

Palm PDA Protocol

- To turn on the Palm:
Press the white button on the upper right corner (if the palm is on the cradle, the button will be green).
- To see the list of documents on the Palm:
Using the stylus, tap the icon of the house on the lower left of the Palm, and then tap the Documents icon on the right. The documents can be viewed by location by tapping the down arrow in the upper right corner and selecting the desired location.
- To change the location of a document:
Tap the “i” located to the right of the file name, next to the file size. A window entitled “Document Details” will open. Next to category, tap the down arrow, choose the appropriate location for the document, and tap “ok”.
- To add files to the Palm from the Mac:
In the Finder window, click Favorites and open the Documents To Go program.
In the Documents To Go window, choose user (Tonsor 1 or Tonsor 2) according to which Palm the file will be added to.
Add the file by one of two methods:
 1. Locate the file in the Finder under Dev Stability and drag it into the Documents To Go window.
 - or--
 2. In the Documents To Go window, click “Add”, and browse the list to find the file you need to add. Highlight the file name and click “Add”.
When a new file has been added, the file name and information should be red and the status should say “Needs Sync”.
Once all necessary files have been added to the Documents To Go window, follow the directions given below to perform a Hot Sync operation.
- To add files to the Mac from the Palm:
Files cannot be moved from the expansion card to the Mac. Any files located on the expansion card must first be moved onto the Palm by following the directions above for changing the location of a file.
Follow the directions given below to sync the files and the original files from the Mac will be automatically updated.
- To perform Hot Sync operation:
Place the Palm in the cradle, if it is not there already. Press the Hot Sync button on the front of the cradle. The Palm will chime and a series of messages will appear, which indicate what is occurring during the Hot Sync. Remain with the Palm during the Hot Sync and watch for error messages. When the Hot Sync is complete, the Palm will chime again and indicate that the operation is finished. In the Hot Sync Log spreadsheet, enter the name of the file(s) transferred, date, time, and initials.

Note: Hot Syncs must be performed directly before and directly after entering data into the Palm. If both the original file and the file on the Palm have changed since the last Hot Sync, during the next Hot Sync a new file will be created. Its name will have the following format: Originalfilename_1. Enter this information into the Hot Sync Log sheet and notify STEVE..