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## INTRODUCTION

Congratulations on purchasing ECTACO Partner® ES B-3! This product is the result of combined efforts of Ectaco staff of linguists, engineers, and programmers. You are now the owner of the versatile, handheld electronic device which will serve you as a comprehensive English ↔ Spanish dictionary, personal organizer, and a music player.

ECTACO Partner® ES B-3 features:

- ❖ *English-Spanish bidirectional dictionary containing over 450,000 words, including idioms, medical, technical, legal, and business terms, as well as slang and general expressions*
- ❖ *Advanced English and Spanish speech synthesis*
- ❖ *Transcription*
- ❖ *Vector Ultima™ Spell Checker*
- ❖ *Look-up function*
- ❖ *User's Dictionary*
- ❖ *Bilingual interface*
- ❖ *English and Spanish Grammar guide*
- ❖ *U.S. citizenship exam preparation guide*
- ❖ *Most popular English and Spanish idioms*
- ❖ *English irregular verbs*
- ❖ *Spanish verbs*
- ❖ *Flash Cards*
- ❖ *Word game*
- ❖ *Instant Reverse Translation*
- ❖ *The MorphoFinder™ function*
- ❖ *Over 1,100 useful phrases in the English ↔ Spanish phrasebook*
- ❖ *Currency and metric converters*
- ❖ *Local and World time with a map*
- ❖ *Address Book*
- ❖ *ToDo Book*
- ❖ *Date Book with audio reminders*
- ❖ *Memo Book*
- ❖ *Music Player*

- ❖ *Calculator*
- ❖ *Voice Memo*
- ❖ *High-speed data exchange and synchronization with PC*
- ❖ *Password protection*
- ❖ *Slang Lock*
- ❖ *High resolution touch screen*
- ❖ *MMC slot*
- ❖ *USB port*
- ❖ *Headphone jack*

The latest speech technology employed by ECTACO Partner® ES B-3 allows you to listen to clearly pronounced English and Spanish words and phrases.

This model features a break-through combination of two input methods – a well-designed on-screen keyboard and a high-resolution touch-sensitive handwriting area which makes character input simple, fast and accurate.

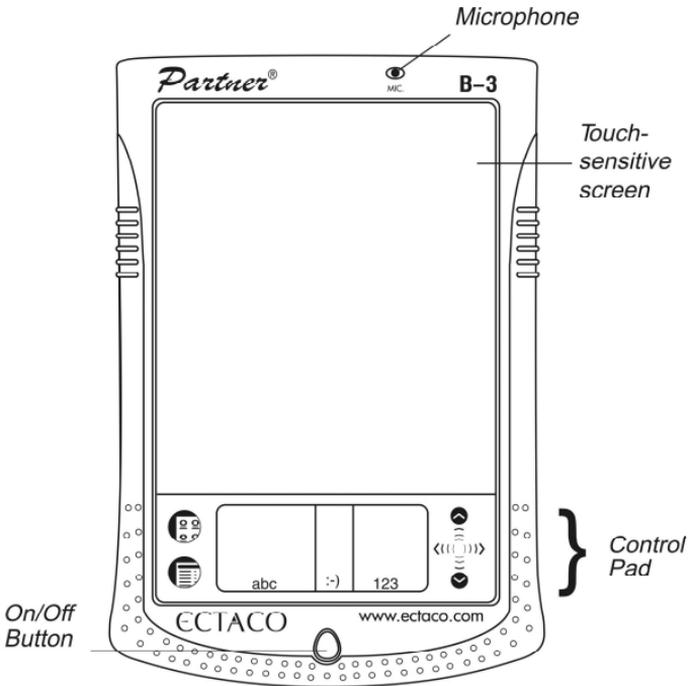
- ◆ **Note:** As continuous efforts are made by the manufacturer to ensure better quality and performance of the ECTACO Partner® products, some characteristics or the design of the actual device you purchased may slightly differ from their description in this manual.

ECTACO Partner® ES B-3 gives you the freedom of speech and communication. Enjoy your ECTACO Partner® ES B-3 and make it your companion!

# GETTING STARTED

## General View

The general view and external appliances of ECTACO Partner® ES B-3 are shown below.

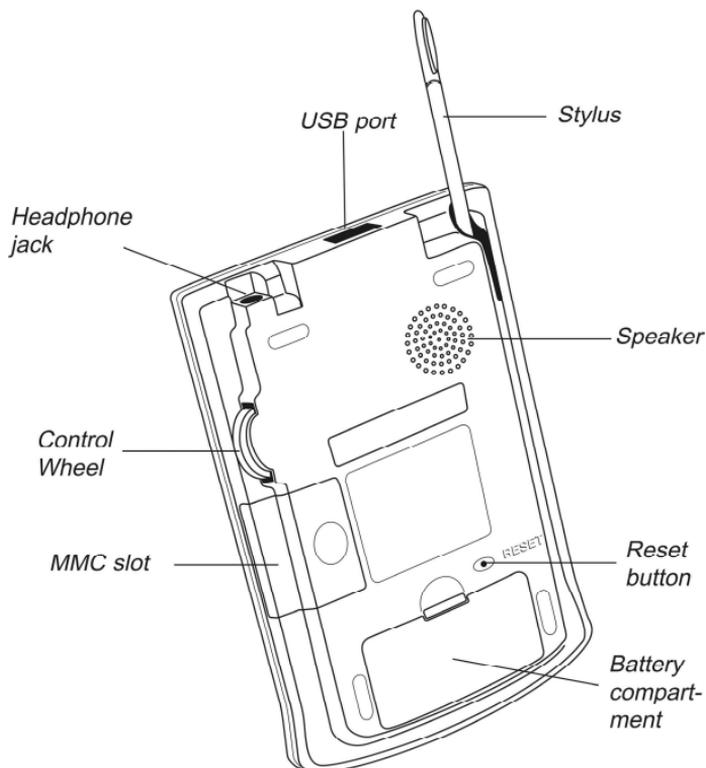


## Display

ECTACO Partner® ES B-3 features a large-size touch screen with efficient windows-driven graphic interface.

### Touch-screen elements

By tapping certain types of screen items – a push-button or pre-highlighted text – you perform an action associated with this item. In most windows or dialog boxes, tap *Done* to accept changes or *Cancel* to exit without saving any changes.



## Stylus

Tap the screen with the supplied pointing device called the *stylus* which, when not in use, is conveniently kept in a special slot at the side of the device's back panel.

The stylus is especially useful for operations which cannot be performed by the control wheel, for example, highlighting an arbitrary text fragment or a multi-word translation in a dictionary entry.

- ◆ **Note:** If, for some reason, using the stylus does not provide the desired effect, you may need to recalibrate the screen (see page 12).

## Cover

ECTACO Partner® ES B-3 comes with a hard plastic cover to protect the screen when the device is not in use. To attach the cover, insert the pegs on the cover into the holes on either side of the device. To detach the cover, gently snap the pegs

out of the holes. We recommend that you keep the cover attached when you are not using your ECTACO Partner® ES B-3.

## ***Power Supply***

ECTACO Partner® ES B-3 is powered by two AAA (LR03) batteries. Please insert the batteries before connecting your device to a PC. Use the universal indicator to check the current condition of the batteries (see page 11). Replace the batteries when the indicator runs low.

- ◆ **Note:** If the battery power runs too low, the unit will start up when you press the On/Off button but will then shut off automatically. When this happens, please replace the batteries immediately to avoid the risk of losing user data.

### *How to replace the batteries*

- Press the On/Off button to turn the device off.
- Make sure the device is not on a hard surface – if the On/Off button is pressed accidentally, user data may be lost.
- ◆ **Note:** To avoid data loss, **never try to remove the batteries from the device when the power is on**. If you experience difficulties turning the device off, press the RESET button on the back of the device and restart the system.
- Remove the battery compartment cover by sliding it away from the device.
- Remove the used batteries and replace them with new ones.
- ◆ **Note:** Do not mix old and new batteries.
- Make sure to place the batteries according to the polarity marks (+ -) inside the battery compartment.
- Put back the battery compartment cover by sliding it toward the device. Make sure the cover sits in place properly.
- ◆ **Note:** You have one minute to replace the batteries without risk of losing the data stored in RAM. **Do not exceed the one-minute limit!** Neither the manufacturer nor the dealer may be held responsible for the loss of user data.

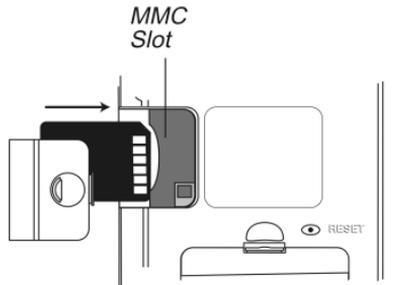
## ***MultiMedia Card***

ECTACO Partner® ES B-3 MultiMedia Card is included in the standard package. The card contains the operating system and a set of applications described in the Applications chapter (see page 17).

- Please insert ECTACO Partner® ES B-3 MultiMedia Card into the MMC slot before you turn the device on.
- ◆ **Note:** Always make sure the device is turned off before installing or removing the MMC. **Never insert or remove the card when the device is on.** Use the On/Off button to turn the device off.

## Installing MMC

- Put your thumb on the MMC slot cover and slide it off.



- Slide the MMC into the compartment with the contacts facing up and the label facing down. Push the card gently until it clicks into place.
- Snap the cover back on.
- Turn the device on.

The operating system and program files will be installed on your ECTACO Partner® ES B-3. This will take about 2.5 minutes. When the installation procedure is completed and the screen is calibrated, the *Setup* application will be shown.

- Set the desired preferences (see page 44 for details) and tap *Done*. If the MMC is not installed, a brief tour will be shown.
- ◆ **Note:** The tour appears only after the device is left without battery power for more than five minutes or when a hard reset is performed.
- Tap the introductory sentence in the language you want to view the tour.
- To skip pages in the tour, tap anywhere on the screen.
- Turn the device off and insert the MMC as described above.

## Removing MMC

- Turn the device off by using the On/Off button.

- Remove the MMC slot cover.
- Push the MMC in slightly.  
You will hear a click and the card will pop out.
- Slide it out and snap the cover back on.

## Initialization

The initialization routine is started:

- when ECTACO Partner® ES B-3 is turned on for the first time;
- when you remove the batteries (e.g. when replacing them) for longer than five minutes;
- after the system has been reset with the RESET button – see Soft Reset and Hard Reset below.

## Soft Reset

Occasionally, ECTACO Partner® ES B-3 may need to be reset to clear its memory. In most cases, a soft reset is sufficient. The soft reset does not affect programs or user data.

- Tap  to go to the Main Menu.
- Tap  to open the Launcher Menu.
- Tap *Restart system* on the Launcher Menu.
- In the *Ready for Restart* screen, tap *Restart now*.
- ◆ **Note:** On completion of the reboot, you will be prompted to conduct the touch-screen calibration, which configures the proper spacing and alignment of the touch-sensitive screen elements (see page 12).

If the Launcher Menu is not accessible, use the blunt end of a paperclip to gently press the RESET button located on the back of the device.

- ◆ **Note:** The RESET button is located on the back of the device and can be accessed with any thin object like a paper clip. Never use a needle or a pin since it can damage the device.

## Hard Reset

In the rare event that the data on the screen is corrupted, a program is not responding properly, or you forgot your password, you will need to perform a hard

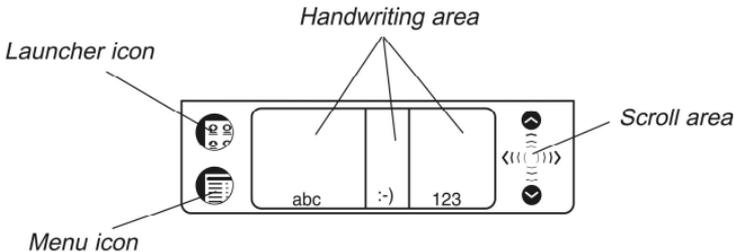
reset. After a hard reset all user data will be lost. Synchronize your data often so that you always have a copy on your PC.

- To perform the hard reset, keep the On/Off button pressed while pressing the RESET button.

After a completed system initialization, or when using the device for the first time, the interface language is set to *English*. Users who prefer to see menus and messages in Spanish please see page 44 for instructions.

### Control Pad

The Control Pad is the area below the touch-sensitive screen where you can tap icons, write characters, or use the scroll area to control your ECTACO Partner® ES B-3.



### Control Pad Elements and Their Functions

- Launcher icon* Switch to the Main Menu.
- Menu icon* Show the available menus. Menu shortcuts, where available, are shown to the right of the menu items.
- Handwriting area* Input letters (in the Letter input area), input punctuation marks (in the Punctuation input area), input numbers (in the Number input area).
- Scroll area* Scroll the screen content.

### Main Menu

- Tap  to switch to the Main Menu.

All programs and some content files in RAM and on MultiMedia Card (MMC) are represented by icons on this screen. Program and content icons of an MMC have an M on the bottom right corner. ECTACO Partner® ES B-3 Main Menu contains a row of three tabs at the bottom of the screen and the *universal indicator*. The tabs are named as follows: *Dictionary*, *Organizer*, and *Extras*.

## Dictionary

- Use the *Dictionary* tab to access the following applications: *Dictionary, English Idioms, Flash Cards, Hangman, Irregular Verbs, Phrasebook, and Spanish Verbs.*

## Organizer

- Use the *Organizer* tab to access the following applications: *Address Book, Calculator, Currency Conversion, Date Book, Memo Book, Metric Conversion, Music Player, ToDo Book, and Voice Memo.*

## Extras

- Use the *Extras* tab to access the following applications: *Setup, English Grammar, Local Time, Spanish Grammar, U.S. Interview, and World Time.*

## Universal Indicator

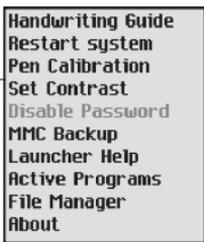
This is a graphic item located in the lower right corner of the Main Menu. By default, it shows the current time.

- Tap the universal indicator a few times to successively display the current date, percent of remaining battery power, battery graphic power, and the amount of available memory in the device.

## Launcher Menu

- When in the Main Menu, tap  to invoke the Launcher Menu.

Launcher menu



Handwriting Guide  
Restart system  
Pen Calibration  
Set Contrast  
Disable Password  
MMC Backup  
Launcher Help  
Active Programs  
File Manager  
About

The options available on the Launcher Menu are described below.

### Handwriting Guide

Provides a quick, on-screen reference for natural handwriting input. It shows all supported letter styles. For more information about handwriting, see page 14.

### Restart System

Closes programs and then restarts the system.

**Pen Calibration**

Displays the *Calibration* screen and allows you to re-calibrate your ECTACO Partner® ES B-3.

- To perform the calibration, tap the center of the target with the stylus. Repeat the process with three more targets, which will appear one after another.

**Set Contrast**

Allows you to adjust the screen contrast level.

**Disable Password**

Allows you to turn your password off or on. When no password is set, the menu item is grayed and inactive. When you set a password, *Disable Password* becomes active. Tap this menu item to temporarily disable the password. The menu item becomes *Enable Password*. To turn your password on again, tap *Enable Password*. For more information, see page 45.

**MMC Backup**

Allows you to copy all files from your ECTACO Partner® ES B-3 to MMC, restore files from MMC to your ECTACO Partner® ES B-3, or erase MMC content. The menu item is grayed (inactive) when no MMC is installed.

**Launcher Help**

Displays on-screen help for the Launcher.

**Active Programs**

Allows you to view and manage currently open applications. Programs can be closed quickly from this location to allocate memory for other programs.

**File Manager**

Displays the name and size of all program and content files stored in RAM. Also allows you to move files into categories or remove files from your ECTACO Partner® ES B-3.

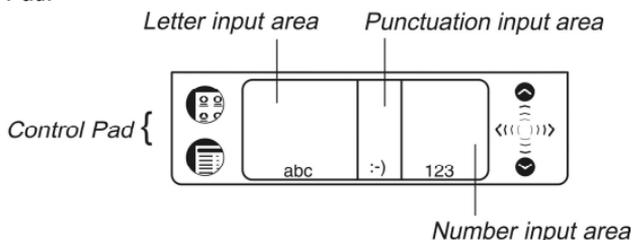
**About**

Displays ECTACO Partner® ES B-3 ID, the operating system version number, the unique device identifier, and other information.

**Handwriting Area**

Natural handwriting is the recognition system used by the device allowing data entry through writing. It makes character input simple, fast and accurate by supporting multiple ways of writing most characters. All writing must be entered in

the appropriate section of the *Handwriting area*, located at the center of the *Control Pad*.



The *Handwriting area* is divided into the *Letter input area*, *Number input area* and *Punctuation input area*. Write letters in the *Letter input area* "abc", punctuation in the *Punctuation input area* ":-)", and numbers in the *Number input area* "123".

## Handwriting Guide

To open the Handwriting Guide, please follow the steps below.

- From the Main Menu, tap .
- Tap *Handwriting Guide*.

The first screen of the *Handwriting Guide* will be displayed.

- Tap the arrows   at the top right corner to scroll through each screen of the *Handwriting Guide*.
- ♦ **Note:** Before you input accented characters, please make sure you have selected the appropriate *Pen Language* (see *Pen Language* on page 46).

## Control Wheel

The round control in the rear of ECTACO Partner® ES B-3 functions as an "Enter" key, a scrolling mechanism, or volume control.

- In a program, turn or push the control wheel to select or open the desired item.
- Turn the control wheel to scroll one page when reading.
- ♦ **Note:** The control wheel turns up and down; it does not spin. **Please do not put excessive force on the control wheel.**
- Hold the control wheel up or down to scroll continuously.
- Turn the control wheel to control the volume when listening. Hold the wheel up or down to change volume continuously.

## Opening and Closing Programs

- To open a program or file, tap its corresponding icon.
- When a program is running, you can return to the Main Menu without closing the program – just tap .
- Tap  once again to return to the program immediately.

ECTACO Partner® ES B-3 features multitasking. Each time you close a program, you return to the Main Menu.

You can close a program using one of the following options:

- In most programs,  appears in the top right corner. Tap  to exit.
- From the Launcher Menu by using *Active Programs*.
- In some programs, you can exit by using the *File* menu. From the program, tap  then select *File / Exit*.

## Natural Handwriting

Entering data with natural handwriting takes some practice. Please follow the steps below to enter a sentence in the *Memo Book*.

- From the Main Menu, tap an icon for a program allowing data entry. For example, *Memo Book*.
- Locate a field for data entry. For example, tap *New* to go to the *Edit* screen. A blinking cursor appears in all fields where data can be entered. If the blinking cursor does not appear, the field is not active.

- Place the pointed end of the stylus at the center of the *Letter input area* and draw a line straight up to write the following letter in uppercase (Shift mode).

A single dot appears in the cursor to indicate shift.

- In the center of the *Letter input area*, write the letter "a". Start the stroke where indicated by the point and draw it as it appears in the *Handwriting Guide*. Write the characters left to right.
- Take the stylus off the screen, and the character will appear in the data entry field.

Natural handwriting also recognizes simple strokes for Backspace, Return and Space, as well as Shift and Cap Lock.

- ◆ **Note:** Always write in lowercase, as shown in the *Handwriting Guide*. If you want to enter letters in uppercase, first write the stroke for Shift or Caps Lock.
- To enter a space, place the pointed end of the stylus in the center or left side of the *Letter input area* and draw a horizontal straight line to the right.

If the character is composed of more than one stroke, you may see interim results on the screen. For example, when you write "k," an "l" may show on the screen before the "k" appears.

- ◆ **Note:** If a character is not recognized, you will hear a beep.

## Writing Punctuation

Please follow these guidelines when entering punctuation marks:

<i>Period and Comma</i>	Write in the lower part of the appropriate input area.
<i>Apostrophe</i>	Write in the upper part of the appropriate input area.

## Writing Functions

Simple strokes make it easy to write functions, such as Backspace, Space, Shift, and Caps Lock.

<i>Stroke</i>	<i>Function</i>
	Delete the previous character (Backspace).
	Insert a space.
	Insert a line break (Enter).
	Write the next letter in uppercase (Shift).
	Switch to uppercase (Caps Lock). When it is necessary to return to lowercase, draw the Shift key symbol, as shown above.

## Deleting Characters

The deletion of characters in the data entry field is performed by writing the Backspace symbol.

- To delete one character, place the cursor to the right of the character you want to delete and write the Backspace function in the *Letter input area*.

To delete several characters at once, do the following:

- Drag the stylus over the characters to highlight them.
- Write the Backspace function in the Letter input area.

## Writing Accented Characters

Natural handwriting supports accented character recognition for Spanish, Portuguese, French, German, Italian, and Dutch. To enable accented characters, first set the desired Pen Language (see page 46).

- ◆ **Note:** The following special characters can only be written in the Punctuation input area:

French            << >>

Spanish        ¡ ¿

The table below lists the accented characters available for each language.

Spanish        á é í ñ ó ú ü ¡ ¿

Dutch            à á â ã ä è é ê ë î ï ð ó ô õ ö ú ü ù ñ ç

French         à â ç è é ê ë î ï ô œ ü ù û

German         ä ö ü ß

Italian         à è é ì ò ù

Portuguese    ã á â ç è é ê ë ì ó ô õ ö ú

## Hints for Successful Handwriting

- Write characters as they appear in the *Handwriting Guide*.
- Always write in lower case.
- For an initial capital letter, use the Shift symbol.
- Write the characters large enough in the appropriate input area.
- For a series of capital letters, use the Caps Lock function. Double dots appear in the cursor to indicate Caps Lock.

## On-screen Keyboard

The on-screen keyboard offers an alternative way of entering data in your ECTACO Partner® ES B-3. It supports all English and Spanish letters, numerals, and punctuation marks. The keyboard is available in most programs in every screen allowing data entry.

- To invoke the on-screen keyboard, draw a line straight up outside the *Handwriting area* or tap , where available.

The on-screen keyboard will appear. The basic layout contains the letters of the respective alphabet and a set of symbols. The control key images have the following legend:

<i>Touch key</i>	<i>Function</i>
	Backspace
	Enter
	Shift
	Caps Lock
	Access Spanish accented letters
	Switch back to English layout

- To delete more than one character, drag the stylus across the characters you want to delete to highlight them and start entering new data. The highlighted portion will be overwritten.
- Tap ENTER to save your text and hide the keyboard.
- Tap  to hide the keyboard without saving.

## APPLICATIONS

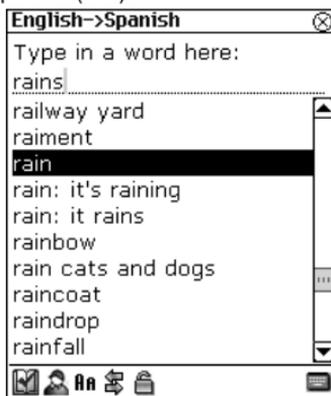
This chapter describes work in a variety of applications recorded on ECTACO Partner® ES B-3 MultiMedia Card.

- ◆ **Note:** Before turning on your ECTACO Partner® ES B-3, please make sure the supplied MultiMedia Card is inserted into the MMC slot.

### Dictionary

The *Dictionary* application includes English-Spanish and Spanish-English dictionaries containing a total of over 450,000 words. The pronunciation of English

headwords in the English-Spanish dictionary is illustrated by means of the International Phonetic Alphabet (IPA).



- Tap the *Dictionary* icon from the *Dictionary* tab to launch the application. The English-Spanish dictionary is selected by default.

- To view a word translation, enter it either from the *Handwriting area* or from the on-screen keyboard.

The headword closest in spelling to the entered letter combination will be displayed under the input line. It is possible to retrieve a translation or explanation for word forms entered in the input line. The source word entry for the requested word will be displayed. For example, if you enter "rains" and there is not such an entry in the dictionary, you will get the "rain" entry, as it is the headword for "rains". The MorphoFinder™ function helps you find source words (headwords) of English past participles, gerunds, plural forms, and of Spanish forms of various parts of speech.

- Tap the requested entry or highlight it and push the control wheel to look up its translation(s).

### *Spell-checker Vector Ultima™*

The multilingual spell-checker Vector Ultima™ is one of the most advanced on the market. When you are unsure of the spelling of a word, Vector Ultima™ allows you to enter the word as you hear it and choose a spelling version from a list of suggestions.

For example:

- Type the word "board" as you hear it: bord.

- Tap  to open the *Variants* list.
- Tap the desired variant to look up its translation(s).

### *Pronunciation of Words and Phrases*

One of the most exciting features of ECTACO Partner® ES B-3 is the TTS (Text-to-Speech) technology allowing you to listen to the pronunciation of English and Spanish words and phrases.

- Open an entry in the *Dictionary*.
- Tap  to listen to the pronunciation of the headword.
- Highlight any portion of the translation by using the stylus and tap  to listen to its pronunciation.

### *Changing Font Size*

There are three font sizes in the *Dictionary*.

- Tap  twice to reduce the screen font size and see more translations of the given headword on the screen without scrolling.
- Tap  once again to restore the initial font size.

### *Instant Reverse Translation*

- Tap the word to highlight it.
- Tap  to make the reverse translation.

You can make up to five successive reverse translations (without closing windows). The message *Last translation* is displayed if the limit is reached.

- Tap  to close the reverse translation windows successively.

### *Touch Buttons*

The following touch buttons are available in the *Dictionary*:

<i>Button</i>	<i>Function</i>
	Check spelling
	Open the <i>User Dictionary</i>
	Change font size

	Change the direction of translation
	Hide / unhide slang words and phrases. The default password is <b>showslan</b> .
	Invoke the on-screen keyboard
	Make a reverse translation
	Open a new record template in the <i>User Dictionary</i>
	Save a record to the <i>User Dictionary</i>
	Delete a record from the <i>User Dictionary</i>
	Go to the previous entry
	Go to the next entry
	Pronounce a headword or a highlighted portion of translation

### Parts of Speech, Gender Labels, Abbreviations

Translations of a headword are listed in alphabetical order of parts of speech. **A** – adjective, **NPR** – proper noun, **ABBR** – abbreviation, **NUM** – numeral, **ADV** – adverb, **PART** – particle, **ART** – article, **PHR** – phrase, **AUX** – auxiliary, **PREF** – prefix, **CONJ** – conjunction, **PREP** – preposition, **ID** – idiom, **PRON** – pronoun, **INTRJ** – interjection, **SUFF** – suffix, **N** – noun, **V** – verb.

Spanish nouns are marked with gender and number labels.

**F** – feminine, **M** – masculine, **N** – neuter, **MPL** – masculine plural, **FPL** – feminine plural, **MF** – masculine or feminine, **MFPL** – masculine or feminine plural.

Certain words and expressions in the dictionary are marked with the following Spanish abbreviations: [**bot.**] for *botany*, [**dep.**] for *sport*, [**sl.**] for *slang*, [**téc.**] for *technical*, [**vulg.**] for *vulgarism*, and [**zool.**] for *zoology*.

### User Dictionary

ECTACO Partner® ES B-3 allows you to create your own vocabulary which automatically links to the main dictionary.

- Set the desired direction of translation by tapping .
- Tap  to open the *User Dictionary*.
- Tap  to open a new record template.

- Type in an English and Spanish word(s) or expression(s).  
You can also specify a part of speech by tapping ▼ in the *Part of speech* field and choosing an appropriate abbreviation from the list.
- Tap  to save your record.
- Use ,  to go the previous or next entry respectively.
- Tap  to delete the displayed record.

## English Idioms

Here you can find over 200 widely used idioms with their equivalents or translations. The idioms are listed in alphabetical order.

- Tap the *English Idioms* icon from the *Dictionary* tab to launch the application.
- Set the desired source language by tapping .
- Search the idioms by typing or by scrolling the list.
- Use  to change font size (see page 19).
- Tap the desired idiom to see its equivalent(s) or translation(s).
- Use ,  to go the previous or next entry respectively.

To obtain a translation of the desired word:

- Tap on the word to select it.
- Tap  to obtain the reverse translation.
- Tap  to close the *Dictionary* window and return to *English Idioms*.

To listen to the pronunciation of an idiom:

- Open the desired entry.
- Tap .
- Tap on the translation and then tap  to listen to its pronunciation.
- Use  to hide / unhide slang words and phrases. The default password is **showslan**.

## Flash Cards

This fascinating program will help you enlarge your vocabulary quickly and advance considerably in learning a foreign language. Our method is simple: you learn foreign words while playing *Flash Cards*.

- Tap the *Flash Cards* icon from the *Dictionary* tab to launch the application. If there are no *sets* of flash cards have been created, the *Edit Set* screen will be shown.

- Select the desired language by tapping .
- Tap  to go to the *Set setup* screen.

From the *Set setup* screen, use:

-  to create a new set,
-  to delete the selected set,
-  to rename the selected set.

◆ **Note:** You can create up to 100 sets.

By default, the first set is named *my set (eng,0)*. A number in the non-editable part of set name (in parentheses) indicates how many entries are currently stored in the set. The *eng* label is assigned to the sets containing *English* words while the *spa* label is intended to mark out the *Spanish* sets.

- Once you have created a set, tap  to close the *Set setup* screen and return the *Edit set* screen.
- Choose the desired set by tapping ▼ in the upper part of the screen, next to *Current set*.

From the *Edit set* screen, use:

-  to select the desired language.
-  to change font size (two font sizes available).
-  to add the highlighted word to the *Current set*.
-  to create a set of 50 randomly chosen words.
-  to go to the *Set setup* screen.

To fill the desired set with words from the *Dictionary*:

- Move the highlight to the desired word by entering it or by scrolling.

- Tap .

◆ **Note:** You can store up to 50 flash cards in a set.

When you have filled the desired set, you are ready to start learning.

- Tap  to close the *Edit set* screen.

The *Flash Cards* screen will be shown.



From the *Flash Cards* screen use:

-  to reset statistics for the currently viewed set.
-  to listen to the pronunciation of the source word.
-  to go to the *Edit set* screen.
-  to display the *List of sets*. Finished sets will be marked out in this list.

The number of unlearned cards in a set is recorded for each game. This information is displayed on the screen. For example, *Left: 10* means you have 10 cards unlearned.

- Tap the *Drop* button to set a card apart.
- To go to the next card, tap *Next >>*.
- Select the *Always show translation* option to have the program show you translation in each card.
- Alternatively, tap on the *Show Translation* message to see the translation of the word. To hide the translation, just tap on it.

Your goal is to learn all the cards in your set. You may quit the game and resume playing at any time. Just launch *Flash Cards* to start playing beginning from where you left off.

## Hangman

ECTACO Partner® ES B-3 features the learning game *Hangman*, which improves your spelling skills and enhances your personal vocabulary.

- Tap the *Hangman* icon from the *Dictionary* tab to launch the application.
- Enter letters from the displayed touchpad, trying to guess the word before the picture on the left is complete.

The used letters are highlighted on the touchpad. The letters guessed correctly appear in place of question marks in their actual positions in the word. The number shows the remaining number of tries. After the game ends, a translation of the hidden word is shown.

Use:

-  to start a new game;
-  to change the difficulty level;
-  to change the language and start a new game;
-  to listen to the pronunciation of the hidden word (counts as one try).
-  to display the translation of the hidden word (count as one try).

## Irregular Verbs

All commonly used English irregular verbs are stored in alphabetical order in the *Irregular Verbs* application.

- Tap the *Irregular Verbs* icon from the *Dictionary* tab to launch the application.
- Set the desired source language by tapping .
- Search the verbs by typing or by scrolling the list.
- Use **Aa** to change font size (see page 19).
- Tap the desired verb to look up its translation(s).
- Use ,  to go the previous or next entry respectively.

To obtain a translation of the desired word:

- Tap on the word to highlight it.
- Tap  to obtain the translation.
- Tap  to close the *Dictionary* window and return to the *Irregular Verbs* window.

To listen to the pronunciation of a verb:

- Open the desired entry.
- Tap .
- Tap on the translation and then tap  to listen to its pronunciation.
- Use  to hide / unhide slang words and phrases. The default password is **showslan**.

## Phrasebook

The phrasebook contains over 1,100 phrases in the English and Spanish languages. The phrases are divided into 10 conversational topics: *Everyday Conversation, Traveling, Local transport, Driving, Hotel, Restaurant, Shopping, Bank, Health, and Housekeeper*.

- Tap the *Phrasebook* icon from the *Dictionary* tab to launch the application.
- Set the desired source language by tapping .
- Tap the desired topic to see its content.
- Use **Aa** to change font size (see page 19).
- Tap the desired phrase to look up its translation.
- Use ,  to go to the previous or next entry respectively.

To listen to the pronunciation of a topic or a phrase:

- Highlight the desired topic or phrase.
- Tap .
- Tap on the phrase translation and then tap  to listen to its pronunciation.

## Spanish Verbs

Over 50 commonly used Spanish verbs with their translations and grammatical forms are presented in alphabetical order in the *Spanish Verbs* application. You

can easily conjugate a desired verb in the following grammatical categories: *Presente*, *Preterito Imperfecto*, *Preterito Perfecto*, *Subjuntivo Presente*, *Imperativo*, *Gerundio*, and *Participio*.

- Tap the *Spanish Verbs* icon from the *Dictionary* tab to launch the application.
- Search the verbs by typing in or by scrolling down the list.
- Use **Aa** to change font size (see page 19).
- Tap the desired verb to view its English translation followed by Spanish grammatical forms in *Presente*.



- Select a grammatical category by tapping ▼ in the upper left corner of the screen.
- Use ▲, ▼ to go to the previous or the next verb respectively.
- Use 🔍 to hear a verb pronounced. You can also highlight the translation and tap 🔍 to hear it pronounced.

## Address Book

Your ECTACO Partner® ES B-3 includes *Address Book*, a standard organizer program for storing names, telephone numbers, street and electronic addresses.

- Tap the *Address Book* icon from the *Organizer* tab to launch the application. You will see the *Contacts List* (if entries have been made), a *New* button, and a *Search* field.

## Creating a Record

- Tap *New*.

You will see the *Edit Address* screen. It includes four buttons for the available views: *Personal*, *Address*, *Misc* and *Note*. You will see *Personal* selected, as the *Personal* view is the first one to appear when you tap *New*. Each view contains data fields for specific information. There are two columns – Label and Data entry. The Data entry column has a data field for each item in the Label column. A blinking cursor appears in the active field. There are three buttons at the bottom of the screen: *Done*, *Details*, and *Delete*.

- Tap in the data entry column next to the desired label.

To see additional labels, tap the button for the desired view and then tap in the data entry column next to the desired label. When ▼ appears next to a label, you can select a different name for that field. Tap ▼ to see the drop-down list and select the name you want. The name will appear in the label column.

- Enter your information in every view and field you want.
- In *Personal View*, tap *Details* to select the phone number you want displayed in the *Contacts List*.
- Tap *Done* or  to save your changes and return to the *Contacts List*. The contact you entered appears in alphabetical order in the *Contacts List*.
- To exit the *Edit Address* screen without saving the entry, tap *Delete*.
- Tap *OK* to confirm or tap *Cancel* to exit the dialog box without deleting the entry.

## Views

### **Personal View**

By default, this is the view you see when you access the *Edit Address* screen. It allows you to see and enter names, phone numbers, job information and electronic addresses.

### **Address View**

At this screen, you can enter work and home addresses. For both *Work Address* and *Home Address*, you can enter the street name, city, state, zip code, and country.

### **Misc View**

At this screen, you can enter additional personal information. The labels include *Spouse*, *Children*, and *Birthday*. You can also add custom labels. By default, the custom fields are named *Custom1*, *Custom2*, *Custom3*, and *Custom4*.

### **Note View**

At this screen, you can enter additional comments or reminders regarding the current contact. When a note is attached to a contact,  appears next to it in the Contacts List.

### *Editing Entries*

To go to the *Edit Address* screen from the Contacts List, follow the steps below:

- 1) Tap the desired entry.
- Tap in the data field you want to change.
- Enter or edit information in any view and field.
- Tap *Done* or  to save your changes and return to the Contacts List.
- 2) Or, hold your stylus down on the entry.

You will see a pop-up menu which offers you 3 choices: *Edit*, *Delete*, and *Duplicate*.

- To edit the entry, tap *Edit*.
- To remove the entry, tap *Delete*.
- To create a copy of the entry, tap *Duplicate*.

### *Custom Fields*

To create a custom field in *Misc* view, please follow these steps.

- From the Contacts List, tap  and then tap *File / Custom Fields*.
- Tap in the field of the label you want to edit.
- Drag your stylus across the current label to highlight it.
- Enter the desired label name. Tap *OK*.

### *Preferences*

You can sort the Contacts List by last name, first name or company name.

- From the Contacts List, tap  and then select *File / Preferences*.
- Tap ▼ to see the *Sort* drop-down list.
- Select the desired option and tap *OK*.

## Searching for an Entry

In the Contacts List, do the following to find an entry.

- Tap on the line next to *Search* in the Contacts List.
- Use the *Handwriting area* or the on-screen keyboard to enter the first letter or letters of the entry you want to find.

The first entry matching the input letters is highlighted. You can add more letters and the highlight moves to the next matching entry. When you enter a letter for which there is no match, the highlight disappears.

## Deleting Entries

- In the Contacts List, hold your stylus down on the entry you want to delete.
- Tap *Delete* on the pop-up menu. You will see a dialog box asking you to confirm the deletion. Tap *OK* to delete. Tap *Cancel* to exit without deleting.

## Menus

The *File* menu is available in the Contacts List and the *Edit* menu is available in each of the four views when the cursor is blinking.

- When the program is running, tap  to display the available menus described below.

### File

<i>Menu Item</i>	<i>Function</i>
About	Display the application version number.
Preferences	Select a sort order for the Contacts List.
Custom Fields	Create labels for the custom fields.
Help	Display <i>Help</i> .
Exit	Exit the application.

## **Edit**

<i>Menu Item</i>	<i>Function</i>
Cut	Remove any selected text. A copy is retained on the clipboard.
Copy	Place a copy of any selected text on the clipboard.
Paste	Place text from the clipboard into the selected location.
Keyboard	Invoke the on-screen keyboard.
Handwriting Guide	Display the input character libraries.

## **Calculator**

ECTACO Partner® ES B-3 includes a standard calculator with memory features. The screen has 10-digit display capacity.

- Tap the *Calculate* icon from the *Organizer* tab to launch the application.
- Use this program as a standard pocket calculator.

## **Currency Conversion**

The *Currency Conversion* application allows you to instantly calculate cross rates for combinations of over 19 currencies.

- Tap the *Currency Conversion* icon from the *Organizer* tab to launch the application.

## **Setting and Checking Rates**

- Tap on the currency name to open the *Currency setup* window.
- Change/specify the *Currency name* and/or *Currency rate*.
- Tap *Save*.

To add user-defined currencies to the list:

- Tap  to open the *Currency setup* window.
- Input the desired data into the *Currency name* and *Currency rate* fields. Tap *Save*.

Use:

-  to delete the selected currency from the list,

-  ,  to scroll the currencies list.

## Conversion

- Set the cursor position to the desired field in the right column of the table.
- Enter specified amount.

The conversion is performed while you are typing.

## Date Book

ECTACO Partner® ES B-3 includes *Date Book*, a standard organizer program for scheduling. Once you enter appointments, you can view them by day, by week, or by month.

- Tap the *Date Book* icon from the *Organizer* tab to launch the application.

Each time you open *Date Book*, you will see the *Daily View* for the current day. The data entry fields in *Daily View* are divided into two columns – the time column on the left and a corresponding data entry column on the right. There are default time slots for every hour from 12 a.m. to 11 p.m.

## Adding Appointments

You can add appointments for the default times or you can create custom time slots.

- Tap *Go To* and select the desired month and day.
- Tap *Select*.

You go to the *Daily View* for that day.

◆ **Note:** You must be in the *Daily View* to add appointments to your schedule.

- Tap on the line in the data entry column for the desired time and enter your appointment.
- Tap the time approximate slot for your appointment to set a start and end time.

The *Select Time* window will appear.

- Tap the down arrows and then select the times you want. To set an all day event, tap the *All Day Event* check box.
- Tap *OK* to save changes.

To add an appointment for a custom time slot:

- Tap *New*.
- Enter your data.
- Tap in the empty time column.
- Tap the check box to deselect an all day event. Set a start and end time for this appointment.
- Tap the down arrows and then tap the times you want.
- Tap *OK* to save your changes.

### *Editing Appointments*

- Tap to place the cursor in the appointment you want to edit, and add or delete text.
- Use the *Handwriting area* or the on-screen keyboard to make your changes. The edited information is saved automatically.

You can also enter the location of an appointment, set an appointment to repeat, set an alarm and attach a note in the *Edit* dialog box.

- Tap in the data entry column of an appointment to select it.
- Tap *Edit*.

### *Repeating Appointments*

- In the *Edit* dialog box, tap  to display the *Recurrence* screen.
- Tap the check box next to *Daily*, *Monthly*, *Weekly*, or *Yearly*.
- Set an interval for your appointment to automatically repeat it.
- Tap a button (*S M T W T F S*) to select the day for the recurring event.
- Set an end date.
- Tap *OK* to save your changes and return to the *Edit* dialog box.

At the *Daily View*,  indicates that an appointment repeats.

### *Setting Alarms*

- Tap the *Remind me* check box to activate an alarm for your appointment.
- Tap  to set the time when you want the alarm to sound.

- Tap ▼ to see the time drop-down list and tap the item you want to select: minutes, hours, days, or weeks.
- Enter the interval number for when you want to be alerted.
- Tap OK to accept your changes and return to the *Edit* dialog box.

At the *Daily View*,  indicates that an alarm has been set for an appointment.

## Views

### **Daily View**

The *Daily View* displays the schedule for the selected day. It is the first screen you see when you enter *Date Book*.

- To return to this view from another screen, tap .
- Tap  or  to go to the previous or next calendar week.
- Tap  to return to the current date from another location.

### **Weekly View**

This view displays the schedule for a single week.

- Tap  to go to the *Weekly View*.
- Tap  or  to go to the previous or next calendar week.
- To return to the current week, tap .

You can view your weekly appointments as a list or as a grid.

- Tap  at the bottom of the screen to see the week's schedule as a list.
- Tap  at the bottom of the screen to see the week's schedule as a grid.

### **Monthly View**

This view displays the schedule for any single month. If you are viewing the month containing the current date, it will be highlighted. Days for which you have entered appointments are marked with a bar. The bar appears to the top right for a.m. appointments and to the bottom right for p.m. appointments.

- Tap to go to the *Monthly View*.

- Tap  or  to go to the previous or next calendar month.
- To return to the current month, tap .

## Menus

There are two menus in *Date Book: File* and *Edit*. The *File* menu is available in the *Weekly* and *Monthly Views* and both menus are available in *Daily View*.

- When the program is running, tap  to display the available menus described below.

### **File**

<i>Menu Item</i>	<i>Function</i>
About	Display the application version number.
Preferences	Select the alarm signal.
Help	Display <i>Help</i> .
Exit	Exit the application.

### **Edit**

<i>Menu Item</i>	<i>Function</i>
Cut	Remove any selected text. A copy is retained on the clipboard.
Copy	Place a copy of any selected text on the clipboard.
Paste	Place text from the clipboard into the selected location.
Keyboard	Invoke the on-screen keyboard.
Handwriting Guide	Display the input character libraries.

## **Memo Book**

The *Memo Book* application provides you with a handy storage place for all kinds of memoranda, notes, and messages.

- Tap the *Memo Book* icon from the *Organizer* tab to launch the application.

### **Adding Memos**

- To add a memo, tap *New*.

- Enter your memo.
- Tap *Done* to save your memo or *Delete* to exit without saving.

### Viewing Memos

Memos are numbered in the order they are entered. You can change the order to view your memos in alphabetical order.

- Tap ▼ to see the *Sort* drop-down list.
- Tap *Alphabetically* to view your memos in alphabetical order.
- Tap *by Entry* to return to the default view.
- To view the whole memo, tap the number of the desired memo.

### Editing Memos

- Tap the memo you want to edit.
- Tap on a line to place the cursor where you want to edit.
- Add or delete text.
- Tap *Done* to save your changes.

### Menus

There are two menus in Memo Book: *File* and *Edit*. The *File* menu is available in the *Memo List* and both menus are available in the *Edit* screen.

- When the program is running, tap  to display the available menus described below.

#### File

<i>Menu Item</i>	<i>Function</i>
About	Display the application version number.
Help	Display <i>Help</i> .
Exit	Exit the application.

## **Edit**

<i>Menu Item</i>	<i>Function</i>
Cut	Remove any selected text. A copy is retained on the clipboard.
Copy	Place a copy of any selected text on the clipboard.
Paste	Place text from the clipboard into the selected location.
Keyboard	Invoke the on-screen keyboard.
Handwriting Guide	Display the input character libraries.

## **Metric Conversion**

With ECTACO Partner® ES B-3 you may easily convert units of measure from British-American system into the metric system commonly used in Europe and vice versa, as well as do unit conversions within each system.

- Tap the *Metric Conversion* icon from the *Organizer* tab to launch the application.
- Choose a subsection by tapping ▼ in the upper left corner of the screen.
- Set focus to the desired field by tapping in it.
- Input the value.

The conversion is being performed while you are typing.

## **Music Player**

ECTACO Partner® ES B-3 includes *Music Player*, a program allowing you to play music. The program supports MP3 files. When you download an MP3 file to the device, ECTACO Partner® ES B-3 Desktop Manager converts the MP3 format to one recognized by *Music Player*.

- ◆ **Note:** If the source MP3 file is in a wrong encoding, *Music Player* may not be able to recognize it or even may stop responding. Use the *Active Programs* menu to stop the program in this case.
- Tap the *Music Player* icon from the *Organizer* tab to launch the application. Please use the following buttons and menus to operate the program:

## Buttons

<i>Button</i>	<i>Function</i>
	Play.
	Pause playing.
	Stop playing.
	Fast forward.
	Rewind.

## Menus

- When the program is running, tap  to display the available menus described below.

### **File**

<i>Menu Item</i>	<i>Function</i>
Help	Display <i>Help</i> .
About	Display the copyright information for the program.
Program Info	Display general information about the current title: name, author, and file size.
Exit	Exit the application.

### **Edit**

<i>Menu Item</i>	<i>Function</i>
Preferences	Display the left-handed controls.

### **Control**

<i>Menu Item</i>	<i>Function</i>
Play Single	Play the selected music title.
Play All	Play all music titles in the order listed.
Repeat Single	Play the selected music title repeatedly.

Repeat All                      Play all music titles in the order listed and repeat the entire list.

## ***ToDo Book***

ECTACO Partner® ES B-3 includes *ToDo Book*, a standard organizer program for entering your tasks and keeping track of them.

- Tap the *ToDo Book* icon from the *Organizer* tab to launch the application. When you open the program for the first time, you see a screen with three buttons at the bottom: *New*, *Edit*, and *Show*. When entries exist, the *ToDo List* displays all the entries.

### ***Adding Entries***

To create a new entry, please follow these steps.

- Tap *New* and enter a todo text.
- Tap the *Priority* icon and select *Low* (  ), *Normal* (  ), or *High* (  ).
- Tap *Edit* to add settings. See "Editing Entries" below for more information.
- Tap *OK* to exit the *Edit* dialog box.
- Tap in the empty completion check box to mark the todo as completed.

### ***Editing Entries***

You can change the text of a todo right in the *ToDo List*.

- Tap to place the cursor in a todo where you want to edit.
- Use the *Handwriting area* or the on-screen keyboard to make your changes. The edited information is saved automatically.
- Hold the stylus down on the task you want to edit.

You will see a pop-up menu which offers you 3 choices: *Edit*, *Delete*, and *Duplicate*.

- To go to the *Edit* screen, tap *Edit*.
- To remove the todo, tap *Delete*.
- To create a copy of the todo, tap *Duplicate*.

## Entering Settings

- To enter or edit settings for a todo, tap in the line of the todo to select it, then tap *Edit*.
- Tap ▼ to display the *Priority* drop-down list and select the desired option.
- Tap the *Due Date* box to set a due date.
- Tap the *Active* date box to select an activation date.
- Tap *Note* to add additional comments or information regarding this todo.
- Tap *Done* to save the note.  appears next to the todo on the *ToDo List*. To delete the note, tap *Delete*.
- Tap in the empty completion check box to mark your todo as complete.
- Tap *OK* to save your changes. Tap *Cancel* to exit the *Edit* dialog box without saving your changes or settings.

## Selecting a Date

When you select the *Active* or *Due Date* options in the *Edit* dialog box, the *Select Date* screen is displayed.

- Tap  or  to select the current year.
- Tap the current month and day. To return to the current date from a different location, tap *Today*.
- Tap *Select* to save changes.

## Changing ToDo List View

The default view has the completion check box and the priority icon to the right of the todo.

- Tap *Show* to change the way you view your todo's.
- Tap the check box next to the options you want to see in your *ToDo List*.
- Tap *OK* to confirm your changes.

## Menus

There are two menus in *ToDo Book*: *File* and *Edit*. The *File* menu is available when no todo is selected in the ToDo List. When a todo is selected, both menus are available.

- When the program is running, tap  to display the available menus described below.

### **File**

<i>Menu Item</i>	<i>Function</i>
About	Display the application version number.
Purge	Delete all completed todo's from the list.
Help	Display <i>Help</i> .
Exit	Exit the application.

### **Edit**

<i>Menu Item</i>	<i>Function</i>
Cut	Remove any selected text. A copy is retained on the clipboard.
Copy	Place a copy of any selected text on the clipboard.
Paste	Place text from the clipboard into the selected location.
Keyboard	Invoke the on-screen keyboard.
Handwriting Guide	Display the input character libraries.

## **Voice Memo**

ECTACO Partner® ES B-3 includes *Voice Memo*, a program allowing you to record memos and play them back.

- Tap the *Voice Memo* icon from the *Organizer* tab to launch the application. Please use the following buttons and menus to operate the program:

## Buttons

<i>Button</i>	<i>Function</i>
	Record a memo. This button changes to <i>Stop</i> when you are recording or listening.
	Stop the memo recording or playing.
	Play the memo.
	Pause playing.
	Fast forward.
	Rewind.

## Menus

- When the program is running, tap  to display the available menus described below.

### **File**

<i>Menu Item</i>	<i>Function</i>
Help	Display <i>Help</i> .
About	Display the application version number.
Memo info	Display information about the memo.
Delete	Delete the selected memo.
Exit	Exit the application.

### **Edit**

<i>Menu Item</i>	<i>Function</i>
Preferences	Display the left-handed controls and change the prefix name of all newly recorded memos.

### **Control**

<i>Menu Item</i>	<i>Function</i>
Play Single	Play the selected memo.

Play All	Play all memos in the order listed.
Repeat Single	Play the selected memo repeatedly.
Repeat All	Play all memos in the order listed and repeat the entire list of memos.

## English Grammar

ECTACO Partner® ES B-3 provides a well-structured *English Grammar* guide. The *Grammar* is shown in English, regardless of the selected interface language.

- Tap the *English Grammar* icon from the *Extras* tab to launch the application.
- To open an article, just tap on its title.

Use:

-  to go one level up,
-  ,  to page up and down respectively,
-  to change font size (see page 19).

## Local Time

The *Local Time* application shows: the name of the city and country representing the local time zone and a map of the corresponding continent, the current date, and the current time.

- Tap the *Local Time* icon from the *Extras* tab to launch the application.
- Tap  to the left of the city or country name to open the list of cities or counties respectively.

You can specify a city for your local time zone in one of the following ways:

- Directly from the list of cities by tapping the desired city name.
- Through a country name – the first city listed alphabetically for this country will appear.
- Specifying a new city name – its time zone settings will be based on the currently displayed city.

To add a new city to the list:

- Tap  to open the *New city* template,
- Enter the desired data in the *City* and *Country* fields,

- Choose the appropriate *Continent* and *Time zone*. Tap **OK**.

Use:

-  ,  to go to the previous or next city respectively in alphabetical order.
  -  to hear the announcement of the displayed time.
  -  to turn *Daylight Saving Time* (DST) on or off.
- ◆ **Note:** Turning DST on or off sets the time one hour forward or back, respectively.

## Spanish Grammar

This application is intended to be your quick reference on various aspects of Spanish grammar.

- Tap the *Spanish Grammar* icon from the *Extras* tab to launch the application.
- To open an article, just tap its title.

Use:

-  to go one level up,
-  ,  to page up and down respectively,
-  to change font size (see page 19).

## U.S. Interview

This is the ultimate preparation guide to the U.S. citizenship exam. This application can translate each question, thus helping you grasp the broader meaning of key words and important phrases contained in the questions and answers.

- Tap the *U.S. Interview* icon from the *Extras* tab to launch the application.

The first question of the first chapter will be displayed.

- Tap  to the left of the chapter heading to pull down the chapters menu.
- Select the desired chapter to open its first question.
- To see the answer to a displayed question, tap . Close the answer window to return to the question.
- ◆ **Note:** No answers are available for some questions; for example, the names of current government officials.
- To see the Spanish version of questions, tap .

Use:

-  to change font size (see page 19).
-  to listen to the pronunciation of a question.
- ,  to move between questions in the current chapter.

## World Time

Using ECTACO Partner® ES B-3, you may view current times in cities around the globe, along with appropriate map illustrations.

- Tap the *World Time* icon from the *Extras* tab to launch the application.
- Tap  to the left of the city or country name to open the list of cities or counties respectively.

You can specify a city to see its current time in one of the ways described on page 42.

Use:

- ,  to go to the previous or next city respectively in alphabetical order.
-  to hear the announcement of the displayed time.
-  to turn *Daylight Saving Time* (DST) on or off.

## SETUP

Personalize your ECTACO Partner® ES B-3 and ensure good upkeep of your personal records with the options of the *Setup* application.

- Tap the *Setup* icon from the *Extras* tab to launch the application.
- The list of the setup options will be displayed.

## Interface Language

The default interface language of ECTACO Partner® ES B-3 is English.

- Tap ▼ next to *Interface* and select *English* or *Spanish*.

The device will be rebooted and you will be prompted to conduct the touch-screen calibration (see page 12). After you have calibrated the screen, the messages and menus will appear in the chosen language.

## Select Date

Shows the date and lets you edit it.

- Tap anywhere on the date field to change the date or view another date.

## Select Time

Shows the time and lets you edit it.

- Tap the up and down arrows to change the hour and minute.
- When 12-hour format is set, tap *AM* or *PM* to toggle between AM and PM.

## Volume

Allows you to set the volume for the device.

- To increase or decrease the volume, drag the slider to the right or left, or tap the slider arrows.
- When listening to music, or voice memo, turn the control wheel up or down to adjust the volume.

## Password

A password can be set up in the system to make it possible for you to protect your personal records and lock up the PC communication function.

### Setting the Password

- Tap  to open the *Enter password* screen.
- Specify a password up to 8 characters in length. Tap *OK*.
- Retype the password for confirmation. Tap *OK*.
- ◆ **Note:** Always remember your password. If you forget it, you will have to reset the system, which may cause irrevocable loss of user data.

### Changing the Password

- Tap  to open the *Enter password* screen.
- Input the current password. Tap *OK*.
- Specify a new password. Tap *OK*.
- Retype the password for confirmation. Tap *OK*.

### **Clearing the Password**

- Tap  to open the *Enter password* screen.
- Input the current password. Tap *OK*.
- Don't input any characters into the next two fields, just tap *OK* twice.

### **Disabling the Password**

- Tap .
- Tap *Disable Password*.

The password becomes disabled. You can re-enable the password by tapping  and then choosing *Enable Password*.

### **Sounds**

Allows you to turn the device sounds off.

- Select the *Quiet Mode* check box to turn the device sounds off.
- ◆ **Note:** Music files, and the *Date Book* alarm are not affected by this option.

### **Pen Language**

Allows you to activate character recognition for different languages. The options are as follows: *Dutch, English, French, German, Italian, Portuguese, Spanish* and *Western European*. Select *Western European (W. European)* to access all the supported characters.

### **Shutoff Time**

Allows you to set the time that elapses before the device automatically turns off. By default, the shutoff time is 2 minutes.

- Tap ▼ to change the shutoff time to 1 minute or 5 minutes.

### **Time Format**

Allows you to set the time format. By default, the time format is HH:MM AM/PM, where HH is the hour and MM is the minute. To change the time format, tap ▼ and then select the desired format. HH:MM is a 24-hour clock with a colon delimiter. HH.MM AM/PM is a 12-hour clock with a period delimiter. HH.MM is a 24-hour clock with a period delimiter.

## Date Format

Allows you to set the date format. By default, the date format is MM/DD/YY, where MM is the month, DD is the date, and YY is the year. To change the date format, tap ▼ and select the desired format: DD/MM/YY, DD.MM.YY, or YY/MM/DD.

## Numbers

Allows you to set the number format. By default, the number format is 1,000.00. To change the number format, tap ▼ and select the desired format: 1.000,00, 1 000.00, or 1 000,00.

## Week Starts

Allows you to select either *Sunday* or *Monday* as the start of the week. By default, the start of the week is *Sunday*. To change it, tap ▼ and select *Monday*.

## Double-click

Allows you to set the speed at which the screen recognizes taps from the stylus. By default, the setting is *Fast*. To change the speed, tap ▼ and select the desired speed: *Slow* or *Medium*.

- Tap *Done* to save your changes.

# PC COMMUNICATION

Using the USB cable (included in the standard package) and ECTACO Desktop Manager software (provided in the standard package on a CD-ROM) you may exchange data between your ECTACO Partner® ES B-3 and a personal computer. This feature will allow you to keep a backup copy of user data.

- ◆ **Note:** The latest version of ECTACO Desktop Manager can be downloaded from Ectaco's web site at [www.ectaco.com](http://www.ectaco.com).

## Toolbar

The ECTACO Desktop Manager toolbar buttons perform the following functions:

Button

Function



Move files from the *Contents* pane to the *Device* pane and synchronize data between your PC and ECTACO Partner® ES B-3.



Go to the upper folder



Display files in the *Contents* folder.



Display files from the *Library* folder in the *Contents* pane.



Switch from the *Connection* view to the *Contents* view.



Switch from the *Contents* view to the *Connection* view.

## Views

### Connection View

If ECTACO Desktop Manager detects ECTACO Partner® ES B-3, the image on the screen will show the connection. If ECTACO Desktop Manager does not detect ECTACO Partner® ES B-3, the image will show that the device is not connected to your PC.

### Contents View

The *Contents* view uses two list panes to organize and display files stored on your PC (*Contents* pane) and content stored in the device (*Device* pane).

- Right-click on a file or folder to access its context menu.

The available options are as follows: *Open*, *Send to device*, *Copy to Library Folder*, *Copy to Contents Folder*, *Unpack*, *Delete*, *Properties*.

## Menus

Please use the following menus to operate the program:

### File

<i>Menu Item</i>	<i>Function</i>
Synchronize	Synchronize all files between the current <i>Contents</i> directory and the device.
Send to device	Move a highlighted file from the <i>Contents</i> pane to the <i>Device</i> pane.
Send to PC	Move a highlighted file from the <i>Device</i> pane to the <i>Contents</i> pane.
Copy to Library Folder	Copy a highlighted file to the <i>Library</i> folder.
Copy to Contents Folder	Copy a highlighted file to the <i>Contents</i> folder.

Unpack	Expand a zipped <i>seb</i> file.
Delete	Remove a highlighted file or folder.
Properties	Display the properties of the highlighted file: name, type, size, publisher, and security.
Open	Open a highlighted folder.
Change to Contents Folder	Change the directory in the <i>Contents</i> pane to the Contents folder.
Change to Library Folder	Change the directory in the <i>Contents</i> pane to the <i>Library</i> folder.
Change Folder	Change the folder displayed in the <i>Contents</i> pane.
Change Sync Folder	Change the folder from which content is synchronized to the device.
Exit	Close the ECTACO Desktop Manager.

**View**

<i>Menu Item</i>	<i>Function</i>
Device Info	Show the device information dialog box.
Toolbar	Display or hide the toolbar. By default, the toolbar is displayed.
Switch Panes	Switch the <i>Contents</i> and <i>Device</i> panes.
Refresh	Reload the active pane.

- ◆ **Note:** Due to a difference in the file systems of ECTACO Partner® ES B-3 and PC, file sizes shown in the *Contents* pane may slightly differ from those shown in the *Device* pane.
- ◆ **Note:** It is recommended that you set *English* as interface language prior to data transfer (see page 44).