

Adding tags to Texas Instruments organizer address fields (continued)

<u>Texas Instruments organizer address field</u>	<u>Tag to add to field</u>	<u>Lotus Organizer Address record field</u>
Address (line 1)	BS	Business Street
Address (line 2)	BC	Business City
Address (line 3)	BST	Business State
Address (line 4)	BZ	Business Zip
Address (line 5)	BCT	Business Country
Address (line 6)	A	Business Assistant
Address (line 7)	HS	Home Street
Address (line 8)	HC	Home City
Address (line 9)	HST	Home State
Address (line 10)	HZ	Home Zip
Address (line 11)	HCT	Home Country
Address (line 12)	BN	Business Notes
Address (line 13)	S	Spouse
Address (line 14)	CH	Children
Address (line 15)	U1	Home Unused1
Address (line 16)	U2	Home Unused2
Address (line 17)	HN	Home Notes

[Back](#)

Adding tags to the Texas Instruments organizer address fields

The table below describes the tags you can enter to add information to or change fields in a Texas Instruments organizer address.

Note You *don't* need to add tags to the TI organizer fields that use the default mapping; that is, you don't need to add tags to the first three lines in the Name field, the first two lines in the Phone number field, and the first five lines in the Address field in your TI organizer address. Information you enter in these fields automatically maps to the correct Lotus Organizer Address record field, and doesn't need a tag.

<u>Texas Instruments organizer address field</u>	<u>Tag to add to field</u>	<u>Lotus Organizer Address record field</u>
Name (line 1)	None	First name
Name (line 1)	None	Last name
Name (line 2)	T	Business Title
Name (line 3)	CO	Business Company
Phone (line 1)	B	Business Tel 1
Phone (line 2)	H	Home Tel 1
Phone (line 3)	F	Business Fax
Phone (line 4)	E	Business E-mail
Phone (line 5)	B2	Business Tel 2
Phone (line 6)	X	Business Ext
Phone (line 7)	H2	Home Tel 2
Phone (line 8)	HF	Home Fax
Phone (line 9)	HE	Home E-mail

Continue

Mapping Lotus Organizer Address record fields to the Texas Instruments organizer addresses (continued)

<u>Lotus Organizer Address record field</u>	<u>Texas Instruments organizer address field</u>
Home Street	Address (line 7)
Home City	Address (line 8)
Home State	Address (line 9)
Home Zip	Address (line 10)
Home Country	Address (line 11)
Home Tel 1	Phone Number (line 2)
Home Fax	Phone number (line 8)
Home Tel 2	Phone number (line 7)
Home E-mail	Phone number (line 9)
Home Unused1	Address (line 15)
Home Unused2	Address (line 16)
Spouse	Address (line 13)
Children	Address (line 14)
Home Notes	Address (line 17)

[Back](#)

Mapping Lotus Organizer Address record fields to the Texas Instruments organizer addresses

The table below describes where Lotus Organizer Address record fields map to the Texas Instruments organizer addresses when you synchronize (or combine) entries. For example, if you add a business assistant to the TI organizer address (say, Mariah Crow), you'd also add "(A)" as a tag. The business assistant field will now be "Mariah Crow (A)."

<u>Lotus Organizer Address record field</u>	<u>Texas Instruments organizer address field</u>
First name	Name (line 1)
Last name	Name (line 1)
Job title	Name (line 2)
Company	Name (line 3)
Business Street	Address (line 1)
Business City	Address (line 2)
Business State	Address (line 3)
Business Zip	Address (line 4)
Business Country	Address (line 5)
Business Tel 1	Phone Number (line 1)
Business Ext	Phone Number (line 3)
Business Fax	Phone Number (line 4)
Business E-mail	Phone Number (line 5)
Business Tel 2	Phone number (line 6)
Business Assistant	Address (line 6)
Business Notes	Address (line 12)

Continue

Mapping the Texas Instruments organizer address fields to Lotus Organizer Address records

The table below lists the fields in the Lotus Organizer business Address records where the Texas Instruments (TI) organizer address fields map to when you synchronize (or combine) entries.

When you create a TI organizer address, you can enter the name in one of two formats in the first line of the Name field: first name last name (for example, Molly Raimon), or last name, first name (for example, Raimon, Molly). In either instance, the name you enter in the Name field will map to the First Name and Last Name field in the corresponding Lotus Organizer Address record.

<u>Texas Instruments organizer address field</u>	<u>Lotus Organizer business Address record field</u>
Name (line 1)	First name Last name
Name (line 2)	Job title
Name (line 3)	Company
Name (lines 4 and above)	Business Notes
Phone number (line 1)	Business Tel 1
Phone number (line 2)	Home Tel 1
Phone number (lines 3 and above)	Business Notes
Address (line 1)	Business Street
Address (line 2)	Business City
Address (line 3)	Business State
Address (line 4)	Business Zip
Address (line 5)	Business Country
Address (line 6 and above)	Business Notes

Note When you synchronize (or combine) the TI organizer addresses with Lotus Organizer Address records, any information you enter after the fourth line in the Name field, the second line in the Phone number field, and the fifth line in the Address field in your TI organizer address maps to the business notes field in the corresponding Lotus Organizer Address record. You can edit the information that maps to the business notes field in the Lotus Organizer Address record to place this information in the Lotus Organizer Address record field where you want it to appear.

Overview: Synchronizing the Texas Instruments organizer addresses with Lotus Organizer Address records

When you synchronize (or combine) Texas Instruments organizer addresses with Lotus Organizer Address records for the first time, the Texas Instruments (TI) organizer address fields map to specific Lotus Organizer Address record fields.

When you synchronize (or combine) Lotus Organizer Address records with the TI organizer, the Lotus Organizer Address record fields map to three TI organizer address fields: Name, Phone number, and Address.

Changing the Texas Instruments organizer address fields

If you want to change a Lotus Organizer Address record, you should change the Address record and then synchronize (or combine) the entry with the TI organizer. The corresponding TI organizer address will then reflect the changes you made in Lotus Organizer after you synchronize.

If you make any changes or additions to a TI organizer address after you've synchronized (or combined) the entry with Lotus Organizer, you must add a tag to *both* the field you're changing and to all fields in that TI organizer address, regardless of whether you added or changed information in these other fields. These tags identify which field in the Lotus Organizer Address record the TI organizer address field should map to when you synchronize (or combine) entries.

Note You *don't* need to add tags to the TI organizer fields that use the default mapping; that is, you don't need to add tags to the first three lines in the name field, the first two lines in the phone number field, and the first five lines in the address field in your TI organizer address. Information you enter in these fields automatically maps to the correct Lotus Organizer Address record field and doesn't need a tag.

For example, let's say you want to enter a business e-mail address to a TI organizer address *after* you've synchronized (or combined) the entry with a Lotus Organizer Address record. You can add the business e-mail address to the TI organizer address, and then add "(BE)" as a tag after the business e-mail address. Then, you can add tags to all of the fields in that TI organizer address before you synchronize (or combine) the address with Lotus Organizer.

If you *don't* add tags to both the field you're changing and to all other fields in the TI organizer address *before* you synchronize (or combine) addresses, the information in your TI organizer address will return to and use the default field mapping. That is, your information may not appear where you want it to appear in the corresponding Lotus Organizer Address record.

Selecting a different communications port

If you're unable to synchronize the Texas Instruments organizer with Lotus Organizer using the communications port you selected during TI Data Synchronization Install, you can select a different communications port.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Click the COM port tab.
3. Select the communications port you want to use to synchronize the Texas Instruments organizer with Lotus Organizer.

Overview: Mapping entries between Lotus Organizer and Texas Instruments organizer

When you synchronize (or combine) Lotus Organizer and Texas Instruments (TI) organizer entries, Lotus Organizer and the TI organizer map (or connect) their entries differently.

Mapping tables: Lotus Organizer entries and their corresponding Texas Instruments organizer entries

The table below lists where Lotus Organizer entries will appear in the TI organizer after you synchronize.

<u>Lotus Organizer entry</u>	<u>Texas Instruments organizer entry</u>
Calendar appointment	Appointment reminder
To Do task	Task reminder
Address record	Address entry
Notepad page	Note
Anniversary entry	Yearly reminder

Mapping repeating Lotus Organizer entries to the Texas Instruments organizer

Because the TI organizer entries don't repeat, repeating Lotus Organizer entries won't appear in the TI organizer after you synchronize (or combine) your Lotus Organizer entries with the TI organizer. Repeating Lotus Organizer entries map to the TI organizer as individual, non-repeating entries. For example, a repeating Lotus Organizer Calendar appointment maps to individual, non-repeating, timed reminders in the TI organizer.

If you *don't* change any of the corresponding non-repeating entries in the TI organizer, then the repeating Lotus Organizer entry won't be affected the next time you synchronize (or combine) entries. Your repeating Lotus Organizer entries will appear as they did before you synchronized (or combined) them.

If you *do* change one of the corresponding non-repeating entries in the TI organizer, then only that individual occurrence of the Lotus Organizer repeating entry will reflect the change, after you synchronize (or combine) entries. However, the other occurrences of that Lotus Organizer repeating entry won't reflect the change. If you want the other occurrences of the Lotus Organizer repeating entry to reflect the change you made, you must manually change each one to reflect the change.

Overview: Using the Texas Instruments organizer and Lotus Organizer

You can share information between your Texas Instruments (TI) organizer and your Lotus Organizer file. For example, you can use the TI organizer when you're not connected to your Lotus Organizer file to keep track of your schedule and then synchronize (or combine) your new or updated entries with your Lotus Organizer file.

You can also do the following tasks:

- Create or edit entries in your Calendar, To Do, Address, Notepad, and Anniversary sections in your Lotus Organizer file and then synchronize (or combine) these entries with the reminder, note, and address entries in the TI organizer. You can also create or edit reminder, note, and address entries in the TI organizer and synchronize (or combine) them with the Lotus Organizer Calendar, To Do, Address, Notepad, and Anniversary sections. When you synchronize (or combine) your entries, any changes you made in your Lotus Organizer file will appear in your TI organizer. As well, any changes you made in your TI organizer will appear in your Lotus Organizer file.
- Use the synchronization log to keep track of the synchronization details.
- Resolve conflicts between the TI organizer and your Lotus Organizer file if you've modified the same entry differently in both applications. Conflicting entries are indicated with a red flag icon in the Synchronization Log dialog box after you synchronize (or combine) entries.

Note Lotus Organizer Calls entries and Planner events won't synchronize (or combine) with your TI organizer. If you want to plan a call using the TI organizer, you can create a timed reminder in the TI organizer. The timed reminder will map (or connect) to a non-repeating Lotus Organizer Calendar appointment the next time you synchronize (or combine) your entries. You can then create a Calls entry in Lotus Organizer using the information in the appointment.

Overview: Synchronizing your Texas Instruments organizer and Lotus Organizer files

You can share information between Texas Instruments organizer and your Lotus Organizer file.

[Overview: Using the Texas Instruments organizer and Lotus Organizer](#)

[Synchronizing your Lotus Organizer Calendar appointments](#)

[Synchronizing your Lotus Organizer To Do tasks](#)

[Synchronizing your Lotus Organizer Address records](#)

[Synchronizing your Lotus Organizer Notepad pages](#)

[Synchronizing your Lotus Organizer Anniversary entries](#)

[Overview: Synchronizing the Texas Instruments organizer addresses with Lotus Organizer Address records](#)

[Overview: Mapping entries between Lotus Organizer and the Texas Instruments organizer](#)

[Using the synchronization log](#)

[Resolving conflicting entries after you synchronize](#)

Resolving conflicting entries after you synchronize

If you make different changes to the same entry in both the Texas Instruments (TI) organizer and Lotus Organizer, you'll create conflicting entries in both the TI organizer and Lotus Organizer when you synchronize. For example, if you make a change to Christopher Murray's name in one Lotus Organizer Address record, and then make a different change to the corresponding TI organizer address about Christopher Murray, you'll create a conflict when you synchronize (or combine) entries, because the entries will be different. The conflicting entries are indicated with a red flag icon in the Synchronization Log dialog box 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. From the Lotus Organizer menu, choose File - Extension - Synchronization Log.
3. Select the conflicting entry you want to resolve.
4. Compare the conflicting entries to determine the conflicting (or differing) information.
5. Edit either one of the entries to create a single entry that contains all of the information you want.
6. Delete the other entry.

Note Conflicting entries are resolved in the TI organizer when you synchronize (or combine) entries *after* you resolve the conflict in Lotus Organizer. For example, if you make a change to a Lotus Organizer Address record, and then make a change to the corresponding TI organizer address, you'll create a conflict when you synchronize. Resolve the conflict in Lotus Organizer, and then synchronize (or combine) entries with the TI organizer. The conflicting TI organizer addresses will be resolved after you finish synchronizing.

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

Resolving conflicts between Lotus Organizer and Texas Instruments organizer after synchronizing

<u>Action to the Texas Instruments organizer entry</u>	<u>Action to the Lotus Organizer entry</u>	<u>Resolution</u>
Add	None	Adds entry to Organizer
None	Add	Adds entry to the TI organizer
Modify	None	Modifies entry in Lotus Organizer
None	Modify	Modifies entry in the TI organizer
Delete	None	Deletes entry from Lotus Organizer
None	Delete	Deletes entry from the TI organizer
Delete	Delete	Deletes entry from both the TI organizer and Lotus Organizer
Delete	Modify	Adds entry back to TI organizer
Modify	Delete	Adds entry back to Lotus Organizer
Modify	Modify	Creates replica of entry in both Lotus Organizer and the TI organizer

Details: Synchronizing your Lotus Organizer Address records

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 section tab you want (for example, Address) 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 section tab of the next section and select the entries you want to synchronize in that section. Click each section tab and repeat this process until you've selected all of the entries you want to synchronize.

Synchronizing entry symbols

When you choose File - Extension - TI Synchronization Setup from the Lotus Organizer menu to select the entries you want to synchronize (or combine), you'll see one of three symbols indicating that entry's status.

A yellow arrow appears next to a Lotus Organizer entry that's been modified in Lotus Organizer since you last synchronized (or combined) entries with the Texas Instruments (TI) organizer.

A green arrow appears next to a Lotus Organizer entry that's been added in Lotus Organizer since you last synchronized (or combined) entries with the TI organizer.

A red "X" appears next to a Lotus Organizer entry you've deselected. If you deselect a Lotus Organizer entry you haven't synchronized with the TI organizer yet, that Lotus Organizer entry won't map (or connect) to a corresponding TI organizer entry when you synchronize. If you deselect a Lotus Organizer entry you've already synchronized the corresponding TI organizer entry will be deleted from the TI organizer when you synchronize.

Synchronizing confidential entries

You can choose whether you want to synchronize (or combine) confidential Lotus Organizer entries. If you select "Allow confidential entries to be synchronized," all of the confidential Lotus Organizer entries you want to synchronize will be synchronized (or combined). If you don't select "Allow confidential entries to be synchronized," then confidential Lotus Organizer entries won't be synchronized (or combined) with the TI organizer, even if you select the entry to be synchronized (or combined).

Closing Lotus Organizer Edit Address dialog boxes

If you open a Lotus Organizer Edit Address dialog box but decide not to make any changes, click Cancel to close the Edit Address dialog box so that you don't modify the Address record. If you click OK to close the Edit Address dialog box *after* deciding not to make any changes to the Address record, Lotus Organizer considers it a modified (or changed) Address record and will synchronize the Address record with the TI organizer.

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

Synchronizing your Lotus Organizer Address records

When you synchronize your Lotus Organizer Address records with your address entries (in the Texas Instruments (TI) organizer), you can select which Lotus Organizer Address records you want to transfer to the TI organizer addresses.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Click the Address tab.
3. Select any Address records under Name to transfer some, or click Select All to transfer all of your Address records to the Texas Instruments organizer when you synchronize.
Note Click Deselect All to deselect all entries.
4. (Optional) Click Options.
5. Select "Allow confidential entries to be synchronized" to synchronize confidential Address records.
See [details](#)
6. Click OK to confirm your selection.
7. When you've selected all the Address records you want to synchronize, click OK.
8. When you're ready to synchronize your entries, from the Lotus Organizer menu, choose File - Extension - Direct Synchronization with Texas Instruments organizer or click the Synchronization icon (the icon with the circular blue and gray arrows) from the set of SmartIcons that appears across the top of your Lotus Organizer screen.

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

Details: Synchronizing your Lotus Organizer Anniversary 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 when you synchronize, click the section tab you want (for example, Anniversary) 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 section tab of the next section and select the entries you want to synchronize in that section. Click each section tab and repeat this process until you've selected all of the entries you want to synchronize.

Synchronizing entry symbols

When you choose File - Extension - TI Synchronization Setup from the Lotus Organizer menu to select the entries you want to synchronize (or combine), you'll see one of three symbols indicating that entry's status.

A yellow arrow appears next to a Lotus Organizer entry that's been modified in Lotus Organizer since you last synchronized (or combined) entries with the Texas Instruments (TI) organizer.

A green arrow appears next to a Lotus Organizer entry that's been added in Lotus Organizer since you last synchronized (or combined) entries with the TI organizer.

A red "X" appears next to a Lotus Organizer entry you've deselected. If you deselect a Lotus Organizer entry you haven't synchronized with the TI organizer yet, that Lotus Organizer entry won't map (or connect) to a corresponding TI organizer entry when you synchronize. If you deselect a Lotus Organizer entry you've already synchronized the corresponding TI organizer entry will be deleted from the TI organizer when you synchronize.

Synchronizing confidential entries

You can choose whether you want to synchronize (or combine) confidential Lotus Organizer entries. If you select "Allow confidential entries to be synchronized," all of the confidential Lotus Organizer entries you want to synchronize will be synchronized (or combined). If you don't select "Allow confidential entries to be synchronized," then confidential Lotus Organizer entries won't be synchronized (or combined) with the Texas Instruments (TI) organizer, even if you select the entry to be synchronized (or combined).

Setting alarms in the Texas Instruments organizer and Lotus Organizer

Lotus Organizer and the TI organizer handle alarms differently.

In the TI organizer, you can set an alarm to go off up to 99 minutes before an appointment reminder or up to 15 days before a task reminder. The alarm settings you enter apply to all reminders; in other words, you can't apply a different time for an alarm to go off for individual reminders. For example, if you set alarms to go off 15 minutes before appointment reminders, any alarm you set for an appointment reminder will go off 15 minutes before the appointment reminder.

In Lotus Organizer, you can specify both the date and time for an alarm to go off for Calendar appointments, To Do tasks, and Anniversary entries. For example, if you're setting an alarm for an anniversary you want to remember, you can set the alarm to go off the day before the special day. You can also set an alarm to go off up to 23 hours and 59 minutes before or after a Calendar appointment.

When you create TI organizer entries with alarms and then synchronize (or combine) entries, the corresponding Lotus Organizer entries will use the same alarm settings as the original TI organizer entries. For example, let's say you create a TI organizer appointment reminder with an alarm, and you've set an alarm to go off 75 minutes before all appointment reminders with alarms. When you synchronize (or combine) entries, the corresponding Lotus Organizer Calendar appointment will also use an alarm that goes off 75 minutes before the Calendar appointment.

When you synchronize (or combine) Lotus Organizer entries with the corresponding TI organizer entries, the TI organizer alarm settings are used and *not* the Lotus Organizer alarm settings. For example, let's say you set an alarm to go off 60 minutes before a Lotus Organizer Calendar appointment, and then synchronize (or combine) entries with the TI organizer. You've set alarms to go off 15 minutes before all appointment reminders. The corresponding TI organizer appointment reminder will then set the alarm to go off 15 minutes before the appointment reminder. In Lotus Organizer, the Calendar appointment will still use the alarm setting you set in Lotus Organizer, in this case 60 minutes. The alarm setting won't change for the Lotus Organizer Calendar appointment, even if you modify the corresponding TI organizer appointment reminder and synchronize (or combine) entries with Lotus Organizer.

Lotus Organizer doesn't support TI daily reminder alarms.

Closing Lotus Organizer Edit Anniversary dialog boxes

If you open a Lotus Organizer Edit Anniversary dialog box but decide not to make any changes, click Cancel to close the Edit Anniversary dialog box so that you don't modify the Anniversary entry. If you click OK to close the Edit Anniversary dialog box *after* deciding not to make any changes to the Anniversary entry, Lotus Organizer considers it a modified (or changed) Anniversary entry and will synchronize the Anniversary entry with the TI organizer.

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

Synchronizing your Lotus Organizer Anniversary entries

When you synchronize your Lotus Organizer Anniversary entries as yearly reminders (in the Texas Instruments (TI) organizer), you can select which Lotus Organizer Anniversary entries you want to transfer to the TI organizer yearly reminders.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Click the Anniversary tab.
3. Select any Anniversary entries under Date to transfer some, or click Select All to transfer all of your Anniversary entries to the Texas Instruments organizer when you synchronize.
Note Click Deselect All to deselect all entries.
4. (Optional) Click Options.
5. Select "Allow confidential entries to be synchronized" to synchronize confidential Anniversary entries.
See [details](#)
6. Click OK to confirm your selection.
7. When you've selected all of the Anniversary entries you want to synchronize, click OK.
8. When you're ready to synchronize your entries, from the Lotus Organizer menu, choose File - Extension - Direct Synchronization with Texas Instruments organizer or click the Synchronization icon (the icon with the circular blue and gray arrows) from the set of SmartIcons that appears across the top of your Lotus Organizer window.

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

Details: Synchronizing your Lotus Organizer Calendar appointments

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 when you synchronize, click the section tab you want (for example, Calendar) 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 section tab of the next section and select the entries you want to synchronize in that section. Click each section tab and repeat this process until you've selected all of the entries you want to synchronize.

Synchronizing entry symbols

When you choose File - Extension - TI Synchronization Setup from the Lotus Organizer menu to select the entries you want to synchronize (or combine), you'll see one of three symbols indicating that entry's status.

A yellow arrow appears next to a Lotus Organizer entry that's been modified in Lotus Organizer since you last synchronized (or combined) entries with the Texas Instruments (TI) organizer.

A green arrow appears next to a Lotus Organizer entry that's been added in Lotus Organizer since you last synchronized (or combined) entries with the TI organizer.

A red "X" appears next to a Lotus Organizer entry you've deselected. If you deselect a Lotus Organizer entry you haven't synchronized with the TI organizer yet, that Lotus Organizer entry won't map (or connect) to a corresponding TI organizer entry when you synchronize. If you deselect a Lotus Organizer entry you've already synchronized the corresponding TI organizer entry will be deleted from the TI organizer when you synchronize.

Synchronizing confidential entries

You can choose whether you want to synchronize (or combine) confidential Lotus Organizer entries. If you select "Allow confidential entries to be synchronized," all of the confidential Lotus Organizer entries you want to synchronize will be synchronized (or combined). If you don't select "Allow confidential entries to be synchronized," then confidential Lotus Organizer entries won't be synchronized (or combined) with the Texas Instruments (TI) organizer, even if you select the entry to be synchronized (or combined).

Setting alarms in the Texas Instruments organizer and Lotus Organizer

Lotus Organizer and the TI organizer handle alarms differently.

In the TI organizer, you can set an alarm to go off up to 99 minutes before an appointment reminder or up to 15 days before a task reminder. The alarm settings you enter apply to all reminders; in other words, you can't apply a different time for an alarm to go off for individual reminders. For example, if you set alarms to go off 15 minutes before appointment reminders, any alarm you set for an appointment reminder will go off 15 minutes before the appointment reminder.

In Lotus Organizer, you can specify both the date and time for an alarm to go off for Calendar appointments, To Do tasks, and Anniversary entries. For example, if you're setting an alarm for an anniversary you want to remember, you can set the alarm to go off the day before the special day. You can also set an alarm to go off up to 23 hours and 59 minutes before or after a Calendar appointment.

When you create TI organizer entries with alarms and then synchronize (or combine) entries, the corresponding Lotus Organizer entries will use the same alarm settings as the original TI organizer entries. For example, let's say you create a TI organizer appointment reminder with an alarm, and you've set an alarm to go off 75 minutes before all appointment reminders with alarms. When you synchronize (or combine) entries, the corresponding Lotus Organizer Calendar appointment will also use an alarm that goes off 75 minutes before the Calendar appointment.

When you synchronize (or combine) Lotus Organizer entries with the corresponding TI organizer entries, the TI organizer alarm settings are used and *not* the Lotus Organizer alarm settings. For example, let's say you set an alarm to go off 60 minutes before a Lotus Organizer Calendar appointment, and then synchronize (or combine) entries with the TI organizer. You've set alarms to go off 15 minutes before all appointment reminders. The corresponding TI organizer appointment reminder will then set the alarm to go off 15 minutes before the appointment reminder. In Lotus Organizer, the Calendar appointment will still use the alarm setting you set in Lotus Organizer, in this case 60 minutes. The alarm setting won't change for the Lotus Organizer Calendar appointment, even if you modify the corresponding TI organizer appointment reminder and synchronize (or combine) entries with Lotus Organizer.

Note Lotus Organizer doesn't support TI daily reminder alarms.

Closing Lotus Organizer Edit Appointment dialog boxes

If you open a Lotus Organizer Edit Appointment dialog box but decide not to make any changes, click Cancel to close the Edit Appointment dialog box so that you don't modify the appointment. If you click OK to close the Edit Appointment dialog box *after* deciding not to make any changes to the appointment, Lotus Organizer considers it a modified (or changed) appointment and will synchronize the appointment with the TI organizer.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_CALENDAR_APPOINTMENTS_STEPS',1)} Go to procedure

Synchronizing your Lotus Organizer Calendar appointments

When you synchronize your Lotus Organizer Calendar appointments with your appointment reminders (in the Texas Instruments (TI) organizer), you can select which Lotus Organizer appointments you want to transfer to the TI organizer appointment reminders.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Select any appointments under Date Time to transfer some, or click Select All to transfer all of your appointments to the Texas Instruments organizer when you synchronize.
Note Click Deselect All to deselect all entries.
3. (Optional) Click Options.
4. Select "Allow confidential entries to be synchronized" to synchronize confidential appointments.
See [details](#)
5. Click OK to confirm your selection.
6. When you've selected all the appointments you want to synchronize, click OK.
7. When you're ready to synchronize your entries, from the Lotus Organizer menu, choose File - Extension - Direct Synchronization with Texas Instruments organizer or click the Synchronization icon (the icon with the circular blue and gray arrows) from the set of SmartIcons that appears across the top of your Lotus Organizer window.

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

Details: Synchronizing your Lotus Organizer Notepad pages

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 when you synchronize, click the section tab you want (for example, Notepad) 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 section tab of the next section and select the entries you want to synchronize in that section. Click each section tab and repeat this process until you've selected all of the entries you want to synchronize.

Synchronizing entry symbols

When you choose File - Extension - TI Synchronization Setup from the Lotus Organizer menu to select the entries you want to synchronize (or combine), you'll see one of three symbols indicating that entry's status.

A yellow arrow appears next to a Lotus Organizer entry that's been modified in Lotus Organizer since you last synchronized (or combined) entries with the Texas Instruments (TI) organizer.

A green arrow appears next to a Lotus Organizer entry that's been added in Lotus Organizer since you last synchronized (or combined) entries with the TI organizer.

A red "X" appears next to a Lotus Organizer entry you've deselected. If you deselect a Lotus Organizer entry you haven't synchronized with the TI organizer yet, that Lotus Organizer entry won't map (or connect) to a corresponding TI organizer entry when you synchronize. If you deselect a Lotus Organizer entry you've already synchronized the corresponding TI organizer entry will be deleted from the TI organizer when you synchronize.

Synchronizing a confidential Notepad page

You can make a Lotus Organizer Notepad page confidential so that other users accessing your file can't view the Notepad page. If you assigned Owner access rights to your Lotus Organizer file, only the Owner (presumably you) can see and change entries that are confidential. In Texas Instruments organizer, you can make a note secret so that other users accessing your TI organizer can't view the secret note. Texas Instruments organizer secret Note entries can only be viewed by entering the correct password. In the TI organizer, you can't create a regular note and then decide to make it a secret note, nor can you create a secret note and then make it a regular note.

When you synchronize (or combine) entries, a confidential Lotus Organizer Notepad page maps to a TI organizer secret note, and a TI organizer secret note maps to a confidential Lotus Organizer Notepad page. When you synchronize a TI organizer secret Note entry, you can change the corresponding confidential Lotus Organizer Notepad page so that it's no longer confidential. When you next synchronize (or combine) entries, the corresponding TI organizer note will no longer be a secret note, but will be a regular note.

Closing Lotus Organizer Edit Page dialog boxes

If you open a Lotus Organizer Edit Page dialog box but decide not to make any changes, click Cancel to close the Edit Page dialog box so that you don't modify the Notepad page. If you click OK to close the Edit Page dialog box *after* deciding not to make any changes to the Notepad page, Lotus Organizer considers it a modified (or changed) Notepad page and will synchronize the Notepad page with the TI organizer.

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

Synchronizing your Lotus Organizer Notepad pages

When you synchronize your Lotus Organizer Notepad pages as Note entries (in the Texas Instruments (TI) organizer), you can select which Lotus Organizer Notepad pages you want to transfer to the TI organizer.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Click the Notepad tab.
3. Select any Notepad pages under Description to transfer some, or click Select All to transfer all of your Notepad pages to the Texas Instruments organizer when you synchronize.
Note Click Deselect All to deselect all entries.
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, from the Lotus Organizer menu, choose File - Extension - Direct Synchronization with Texas Instruments organizer or click the Synchronization icon (the icon with the circular blue and gray arrows) from the set of SmartIcons that appears across the top of your Lotus Organizer window.

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

Details: Synchronizing your Lotus Organizer To Do tasks

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 when you synchronize, click the section tab you want (for example, To Do) 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 section tab of the next section and select the entries you want to synchronize in that section. Click each section tab and repeat this process until you've selected all of the entries you want to synchronize.

Synchronizing entry symbols

When you choose File - Extension - TI Synchronization Setup from the Lotus Organizer menu to select the entries you want to synchronize (or combine), you'll see one of three symbols indicating that entry's status.

A yellow arrow appears next to a Lotus Organizer entry that's been modified in Lotus Organizer since you last synchronized (or combined) entries with the Texas Instruments (TI) organizer.

A green arrow appears next to a Lotus Organizer entry that's been added in Lotus Organizer since you last synchronized (or combined) entries with the TI organizer.

A red "X" appears next to a Lotus Organizer entry you've deselected. If you deselect a Lotus Organizer entry you haven't synchronized with the TI organizer yet, that Lotus Organizer entry won't map (or connect) to a corresponding TI organizer entry when you synchronize. If you deselect a Lotus Organizer entry you've already synchronized the corresponding TI organizer entry will be deleted from the TI organizer when you synchronize.

Synchronizing confidential entries

You can choose whether you want to synchronize (or combine) confidential Lotus Organizer entries. If you select "Allow confidential entries to be synchronized," all of the confidential Lotus Organizer entries you want to synchronize will be synchronized (or combined). If you don't select "Allow confidential entries to be synchronized," then confidential Lotus Organizer entries won't be synchronized (or combined) with the Texas Instruments (TI) organizer, even if you select the entry to be synchronized (or combined).

Carrying forward Lotus Organizer To Do tasks in Texas Instruments organizer

As you probably know, in Lotus Organizer, To Do tasks that you haven't completed and which you've shown through to the Calendar section automatically carry forward to the next day. If you want the corresponding TI organizer task reminders to carry forward to subsequent days, you must set an option in the TI organizer to do so. If you don't set this option, TI task reminders remain on the day you created them. See your TI organizer documentation for more information on setting this option.

Setting alarms in the Texas Instruments organizer and Lotus Organizer

Lotus Organizer and the TI organizer handle alarms differently.

In the TI organizer, you can set an alarm to go off up to 99 minutes before an appointment reminder or up to 15 days before a task reminder. The alarm settings you enter apply to all reminders; in other words, you can't apply a different time for an alarm to go off for individual reminders. For example, if you set alarms to go off 15 minutes before appointment reminders, any alarm you set for an appointment reminder will go off 15 minutes before the appointment reminder.

In Lotus Organizer, you can specify both the date and time for an alarm to go off for Calendar appointments, To Do tasks, and Anniversary entries. For example, if you're setting an alarm for an anniversary you want to remember, you can set the alarm to go off the day before the special day. You can also set an alarm to go off up to 23 hours and 59 minutes before or after a Calendar appointment.

When you create TI organizer entries with alarms and then synchronize (or combine) entries, the corresponding Lotus Organizer entries will use the same alarm settings as the original TI organizer entries. For example, let's say you create a TI organizer appointment reminder with an alarm, and you've set an alarm to go off 75 minutes before all appointment reminders with alarms. When you synchronize (or combine) entries, the corresponding Lotus Organizer Calendar appointment will also use an alarm that goes off 75 minutes before the Calendar appointment.

When you synchronize (or combine) Lotus Organizer entries with the corresponding TI organizer entries, the TI organizer alarm settings are used and *not* the Lotus Organizer alarm settings. For example, let's say you set an alarm to go off 60 minutes before a Lotus Organizer Calendar appointment, and then synchronize (or combine) entries with the TI organizer. You've set alarms to go off 15 minutes before all appointment reminders. The corresponding TI organizer appointment reminder will then set the alarm to go off 15 minutes before the appointment reminder. In Lotus Organizer, the Calendar appointment will still use the alarm setting you set in Lotus Organizer, in this case 60 minutes. The alarm setting won't change for the Lotus Organizer Calendar appointment, even if you modify the corresponding TI organizer appointment reminder and synchronize (or combine) entries with Lotus Organizer.

Note Lotus Organizer doesn't support TI daily reminder alarms.

Closing Lotus Organizer Edit Task dialog boxes

If you open a Lotus Organizer Edit Task dialog box but decide not to make any changes, click Cancel to close the Edit Task dialog box so that you don't modify the To Do task. If you click OK to close the Edit Task dialog box *after* deciding not to make any changes to the To Do task, Lotus Organizer considers it a modified (or changed) To Do task and will synchronize the To Do task with the TI organizer.

{button ,AL('H_SYNCHRONIZING_YOUR_ORGANIZER_TO_DO_TASKS_STEPS',1)} Go to procedure

Synchronizing your Lotus Organizer To Do tasks

When you synchronize your Lotus Organizer To Do tasks with your task reminders (in the Texas Instruments (TI) organizer), you can select which Lotus Organizer To Do tasks you want to transfer to the TI organizer.

1. From the Lotus Organizer menu, choose File - Extension - TI Synchronization Setup.
2. Click the To Do tab.
3. Select any To Do tasks under Date to transfer some, or click Select All to transfer all of your To Do tasks to Texas Instruments organizer.

Note Click Deselect All to deselect all entries.

4. (Optional) Click Options.
5. Select "Allow confidential entries to be synchronized" to synchronize confidential To Do tasks.

See [details](#)

6. Click OK to confirm your selection.
7. When you've selected all the To Do tasks you want to synchronize, click OK.
8. When you're ready to synchronize your entries, from the Lotus Organizer menu, choose File - Extension - Direct Synchronization with Texas Instruments organizer or click the Synchronization icon (the icon with the circular blue and gray arrows) from the set of SmartIcons that appears across the top of your Lotus Organizer window.

Note Texas Instruments organizer task reminders aren't assigned a priority. If you create a task reminder in the TI organizer, it won't have a priority assigned to it when you synchronize (or combine) with your Lotus Organizer entries. You can assign a To Do task a priority in Lotus Organizer *after* you've synchronized (or combined) entries. Lotus Organizer task priorities don't change when you synchronize (or combine) To Do tasks with the TI organizer. However, if you make changes to the corresponding TI organizer task reminder, then the Lotus Organizer To Do task will no longer have a priority assigned to it when you synchronize (or combine) entries.

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

Using the synchronization log

You can use the synchronization log to track what information you synchronized (or combined) and when you performed the synchronization between your Lotus Organizer entries and your Texas Instruments (TI) organizer entries. You can also use the synchronization log to determine if there are conflicting entries after you synchronized (or combined) entries.

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

The Synchronization Log Details dialog box appears with a description of the synchronization. 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. Click Close when you're finished reading these details about the synchronization.
5. (Optional) elect any synchronization records you want to delete and then click Delete.
6. Click Close.

