

BlackBerry® Bold™ smartphone

Tips and Tricks

BLACKBERRY BASICS

TO: Move the cursor Exit a screen or move back a page in the browser Move to a list item or menu item Select or clear a check box View available values in a field Switch applications	DO: Roll the Trackball . Press the Escape key. Type the first letter of the item. Press the Space key. Press the Alt key. Hold the Alt key and press the Escape key. Continue to hold the Alt key and highlight an application. Release the Alt key. Press the End key. Press the Backspace/Delete key. Change search type option from All to Email with Attachments
Return to the Home screen Delete a highlighted item Search for emails with attachments in your inbox	Press the Send key. Hold O .

PHONE

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

MESSAGES

WITHIN A MESSAGE Reply to a message To reply to all in an email message or a PIN message Forward a message File a highlighted email message View email address of a contact	Press R . Press L . Press F . Press I . In a message, highlight the contact. Press Q . To view the display name again, press Q .
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IN A MESSAGE LIST

Open a highlighted message Compose a message from a message list Mark a message as opened or unopened View received messages View sent messages View voicemail messages View SMS text messages View call logs View all your messages again	Press the Enter key. Press C . Press Alt key and U . Press Alt key and I . Press Alt key and O . Press Alt key and V . Press Alt key and S . Press Alt key and P . Press Escape key.
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MOVING AROUND A MESSAGE LIST

Move up a screen Move down a screen Move to the top of a message list Move to the bottom of a message list Move to the next date Move to the previous date Move to the next unopened item Move to the next related message Move to the previous related message	Press the Shift key and the Space key. Press the Space key. Press T . Press B . Press N . Press P . Press J . Press I . Press K .
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TYPING

Insert a period Capitalize a letter Type an alternate character on a key	Press Space key twice. The next letter is capitalized. Hold letter key until capitalized letter appears. Hold Alt key and the character key.
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Type an accented or special character Type a number in a number field Type a number in a password field Turn on NUM lock Turn off NUM lock or CAP lock Turn on CAP lock Switch typing input languages	Hold letter key and roll trackball to the left or right. For example, to type ü, hold U and roll the trackball to the left until ü appears. Release letter key when accented or special character appears. Press a number key. You do not need to press the Alt key. Hold the Alt key and press a number key. Press Alt key and the Left Shift key. Press the Shift key. Press Alt key and the Right Shift key. 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. In an email address field, press the Space key. Press the Symbol key. Type the letter that appears below the symbol. Press the Shift key and roll the trackball. Hold Shift key and roll the Trackball left or right. Press the Escape key. Press Shift key and the Backspace/Delete key. Press the Alt key and click the trackball. Press the Shift key and click the trackball.
Insert an 'at' sign (@) or a period (.) Type a symbol	Press G . Press H . Press K . Press A . Press R . Press P . Press S . Press U . Press J . Press X . To return to the normal view, press any key.
Highlight a line of text Highlight text character by character Cancel a text selection Cut highlighted text when typing Copy highlighted text when typing Paste highlighted text when typing	Press G . Press H . Press K . Press A . Press R . Press P . Press S . Press U . Press J . Press X . To return to the normal view, press any key.

ON A WEB PAGE

Move to a specific web page Return to the home page Open the bookmark list Add a bookmark Refresh a web page View the address for a web page Save a web page to a message list Hide the banner View the banner again View a thumbnail version of a web page	Press G . Press H . Press K . Press A . Press R . Press P . Press S . Press U . Press J . Press X . To return to the normal view, press any key.
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BROWSER

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

ON A WEB PAGE

Move to a specific web page Return to the home page Open the bookmark list Add a bookmark Refresh a web page View the address for a web page Save a web page to a message list Hide the banner View the banner again View a thumbnail version of a web page	Press G . Press H . Press K . Press A . Press R . Press P . Press S . Press U . Press J . Press X . To return to the normal view, press any key.
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NAVIGATING WITHIN A WEB PAGE

Move up a screen Move down a screen Move to the top of a web page Move to the bottom of a web page	Press the Shift key and the Space key. Press the Space key. Press T . Press B .
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CAMERA, VIDEO RECORDING AND VIDEO VIEWING

Zoom in to a subject before taking a picture Zoom out from a subject before taking a picture	Press the Volume Up key. Press the Volume Down key.
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To take a picture To pan up in a picture To pan up/down a picture To pan right in a picture To pan left in a picture To return to the center of a picture To zoom in to a picture To zoom out from a picture To zoom in as much as possible to a picture To zoom out from a picture as much as possible To change the size of the viewfinder for a picture To change the flash mode for a picture or to turn on low-light mode for a video To pause a song or video To resume playing a video or song To move to the controls at the bottom of the screen when you are viewing a list of songs To play the next song in a category Play the previous song in a category To play the next song in a playlist To play the previous song in a playlist To amplify the volume for songs, ring tones, and videos	Press the Right Convenience key. Press 2 . Press 8 . Press 6 . Press 4 . Press 5 . Press 3 . Press 9 . Press 1 . Press 7 . Press the Symbol key. Press the Space key. Press the Mute key. Press the Mute key. Press the Space key. Press N . Press P . Press and hold the Volume Down key. Press and hold the Volume Up key. Press the Volume Up key until you reach the highest volume setting. Press the Volume Up key four times quickly. Press L . Press 1 . View 3GP movies on Linux, Mac, and Windows platforms with programs such as MPlayer, VLC media player, RealPlayer, QuickTime, GOM Player and Media Player Classic
To rotate a picture To fit a picture to the screen size View videos on your desktop that were filmed on your BlackBerry	Press L . Press 1 .

SEARCH

Search for a contact in a list of contacts Search for text in a message Search for text in an attachment or web page Search for text in a presentation attachment Search for emails with attachments in your inbox	Type the contact name or initials separated by a space. Press S . Press F . Verify that you're viewing the presentation in 'text view' or in 'text and slide view'. Press F . In Message inbox, press Menu key, scroll to Search . Under Search screen, change Type to "Email with Attachments"
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