</b> key and <b>I</b> .
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View sent messages	Press <b>Alt</b> key and <b>O</b> .
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View voicemail messages	Press <b>Alt</b> key and <b>V</b> .
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View SMS text messages	Press <b>Alt</b> key and <b>S</b> .
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View call logs	Press <b>Alt</b> key and <b>P</b> .
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View all your messages again	Press <b>Escape</b> key.
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## **MOVING AROUND A MESSAGE LIST**

<b>TO:</b>	<b>DO:</b>
Move up a screen	Press the <b>Shift</b> key and the <b>Space</b> key.

Move down a screen	Press the <b>Space</b> key.
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Move to the top of a message list	Press <b>T</b> .
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Move to the bottom of a message list	Press <b>B</b> .
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Move to the next date	Press <b>N</b> .
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Move to the previous date	Press <b>P</b> .
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Move to the next unopened item	Press <b>U</b> .
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Move to the next related message	Press <b>J</b> .
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Move to the previous related message	Press <b>K</b> .
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## **TYPING**

<b>TO:</b>	<b>DO:</b>
Insert a period	Press <b>Space</b> key twice. The next letter is capitalized.

Capitalize a letter	Hold letter key until capitalized letter appears.
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Type an alternate character on a key	Hold <b>Alt</b> key and the character key.
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Type an accented or special character	Hold letter key and roll trackball to the left or right. For example, to type ü, hold <b>U</b> and roll the trackball to the left until ü appears. Release letter key when accented or special character appears.
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Type a number in a number field	Press a number key. You do not need to press the Alt key.
Type a number in a password field	Hold the Alt key and press a number key.
Turn on NUM lock	Press Alt key and the Left Shift key.
Turn off NUM lock or CAP lock	Press the Shift key.
Turn on CAP lock	Press Alt key and the Right Shift key.
Switch typing input languages	On the Language screen, verify that the Use Input Language Shortcut field is set to Yes. Hold the Alt key and press the Enter key. Continue to hold the Alt key and Highlight a language. Release the Alt key.
Insert an 'at' sign (@) or a period (.)	In an email address field, press the Space key.
Type a symbol	Press the Symbol key. Type the letter that appears below the symbol.
Highlight a line of text	Press the Shift key and roll the trackball.
Highlight text character by character	Hold Shift key and roll the Trackball left or right.
Cancel a text selection	Press the Escape key.
Cut highlighted text when typing	Press Shift key and the Backspace/Delete key.
Copy highlighted text when typing	Press the Alt key and click the trackball.
Paste highlighted text when typing	Press the Shift key and click the trackball.

Go to <http://www.syncmyemail.com> for more tips.

 **BlackBerry Bold**

1. Check with your service provider for availability. For details on coverage areas visit [www.blackberrybold.com](http://www.blackberrybold.com)

Check with your service provider for roaming arrangements, service plans and supported features and services. Certain features outlined in this document may require a minimum version of BlackBerry Enterprise Server software, BlackBerry Desktop Manager and/or BlackBerry device software.

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