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Field Mapping

Because Lotus Organizer and the file you're converting don't use the same fields, Organizer uses default field mapping when you convert your Microsoft Outlook 97 or 98, Act! 3.x, Day-Timer Organizer 98, or Sidekick file to Organizer.   However, you can customize the field mapping between the file you're converting and Lotus Organizer.

In the Field Mapping dialog box, you can:
- Select how you want fields in the file you're converting to map to Lotus Organizer.
- Change how information appears when you map more than one field to the same field in Lotus Organizer.
- Clear the field mapping for one field or for all fields.
- Display all of the fields being mapped to Lotus Organizer together to more easily determine how information will map to Organizer.
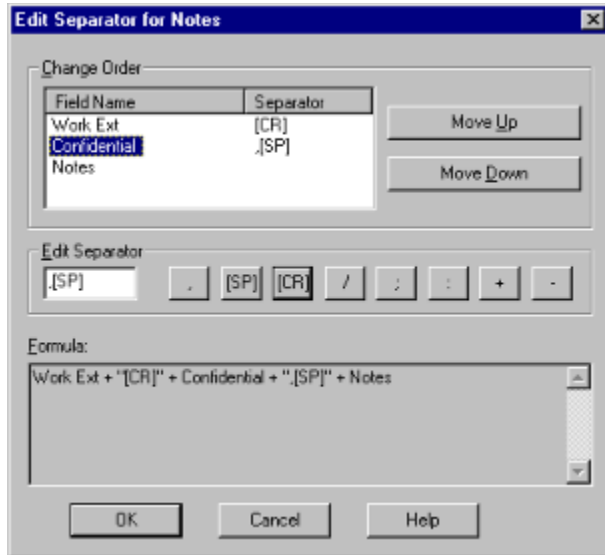- Revert back to the default field mapping.

Selecting Field Mapping Options

You can determine the field mapping for any field in the file you're converting.   For example, let's say you're converting a Sidekick file to Organizer.   Under "Sidekick 97/98 Field," select the field you want to map to Organizer.   Under "Lotus Organizer Field," select the Organizer field to which you want to map the Sidekick field.   Under "Mapping," click Create.   A line appears between the two fields; when you convert the Sidekick file, information in the field you selected under "Sidekick 97/98 Field" will map to the Lotus Organizer file you selected under "Lotus Organizer Field".

1.   Depending on the type of file you're converting, do one of the following:
   - If you're converting a Microsoft Outlook 97 or 98 file, under "Microsoft Outlook 97/98 Fields," select the field you want to map.
   - If you're converting an Act! 3.x file, under "Act! 3.x Fields," select the field you want to map.
   - If you're converting a Sidekick 97 or 98 file, under "Sidekick 97 or 98 Fields," select the field you want to map.
   - If you're converting a Day-Timer Organizer 98 file, under "Day-Timer Organizer 98 Fields," select the field you want to map.

2.   Under "Lotus Organizer Field," select the Organizer field which you want to map the field you selected in step 1.

3.   Under "Mapping," click Create.
A line appears between the two fields.   Information in the field you select in step 1 will map to the Lotus Organizer file you selected under 'Lotus Organizer Field" in step 2 when you finish converting the file to Lotus Organizer.

Changing Field Mapping Options

If more than one field in the file you're converting maps to a single field in Lotus Organizer, you can change how the information will appear after you convert the file to Lotus Organizer.   You can change the order of the information, as well as choose how the information will be separated.

1.   Depending on the type of file you're converting, do one of the following:
   - If you're converting a Microsoft Outlook 97 or 98 file, under "Microsoft Outlook 97/98 Fields," select the field you want to change.
   - If you're converting an Act! 3.x file, under 'Act! 3.x Fields," select the field you want to change.
   - If you're converting a Sidekick 97 or 98 file, under "Sidekick 97 or 98 Fields," select the field you want to change.
   - If you're converting a Day-Timer Organizer 98 file, under "Day-Timer Organizer 98 Fields," select the field you want to change.

   Tip Under "Lotus Organizer Field," you can also select the Organizer field which the fields in the file you're converting are mapping to.

2.   Under "Mapping," click Edit.   The Edit dialog box appears.
3.   Under "Change Order," select a field name under "Field Name" that you want to change the order for and click Move Up or Move Down to move the field name up or down in the list.
4.   (Optional) Under "Edit Separator," to select a different separator for the field information, click any of the following separators:
   - A period (".")
   - A space ("[SP]")
   - A blank line ("[CR]")
   - A slash ("/")
   - A semi-colon (";")
   - A colon (":")
   - A plus sign ("+")
   - A minus sign ("-")

5. When you've finished changing the field mapping, click OK.

Clearing Field Mapping Options

You can clear the field mapping for any or all fields for the file you're converting.

1.   (Optional) To clear one field, depending on the type of file you're converting, do one of the following:
   - If you're converting a Microsoft Outlook 97 or 98 file, under "Microsoft Outlook 97/98 Fields," select the field you want to clear.
   - If you're converting an Act! 3.x file, under "Act! 3.x Fields," select the field you want to clear.
   - If you're converting a Sidekick 97 or 98 file, under "Sidekick 97 or 98 Fields," select the field you want to clear.
   - If you're converting a Day-Timer Organizer 98 file, under "Day-Timer Organizer 98 Fields," select the field you want to clear.

   Note If you want to clear all field mapping, you don't need to select any fields.

2.   Depending on whether you want to clear the field mapping for one field or for all fields, do one of the following:
   - To clear the mapping for one field, under "Mapping," click Clear.
   - To clear the mapping for all fields, under "Mapping," click Clear All.
     The mapping between the field(s) is cleared.

Displaying How Fields Map

Under "Mapping," click Arrange to change the view of the field mapping between the file you're converting and Lotus Organizer.   When you click Arrange,   all mapped fields are listed at the beginning of and before unmapped fields in "Microsoft Outlook 97/98 Fields," "Act! 3.x Fields," "Sidekick 97 or 98 Fields," or "Day-Timer Organizer 98 Fields" (depending on the type of file you're converting).

Note Your field mapping selections aren't affected when you click Arrange.

Formula Bar

The "Formula" field, at the bottom of the Field Mapping dialog box, lists the currently selected field from the file you're converting and the Lotus Organizer field to which it maps.

Reverting Back To The Default Field Mapping

Under "Mapping," click Reset to change your field mapping back to the default settings.   Any customized field mapping is removed when you click Reset.