

Getting Started Manual



Documents To Go **7**

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Documents To Go[®] product family

Documents To Go: The #1 Selling Office Suite for Handhelds!

To meet the diverse needs of our customers, Documents To Go version 7.0 is available in four editions: Standard, Professional, Premium, and Total Office.

The differences between the four versions of Documents To Go are outlined below:

	Standard Edition	Professional Edition [†]	Premium Edition	Total Office Edition*
Word Processing	○	○	○	○
Spreadsheet	○	○	○	○
Presentation		○	○	○
PDF Support			○	○
Pictures			○	○
Charting			○	○
Password Protected File Support			○	○
Spell Checker			○	○
Wireless Document Retrieval			○	○
Outlook E-mail			○ (HotSync Only)*	○ (HotSync Only)
Outlook Calendar				○
Outlook Contacts				○
Outlook Tasks				○
Outlook Notes				○
MS Access Databases				○

[†]Only available bundled with select handhelds from palmOne, Sony and others
*Windows only

Installation questions

1 | Where are my Registration Number and Activation Key located?

If this software was purchased from a retail software store, mail-order catalog, online store, etc...

If you purchased from a retail store or mail-order catalog, your registration number and activation key can be found on the CD sleeve included with your product. If you purchased from an online store your registration number and activation key can be found in your order confirmation e-mail and the online store should have them on file for you.

If this software was purchased directly from DataViz...

Your registration number and activation key can be found printed on your invoice as well as printed on the stickers included with your invoice. You will also receive an e-mail with these important numbers. Be sure to save these numbers in case you need to re-install.

If you are re-installing the software and have misplaced your Registration Number and/or Activation Key...

Please see the following address to look for this information:

<http://www.dataviz.com/keys>

2| I'm having problems installing the product. What should I try first?

- 1) Disable any virus-protection (such as Norton Anti-Virus) or un-installer programs (such as Norton Cleansweep). To disable this software, please see the instructions that were included with the program.
- 2) Delete any items in your "Temp" directory and try installing again (Note: You may wish to backup the contents of your Temp directory prior to doing this). The Temp directory is typically located in your Windows directory (c:\windows\temp) or on the root level of your hard drive (c:\temp). Quit all programs and delete any items in this folder. Our software uses the Temp directory during installation. If there are items left from other programs, they may interfere with the installation. If you get a message that certain items cannot be removed, it is OK to leave them.

3| Will this installation replace older versions of the product?

Yes, provided that you install the software in the same location as the previous version. If you choose to install in a new location, you will have to manually remove the files from the old location.

4| Can I install Documents To Go on my Expansion Card?

Yes, (with some restrictions). For instructions on how to do this, please go here: www.dataviz.com/installtocard

Components of Documents To Go

Documents To Go includes a desktop application as well as several handheld applications. The edition that you're using will determine which handheld applications get installed. The components of Documents To Go are:

- 1| "Documents To Go", the main desktop application. Launch it when you want to take your desktop files to the handheld or manage the files you've already taken to the handheld.
- 2| "Documents", the main handheld application. Launch it when you want to use your files.
- 3| "Word To Go", a hidden handheld application that can process word processing files in its own Word To Go format and in native Microsoft Word format.
- 4| "Sheet To Go", a hidden handheld application that can process spreadsheet files in its own Sheet To Go format and in native Microsoft Excel format.
- 5| "Slideshow To Go", a hidden handheld application that can process PowerPoint files in its own Slideshow To Go format and in native Microsoft PowerPoint format.*

6| “Pics To Go”, a hidden handheld application that processes pictures and graphics files.**

7| “Inbox To Go”, a handheld application used for viewing e-mail with attachments.***

* Available in Premium and Professional Editions only.
** Available in Premium Edition only.
*** Available in Premium Edition for Windows only.

Main features and file types supported

The main features of Documents To Go Premium Edition and file types supported are listed below:

WORD PROCESSING FILES

Key Features:

- Native Microsoft Word Support
- Support for password protected native Word files
- Spell checking
- Word count
- Chinese** (Traditional & Simplified), Russian*** and Greek*** character support
- Hyperlink support
- High-resolution screen support*
- Full screen support
- Support for high resolution expanded screens*
- Support for landscape and portrait view modes*
- Support for left and right handedness preferences*
- 5-way navigation support
- Convenient menu item added to Microsoft Word for easy file synchronization. (Windows only)
- Embedded graphic support

**On applicable handheld devices*

*** Requires CJKOS 4.61 overlay software from Du Yong Tao's Studio (www.dataviz.com/dyts)*

****Requires Russian Piloc 3.6 & Greek Piloc 3.6 overlay Software from Paragon Software (www.dataviz.com/paragon)*

- Insert, delete and edit tables
- Character formatting (bold, italics, underline, colors, font type & size, superscript, subscript, ALL CAPS, etc.)
- Document formatting (tables, indents, paragraph alignment, line spacing, page breaks, bullets & numbering, etc.)
- Multiple Text Select Options (drag-scroll, select all, double & triple-tap to select)
- Find & Replace
- Multiple Undo & Redo
- Portable Keyboard support
- Expansion card support
- Multiple PC synchronization

File Types Supported:

- Microsoft Word
- WordPerfect
- Word Pro
- AppleWorks
- ClarisWorks
- RTF
- TEXT
- Palm DOC

SPREADSHEET FILES

Key Features:

- Native Microsoft Excel Support
- Support for password protected native Excel files

- High-resolution screen support*
- Full screen support
- Support for high resolution expanded screens*
- Support for landscape and portrait view modes*
- Support for left and right handedness preferences*
- 5-way navigation support
- Add, edit, and recalculate over 110 functions
- Convenient menu item added to Microsoft Excel for easy file synchronization. (Windows only)
- Hide, freeze, widen, insert and delete rows & columns
- Cell formatting (color, bold, alignment, locked)
- Number formatting (general, fixed, scientific, currency, percent, text, date & time)
- Portable Keyboard support
- Expansion card support
- Multiple PC synchronization
- Find & Sort data
- Multiple Undo

File Types Supported:

- Microsoft Excel
- Quattro Pro
- Lotus 1-2-3
- AppleWorks
- ClarisWorks

**On applicable handheld devices*

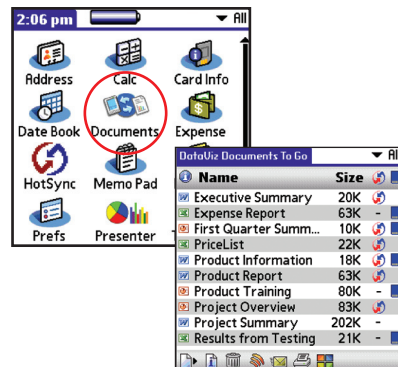
3 Synchronize.

Now that you have added your files to the Desktop application, HotSync and the files will be moved to your handheld device (or Card) for viewing and editing.

4 Open Documents To Go on your handheld.

Tap on the “Documents” application icon on your handheld. The application will open and list all the documents available for use.

Tap on the name of the document you wish to use.
The document will open.

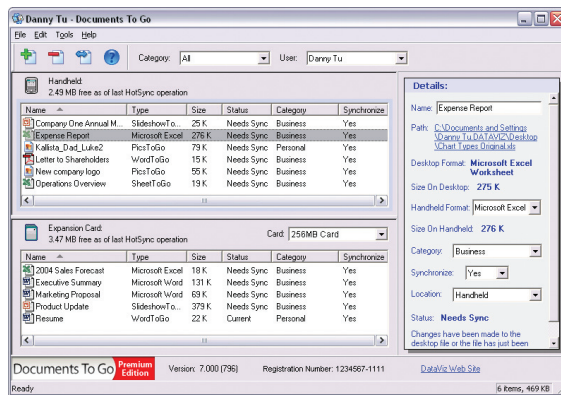


Using the desktop application

The Documents To Go desktop application has been recently updated to give the user ultimate flexibility in synchronizing files. Significant features are described below:

- Handheld destination window. Files added to this window will be synchronized to the device.
- Expansion card destination window. Files added to this window will be synchronized directly to the expansion card that is inserted into the device.
- Details Panel along the right side of the application provides detailed information about the selected file. From the details panel you can:
 - Set the HotSync action for a selected file(s) to sync or not sync.
 - Change the destination location for selected files.
 - Change the handheld format of the file.
 - View additional information about a selected file such as size on desktop, size on handheld and status.

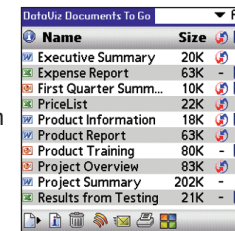
- The graphic below shows the new Windows desktop application (the Macintosh application has similar features).



Using the handheld application

The Documents To Go handheld application has been revised to give users more flexibility in managing their files on the handheld. From the Documents To Go main application (the “Documents” application), you can do the following:

- Tap on any column heading to sort by that column.
- Set the HotSync action of a particular file to sync or not sync.
- Tap on the file type to open a popup menu with options to show details, delete the file, beam or send the file, or move the file to a card.
- Tap on the expansion card icon to show the path of the file on the card.
- Sort by category.
- Create new files.
- Get file info.
- Beam & send files.
- Print files (requires 3rd party printing application).
- Show a list of files of a selected format only, or display a list of files of all formats.



Files

you can use with Documents To Go

In today's fast paced world there is a constant need to have important information with you for easy access and use, regardless of whether it's business related, school related, or of personal nature. Here are just a few examples of ways to use Documents To Go:

Business Traveler

Sales Forecast
Product Information
Price Lists
Travel Itinerary
Expense Report
Frequent Flyer
Numbers
Presentations

House Specifications

Working Mom
Sales Forecast
Preschool Class List
Telecommuting
Expenses
Yoga Schedule

Student

Class Notes
Syllabus
Research
Reports
Class Schedule

Spring Break Plans
Presentations

Wedding Planner

The Budget
Guest Lists
Event Information
Travel Itineraries
Registry

Job Seeker

Research on
Companies
Interview Notes

If you'd like to download sample files please visit the DataViz website at <http://www.dataviz.com/gfiles>

For additional help

The Documents To Go application includes an extensive help program designed to answer many of your questions. You can access the help program from the main Documents To Go program window on the desktop.

There is also an interactive tutorial designed to walk you through the basics of using Documents To Go. You may access the tutorial from the Help Menu in the main Documents To Go program window on the desktop.

We find that over 90% of questions asked of our tech support representatives are addressed on the extensive tech support website at: www.dataviz.com/technicalsupport

DataViz... our products and services

Beyond Contacts™

The Closest Thing to Outlook® For Your Handheld.

Beyond Contacts provides everything you need in one package to manage your Outlook information, from appointments and contacts to e-mail and scheduling on your handheld. It consists of five handheld applications for your Calendar, Contacts, Tasks, Notes and Inbox that support more of the Outlook fields you use, essentially replacing your built-in Date Book, Address, To Do List, Memo Pad and Mail applications. In addition, the applications are integrated on the handheld just like in Outlook; so, there's no need to quit one application just to launch another. Beyond Contacts is the best tool to manage your Outlook information on your handheld the way you're used to on the desktop.

SmartList To Go™

The #1 Selling Microsoft® Access & Database Tool for Handhelds!

SmartList To Go allows you to create, view and manage databases on your handheld. You can even synchronize directly with Microsoft Access. Easily track inventory, instantly fulfill sales orders or quickly reference an employee database - all while on the go. SmartList To Go is completely customizable and equipped with the necessary tools to help you create a simple list or a complex and colorful form. Design, view, filter, sort and categorize your data in ways that no other handheld program can. With SmartList To Go you will be more productive, more efficient, more informed and be able to do more real work on your handheld.

Inbox To Go™ Wireless

Get your company or personal e-mail with attachments on your wireless Palm OS® handheld.

Inbox To Go Wireless is a wireless e-mail application for Palm OS® handhelds that allows Documents To Go customers to get their e-mail complete with Microsoft® Word and Excel attachments. After a quick and simple setup, read, reply, forward and even send new e-mail with attachments right from your handheld. Using Documents To Go, edit or create word processing and spreadsheet files, then e-mail them to clients or friends with Inbox To Go. Attachments sent from the handheld arrive at their destination as real, workable Word and Excel documents. Inbox To Go along with Documents To Go helps you stay connected to your e-mail no matter where the day takes you!

Passwords Plus™

Protect and Organize Your PINs, Passwords & More

Tired of having your logins and passwords written on sticky notes? Tired of having accounts and other personal information disorganized? With Identity theft on the rise, it's more important than ever to have your personal information both organized and protected. With Passwords Plus™ you can both organize and secure your personal information such as user names, PINs, credit card numbers, frequent flyer miles, insurance information and more. Use Passwords Plus on your PC, Palm OS® handheld or smartphone, so you always have access to your personal information.

MacLinkPlus® Deluxe

Don't Get Caught With A File You Can't Open!

Convert virtually any file for use in your favorite applications. With over 10 million copies sold, MacLinkPlus Deluxe is the #1 selling utility to convert and use Windows files on your Mac. It supports the latest programs like Word 98/2000/2002/2003, WordPerfect 11.0 etc. It also includes decoding and decompression technology for opening unreadable e-mail attachments. MacLinkPlus Deluxe is the must have survival kit for Mac users in a Windows world.

Dose-A-Day™

Get your favorite "tear-off" calendar on your Palm handheld.

Having Dose-A-Day on your handheld is a great way to start your day. Different editions are available including Dose-A-Day Dilbert, Close To Home and Golf with Gary McCord.



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