

# Tips and Tricks for the BlackBerry 8800 Series

## Search

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 or memo

Press **S**

Search for text in an attachment or web page

Press **F**

Search for text in a presentation attachment

Verify that you're viewing the presentation in text view or in text and slide view Press **F**

## Attachments

General Tips

Search for text in an attachment

Press **F**

Move to the last cursor position after closing and reopening an attachment

Press **G**

### In a spreadsheet attachment

Move to a specific cell

Press **G**

View the content of a cell

Press **Spacekey**

Switch worksheets

Press **V**

Highlight a worksheet

Press **Enter** key

View hidden columns or rows

Press **H**

Hide the columns or rows again

Press **H**

### In a presentation attachment

Switch presentation views

Press **M**

Move to the next slide

Press **N**

Move to the previous slide

Press **P**

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 **G**

## Browser

### General Tips

Insert a full stop in the Go To dialog box

Press **Space** key

Insert a slash mark (/) in the Go To dialog box

Press **Shift** key + **Space** key

Open the browser options

In the browser, press **O**

Stop loading a web page

Press **Escape** key

Hide the browser

Press **D**

### On a web page

Move to a specific web page

Press **G**

Return to the home page

Press **H**

Open the bookmark list

Press **K**

Add a bookmark

Press **A**

View a list of web pages you've recently visited

Press **I**

Refresh a web page

Press **R**

View the address for a link

Highlight a link

Press **L**

View the address for a web page

Press **P**

Save a web page to a message list

Press **S**

Follow a highlighted link

Press **Enter** key

Hide the banner

Press **U**

*Browser on a web page continued*

View the banner again

Press **U**

View a thumbnail version of a web page

Press **X**

To return to the normal view,press any key

Close the browser

Hold **Escape** key

### **Navigating within a web page**

Move up a screen

Press **Shift** key + **Space** key

Move down a screen

Press **Space** Key

Move to the top of a web page

Press **T**

Move to the bottom of a web page

Press **B**

### **Media player**

**Pause or resume playing a video or song**

Press **Mute Key**

**Rotate a picture**

Press **R**

**Zoom in on a picture**

Press **I**

**Zoom out from a picture**

Press **O**

**Return to the original picture size**

Press **W**

### **BlackBerry Maps<sup>1</sup>**

**Zoom in on a map**

Press **I**

**Zoom out from a map**

Press **O**

**View or hide status information at top of map**

Press **U**

## Calendar

NOTE: For these tips to work in **Day** view,  
in the calendar options, set **Enable Quick Entry** field to **No**

Schedule an appointment

Press **C**

Change to Agenda view

Press **A**

Change to Day view

Press **D**

Change to Week view

Press **W**

Change to Month view

Press **M**

Move to the next day, week or month

Press **Space** key

Move to the previous day, week or month

Press **Shift** key + **Space** key

Move to the current date

Press **T**

Move to a specific date

Press **G**

## BlackBerry Basics

Move the cursor

**Roll Trackball**

Exit a screen or move back a page in the browser

**Press Escape key**

Move to a list item or menu item

**Type first letter of the item**

Select or clear a check box

**Press Space key**

View available values in a field

**Press Alt key**

Switch applications

**Hold Alt key and press Escape key**

**Continue to hold Alt key and  
select application**

**Release Alt key**

Return to Home screen

**Press End key**

Delete highlighted items

Press **Backspace/Delete** key

## Phone

Answer a call

**Press Send key**

Insert (+) into a phone number

**Hold 0**

Add an extension to a phone number

**Press Alt key + X key and type the  
extension number**

Assign a speed dial number to a key

**On the Home screen or on the  
Phone screen, hold down key**

Turn speakerphone on or off during a call

**Press Speakerphone key**

Type a letter in a phone number field

**Press Alt key + the letter key**

Check your voicemail

**Hold 1**

## Messages

### Within a message

Reply to a message

Press **R**

Reply to all

Press **L**

Forward a message

Press **F**

File a highlighted email message

Press **I**

View email address of a contact

In a message, highlight contact

Press **Q**

To view display name again, press **Q**

Move to the top of the Phone screen

Press **Space** key

View the last phone number you called

Press **Space** key + **Enter** key

Press **Send** key to dial the number

View your contact list on the Phone screen

Hold **Send** key

### In a message list

Open a highlighted message

Press **Enter** key

Compose a message from a message list

Press **C**

Mark a message as opened or unopened

Press **Alt** key + **U**

View received messages

Press **Alt** key + **I**

View sent messages

Press **Alt** key + **O**

View voicemail messages

Press **Alt** key + **V**

View SMS text messages

Press **Alt** key + **S**

*Within a message continued*

View call logs

Press **Alt** key + **P**

View all your messages again

Press **Escape** key

## **Moving around a message list**

Move up the screen

Press **Shift** key + **Space** key

Move down the screen

Press **Space** key

Move to the top of a message list

Press **T**

Move to the bottom of a message list

Press **B**

Move to the next date

Press **N**

Move to the previous date

Press **P**

Move to the next unopened item

Press **U**

Move to the next related message

Press **J**

Move to the previous related message

Press **K**

## **Typing**

### **Insert a full stop**

**Press Space key twice – the next letter is capitalized.**

### **Capitalize a letter**

**Hold letter key until capitalized letter appears**

### **Type an alternate character on a key**

**Hold Alt key and press character key**

### **Type an accented or special character**

**Hold letter key and roll trackball 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**

### **Type a number in a number field**

**Press a number key**

*Typing continued*

**Type a number in a password field**

**Hold Alt key and press a number key**

**Turn on NUM lock**

**Press Alt key + Left Shift key**

**Turn on CAP lock**

**Press Alt key + Right Shift key**

**Turn off NUM lock or CAP lock**

**Press Shift key**

**Switch typing input languages**

On the Language screen, set **Use Input**

**Language Shortcut** field to **Yes**

**Hold Alt key and press Enter key**

**Highlight a language**

**Release Alt key**

**Insert a period or at sign (@) into an email address**

**Press Space key**

**Type a symbol**

**Press Symbol key and type the letter  
that appears below the symbol**

**Highlight a line of text**

**Press Shift key and roll Trackball**

**Highlight text character by character**

**Hold Shift key and roll Trackball  
left or right**

**Cancel a text selection**

**Press the escape key**

**Cut highlighted text when typing**

**Press Shift key + Backspace/Delete  
key**

**Copy highlighted text when typing**

**Press Alt key and click Trackball**

**Paste highlighted text when typing**

**Press Shift key and click Trackball**