

Differences between Notes and PalmPilot

Notes and PalmPilot handle some features differently. This topic describes the differences in two sections:

- Notes Differences
- PalmPilot Differences

Notes Differences

NOTES CALENDAR

Alarms

In Notes, you can set Calendar alarms to go off before, on, or after an entry. In PalmPilot, you can set alarms to go off up to 99 days before, or at the time of the Date Book entry. In PalmPilot you can't set an alarm to go off after an entry. For example, you can't set an alarm to go off at 9:10 for a 9:00 PalmPilot entry.

When you synchronize a Notes Calendar entry that has an alarm set to go off *after* the entry's start time, the corresponding PalmPilot entry will have an alarm set to go off *at* the entry's start time. (The Notes entry retains its after-start alarm time.) For example, if you set an alarm to go off at 9:10 for a 9:00 appointment, the alarm for the corresponding PalmPilot entry will go off at 9:00, while the Notes appointment will retain the 9:10 alarm.

Confidential option

A Notes Calendar entry with Not for Public Viewing set will appear in PalmPilot with Private checked in the Details, and Show selected from Show/Hide.

In PalmPilot, a private Date Book Event must be set to Hide if you want to suppress its synchronization. Otherwise, it appears in the Notes Calendar as an entry with the Not for Public Viewing option checked.

Detailed Description

Detailed description text in the Notes Calendar entry is transferred to the PalmPilot as a Note.

Pencil In option

'Pencil In' has no effect on the entry in the PalmPilot Date Book.

Invitations, Appointments, Reminders, and Anniversaries

These four Notes Calendar items all appear as Events, timed or untimed, in the PalmPilot Date Book.

Repeating entries in Notes are individually transferred to PalmPilot as non-repeating events. An exception is a Notes Event entry with a duration of more than one day; this entry will appear in PalmPilot as a daily repeating untimed event for the specified period.

PalmPilot untimed repeating events become Anniversary entries in Notes.

PalmPilot timed events, repeating or non-repeating, become Appointments in Notes.

End Date requirement

Notes requires all repeating events to have an end date. When synchronizing with PalmPilot, an end date is assigned to the Notes entry if none has been assigned in PalmPilot.

NOTES ADDRESS BOOK

Multiple Addresses and Phone Numbers

PalmPilot does not, by default, support more than one address per entry. Office and Home phone numbers are mapped based on options that you set on the Address Field Mapping menu. Where fields in PalmPilot do not have a corresponding item in Notes, EasySync puts an informational message in the Sync Log. The data is maintained in PalmPilot even if the entry is modified in Notes. See [Details](#).

NOTES TO DO

PalmPilot does not support task assignment to other people.

PalmPilot does not support a Start Date for a task.

Additional Information in a Notes task becomes a Note in PalmPilot.

While PalmPilot recognizes five priorities, (1-5), Notes To Do uses only four: High, Medium, Low and None.

Priorities are handled as follows:

- Priorities 1,2, and 3 are transferred to Notes as High, Medium, and Low.
- Priorities 4 and 5 are transferred to Notes as Priority None.

- Notes tasks with Priority None transfer to PalmPilot as Priority 4. (Thus, a priority 5 PalmPilot task that is synchronized with Notes, and then edited in Notes, becomes a Priority 4 task in PalmPilot at the next synchronization.)

PalmPilot Differences

Categories

PalmPilot allows you to categorize To Do and Memo Pad entries, as well as Address list entries. Except for address entries, entries from Notes transfer to PalmPilot as unfiled. Addresses categorized in Notes are synchronized with PalmPilot with the categories maintained. A new category is created on the PalmPilot, if the address entry category does not already exist.

PALMPILOT ADDRESS BOOK

Multiple Addresses and Phone Numbers

PalmPilot does not, by default, support more than one address per entry. Office and Home addresses and phone numbers are mapped based on options that you set on the Address Field Mapping menu. See [Details](#).

Field Names

PalmPilot Address Book allows you to customize the names of five telephone number fields, from a selection list of eight titles:

- Work
- Home
- Fax
- Other
- E-mail
- Main
- Pager
- Mobile

Custom Fields

PalmPilot provides four fields in an address entry that you can customize for your particular usage: Custom1, Custom2, Custom3, Custom4. They are the last four fields in the entry. You can change the name of the field, and use it for any data item. You can also use these fields to synchronize certain fields from Notes entries, if desired.

PalmPilot "Note"

An item with a Note attached to it in PalmPilot is handled as follows:

- A Note on a PalmPilot To Do entry becomes Additional Information in the Notes task.
- A Note on a PalmPilot Date Book entry becomes Detailed Description text in the Notes Calendar entry.
- A Note on a PalmPilot address entry becomes a Comment in the Notes address entry.

PALMPILOT TO DO

Arranging Tasks

You can sort your tasks by priority or due date in PalmPilot. You cannot reassign tasks to another user in PalmPilot.

PALMPILOT MEMO PAD

Memo Pad Title

Use a line feed at the end of the first line of memo text to create the subject title. If there is no line feed, all the text will transfer into the Title field of the Notes Journal entry.

How Notes and PalmPilot work together

With EasySync, you can synchronize your 3Com PalmPilot and your Notes™ Calendar, Personal Address Book, To Do, and Personal Journal databases.

Synchronization combines the entries made in your PalmPilot with the entries in the related Notes databases, so that they both contain the same information. For example, you can use your PalmPilot to update your To Do list while out of the office -- adding, deleting, and changing items as necessary. After returning to the office, you can combine your new, or updated, PalmPilot entries with your Notes entries.

Conversely, the synchronization adds to your PalmPilot any entries made in the related Notes files. For example, you can use your Notes Personal Address Book entries to create and maintain your PalmPilot Address List. Any address items you add or change to your PalmPilot while out of the office are later updated to your Notes Personal Address Book when you synchronize.

Synchronization performs the following tasks:

- Combines newly created or edited entries in your Notes Calendar, To Do, Personal Journal, and Address Book databases with the PalmPilot Date Book, To Do, Memo Pad, and Address List entries, respectively.
- Combines newly created or edited entries in your PalmPilot Date Book, To Do, Memo Pad, and Address List with the Notes Calendar, To Do, Personal Journal, and Address Book databases, respectively.
- Lets you select how fields in your Pal Pilot and Notes Address entries map to one another, when they are not handled in the same manner by both products.
- Records synchronization activities in the synchronization log.

About mapping Notes Calendar entries and the PalmPilot Date Book

When you synchronize the Notes Calendar and the PalmPilot Date Book, calendar entries are mapped to the appropriate type of Notes Calendar entry based on whether they are repeating or non-repeating, and timed or untimed, entries.

Entries are either repeating entries, (such as weekly meetings), or non-repeating entries, (such as a sales kickoff).

Entries are also either timed or untimed. Timed entries are those assigned to a time slot, such as a doctor's appointment; untimed entries are notation for a day, such as a holiday.

The following topics describe how entries in the Notes Calendar are mapped with the PalmPilot Date Book:

[Mapping repeating Notes Calendar entries and the Palm Pilot Date Book](#)

[Mapping non-repeating Notes Calendar entries and the Palm Pilot Date Book](#)

Mapping non-repeating Notes Calendar entries and the PalmPilot Date Book

Notes and PalmPilot handle non-repeating events similarly:

- All timed, non-repeating, Notes Calendar entries -- Appointments, Invitations, and Reminders -- are mapped to PalmPilot as timed Date Book Events.
- All untimed, non-repeating, Notes Calendar Events and Anniversaries, are mapped to PalmPilot as untimed Date Book Events.
- All timed, non-repeating PalmPilot Date Book Events are mapped to Notes as Appointments.
- All untimed, non-repeating PalmPilot Date Book Events are mapped to Notes as Anniversaries.

Mapping repeating Notes Calendar entries and the PalmPilot Date Book

Notes and PalmPilot handle some repeating entries differently:

- While Notes recognizes five types of entries -- Events and Appointments, Invitations, Reminders, and Anniversaries -- PalmPilot treats all entries as Date Book Events.
- In both applications all entries may be timed or untimed, except that Notes Anniversaries are always untimed entries.
- While Notes requires an end date for a repeating entry, PalmPilot does not.
- For an event to appear in the PalmPilot as a repeating event, it must have been created in PalmPilot, not in Notes.
- Non-repeating Events from Notes with duration of greater than one day appear in PalmPilot as untimed repeating events.

To summarize how repeating entries are treated:

- Timed repeating Notes Calendar entries -- Appointments, Invitations, and Reminders -- are mapped to PalmPilot as multiple timed (non-repeating) Date Book Events.
- Untimed repeating Notes Calendar entries -- Anniversaries and Events -- are mapped to PalmPilot as multiple untimed (non-repeating) Date Book Events.
- Timed repeating PalmPilot Date Book Events are mapped to Notes as repeating Appointments.
- Untimed repeating PalmPilot Date Book entries are mapped to Notes as untimed repeating Anniversaries.

The Notes requirement for an end date causes any PalmPilot repeating Date Book event without an end date to map to the Notes Calendar in this manner:

- Events that map to daily Notes entries repeat until the same date five years later.
- Events that map to weekly Notes entries repeat until the same date three years later.
- Events that map to monthly or yearly Notes entries repeat until the year 2031.

Resolving conflicting entries after you synchronize

If you make different changes to the same entry in both PalmPilot and Notes, you create a conflict for synchronization. The result is that both entries are retained, in both PalmPilot and Notes, when you synchronize. An entry is made in the synchronization log, and a message prompts you to check the Sync Log when the synchronization completes.

1. Check the synchronization log to see the conflicting entry. ([See Using the synchronization log.](#))
2. Compare the conflicting entries to determine the conflicting information.
3. In the conflicting entry you want to resolve, edit the information to create a single entry that contains all of the desired information.
4. Delete the other entry.

Note Do not edit *both* the entry in PalmPilot *and* the entry in Notes.

Deleting, or Archiving, PalmPilot To Do or Address entries

To delete a PalmPilot entry, tap the Menu button on the bottom of the screen, then select the appropriate delete action from the pull-down list that appears.

In PalmPilot, when you delete Date Book events and To Do tasks, you can archive the deleted entries in Notes, by checking "Save backup copy on PC" .

- If you subsequently edit the archived copy in Notes, it will be restored to your PalmPilot when you synchronize.
- To restore all archived items, select the "Desktop overwrites PalmPilot" option when you synchronize.

<u>Action to PalmPilot entry</u>	<u>Action to Notes entry</u>	<u>Resolution</u>
Add	None	Adds entry to Notes
None	Add	Adds entry to PalmPilot
Modify	None	Modifies entry to Notes
None	Modify	Modifies entry in PalmPilot
Delete	None	Deletes entry from Notes
None	Delete	Deletes entry from PalmPilot
Delete	Delete	Deletes entry from both PalmPilot and Notes
Delete	Modify	Adds entry back to PalmPilot
Modify	Delete	Adds entry back to Notes
Modify	Modify	Creates replica of entry in both Notes and PalmPilot
Delete with Backup on PC	Modify	Modifies entry in Notes, adds modified entry back to PalmPilot
Delete with Backup on PC	None	Leaves entry in Notes, deletes entry from PalmPilot

Options: Using the Address Field Mapping Menu

You can determine how and where information from your Address entries will appear when you synchronize your Notes and PalmPilot entries, where Notes and PalmPilot handle information in a different manner. Once you have selected a mapping option, however, you should not change it again. If you change the mapping, subsequent synchronization will cause some data to transfer to the wrong fields. For example, if you enter a complete address in Notes and map it to PalmPilot with Business/Map as the mapping option, and then later change the mapping to Business/Other, all the home address, assistant, spouse and children data will be in the Home address fields of Notes after the second synchronization.

1. Under PalmPilot<=>Notes, select either "Business" or "Home" to designate the Notes Address entry fields to be used as the principal address fields.
2. The unselected choice, Home or Business, now becomes the "Other Address".
3. (Optional) Under PalmPilot Custom Fields, specify how to map the Custom1, Custom2, Custom3, and Custom4 fields in the PalmPilot Address entries to fields in the Notes Address Book.
 - Select "Other Address" to put the secondary Notes address fields into the Custom fields.
 - Select "Map fields" to select specific mapping of the Custom fields, as given in the selection box.

See [Details: Field mapping for Address entries](#) for a complete description of how all the address fields map between PalmPilot and Notes.

4. Click OK.

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{button ,AL(^H_SYNCHRONIZING_YOUR_ORGANIZER_ADDRESS_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_STEPS;H_SYNCHRONIZING_YOUR_ORGANIZER_ADDRESS_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_DETAILS;H_SELECTING_ADDRESS_RECORD_SYNCHRONIZATION_OPTIONS_DEF;';0)}
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[See related topics](#)

Details: Field mapping for Address Book entries

Because the Notes Address Book and the PalmPilot Address List do not have the same fields, EasySync maps the information in the most logical order possible.

This table shows how the address information is mapped between Notes and PalmPilot. If you select Business as your principal address designation, the fields are mapped as shown in the second column; if you select Home, the fields are mapped as shown in the third column.

Where fields in PalmPilot do not have a corresponding item in Notes, EasySync puts an informational message in the Sync Log. The data is maintained in PalmPilot even if the entry is modified in Notes.

Note 1. PalmPilot phone labels are not mapped from the Notes PhoneLabel_1 to 6 fields. The Notes PhoneLabel_1 to 6 fields may contain any text and Pilot labels are constrained to specific choices.

Note 2. Phone numbers in excess of the 5 supported on the Pilot are not moved over to the Pilot in any way.

Note 3. The Location field in the Notes 4.5 Address Field is not mapped to the PalmPilot, but any information in it is preserved in Notes.

From Notes to PalmPilot

<u>Notes field</u>	<u>Pilot field/phone label (Business)</u>	<u>Pilot field/phone label (Home)</u>
LastName	Last name	Last name
FirstName	First name	First name
JobTitle	Title	Title
Title	Title, if no JobTitle	Title, if no JobTitle
Company	Company	Company
Email address	Email (1) Email (2)	Email (2) Email (1)
Office Phone	Work (1)	Work (1)
Office Fax	Fax (1)	Fax (2)
Home Phone	Home (1)	Home (1)
Home Fax	Fax (2)	Fax (1)
Pager	Pager	Pager
Cel IPhone	Mobile	Mobile
Business//Street	Address	Custom1, if CustomSelectAddress
Business//City	City	Custom2, if CustomSelectAddress
Business//State	State	Custom3, if CustomSelectAddress
Business//Zip/Postal Code	Zip	Custom4, if CustomSelectAddress
Business//Country	Country	
Comment	Note	Note
Home Address//Street	Custom1, if CustomSelectAddress	Address
Home Address//City	Custom2, if CustomSelectAddress	City
Home Address//State	Custom3, if CustomSelectAddress	State
Home Address//Zip/Postal Code	Custom4, if CustomSelectAddress	Zip
Home Address//Country		Country
Comment	Note	Note
Categories	Category	Category

Assistant	CustomX, if selected	CustomX, if selected
Spouse	CustomX, if selected	CustomX, if selected
Children	CustomX, if selected	CustomX, if selected
Business//Street		CustomX, if selected
Business//City, Business//State		
Business//Zip/Postal Code		
Home Address//Street	CustomX, if selected	
Home Address//City, Home Address//State		
Home Address//Zip/Postal Code		

From Notes to PalmPilot

If you select Business as your principal address designation, the fields are mapped as shown in the first column; if you select Home, the fields are mapped as shown in the second column.

The following fields are used in the order listed within the table, until all five PalmPilot phone numbers are filled.

<u>Notes field (Business)/PalmPilot Label</u>	<u>Notes field (Home)/PalmPilot label</u>
Office Phone / Work	Home PhoneNumber / Home
Home Phone / Home	Office Phone/ Work
Office Fax/ Fax	Home Fax / Fax
Email Address / EMail	Home-EMail / EMail
Pager / Pager	Pager / Pager
Cell Phone / Mobile	Cell Phone/ Mobile
EMail / EMail (2)	Email Address / EMail (2)
Home Fax/ Fax (2)	Office Fax/ Fax (2)

From PalmPilot to Notes

This table describes the mapping of PalmPilot address fields to Notes. If you select Business as your principal address designation, the fields are mapped as shown in the second column; if you select Home, the fields are mapped as shown in the third column.

Note 1. There is no option to write the PalmPilot phone labels into the Notes PhoneLabel_1 to 6 fields.

Note 2. Where fields in PalmPilot do not have a corresponding item in Notes, EasySync puts an informational message in the Sync Log. The data is maintained in PalmPilot even if the entry is modified in Notes.

Note 3. Notes 4.5 supports only the Home address field; the Business address is available only with Notes 4.6.

Note 4. When creating an address in a single Custom field, you must supply the Line Feed (LF) for each line of the address. For example:

<street addresses><LF>

<city>", "<state>" "<zip><LF> (There are two spaces separating state and zip)

<country>

<u>PalmPilot field/phone type</u>	<u>Notes field (Business)</u>	<u>Notes field (Home)</u>
Category	Categories	Categories
First name + Last name (or Company)	FullName	FullName
First name	First Name	First Name
Last name	Last Name	Last Name
Title	Title (form of address, if found)	Title (form of address, if found)
	JobTitle, otherwise	JobTitle, otherwise
Company	Company	Company

Email (1)	Email Address	Email Address
Work (1)	Office Phone	Office Phone
Home (1)	Home Phone	Home Phone
Fax (1)	Office Fax	Home Fax
Other (1)	First available of: Home, Office, Cell Phone	First available of: Office,Home, Cell Phone
Main (1)	OfficePhoneNumber	PhoneNumber
Pager (1)	Pager	Pager
Mobile (1)	Cell Phone	Cell Phone
Email (2)	Email Address	Email Address
Fax (2)	Home Fax	Office Fax
<Other phone numbers/email>	See Notes 1 & 2 above	See Notes 1 & 2 above
Address	OfficeStreetAddress	StreetAddress
City	OfficeCity	City
State	OfficeState	State
Zip Code	OfficeZip	Zip
Country	OfficeCountry	Country
Note	Comment	Comment
Custom1	StreetAddress, if CustomSelectAddress	OfficeStreetAddress, if CustomSelectAddress
Custom2	City, if CustomSelectAddress	OfficeCity, if CustomSelectAddress
Custom3	State, if CustomSelectAddress	OfficeState, if CustomSelectAddress
Custom4	Zip, if CustomSelectAddress	OfficeZip, if CustomSelectAddress
CustomX (Assistant)	Assistant	Assistant
CustomX (Spouse)	Spouse	Spouse
CustomX (Children)	Children	Children
Address + City + State + Zip +Country	BusinessAddress	HomeAddress
Custom1 + Custom2 + Custom3 + Custom4, if CustomSelectAddress	HomeAddress	BusinessAddress

From PalmPilot to Notes

The PalmPilot phone/email fields are mapped in the order shown in this table.

If you select Business as your principal address designation, the fields are mapped as shown in the first column; if you select Home, the fields are mapped as shown in the second column.

For each type of field encountered, the following Notes fields are populated (if not previously populated):

<u>PalmPilot Label (Business) / Notes fields</u>	<u>PalmPilot label (Home) / Notes fields</u>
Work / OfficePhoneNumber	Home / PhoneNumber
Home / PhoneNumber	Work / OfficePhoneNumber
Fax / OfficeFAXNumber, HomeFAXPhoneNumber	Fax / HomeFAXPhoneNumber, OfficeFAXPhoneNumber
Other	Other
EEmail / MailAddress	EEmail / MailAddress
Main / OfficePhoneNumber, PhoneNumber	Main / PhoneNumber, OfficePhoneNumber

Pager / PhoneNumber_6
Mobile / CellPhoneNumber

Pager / PhoneNumber_6
Mobile / CellPhoneNumber

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_ADDRESS_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_STEPS;H_SELECTING_ADDRESS_OPTIONS_TO_MAP_FIELDS_BETWEEN_ORGANIZER_ADDRESSES_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_STEPS',0)} [See related topics](#)

Changing a Conduit Action

As an alternative to transferring all Notes items to PalmPilot, and all PalmPilot items to Notes, you can perform selective synchronization.

The synchronization of Notes with PalmPilot is based on four conduits:

- Notes Calendar
- Notes Address
- Notes To Do
- Notes Journal

You make the selection of which items to transfer, or block, on a per- conduit basis. You can choose to make the transfer one-way instead of synchronizing both ways. Or you can select to transfer no data for one or more conduits.

The four possible choices for each conduit are:

- Synchronize the file: transfer your Notes entries to the PalmPilot, and PalmPilot entries to Notes.
- PalmPilot overwrites Desktop: transfer only PalmPilot entries to Notes.
- Desktop overwrites PalmPilot: transfer only Notes entries to PalmPilot.
- Do Nothing: transfer none of the entries through this conduit.

Note When you select PalmPilot overwrites Desktop, the PalmPilot version of any entry, new or modified, that appears in both Notes and PalmPilot will be transferred to Notes; entries that exist only in Notes will be preserved. An exception is Invitations -- these are always preserved as created in Notes.

Specifying a date range for synchronizing Calendar entries

You can select a time span for the synchronization of Notes entries with PalmPilot entries. You can use this feature to control not only the amount of data transferred, but also the length of time required for synchronization. (The synchronization is slowed by the need to compare each entry for its date.)

- You can limit the number of entries transferred by specifying a number of days, weeks, months, or years for both past events and future.
- You can alternatively specify "All" for either past or future events.

The table below describes the time span for the synchronization:

<u>Option</u>	<u>Description</u>
Past	Selects a date for the start of synchronized Calendar entries.
Future	Selects a date for the last of the synchronized Calendar entries.

Because the date is relative to today, it provides a moving window for selected entries.

Note 1 If you have a large number of timed entries in PalmPilot and Notes, you might want to set the date range to synchronize ALL entries when you initially synchronize. The initial synchronization will take longer than if you select a limited date range of timed entries to synchronize, but subsequent synchronizations will be faster.

Note 2 If you select "All", the numeric selection scrolling field is inoperative.

Synchronizing a replica of your Notes mail file and PalmPilot

Your Notes mail file contains the information for your Address Book, Calendar, and To Do list.

You can synchronize PalmPilot entries and your related Notes entries using a replica of your Notes mail file.

You synchronize your PalmPilot entries and your Notes entries using the replicated Notes mail file exactly as you would synchronize entries with your original mail file. The Location Document must be pointing to your local mail file in \Notes\Data.

You should synchronize your PalmPilot with Notes immediately before creating your mail file replica to be sure that all new and updated PalmPilot entries are synchronized.

You can synchronize your PalmPilot entries with your Notes entries using the original Notes mail file. All entries you synchronized with the replicated mail file are added to the original mail file.

1. Synchronize your PalmPilot entries with your Notes entries using your original Notes mail file.
2. Create a replica of your mail file, or replicate your server mail file with your local mail file.
3. Synchronize your PalmPilot entries with Notes using the replicated Notes mail file.
4. To use your original (or server) Notes mail file, combine your replicated mail file with the original mail file.

Note Be sure your replica of the original Notes mail file has the same date and time as the original mail file. Otherwise, your changes will not be synchronized with the PalmPilot.

Note A warning message appears in the Sync Log if you change from synchronizing with a server replica to synchronizing with a local replica. You may find that some PalmPilot entries are not included in one of the replicas.

Details: Synchronizing your Notes Address Book and Palmpilot Address list

The Options button presents a menu for customizing how to map address information between PalmPilot and Notes.

Upper Window

In the upper section of the window, choose whether the main PalmPilot information will go into your Notes Address Book Business or Home fields.

- Select Business under Pilot Address in the Notes Address Options dialog box to map the PalmPilot Address entry field information to the corresponding Notes Business Address record.
- Select Home under Pilot Address in the Notes Address Options dialog box to map the PalmPilot Address entry field information to the corresponding Notes Home Address record.

Lower Window

In the lower section of the window, choose how the PalmPilot information in the Custom fields and your Notes Address Book entries will map to each other.

- Select Other Address to map the secondary address fields with the Custom fields.
- Select Map Fields to customize the mapping of the designated fields.

Procedure

Use this procedure to determine how and where information from your Address entries will appear when you synchronize your Notes and PalmPilot entries, where Notes and PalmPilot handle information in a different manner.

1. Under PalmPilot<=>Notes, select either Business or Home to designate the Notes Address entry fields to be used as the principal address fields.
2. Note that the unselected choice, Home or Business, now becomes the Other Address.
3. (Optional) Under PalmPilot Custom Fields, specify how to map the Custom, Custom2, Custom3, and Custom4 fields in the PalmPilot Address entries to fields in the Notes Address Book.
 - Select Other Address to put the secondary Notes address fields into the Custom fields.
 - Select Map fields to select specific mapping of the Custom fields, as given in the selection box.

See [Details: Field mapping for Address entries](#) for a complete description of how the address fields map between PalmPilot and Notes.

4. Click OK.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_ADDRESS_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_STEPS',1)} [Go to procedure](#)

Synchronizing your Notes Address Book and the PalmPilot Address List

You can synchronize your Notes Personal Address Book and the PalmPilot Address list, or overwrite one with the other.

Because the Notes Address Book fields do not match the PalmPilot Address List fields, the synchronization maps information based on what it finds in the Notes database, and on options that you select from the Address Field Mapping menu.

For a detailed description of how the address fields are mapped, see [Details: Field mapping for Address entries](#)

1. From the HotSync menu, choose Custom.
2. Verify that the Action for Notes Address is the option you want to use.
3. Click Done if the Action specified is correct.
4. Select Notes Address and click Change if you want to change the HotSync action option, or the field mapping.
5. Select the desired [HotSync action](#).
6. Check Set as Default if you want to use this menu setup for all future invocations.
7. Check Slow Sync if you are synchronizing with a second PC or PalmPilot.
8. Click Options if you want to change the field mapping of your Notes and PalmPilot address information. See [Details](#). When you have made your selections on this menu, click OK.
9. Click OK.
10. Click Done.
11. 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 If you have more than one Personal Address Book, PalmPilot addresses appear in the Personal Address Book shown in the "Local address books" field. (Choose File - Tools - User Preferences - Mail to confirm this entry.)

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_ADDRESS_RECORDS_AND_PALMPILOT_ADDRESS_ENTRIES_DETAILS',1)} [See details](#)

Details: Synchronizing your Notes Calendar and the PalmPilot Date Book

Repeating and Non-repeating Entries

Some differences between Notes and PalmPilot are based on whether they are repeating or non-repeating events, and whether they are timed or un-timed.

For a detailed description of this mapping, see [About Notes Calendar and PalmPilot Date Book entries](#)

Date Range

All newly created (since the last sync) PalmPilot Date Book events are transferred to Notes when you synchronize your entries, regardless of the date range you set.

Detailed Description mapping with PalmPilot Date Book Notes

- If a PalmPilot Date Book event has a "Note", that information appears as the Detailed Description of the corresponding Notes Calendar entry.
- If a Notes Calendar entry has information in the Detailed Description, the information appears as a "Note" in the corresponding PalmPilot Date Book event.

Locating Invitation information in PalmPilot Date Book events

Notes Invitation information maps to the PalmPilot Note field in the corresponding Date Book event. This includes information such as the names of the chairperson, other meeting invitees, and meeting location.

Caution If you make any changes to an Invitation, make them in Notes, not on the PalmPilot. Changes made to the PalmPilot Date Book event will not be applied to the corresponding Notes Calendar Invitation. Moreover, any changes made to the corresponding PalmPilot Date Book event will be lost when you synchronize with Notes.

Setting end dates in Notes entries for PalmPilot repeating entries

Because all repeating Notes entries require an end date, when you synchronize PalmPilot and Notes an end date is imposed on any items having none. All PalmPilot "untimed or untimed, repeating Date Book" events without an end date appear in Notes with imposed end dates as specified below:

- Events that map to daily Notes Calendar Events or Anniversary entries are given an end date of the same date in five years.
- Events that map to weekly Notes Calendar Events or Anniversary entries are given an end date of the same date in three years.
- Events that map to monthly or yearly Notes Events or Anniversary entries are given an end date in the year 2031.

Penciled In and Warn of Conflicts

The "Penciled in" and "Warn of Conflicts" options are not synchronized to the corresponding PalmPilot entry. When you synchronize a newly created PalmPilot entry with Notes for the first time, however, the "Warn of Conflicts" option is automatically set in the corresponding Notes entry.

These options are all maintained in the Notes entry regardless of any changes you make to the corresponding PalmPilot entry.

{button ,AL(`H_SYNCHRONIZING_YOUR_ORGANIZER_GROUP_SCHEDULING_MEETINGS_AND_PALM_PILOT_DATE_BOOK_EVENTS_STEPS',1)} [Go to procedure](#)

Synchronizing your Notes Calendar and the PalmPilot Date Book

When synchronizing Notes Calendar entries and the PalmPilot Date Book, note the following adjustments:

- All five types of Notes Calendar entries -- Appointments, Invitations, Events, Reminders, and Anniversaries -- are transferred to PalmPilot as events, timed or untimed:
 - Appointments, Invitations, and Reminders become timed events in PalmPilot.
 - Events and Anniversaries become untimed events in PalmPilot.
- PalmPilot Date Book entries are transferred to Notes as Appointments or Anniversaries:
 - Timed events become Appointments in Notes.
 - Untimed events become Anniversaries in Notes.

For more information about synchronizing your Notes Calendar with the PalmPilot Date Book, see [Details](#).

1. From the HotSync menu, choose Custom.
2. Verify that the Action option for "Notes Calendar" is the option you want to use.
3. Check the Set As Default box if you want to use this menu setup for all future invocations.
4. Check the Slow Sync box if you are synchronizing with a second PC or PalmPilot.
5. Select "Notes Calendar" and click Change if you want to change the Action option.
6. Select a [HotSync action](#).
Note All new PalmPilot Date Book events are transferred to Notes when you synchronize your entries.
7. Click Options to customize the [date range](#) of the entries to be synchronized.
8. When you've customized the range of the Calendar entries you want to synchronize, click OK.
9. Click Done.
10. When you're ready to synchronize your entries, press the HotSync button on your PalmPilot cradle or press HotSync on the PalmPilot Applications screen.

{button ,AL(`H_SYNCHRONIZING_YOUR_ORGANIZER_GROUP_SCHEDULING_MEETINGS_AND_PALM_PILOT_DATE_BOOK_EVENTS_DETAILS',1)} [See details](#)

Details: Synchronizing your Notes Personal Journal entries and the PalmPilot Memo Pad

You can create, or modify, Notes Personal Journal entries or PalmPilot Memo Pad entries, and use EasySync to create single documents for each on both platforms.

Note the following considerations when combining these entries:

- When you create a Memo Pad item in PalmPilot, be sure to insert a line feed after the title or first line. All text up to the first line feed is transferred to the Notes Journal entry as its title; if there is no line feed, the entire item is treated as a title.
- PalmPilot Memo Pad synchronizes only with a Notes Personal Journal database named JOURNAL.NSF. Thus, you cannot synchronize with multiple personal journal files.
- Any bitmap in a Notes Personal Journal entry is represented in PalmPilot with the notation "bmp" in the corresponding PalmPilot Memo Pad entry after you synchronize. The bitmap remains on the Notes personal journal.
- Rich text formatting (such as bold or underline) is not synchronized to the corresponding PalmPilot Memo Pad item.
- While the contents of a table are transferred to the PalmPilot, the table structure in Notes is not copied to PalmPilot.
- If you edit in PalmPilot any item containing rich text, bitmaps, or table structures, these features will be lost from the Notes item when you synchronize. Edit these items only in Notes.
- Only the first 4000 characters of a journal entry are transferred to the PalmPilot; the remaining characters are ignored.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_NOTEPAD_PAGES_AND_PALMPILOT_MEMO_PAD_ME
MOS_STEPS',1)} [Go to procedure](#)

Synchronizing your Notes Personal Journal and the PalmPilot Memo Pad

To synchronize your Notes Personal Journal entries and the PalmPilot Memo Pad, use this procedure:

1. From the HotSync menu, choose Custom.
2. Verify that the Action entry for "Notes Journal" is the option you want to use.
3. Select "Notes Journal" and click Change if you want to change the HotSync action.
4. Select a [HotSync action](#).
5. Check the Set As Default box if you want to use this menu setup for all future invocations.
6. Check the Slow Sync box if you are synchronizing with a second PC or PalmPilot.
7. Click OK.
8. Click Done.
9. When you're ready to synchronize your entries, press the HotSync button on your PalmPilot cradle or press HotSync on the PalmPilot Applications screen.

See [details](#)

{button ,AL(`H_SYNCHRONIZING_YOUR_ORGANIZER_NOTEPAD_PAGES_AND_PALMPILOT_MEMO_PAD_MOS_DETAILS',1)} [See details](#)

Details: Synchronizing your Notes To Do tasks and PalmPilot To Do items

Differences in prioritizing tasks

Notes and PalmPilot prioritize tasks differently.

- In Notes, 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 Notes after you synchronize, while tasks with priorities of 4 or 5 in PalmPilot will be unprioritized in Notes.

Items with no Notes priority become Priority 4 in PalmPilot.

Notes tasks retain their priorities when synchronized. A task originating in PalmPilot as priority 5, if modified in Notes, will return to the PalmPilot with a priority 4 after synchronization.

PalmPilot tasks do not have a Start Date. When transferred to Notes, the tasks will be given a Start Date that is the Due Date.

Task assignment information associated with your Notes To Do tasks, such as who is assigned the task and who owns the task, is *not* synchronized to the corresponding PalmPilot To Do item. These Notes options are maintained in the Notes item, regardless of any changes you make to the corresponding PalmPilot item.

Synchronizing completed To Do tasks

Synchronization transfers only incomplete tasks between Notes and PalmPilot, by default. To include completed To Do tasks when you synchronize, select "Synchronize completed To Do Tasks".

Keeping the same sort order for To Do entries in PalmPilot and Notes

Because PalmPilot and Notes sort To Do items in a different manner, To Do items may not appear in the same order in PalmPilot and Notes. In PalmPilot tasks may be sorted by due date or priority, as selected by the sort option ("Show") on PalmPilot.

If you elect to sort by due date on PalmPilot, tasks may appear in a different order in PalmPilot and Notes after synchronizing if they have the same due date. To have To Do entries appear in the same order in both PalmPilot and Notes, assign each Notes To Do task a different end date.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_TO_DO_TASKS_AND_PALMPILOT_TO_DO_ITEMS_STEPS',1)} [Go to procedure](#)

Synchronizing your Notes To Do tasks and PalmPilot To Do items

Your PalmPilot To Do items and your Notes To Do items appear in both To Do lists after you synchronize. Completed tasks are not transferred unless you specify this option on the Action Change menu.

See [details](#)

Use the following procedure to synchronize Notes and PalmPilot To Do tasks.

1. From the HotSync menu, choose Custom.
2. Verify that the Action entry for "Notes To Do" is the option you want to use.
3. Select "Notes To Do" and click Change if you want to change the HotSync action.
4. Select a [HotSync action](#).
5. Select "Synchronize completed To Do Tasks" if you want to transfer all completed To Do tasks to PalmPilot when you synchronize entries.
6. Check the Set As Default box if you want to use this menu setup for all future invocations.
7. Check the Slow Sync box if you are synchronizing with a second PC or PalmPilot.
8. Click OK.
9. Click Done.
10. When you're ready to synchronize your entries, press the HotSync button on your PalmPilot cradle or press HotSync on the PalmPilot Applications screen.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_TO_DO_TASKS_AND_PALMPILOT_TO_DO_ITEMS_DET
AILS',1)} [See details](#)

Overview: Synchronizing Lotus Notes and your PalmPilot

EasySync™ enables you share information between 3Com® PalmPilot™ and your Lotus Notes® Calendar, To Do, Personal Address Book, and Personal Journal. Refer to these topics for more information on specific areas:

General:

[How PalmPilot and Notes\(TM\) work together](#)

[About mapping Notes Calendar entries and the PalmPilot Date Book entries](#)

[Differences between PalmPilot and Lotus Notes](#)

Procedures:

[Synchronizing your Notes Calendar and the PalmPilot Date Book](#)

[Synchronizing your Notes Address records and the PalmPilot Address List](#)

[Synchronizing your Notes To Do tasks and PalmPilot To Do items](#)

[Synchronizing your Notes Personal Journal entries and PalmPilot Memo Pad](#)

[Resolving conflicting entries after you synchronize](#)

[Synchronizing a replica of your Notes mail file and PalmPilot](#)

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55 Cambridge Parkway

Cambridge, Massachusetts 02142

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Troubleshooting the synchronization of Notes and PalmPilot

The following questions and answers provide troubleshooting tips for managing the synchronization of your PalmPilot with Notes.

Why don't I see the options I set for my Notes entries (such as "Warn of conflicts") with the corresponding PalmPilot entries after I synchronize my Notes entries with PalmPilot?

The "Penciled in" and "Warn of conflicts" options aren't synchronized to the corresponding PalmPilot entry. When you synchronize a newly created PalmPilot entry with Notes for the first time, however, the "Warn of conflicts" option is automatically set in the corresponding Lotus Notes entry.

Do I lose the options I set for my Notes entries (such as "Warn of conflicts") after I synchronize my Notes entries with PalmPilot?

All options you set for your Notes entries are maintained in the Notes entry regardless of any changes you make to the corresponding PalmPilot entry.

Synchronization won't start.

You may have left open the Custom screen, or an error dialog box, and it may be hidden behind another open window. Be sure to click Done when you have finished with the Custom menus.

Synchronization didn't change my Notes files.

- 1) Press F9, or choose View - Refresh, to see changes on the screen.
- 2) Change to a different view, and back again, to effect the changes.
- 3) You may have set a date range that excludes the items in question from modification.
- 4) If you have selected PalmPilot Overwrites Desktop as the conduit action, the synchronization preserves Notes Invitations, and Notes entries that do not exist in the Pilot.

Note Synchronization attempts to preserve the Notes entry, or entries, whenever there is risk of unintentional deletion.

Using the synchronization log

The HotSync Manager records the following information in a log file when you perform a synchronization between your Notes files and PalmPilot.

- Date and time
- Conduits synchronized
- Synchronization success or failure
- Warning and error information
- Synchronization conflicts.

The log file is located on your PC in the pilot directory in your user file as HotSync.Log. An abbreviated file is maintained on your PalmPilot.

You should check the Sync Log after each synchronization. Do this from the HotSync menu by choosing View Log.

If you wish to purge the log file, delete the file from the PC directory. The next time you synchronize, the HotSync Manager will create a new log file.

{Subject}, defined
Some body text here.

Steps: Setting Up the Notes Mail Conduit Options

Intro paragraph here.

Describe defaults.

1. First step here.
2. Second step here.

Make jumps to options, or maybe use pop-ups

