

### Mapping non-repeating Organizer entries to PalmPilot entries

Organizer and PalmPilot present non-repeating entries differently. For example, a Calls entry in Organizer changes to a timed, non-repeating Date Book event in PalmPilot after you synchronize your Organizer entries with PalmPilot.

<u>Non-repeating Organizer entry</u>	<u>PalmPilot record</u>
Calendar appointment	Timed, non-repeating Date Book event
Planner event	Untimed, daily, repeating Date Book event
Anniversary entry (occurring every year, for example, a birthday)	Untimed, yearly, repeating Date Book event
Anniversary entry (not occurring every year)	Untimed Date Book event
Calls entry	Timed, non-repeating Date Book event

### Mapping repeating Organizer entries to PalmPilot

Organizer and PalmPilot present repeating entries differently. For example, a repeating anniversary entry you created in Organizer changes to an untimed Date Book event in PalmPilot after you synchronize your Organizer entries with PalmPilot. If you synchronize your PalmPilot entries with your Organizer file, your PalmPilot repeating entry, for example, an untimed Date Book event with an end time changes to an Organizer Planner event.

The tables below list where entries will appear after you synchronize.

<u>Repeating Organizer entry</u>	<u>PalmPilot record</u>
Calendar appointment	Multiple, timed, non-repeating, Date Book event
Planner event	Multiple, untimed, daily, non-repeating, Date Book event with an end time
Anniversary entry	Multiple, untimed, non-repeating, Date Book event without an end time
Calls entry	Multiple, timed, non-repeating, Date Book event

  

<u>Repeating PalmPilot record</u>	<u>Organizer entry</u>
Untimed, yearly, Date Book event with an end time	Anniversary entry (occurs every year)
Untimed, yearly, Date Book event without an end time	Anniversary entry (repeating)
Untimed, daily, Date Book event with an end date	Planner event
Weekly or monthly, untimed Date Book event	Anniversary entry (repeating)
Timed Date Book event	Calendar appointment (repeating)

## **Overview: Mapping entries between Organizer and PalmPilot**

When you synchronize (or combine) Organizer and PalmPilot entries, Organizer and PalmPilot connect (or map) their entries differently. The following topics discuss how entries in one product are mapped (or connected) to the other product.

[Mapping repeating Organizer entries to PalmPilot](#)

[Mapping non-repeating Organizer entries to PalmPilot entries](#)

## **Overview: Using PalmPilot and Organizer**

You can share information between your US Robotics PalmPilot and your Organizer 97 GS file. For example, you can use your PalmPilot when you're not connected to your Organizer file to keep track of your schedule and then combine (or synchronize) your new or updated entries with your Organizer file.

You can also do the following tasks:

- Create or edit entries in your Calendar, To Do, Notepad, and Address sections in your Organizer file and then combine (or synchronize) these updated entries with the Date Book, To Do, Memo Pad, and Address applications in PalmPilot. You can also create or edit entries in the Date Book, To Do, Memo Pad, and Address applications in PalmPilot and combine (or synchronize) them with the Calendar, To Do, Notepad, and Address sections in your Organizer file. You can also combine (or synchronize) entries in your Calls, Planner, and Anniversary sections in your Organizer file with the Date Book application in PalmPilot. When you next combine (or synchronize) your entries, any changes you make to Date Book events will be reflected in the corresponding Organizer entries. For example, when you combine (or synchronize) your entries, any changes you made in Organizer will appear in PalmPilot, as well as any changes you made in PalmPilot will appear in Organizer.
- Use the synchronization log to keep track of the synchronization details.
- Determine how fields in your Palm Pilot and Organizer Address records map between applications. For example, you can map information in "Note" in PalmPilot to either the Business or Home tab in Organizer.
- Resolve conflicts between PalmPilot and Organizer files if you've modified the same entry differently in both applications.

## **Overview: Synchronizing your PalmPilot and Organizer files**

You can share information between US Robotics PalmPilot and your Organizer 97 GS file.

**Note** Be sure that your Organizer file is saved as a multiple-user file; if it isn't, you won't be able to synchronize your Organizer entries with PalmPilot. See Organizer Help for more information on multiple-user access.

[Overview: Using PalmPilot and Organizer](#)

[Synchronizing your Organizer appointments](#)

[Synchronizing your Organizer To Do tasks](#)

[Synchronizing your Organizer Address records](#)

[Synchronizing your Organizer Calls entries](#)

[Synchronizing your Organizer Notepad pages](#)

[Synchronizing your Organizer Planner events](#)

[Synchronizing your Organizer Anniversary entries](#)

[Overview: Mapping entries between Organizer and PalmPilot](#)

[Resolving conflicting entries after you synchronize](#)

## **Resolving conflicting entries after you synchronize**

If you make different changes to the same entry in both PalmPilot and Organizer, you'll create conflicting entries in both PalmPilot and Organizer when you synchronize. For example, if you make a change to an Organizer Address record, and then make a change to the PalmPilot Address entry that the Organizer Address records maps to when you synchronize (or combine) entries, you'll create a conflict when you synchronize. The conflicting entries are linked together to indicate the conflict. You can resolve the conflict by checking the conflicting entries and making the necessary changes to update the correct entry.

1. Synchronize your files.
2. Select the conflicting entry you want to resolve.  
A link is created between the original Organizer entry you changed before you synchronized and the Organizer entry containing the information you changed in PalmPilot.
3. Click the link in Organizer next to the conflicting entry.  
A Link menu appears.
4. From the Link menu, click the link.
5. Compare the conflicting entries to determine the conflicting information.
6. Edit either one of the entries to create a single entry that contains all of the same information.
7. Delete the entry that doesn't contain all of the correct information.

### Resolving conflicts between Organizer and PalmPilot after synchronizing

In PalmPilot, you can delete Date Book events and To Do tasks and save the deleted entries to a Pilot Desktop archive file. When you archive an entry in PalmPilot, the PalmPilot entry won't reflect any changes you make to the Organizer entry that the PalmPilot entry maps to.

<u>Action to PalmPilot record</u>	<u>Action to Organizer entry</u>	<u>Resolution</u>
Add	None	Adds record to Organizer
None	Add	Adds entry to PalmPilot
Modify	None	Adds record to Organizer
None	Modify	Modifies record in Organizer
Delete	None	Deletes record from Organizer
None	Delete	Deletes entry from PalmPilot
Delete	Delete	Deletes entry or record from both PalmPilot and Organizer
Delete	Modify	Adds entry back to PalmPilot
Modify	Delete	Adds record back to Organizer
Modify	Modify	Creates replica of entry or record in both Organizer and PalmPilot
Archive	Modify	Modifies record in Organizer, no change to record in PalmPilot
Archive modified	Delete	Adds record back to Organizer

## Details: Selecting Address record options

### Changing PalmPilot labels for PalmPilot custom fields

You can change the labels of the Custom1, Custom2, Custom3, and Custom4 PalmPilot Address entry fields as a reminder of how these fields appear in PalmPilot. For example, if you re-named Custom1 in PalmPilot to contain the name of a spouse, you can enter Spouse next to Custom1 so that you'll know where this information will appear after you synchronize.

### Selecting "Other Address" to map PalmPilot custom fields

When you select "Other Address" under "Pilot Custom fields," you automatically map the Custom1, Custom2, Custom3, and Custom4 fields in the PalmPilot Address entry to the Street, City, State, and Zip code and Country fields in the Organizer Home Address record or the Organizer Business Address record. If you select "Business" under "Pilot Address," then you automatically map the Custom1, Custom2, Custom3, and Custom4 fields in the PalmPilot Address entry to the Organizer Home Address record. If you select "Home," under "Pilot Address," then you automatically map those fields in the PalmPilot Address entry to the Organizer Business Address record.

### Mapping other Address record fields between Organizer and PalmPilot

You can determine how street, city, state, zip code and country information map between Organizer and PalmPilot. However, the remaining fields are automatically mapped for you. Organizer prioritizes mapping these Address record fields and PalmPilot Address entry fields when you synchronize (or combine) Organizer Address records and PalmPilot Address entries. The information that appears in your PalmPilot Address entries and your Organizer Address records after you synchronize (or combine) your Organizer entries with PalmPilot determines where the information appears.

In the tables below, the fields are listed in order of priority when you synchronize. If there's no information in a field, then the field with the next lowest priority that contains information appears next in your PalmPilot Address entry. For example, if "Business Fax" in your Organizer Address record doesn't contain information and "Business E-mail" does contain information, then when you synchronize, the second field in your PalmPilot Address entry, after you synchronize, will contain information from "Business E-mail" in your Organizer file.

<u>Organizer Address record field</u>	<u>PalmPilot Address entry field</u>
1. Business Tel 1	Work
2. Home Tel 1	Home
3. Business Fax	Fax
4. Business E-mail	E-mail
5. Home [Unused 1]	Mobile
6. Home [Unused 2]	Pager
7. Business E-mail 2	Work
8. Home E-Mail	E-mail
9. Home Fax	Fax
10. Home Tel 2	Home

<u>PalmPilot Address entry field</u>	<u>Organizer Address record field</u>
Work	Business Tel 1, Business Tel 2
Home	Home Tel 1, Home Tel 2
Fax	Work Fax, Home Fax
Other	Work Tel 2, Home Tel 2
E-mail	Work E-mail, Home E-mail
Main	Business Tel 1, Home Tel 1
Pager	Home [Unused1], Home [Unused 2]
Mobile	Home [Unused 2], Home [Unused 1]

---

{button ,AL('H\_SELECTING\_ADDRESS\_RECORD\_OPTIONS\_STEPS',1)} [Go to procedure](#)





### Selecting Address record options

You can determine how and where information from your Organizer Address records will appear in PalmPilot when you synchronize.

1. From the Organizer menu, choose File - Extensions - U.S. Robotics PalmPilot.
2. Click the Address tab.
3. Click Options.
4. Under "Pilot Address," select "Business" to send information from the PalmPilot Address entry fields to the Organizer Business Address record fields, or "Home" to send information from the PalmPilot Address entry fields to the Organizer Home Address record fields.
5. Under "Pilot Custom Fields," select "Other Address" or "Map fields" to specify how to map the Custom1, Custom2, Custom3, and Custom4 fields in the PalmPilot Address entry to fields in the Organizer Address record.  
See [details](#)
6. (Optional) If you selected "Map fields" under "Pilot Custom Fields," under "Organizer Field," select the [option](#) for how you want the field under "Pilot Label" to map when you synchronize.  
See [details](#)
7. Click OK.

---

{button ,AL('H\_SELECTING\_ADDRESS\_RECORD\_OPTIONS\_DETAILS',1)} [See details](#)

## Selecting Address record options

<u>Option</u>	<u>Result</u>
Business Address	Maps information from the PalmPilot custom Address entry field to the Street, City, State, Zip code and Country fields in the Organizer Business Address record when you synchronize.
Home Address	Maps information from the PalmPilot custom Address entry field to the Street, City, State, Zip code and Country fields in the Organizer Home Address record when you synchronize.
Other Address	Maps information from the PalmPilot custom Address entry field to the Street, City, State, Zip code and Country fields in the Organizer Address record when you synchronize. If you select "Business" under "Pilot Address," the custom field maps to the Organizer Home Address record. If you select "Home," under "Pilot Address," then the custom field maps to the Organizer Business Address record.
Assistant	Maps the PalmPilot custom field to the Assistant field in the Organizer Business Address record when you synchronize.
Spouse	Maps the PalmPilot custom field to the Spouse field in the Organizer Home Address record.
Children	Maps the PalmPilot custom field to the Children field in the Organizer Home Address record.

## **Details: Synchronizing your Organizer Address records**

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Field mapping**

If there's information in the Company field in your PalmPilot Address entry when you synchronize your Organizer records with PalmPilot, then any information in the Note field in PalmPilot synchronizes with (or is combined with) the Notes field in the Business Address record in the corresponding Organizer Address record. If there's no information in the Company field in your PalmPilot Address entry when you synchronize your Organizer records, then any information in the Note field in PalmPilot synchronizes with (or is combined with) Notes in the Home Address record in the corresponding Organizer Address record.

You can change "[Unused 1]" to "Mobile" and "[Unused 2]" to "Pager" on the Home tab of your Organizer Address records to reflect the field mapping when you synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_ADDRESS\_RECORDS\_STEPS',1)} [Go to procedure](#)

## Synchronizing your Organizer Address records

When you synchronize your Organizer Address records with your Address entries (in PalmPilot), you can choose which Address records in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the Address tab.
3. Select any Address records (under Name) or click Select All to transfer some or all of your Address records to PalmPilot.  
See [details](#)
4. Click Options to select your synchronization options.  
See [details](#)
5. Click OK to confirm your options.
6. When you've selected all the Address records you want to synchronize, click OK.
7. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_ADDRESS\_RECORDS\_DETAILS',1)} [See details](#)

{button ,AL('H\_SELECTING\_ADDRESS\_RECORD\_OPTIONS\_STEPS;',0)} [See related topics](#)

## **Details: Synchronizing your Organizer Anniversary entries**

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_ANNIVERSARY\_ENTRIES\_STEPS',1)} [Go to procedure](#)

### **Synchronizing your Organizer Anniversary entries**

When you synchronize your Organizer Anniversary entries as Date Book events (in PalmPilot), you can choose which Anniversary entries in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the Anniversary tab.
3. Select any Anniversary entries (under Date), or click Select All to transfer some or all of your Anniversary entries to PalmPilot when you synchronize.

See [details](#)

4. When you've selected all of the Anniversary entries you want to synchronize, click OK.
5. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_ANNIVERSARY\_ENTRIES\_DETAILS',1)} [See details](#)

## **Details: Synchronizing your Organizer Calendar appointments**

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_APPOINTMENTS\_STEPS',1)} [Go to procedure](#)



### **Synchronizing your Organizer Calendar appointments**

When you synchronize your Organizer Calendar appointments with your Date Book events (in PalmPilot), you can choose which appointments in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Select any appointments (under Date Time), or click Select All to transfer some or all of your appointments to PalmPilot when you synchronize.

See [details](#)

3. When you've selected all the appointments you want to synchronize, click OK.
4. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_APPOINTMENTS\_DETAILS',1)} [See details](#)

## **Details: Synchronizing your Organizer Calls entries**

### **Changing a Calls entry after synchronizing (or combining) the entry with PalmPilot**

If you create a Calls entry and synchronize (or combine) the entry with PalmPilot. If you change the phone number in the PalmPilot Date Book event the Organizer Calls entry maps to, and then synchronize (or combine) the entries, the new phone number appears as a note in the Organizer Calls entry. Any other changes made to the PalmPilot Date Book event won't be reflected in the Organizer Calls entry. In other words, if you want to make changes to an Organizer Calls entry and see the changes reflected in both Organizer and PalmPilot, you should change the Organizer Calls entry and then synchronize (or combine) the entries with PalmPilot.

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL(`H\_SYNCHRONIZING\_YOUR\_CALLS\_ENTRIES\_STEPS',1)} [Go to procedure](#)

### **Synchronizing your Organizer Calls entries**

When you synchronize your Organizer Calls entries as Date Book events (in PalmPilot), you can choose which Calls entries in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the Calls tab.
3. Select any Calls entries (under Date Time), or click Select All to transfer some or all of your Calls entries to your PalmPilot when you synchronize.

See [details](#)

4. When you've selected all of the Calls entries you want to synchronize, click OK.
5. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_CALLS\_ENTRIES\_DETAILS',1)} [See details](#)

## **Details: Synchronizing your Organizer Notepad pages**

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_NOTEPAD\_PAGES\_STEPS',1)} [Go to procedure](#)

## Synchronizing your Organizer Notepad pages

When you synchronize your Organizer Notepad pages as Memo Pad memos (in PalmPilot), you can choose which Notepad pages in Organizer you want to transfer to PalmPilot.

**Note** Any bitmap on an Organizer Notepad page is represented with the notation "bmp" in the Memo Pad memo (in PalmPilot) after you synchronize. The bitmap remains on the Organizer Notepad page after you synchronize.

1. From the Organizer file menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the Notepad tab.
3. Select any Notepad pages (under Description), or click Select All to transfer some or all of your Notepad pages to PalmPilot when you synchronize.

See [details](#)

4. When you've selected all of the Notepad pages you want to synchronize, click OK.
5. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL(`H\_SYNCHRONIZING\_YOUR\_NOTEPAD\_PAGES\_DETAILS',1)} [See details](#)

## **Details: Synchronizing your Organizer Planner events**

### **Organizer Planner event text after synchronizing (or combining) entries with PalmPilot**

Any untimed, repeating Date Book event in PalmPilot synchronizes with (or combines with) entries in your Organizer Planner section and appears in the "Unused6" Planner key. If you remove the name of the "Unused6" Planner key, then the Planner event text (from the synchronized PalmPilot Date Book event ) will appear without the text "Unused6" when you show the Planner entry through to the Calendar section. For example, when you remove "Unused6" from the Planner key, your Planner event will say "Set up new computer" instead of "Unused6 - Set up new computer."

If the Planner event has information under "Note," then the information under "Key" appears as the last line in the note of the PalmPilot Date Book event the Organizer Planner event maps to, after the information under "Note." If the Planner event doesn't have any information under "Note," then the information under "Key" appears as the note of the PalmPilot Date Book event the Organizer Planner event maps to.

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_PLANNER\_EVENTS\_STEPS',1)} [Go to procedure](#)

## **Synchronizing your Organizer Planner events**

When you synchronize your Organizer Planner events as Date Book events (in PalmPilot), you can choose which Planner events in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the Planner tab.
3. Select the Planner events (under Start Date), or click Select All to transfer some or all of your Planner events to PalmPilot when you synchronize.

See [details](#)

4. When you've selected all of the Planner events you want to synchronize, click OK.
5. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_PLANNER\_EVENTS\_DETAILS',1)} [See details](#)

## **Details: Synchronizing your Organizer To Do tasks**

### **Changing the entries you selected**

If you need to change the entries you selected, click Deselect All to deselect all entries.

### **Synchronizing more than one section at a time or synchronizing all sections at once**

To synchronize more than one section at a time or all sections at once, click the panel tab and select the entries you want to synchronize in that section. When you've selected all the entries you want to synchronize in that section, click the panel tab of the next section and select the entries you want to synchronize in that section. Click each panel tab and repeat this process until you've selected all of the entries you want to synchronize.

### **Deleting individual occurrences of repeating PalmPilot entries**

If you create a repeating entry in PalmPilot and synchronize (or combine) this entry with Organizer, and then later delete the entry in PalmPilot, the repeating entry in Organizer will not be deleted as well when you synchronize PalmPilot with Organizer, later on.

You must delete every repeated entry (and every occurrence of the repeat) in PalmPilot and create a non-repeating entry for each occurrence in PalmPilot in order to remove it in Organizer (when you synchronize).

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_TO\_DO\_TASKS\_STEPS',1)} [Go to procedure](#)



## Synchronizing your Organizer To Do tasks

When you synchronize your Organizer To Do tasks with your To Do items (in PalmPilot), you can choose which To Do tasks in Organizer you want to transfer to PalmPilot.

1. From the Organizer menu, choose File - Extension - U.S. Robotics PalmPilot.
2. Click the To Do tab.
3. Select any To Do tasks under Date, or click Select All to transfer some or all of your To Do tasks to PalmPilot.

See [details](#)

4. When you've selected all the To Do tasks you want to synchronize, click OK.
5. When you're ready to synchronize your entries, press the Hotsync button on your PalmPilot cradle or press HotSync on the PalmPilot General Preferences screen.

**Note** Organizer and PalmPilot prioritize tasks differently. In Organizer, you can assign a task a priority of 1, 2, 3, or Unprioritized. In PalmPilot, you can assign a To Do task a priority of 1, 2, 3, 4, or 5. PalmPilot To Do tasks with priorities of 1, 2, or 3 have the same priority in Organizer after you synchronize, while tasks with priorities of 4 or 5 in PalmPilot will be unprioritized in Organizer. Organizer tasks will have the same priority as they were after you synchronize.

---

{button ,AL('H\_SYNCHRONIZING\_YOUR\_TO\_DO\_TASKS\_DETAILS',1)} [See details](#)

## **Using the synchronization log**

You use the synchronization log to track what information you synchronized (or combined) and when you performed the synchronization between your Organizer file and PalmPilot.

1. From the Organizer menu, choose File - Extension - Synchronization Log.
2. Select the synchronization record you want to look at.
3. (Optional) Click Details and click Close to return to the Synchronization Log dialog box.

The Synchronization Log Details dialog box appears with a description of the synchronization record. For example, it may indicate that after synchronizing an entry was or wasn't successfully updated, or that a synchronization was or wasn't successfully completed.

4. (Optional) Click Delete to remove any synchronization records you want to delete.
5. Click Close.

