Act! 1.1 for Windows

The following <u>field maps</u> for Act! 1.1 for Windows are supplied with ZAURUS Data Exchange Utility.

Import

Note: each of these <u>field maps</u> are identical except for the target Data File on ZAURUS.

<u>Act11 to Data File 1</u>	-	Imports Act! 1.1 for Windows delimited (.CSV) files into Data File 1 on your Zaurus.
<u>Act11 to Data File 2</u>	-	Imports Act! 1.1 for Windows delimited (.CSV) files into Data File 2 on your Zaurus.
<u>Act11 to Data File 3</u>	-	Imports Act! 1.1 for Windows delimited (.CSV) files into Data File 3 on your Zaurus.

Export

Note: each of these <u>field maps</u> are identical except for the source Data File on ZAURUS.

<u>Data File 1 to Act11</u>	-	Exports Data File 1 from your Zaurus to a delimited (.CSV) file for Act! 1.1 for Windows.
<u>Data File 2 to Act11</u>	-	Exports Data File 2 from your Zaurus to a delimited (.CSV) file for Act! 1.1 for Windows.
<u>Data File 3 to Act11</u>	-	Exports Data File 3 from your Zaurus to a delimited (.CSV) file for Act! 1.1 for Windows.

Act! 1.1 to Data File 1/2/3

The <u>Import field maps</u> for <u>Act! 1.1 for Windows</u> to Data File 1, 2, or 3 on ZAURUS are defined as follows:

<u>Act! 1.1 for Windows</u>		<u>Zaurus</u>
Name	**>**	Field 1
Contact	**>**	Field 2
Addr1	**>**	Field 3
Addr2	**>**	Field 4
Addr3	**>**	Appended to Field 4 with leading carriage return.
City	**>**	Appended to Field 3 with leading carriage return.
State	**>**	Appended to Field 3 with leading carriage return.
Zip	**>**	Appended to Field 3 with leading carriage return.
Phone	**>**	Field 5
Fax Phone	**>**	Field 6
Ext	**>**	Field 7
Title	**>**	Field 8
Secretary	**>**	Field 9
Salutation	**>**	Field 10
Results	**>**	Field 11
Status	**>**	Field 12
Referred	**>**	Field 13

Related topics:
<u>Act! 1.1 for Windows</u>

Act! 2.0 for Windows

The following <u>field maps</u> for Act! 2.0 for Windows are supplied with ZAURUS Data Exchange Utility.

Import

Note: each of these <u>field maps</u> are identical except for the target Data File on ZAURUS.

<u>Act2 to Data File 1</u>   -   Imports Act! 2.0 for Windows delimited (.CSV) files into Data File 1 on your Zaurus.
<u>Act2 to Data File 2</u>   -   Imports Act! 2.0 for Windows delimited (.CSV) files into Data File 2 on your Zaurus.
<u>Act2 to Data File 3</u>   -   Imports Act! 2.0 for Windows delimited (.CSV) files into Data File 3 on your Zaurus.

Export

Note: each of these <u>field maps</u> are identical except for the source Data File on ZAURUS.

<u>Data File 1 to Act2</u>   -   Exports Data File 1 from your Zaurus to a delimited (.CSV) file for Act! 2.0 for Windows.
<u>Data File 2 to Act2</u>   -   Exports Data File 2 from your Zaurus to a delimited (.CSV) file for Act! 2.0 for Windows.
<u>Data File 3 to Act2</u>   -   Exports Data File 3 from your Zaurus to a delimited (.CSV) file for Act! 2.0 for Windows.

Act! 2.0 to Data File 1/2/3

The Import field maps for Act! 2.0 for Windows to Data File 1, 2, or 3 on ZAURUS are defined as follows:

Act! 2.0 for Windows		Zaurus
Name	>	Field 1
Contact	>	Field 2
Addr1	>	Field 3
Addr2	>	Field 4
Addr3	>	Appended to Field 4 with leading carriage return.
City	>	Appended to Field 3 with leading carriage return.
State	>	Appended to Field 3 with leading carriage return.
Zip	>	Appended to Field 3 with leading carriage return.
Phone	>	Field 5
Fax Phone	>	Field 6
Ext	>	Field 7
Fax Ext	>	Field 8
Title	>	Field 9
Assistant	>	Field 10
Salutation	>	Field 11
Results	>	Field 12
Status	>	Field 13
Referred	>	Field 14

Related topics:
Act! 2.0 for Windows

Apptmnt to Schedule+

The Export field map for Appointment from ZAURUS to a file (.SDF) for Schedule+ 1.0 is defined as follows:

Zaurus		Schedule+
Date	>	Date
StartTime	>	Start (time)
EndTime	>	End (time)
AlarmTime	>	Reminder (min before)
Description	>	Description
AlarmBit	>	[not mapped]

Notes:

1. When Exporting, set the Date Format to YYYYMMDD, and the New-Line Translation to Horizontal Tab, under Format Options.
2. Although the AlarmTime field is mapped to the proper Schedule+ field, this data is not shown in Schedule+ because of a data format incompatibility in the AlarmBit field.
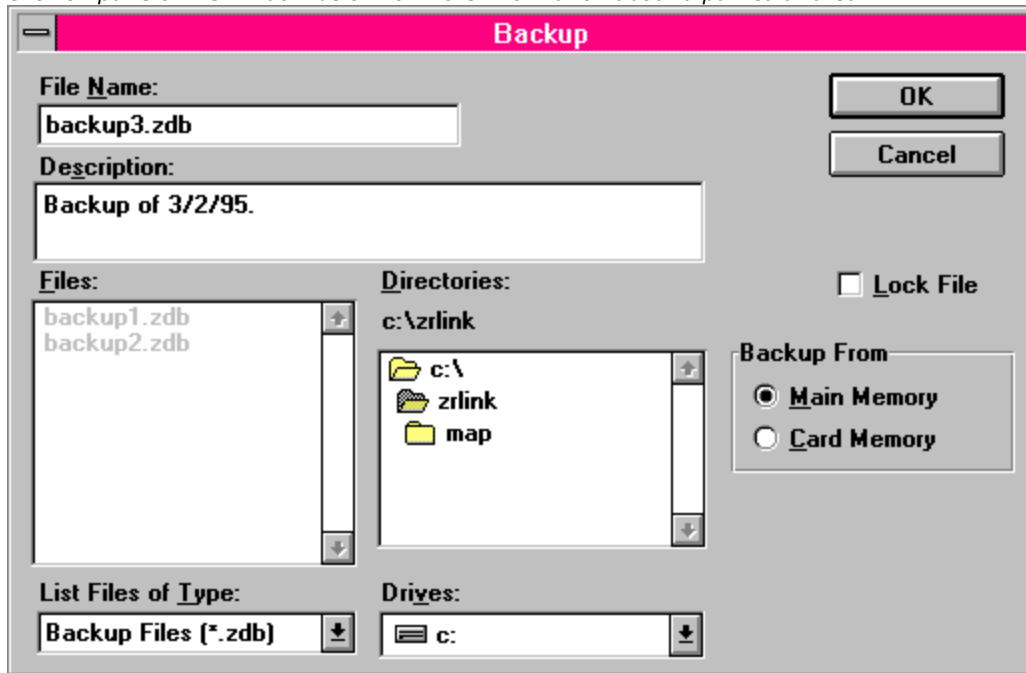
Related topics:
Schedule+ 1.0

Backup

Backup copies of the data on your ZAURUS to your PC for safe keeping.   You can then Restore this data back to your Zaurus any time you wish. It is a good idea to backup your ZAURUS periodically in the event it is ever lost, physically damaged, etc.

Step-by-step instructions

Click on parts of the window below for more information about a particular area.

Backup Step-by-Step

Backup copies the data on your ZAURUS to your PC for safe keeping.   You can then Restore this data back to your Zaurus any time you wish. It is a good idea to backup your ZAURUS periodically in the event it is ever lost, physically damaged, etc.

To perform a backup:

1.   On the main screen, select the Backup button (or select Backup from the File menu, or press Alt-B). The Backup dialog box is shown.

2.   Select the File Name box, and enter a filename for the backup file. If you would like to overwrite an existing file, select it in the Files list. In the Drives list, select the drive where you would like the backup file saved. In the Directories list, select the directory where you would like the backup file saved.

3.   Enter any comments you would like in the Description field. These will be stored as part of the backup file. (Optional).

4.   If you would like to password protect the backup file, select the Lock File check box.

5.   Select the data source from the Backup From box, either Main or Card memory.

6.   When you're finished, select the OK button.

7.   If you selected the Lock File option, the Setup Backup Password dialog box is displayed. Enter a password for the backup file (up to 7 characters) in the Enter New Password field. Reenter the same password in the Reenter New Password field, and select the OK button.

8.   The Connect Zaurus dialog box is displayed. Make sure that your ZAURUS is connected and in PC Link mode , and then select the OK button. If your ZAURUS itself is locked, the ZAURUS Secret Password dialog is displayed (after a short delay). Enter your Zaurus password, and select the OK button.

9.   The Backup Progress dialog box is shown and the backup is started. To stop the backup, select the Cancel button. If your ZAURUS is not in PC Link mode or there is a problem with the communications between your ZAURUS and PC, a Backup Error dialog box will be displayed. Check the connections and make sure your ZAURUS is in PC Link mode, and then select the Retry button.

Related topics
Backup
Selecting the data source
Restore
Connecting ZAURUS to PC
PC Link Mode

Backup Description

You may enter a description of the backup for future reference. The description is stored with the backup file, and is displayed when you select the backup file for a Restore.

Backup File Name

Enter a file name for the PC file that will contain the backup data from your ZAURUS.

Backup From

The Backup From box allows you to select the data source for the backup:

Main memory
Backup from your ZAURUS's internal memory.

Card memory
Backup from a PCMCIA memory card which is in your ZAURUS's card slot.

Connecting ZAURUS and PC

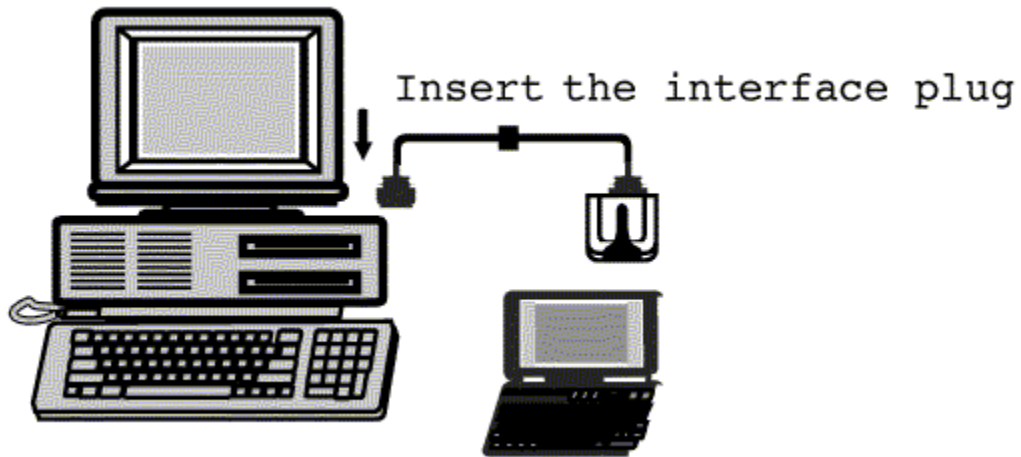Any of the following can be used to connect your ZAURUS and PC for communications:

o   SHARP CE-IR4 Wireless Interface (infrared).

o   Aegis PC-Link cable (from the special offer on the ZAURUS
     registration card).

o   Any PC-Link cable originally designed for use with a SHARP Wizard
     electronic organizer (e.g. SHARP CE-133T Level Converter, SHARP
     CE-137T Level Converter).

o   Any Wireless Interface originally designed for use with a SHARP
     Wizard electronic organizer (e.g. SHARP CE-IR2).

Please call 1-800-BE-SHARP for information on how to order any of the products above.

A standard RS-232C cable is required to use the SHARP CE-IR4 Wireless Interface.
If the RS-232C port of your PC has a 9-pin connector, then a 25-pin to 9-pin adapter is
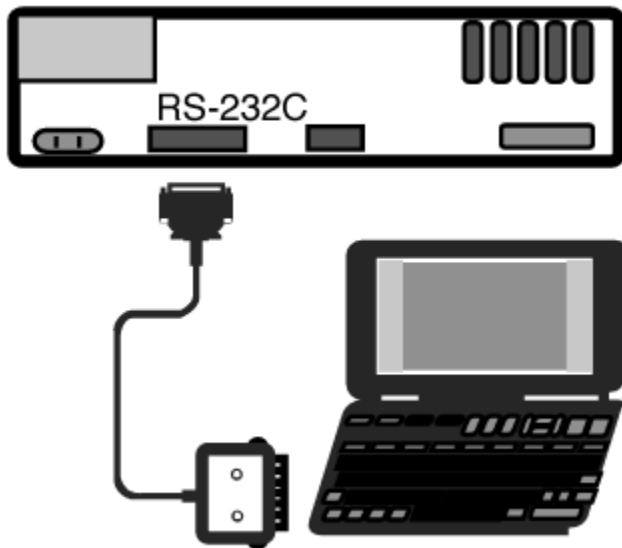required.

SHARP CE-IR4 Wireless Interface

1   Turn off your PC and CE-IR4 unit.
.

2   Attach one end of the RS-232C cable to the RS-232C port (COM1-
.   COM4) of your PC.

3   Attach the other end of the RS-232C cable to the port on the CE-IR4.
.

4   Make sure the CE-IR4 has power, either using batteries or the
.   optional SHARP EA-11E AC Adaptor.

5   To communicate, make sure the infrared port on your ZAURUS faces
.   the infrared port (front) of the CE-IR4 Wireless Interface, and that
     they are no more than 20 inches (50 centimeters) apart. Also, be
     sure to turn the CE-IR4's power on before attempting
     communications.

Insert the interface plug

Aegis Cable

1. Turn off your PC and ZAURUS.

2. Connect the 15-pin end of the Aegis cable to the 15-pin cable jack of your ZAURUS (marked COMPUTER LINK on the left edge of the keyboard).

3. Attach the 9-pin end of the Aegis cable (or use the 9-to-25-pin adapter, if necessary) to the RS-232C port (COM1-COM4) of your PC.

RS-232C

Creating Export Field Mappings
To create export field mappings:

Not e: the ability to create export field mappings depends upon the currently selected application and export file format.

1. With your ZAURUS in <u>PC-Link mode</u>, select the New button in the <u>Field Mapping</u> box of the <u>Export</u> dialog box. Select the OK button in the Connect ZAURUS dialog box that appears. The New Mapping dialog box is displayed.

2. Enter a name for the new field map in the Mapping Name field (up to 20 characters).

3. Source File fields can be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File.

4. If the Destination File requires fewer or more fields than the default number, it can be changed in the Number of Export Fields box. Simply use the arrows to increment or decrement the current value (you can specify between 1 and 32 fields).

5. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

   o After selecting the field in the Source File list, select the field to move it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

      You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

      * [,] - Comma
      * [SP] - Space
      * [CR] - Carriage Return
      * [NO] - No Separation
      * [/] - Slash
      * [+] - Start Time+Duration
        Add the Start Time to the Duration to get the End Time.
        Note: The Duration is shown in minutes.
      * [-] - End Time-Start Time
        Subtract the End Time from the Start Time to get the Duration.

   o Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the corresponding Destination File field.

6. If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

   o   Select the desired field in the Destination File list, and then select the Remove button.
       Or
   o   Select the Clear All button to remove all fields from the Destination File list.

7. When you're finished, select the OK button.

Creating Import Field Mappings

To create import field mappings:

Not e: the ability to create import field mappings depends upon entering a filename, the currently selected application, and the import file format.

1. With your ZAURUS in <u>PC-Link mode</u>, select the New button in the <u>Field Mapping</u> box of the <u>Import</u> dialog box. Select the OK button in the Connect ZAURUS dialog box that appears. The New Mapping dialog box is displayed.

2. Enter a name for the new field map in the Mapping Name field (up to 20 characters).

3. Source File fields can be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File.

4. The first record of the data to be imported is shown next to each field in the Source File field list. To view other records:

   o   Select the Prev button to display the previous record.
   o   Select the Next button to display the next record.

5. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

   o   After selecting the field in the Source File list, select the field to move it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

       You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

       *   [,] - Comma
       *   [SP] - Space
       *   [CR] - Carriage Return
       *   [NO] - No Separation
       *   [/] - Slash
       *   [+] - Start Time+Duration
           Add the Start Time to the Duration to get the End Time.
           Note: The Duration is shown in minutes.
       *   [-] - End Time-Start Time
           Subtract the End Time from the Start Time to get the Duration.

   o   Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the

corresponding Destination File field.

6. If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

   o   Select the desired field in the Destination File list, and then select the Remove button.
       Or
   o   Select the Clear All button to remove all fields from the Destination File list.

7. When you're finished, select the OK button.

Data File 1/2/3 to Act! 1.1

The <u>Export field maps</u> for Data File 1, 2, or 3 from ZAURUS to a delimited file for <u>Act! 1.1 for Windows</u> are defined as follows:

Note: when Exporting, set the New-Line Translation to Space under <u>Format Options</u>.

<u>Zaurus</u>		<u>Act! 1.1 for Windows</u>
Field 1	**>**	Name
Field 2	**>**	Contact
Field 3	**>**	Addr1
Field 4	**>**	Addr2
Split from Field 4.	**>**	Addr3
Split from Field 3.	**>**	City
Split from Field 3.	**>**	State
Split from Field 3.	**>**	Zip
Field 5	**>**	Phone
Field 6	**>**	Fax Phone
Field 7	**>**	Ext
Field 8	**>**	Title
Field 9	**>**	Secretary
Field 10	**>**	Salutation
Field 11	**>**	Results
Field 12	**>**	Status
Field 13	**>**	Referred

Related topics:
<u>Act! 1.1 for Windows</u>

Data File 1/2/3 to Act! 2.0

The <u>Export field maps</u> for Data File 1, 2, or 3 from ZAURUS to a delimited file for <u>Act! 2.0 for Windows</u> are defined as follows:

Note: when Exporting, set the New-Line Translation to Space under <u>Format Options</u>.

<u>Zaurus</u>		<u>Act! 2.0 for Windows</u>
Field 1	>	Name
Field 2	>	Contact
Field 3	>	Addr1
Field 4	>	Addr2
Split from Field 4.	>	Addr3
Split from Field 3.	>	City
Split from Field 3.	>	State
Split from Field 3.	>	Zip
Field 5	>	Phone
Field 6	>	Fax Phone
Field 7	>	Ext
Field 8	>	Fax Ext
Field 9	>	Title
Field 10	>	Assistant
Field 11	>	Salutation
Field 12	>	Results
Field 13	>	Status
Field 14	>	Referred

Related topics:
<u>Act! 2.0 for Windows</u>

Deleting Export Field Mappings

To delete an export field mapping:

Not e:	the ability to delete export field mappings depends upon the currently selected <u>application</u> and <u>export file format</u>.

1.	In the <u>Export</u> dialog box, select the field map to be deleted from the Currently Selected Map list.

2.	Select the Delete button.

Deleting Import Field Mappings

To delete an import field mapping:

Note: the ability to delete import field mappings depends upon entering a filename, the <u>currently selected application</u>, and the <u>import file format</u>.

1.   In the <u>Import</u> dialog box, select the field map to be deleted from the Currently Selected Map list.

2.   Select the Delete button.

Directories List

You may change the current directory by selecting it in the Directories list. This list is shown as a hierarchical structure of connected folders which represent the directories on the currently selected drive.

Drives List

You may change the current drive by selecting it in the Drives drop-down list. The Directories and Files lists reflect the contents of the selected drive.

Exit ZAURUS Data Exchange Utility

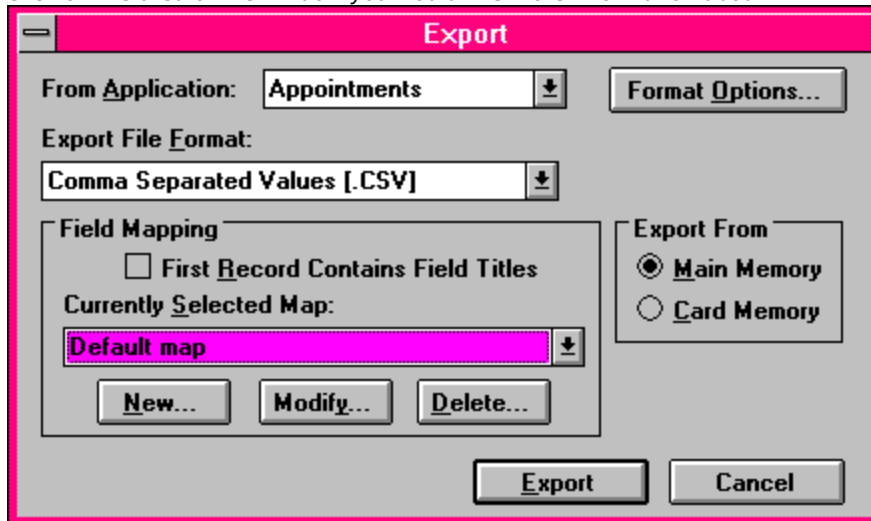**To exit ZAURUS Data Exchange Utility:**

o   Select Exit from the <u>File menu</u>.
     Or,
o   Select Close in the control menu box.
     Or,
o   Press Alt-F4 keys.

Export

Export allows you to transfer data from your ZAURUS to your PC, storing the data in any of several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, etc.), depending upon the application.

Step-by-step instructions

Click on the area of the window you would like more information about:

Related topics
Pre-configured field maps

Export - Step-by-Step

Export allows you to transfer data from your ZAURUS to your PC, storing it in any of several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, etc.).

To export data:

1. From the main window, select the Export button, or select Export from the File menu. The Export dialog box is displayed.

2. Select the application which you wish to export from in the From Application drop-down list.

3. Select the desired export file format in the Export File Format drop-down list.

4. Select a field mapping in the Currently Selected Map drop-down list. There are several pre-configured field maps. Field mappings only apply for .CSV and .SDF file formats. If necessary, you can also:

   o   Create new field mappings,
   o   Modify existing field mappings, or
   o   Delete existing field mappings.

5. Select the Format Options button to specify the date format and new-line translation. Format Options only apply when exporting to .CSV and .SDF file formats.

6. Select the First Record Contains Field Titles check box if desired. This feature is only available for certain applications, and only applies when exporting to .CSV or .SDF file formats.

7. Select the source of ZAURUS application data to export from in the Export From box.

8. When you're finished, select the Export button.

9. The Connect Zaurus dialog box is displayed. Make sure that your ZAURUS is connected and in PC Link mode, and select the OK button.

10. The next steps are determined by the application from which you are exporting.
   If you are exporting Documents, Outlines, Notes, Scrapbook, or PC Files, each entry in the application is exported individually.

   o   A list of application entries is displayed.
   o   Select the entry to be exported from the list, and select the OK button.

   For all other applications, all entries in the application are exported to one file.

11. The Export File Name dialog box is displayed.
11. Enter a filename for the export file in the File Name box. If you would

.   like to overwrite an existing file, select it in the Files list.
In the Drives list, select the drive where you would like the export file saved.
In the Directories list, select the directory where you would like the export file saved.

1   When you're finished, select the OK button. The export process will
2   begin, and a progress dialog will be displayed.
.

Related topics
Selecting the application to be exported.
Selecting the export file format.
Pre-configured field maps
Creating a field map for the application to be exported.
Modifying a field map for the application to be exported.
Deleting a field map.
Selecting the export data source.
Specifying format options.

Export From

The Export From box allows you to select the data source for the export:

Main memory
Export from your ZAURUS's internal memory.

Card memory
Export from a PCMCIA memory card which is in your ZAURUS's card slot.

Export file formats

The following export file formats can be selected in the Export File Format box of the <u>Export</u> dialog box. The availability of a specific file format depends on the selected application.

ZAURUS Data Format (.ZDF)
A special ZAURUS file format. This is best used when the data will be imported back into a ZAURUS.

Comma Separated Values (.CSV)
A file format which encloses each field with double quotes ("), divides each field in the record with a comma (,), and ends each record with a carriage return/line feed.

Standard Delimited Format (.SDF)
A file format similar to .CSV, but which is supported and defined by Borland's dBase database.

Plain Text Format (.TXT)
Plain ASCII text format. Nearly any word processor or editor can read and write this format.

Rich Text Format (.RTF)
A file format defined by Microsoft that maintains the formatting and general appearance of a document (bold facing, underlining, etc.).

Windows Bitmap Format (.BMP)
A common graphic file format supported by most graphics programs, including Windows Paintbrush.

No Conversion
Data will be transferred to your PC without any format conversion.

Field Mapping

The Field Mapping capability of ZAURUS Data Exchange Utility allows you to tailor the import and export field layouts when either the .CSV or .SDF file formats have been selected. This provides the ability to match the data format requirements of other applications with which you may want to exchange data. You may reorder, combine, split, or ignore fields as necessary.

File Menu

The File menu provides access to the main functions of ZAURUS Data Exchange Utility:

[Backup](#)
[Restore](#)
[Export](#)
[Import](#)
[Exiting the application](#)

Files List

The Files list shows the files on the currently selected drive, in the currently selected directory, and subject to the currently selected file mask in the List Files of Type drop-down list.

First Record Contains Field Titles (Export)

If you wish to include the field titles of the application you are exporting as the first record in the export file, select the First Record Contains Field Titles check box. This feature is only available for certain applications, and only applies when exporting to .CSV or .SDF file formats.

First Record Contains Field Titles (Import)

If the first record of the file you are importing contains field titles, and you do not want them imported as an application entry, select the First Record Contains Field Titles check box. The first record of the import file will be ignored during the import process. This feature is only available for certain applications, and only applies when importing from .CSV or .SDF file formats.

Format options

When exporting ZAURUS application data to either .CSV or .SDF file formats, you can specify two Format Options; the Date Format, and the New-Line Translation.

To specify Format Options:

1. Select the Format Options button in the Export dialog box. The Format Options dialog box is displayed.

2. In the Date Format box, select the desired date format. When an exported application's data contains a date field and you are exporting to a file format of CSV or SDF, the date field is converted to the selected format. This allows you to match the date field requirements for another application which will read the exported file.
   The following date formats may be selected:

Format	Example
MM/DD/YY	12/25/95
DD.MM.YYYY	25.12.1995
YYYYMMDD	19951225

3. In the New-Line Translation box, select the character that you want ZAURUS new-line characters converted to. This allows you to match the new-line (end-of-line) requirements for another application which will read the exported file.
   The following new-line characters may be selected:

   Vertical Tab (VT)
   Horizontal Tab (HT)
   Carriage Return (CR)
   Line Feed (LF)
   Space

4. When you are finished, select the OK button.

Related topics

Export
Selecting the application to be exported.
Selecting the export file format.

Help menu

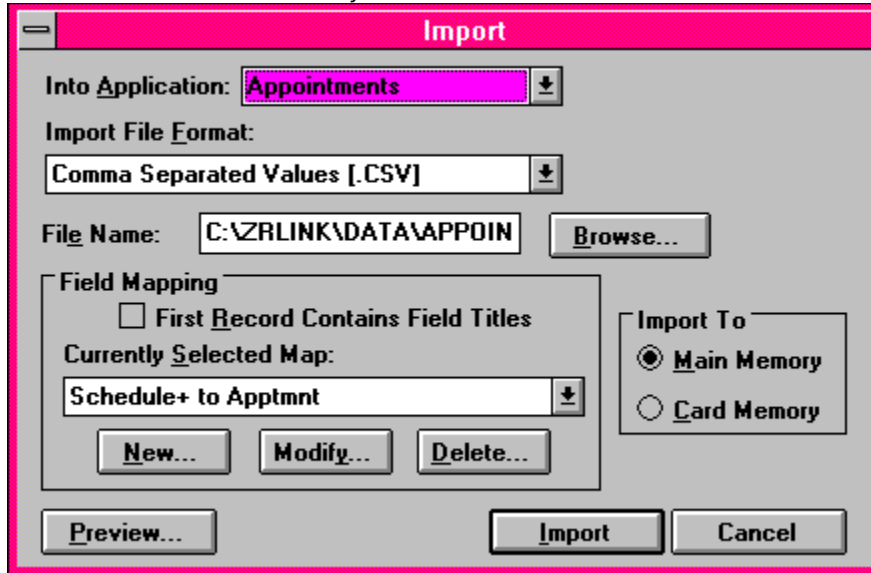The Help menu provides access to the following help information:

<u>Contents</u>	The Table of Contents of this online help.
Search for Help on	Start a search for specific topics in this online help.
How to Use Help	Help on how to use the Windows Help program that is used to display this online help.
About	Version and copyright information about ZAURUS Data Exchange Utility.

Import

Import allows you to transfer data from standard <u>PC file formats</u> (e.g. .CSV, .SDF, .RTF, .TXT, etc.) to the applications in your ZAURUS.

<u>Step-by-step instructions</u>

Click on the area of the window you would like more information about:

Related topics
<u>Pre-configured field maps</u>

Import - Step-by-Step

Import allows you to transfer data from standard <u>PC file formats</u> (e.g. .CSV, .SDF, .RTF, .TXT, etc.) to the applications in your ZAURUS.

To import data:

1. From the main window, select the Import button, or select Import from the File menu. The <u>Import</u> dialog box is displayed.

2. Select the application which you wish to import to in the <u>Into Application</u> drop-down list.

3. Select the import file format in the <u>Import File Format</u> drop-down list.

4. Enter the import file name in the <u>File Name</u> field, or select the <u>Browse</u> button, and select the import file name.

5. Select a <u>field mapping</u> in the Currently Selected Map drop-down list. There are several <u>pre-configured field maps</u>. Field mappings only apply for .CSV and .SDF file formats. If necessary, you can also:

   o   <u>Create new field mappings</u>,
   o   <u>Modify existing field mappings</u>, or
   o   <u>Delete existing field mappings</u>.

6. Select the <u>First Record Contains Field Titles</u> check box if desired. This feature is only available for certain applications, and only applies when importing from .CSV or .SDF file formats.

7. Select the import data destination in the <u>Import To</u> box.

8. Select the Preview button to view the contents of the import file. The Import Preview dialog box is displayed. Select the Close button to return to the Import dialog box.

9. When you're finished, select the Import button.

10. The Connect Zaurus dialog box is displayed. Make sure that your ZAURUS is <u>connected</u> and in <u>PC Link mode</u>, and select the OK button.

11. The import process will begin, and a progress dialog box will be displayed.

Related topics
<u>Select the application to be imported to.</u>
<u>Select the import file name.</u>
<u>Select the import file format.</u>
<u>Pre-configured field maps</u>
<u>Create a field map for the import file.</u>
<u>Modify a field map for the import file.</u>
<u>Delete a field map.</u>
<u>Select the data destination to be imported to.</u>

Import File Name

Enter the file name of the file you wish to import from your PC into your ZAURUS. You may also use the Browse button to find the desired file.

Import Preview

Select the Preview button to view the contents of the PC file you have selected to import. This can be helpful when you are not sure about the contents or format of the selected file. Only a text view of the data is provided, so Preview is useful mainly for viewing .CSV, .SDF, and .TXT files that you are about to import.

Import To

The Import To box allows you to select the data destination for the import:

Main memory
Import to your ZAURUS's internal memory.

Card memory
Import to a PCMCIA memory card which is in your ZAURUS's card slot.

Import file formats

The following import file formats can be selected in the Import File Format box of the <u>Import</u> dialog box. Note that the availability of a specific file format depends on the <u>selected application</u>.

ZAURUS Data Format (.ZDF)
A special ZAURUS file format produced by ZAURUS Data Exchange Utility.

Comma Separated Values (.CSV)
A file format which encloses each field with double quotes ("), divides each field in the record with a comma (,), and ends each record with a carriage return/line feed.

Standard Delimited Format (.SDF)
A file format similar to .CSV, but which is supported and defined by Borland's dBase database.

Plain Text Format (.TXT)
Plain ASCII text format. Nearly any word processor or editor can read and write this format.

Rich Text Format (.RTF)
A file format defined by Microsoft that maintains the formatting and general appearance of a document (bold facing, underlining, etc.).

Windows Bitmap Format (.BMP)
A common graphic file format supported by most graphics programs, including Windows Paintbrush.

No Conversion
Data will be transferred to your ZAURUS without any format conversion.

List Files of Type

The Files list only shows files matching the file mask selected in the List Files of Type drop-down list. Selecting a different file mask in the List Files of Type list will change the files shown in the Files list.

Lock File

Selecting the Lock File check box password-protects the backup file (you are prompted for the password when you click OK in the Backup dialog box). When the backup file is locked, it can not be Restored without supplying the password at the time of the Restore. It is useful to lock the backup file when you don't want others to be able to restore your data to their Zaurus.

Modifying Export Field Mappings
Existing export field mappings can be modified as necessary.

To modify export field mappings:

Not
e: the ability to modify specific export field mappings depends upon the currently selected application and export file format.

1
. Select the field map which you wish to modify from the Currently Selected Map drop-down list in the Field Mapping box of the Export dialog box.

2
. With your ZAURUS in PC-Link mode, select the Modify button in the Field Mapping box. Select the OK button in the Connect ZAURUS dialog box that appears. The Modify Mapping dialog box is displayed.

3
. Source File fields can be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File. You must clear all field mappings before you can split a field.

4
. If the Destination File requires fewer or more fields than the default number, it can be changed in the Number of Export Fields box. Simply use the arrows to increment or decrement the current value (you can specify between 1 and 32 fields).

5
. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

o After selecting the field in the Source File list, select the field to move it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

* [,] - Comma
* [SP] - Space
* [CR] - Carriage Return
* [NO] - No Separation
* [/] - Slash
* [+] - Start Time+Duration
  Add the Start Time to the Duration to get the End Time.
  Note: The Duration is shown in minutes.
* [-] - End Time-Start Time
  Subtract the End Time from the Start Time to get the Duration.

o Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the

corresponding Destination File field.

6. If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

- o Select the desired field in the Destination File list, and then select the Remove button.
  Or
- o Select the Clear All button to remove all fields from the Destination File list.

7. When you're finished, select the OK button.

Modifying Import Field Mappings

Existing import field mappings can be modified as necessary.

To modify import field mappings:

Not e: the ability to modify specific import field mappings depends upon entering an import filename, the currently <u>selected application</u>, and the <u>import file format</u>.

1. Select the field map which you wish to modify from the Currently Selected Map drop-down list in the Field Mapping box of the <u>Import</u> dialog box.

2. With your ZAURUS in <u>PC-Link mode</u>, select the Modify button in the Field Mapping box. Select the OK button in the Connect ZAURUS dialog box that appears. The Modify Mapping dialog box is displayed.

3. Source File fields can be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File. You must clear all field mappings before you can split a field.

4. The first record of the data to be imported is shown next to each field in the Source File field list. To view other records:

   o Select the Prev button to display the previous record.
   o Select the Next button to display the next record.

5. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

   o After selecting the field in the Source File list, select the field to move it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

      You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

      * [,] - Comma
      * [SP] - Space
      * [CR] - Carriage Return
      * [NO] - No Separation
      * [/] - Slash
      * [+] - Start Time+Duration
         Add the Start Time to the Duration to get the End Time.
         Note: The Duration is shown in minutes.
      * [-] - End Time-Start Time
         Subtract the End Time from the Start Time to get the Duration.

o   Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the corresponding Destination File field.

6.   If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

o   Select the desired field in the Destination File list, and then select the Remove button.
Or
o   Select the Clear All button to remove all fields from the Destination File list.

7.   When you're finished, select the OK button.

Option Menu

The Option menu provides access to two communications settings.

<u>Preference</u>	Toggle an option to automatically exit PC-Link mode on your ZAURUS after a data exchange.
<u>Serial Port</u>	Set the COM port you are using on your PC to exchange data with your ZAURUS.

PC Link mode

PC-Link mode is used to communicate between your ZAURUS and PC.

To put your ZAURUS in PC-Link mode:

1. Touch the TOOLS accessory on the left side of the screen.

2. Touch the PC LINK utility icon in the TOOLS display.

3. Select the PC Link Path by touching either Wireless or Cable.

4. Touch OK to enter PC Link mode.

5. PC Link mode is set. Press the QUIT (ON) button to exit PC-LINK mode.
   For more information, see your ZAURUS operation manual.

Related topics
Connecting ZAURUS and PC

Pre-configured field maps

ZAURUS Data Exchange Utility is provided with a few pre-configured field maps.

In addition to some Default field maps (direct 1-to-1 field maps), field maps are provided for a couple of popular third-party applications. These field maps are designed to map the default fields of the selected application to the default field configuration of the selected ZAURUS application. If you modify the field layout of either the PC application or ZAURUS application, you may need to modify the supplied field map.

Field maps are provided for:

Act! 1.1 for Windows
Act! 2.0 for Windows
Schedule+ 1.0

Preference

The Preference dialog allows you to enable the option to automatically exit PC-Link mode (on your ZAURUS) after data transfers. To access this option, select Preference from the Option menu.

Note that if you do not enable this option, your ZAURUS will continuously consume more battery power than usual. Also, the Sleep function is disabled when in PC-Link mode. Therefore, you should manually disable PC-Link mode as soon as you are done transferring data (using the QUIT/ON key).

Product Support

For technical support on ZAURUS Data Exchange Utility, please call:
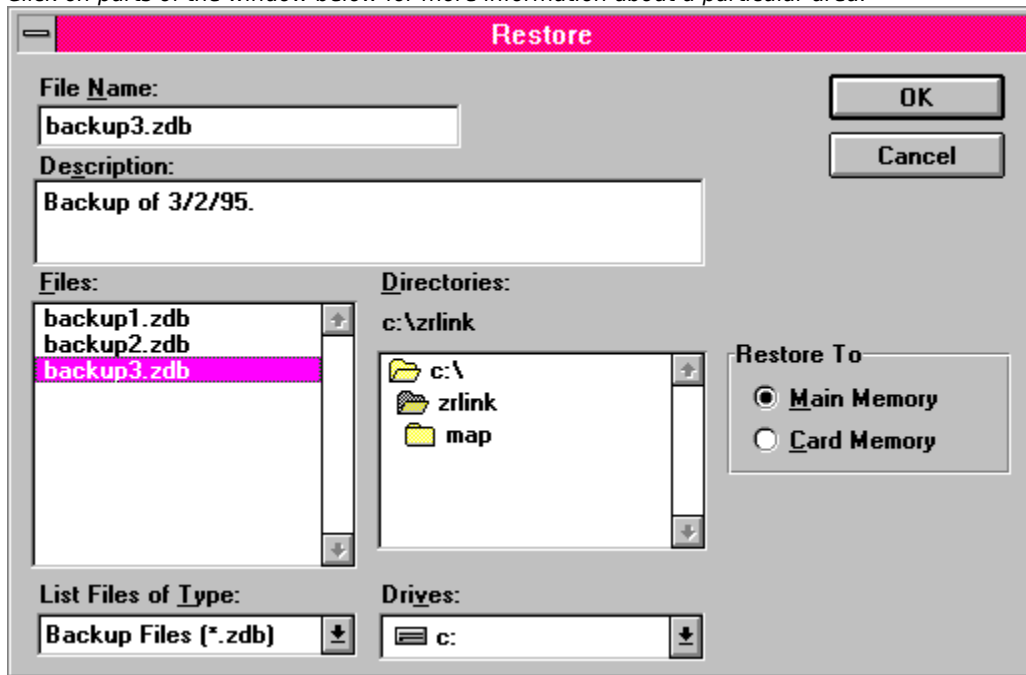
800-BE-SHARP

Restore

Restore copies of previously backed up data from your PC to your ZAURUS.

WARNING: Restore permanently deletes all existing data from the data destination (main or card memory) you select on your ZAURUS!

Step-by-step instructions

Click on parts of the window below for more information about a particular area.

Restore

File Name:
backup3.zdb

Description:
Backup of 3/2/95.

Files:
backup1.zdb
backup2.zdb
backup3.zdb

Directories:
c:\zrlink

c:\
zrlink
map

Restore To
- ⦿ Main Memory
- ○ Card Memory

List Files of Type:
Backup Files (*.zdb)

Drives:
c:

OK

Cancel

Restore - Step-by-Step

Restore copies previously backed up data from your PC to your ZAURUS.

WARNING: Restore permanently deletes all existing data from the data destination (main or card memory) you select on your ZAURUS!

To perform a restore:

1. On the main screen, select the Restore button (or select Restore from the File menu, or press Alt-R). The Restore dialog box is shown.

2. Enter the name of a previously-created backup file in the File Name box, or select it in the Files list.
   Select the drive where the backup file can be found from the Drives list.
   Select the directory where the backup file can be found from the Directories list.

3. Select the restore data destination in the Restore To box, either Main or Card memory.

4. When you're finished, select the OK button.

5. If the backup file is locked, the Unlock Backup file dialog box is displayed. Enter the appropriate password and select the OK button. If the password you enter is wrong, the Unlock Backup File dialog box is displayed again. Either reenter the correct password and select the OK button, or select the Cancel button to return to the Restore dialog box.

6. The Connect Zaurus dialog box is displayed.
   Make sure that your ZAURUS is connected and in PC Link mode , and then select the OK button. If your ZAURUS itself is locked, the ZAURUS Secret Password dialog is displayed (after a short delay). Enter your Zaurus password, and select the OK button.

7. The Restore Progress dialog box is shown and the restore is started. To stop the restore, select the Cancel button.

   However, note that canceling the restore operation will leave your Zaurus in an unusable state. It is highly recommended that you do not cancel a restore.

   If your ZAURUS is not in PC Link mode or there is a problem with the communications between your ZAURUS and PC, a Restore Error dialog box will be displayed. Check the connections and make sure your ZAURUS is in PC Link mode, and then select the Retry button.

Related topics
Selecting the memory to be restored to.
Backup
Connect ZAURUS and PC
PC Link mode

Restore File Name

Enter the filename for the previously-created backup file that you wish to restore to your ZAURUS. Alternatively, select the file from the Files list. If necessary, select a different drive from the Drives drop-down list, a different directory from the Directories list, and/or a different file mask from the List Files of Type drop-down list.

Restore To

The Restore To box allows you to select the data destination for the restore:

Main memory
Restore to your ZAURUS's internal memory.

Card memory
Restore to a PCMCIA memory card which is in your ZAURUS's card slot.

Schedule+ 1.0

The following <u>field maps</u> for Schedule+ 1.0 are supplied with ZAURUS Data Exchange Utility. In order to use these field maps, you must have the complete version of Schedule+ 1.0 which includes support for import/export with Sharp Wizard products. The version of Schedule+ 1.0 which is currently bundled with Microsoft Windows for Workgroups does not include this support.

Import

<u>Schedule+ to Apptmnt</u>   -   Imports previously-exported Schedule+ 1.0 Wizard files (.OZW) into Appointments on your Zaurus.

Export

<u>Apptmnt to Schedule+</u>   -   Exports Appointments from your Zaurus to a file (.SDF) for importing into Schedule+ 1.0.

Schedule+ to Apptmnt

The <u>Import field map</u> for <u>Schedule+ 1.0</u> to Appointment on ZAURUS is defined as follows:

Schedule+		Zaurus
Date	**>**	Date
Start (time)	**>**	StartTime
End (time)	**>**	EndTime
Reminder (min before)	**>**	AlarmTime
Description	**>**	Description
Reminder Set	**>**	AlarmBit

Related topics:
<u>Schedule+ 1.0</u>

Selecting an Import File

To select an import file:

1. Selecting the Browse button in the <u>Import</u> dialog box displays the Import File Name dialog box.

2. Select the drive where the Import file is located from the <u>Drives drop-down list</u>.

3. Select the directory where the Import file is located from the <u>Directories list</u>.

4. Select the file extension for the Import file from the <u>List Files of Type</u> drop-down list.

5. Select the desired Import file from the <u>Files list</u>. The file name will be displayed in the <u>File Name</u> box.

6. Select the OK button.

Related topics
<u>Import</u>

Selecting the application to be exported

The following ZAURUS applications can be selected for exporting in the From Application Box of the <u>Export</u> dialog box:

Application	**Supported Export File Formats**
Appointments	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
To Do	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Birthday/ Anniversary	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Date	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Day	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Notes	Windows bitmap (.BMP), ZAURUS data format (.ZDF)
Documents	Text (.TXT), Rich text format (.RTF), ZAURUS data format (.ZDF)
Outlines	Text (.TXT), ZAURUS data format (.ZDF)
Scrapbook	Windows bitmap (.BMP), ZAURUS data format (.ZDF)
PC Files	No conversion

Note: For Documents, Outlines, Notes, Scrapbook and PC Files, each application data entry is exported to a separate file.   For all other applications, all application data entries are

exported to one file.

Selecting the application to be imported to

The following ZAURUS applications can be selected for importing to in the Into Application box of the Import dialog box:

Application	**Supported Import File Formats**
Appointments	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
To Do	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Birthday/ Anniversary	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Date	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Day	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Notes	ZAURUS data format (.ZDF)
Documents	Text (.TXT), Rich text format (.RTF), ZAURUS data format (.ZDF)
Outlines	Text (.TXT), ZAURUS data format (.ZDF)
Scrapbook	Windows bitmap (.BMP), ZAURUS data format (.ZDF)
PC Files	No conversion

Notes:

o   For Documents, Outlines, Notes, Scrapbook and PC Files, each file is

imported as one application data entry.

Serial Port

Communication between your ZAURUS and PC requires the use of a serial port (i.e. COM Port) on your PC for either a direct cable connection to your ZAURUS, or a connection via an IR wireless interface unit (such as SHARP CE-IR2 or CE-IR4).

To set the serial port:

1. Select Serial Port from the <u>Option menu</u>. The Serial Port dialog box is displayed.

2. If you know what COM port your ZAURUS is connected to, simply select the appropriate port.

3. If you do not know which port your ZAURUS is connected to, make sure your ZAURUS is <u>connected</u> and in <u>PC-Link mode</u>, and then select the Find ZAURUS button. Each COM port will be automatically checked for the presence of your ZAURUS.

4. When the correct port has been selected or found, select the OK button to save the setting.

Splitting Fields

When creating a new field mapping for importing or exporting of data between your ZAURUS and PC, there are instances where it is desirable to split the data of a Source File field into two or more (up to 4) parts so they may be mapped individually to Destination File fields.

For example, a person's first name and last name may be in the same field in the Source File, but you may want to put them into separate fields in the Destination File.

To split a field:

1. Select the Split Field button. The Split Field dialog box is displayed.

2. Enter the number of parts (1 to 4) you want in the Split Field into box.

3. Select the appropriate Separating Character box. The separating character determines where the field data will be split during an Import or Export.
   You can select among:

   o   [,] - Comma
   o   [SP] - Space
   o   [CR] - Carriage Return
   o   [/] - Slash

4. Select the OK button.

ZAURUS Data Exchange Utility Help Contents

ZAURUS Data Exchange Utility can:

o <u>Backup</u> the data stored on your ZAURUS to your PC.
o <u>Restore</u> backed-up data from your PC to your ZAURUS.
o <u>Export</u> data stored on your ZAURUS to standard <u>PC file formats</u> (CSV, SDF, etc.).
o <u>Import</u> data from standard <u>PC file formats</u> to your Zaurus.

Click on parts of the window below for more information about a particular area.

Related topics
<u>Export</u>
<u>Import</u>
<u>Backup</u>
<u>Restore</u>
<u>File Menu</u>
<u>Option Menu</u>
<u>Connecting ZAURUS and PC</u>
<u>Exiting the application</u>

For Help on Help, Press F1