TrueSync® Desktop and Synchronization Guide

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Contents

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TrueSync Desktop and TrueSync Plus

TrueSync Desktop is a full-featured personal information manager (PIM) for your contact names and addresses, calendar events, tasks, calls, and memos. TrueSync Plus provides direct synchronization among your desktop applications, devices, and/or services. Both software programs accompany your purchase.

Introducing TrueSync technology

Both TrueSync Desktop and TrueSync Plus use Starfish’s TrueSync technology to synchronize your information, so you keep it current and accessible anywhere.

TrueSync supports the most popular desktop applications, devices, and services (referred to as accessors). Starfish continually provides free software updates, such as accessors for the most recent versions of popular desktop applications.

To check the Starfish Web site for software updates, click the Windows Start button. Choose Programs | TrueSync Plus | Product Updates or Programs | TrueSync Desktop | Product Updates. TrueSync's Component Install program will start. Check the Internet checkbox in the first screen and click Next.

Instructions for setting up TrueSync and synchronizing are provided in “Synchronizing” on page 9.

Requirements

Before you install TrueSync Desktop or TrueSync Plus, make sure that you have the necessary hardware and software listed here. Some features may require special configurations.

To use TrueSync Desktop or TrueSync Plus, you need:

- A computer running Windows 95, Windows 98, or Windows NT 4.0 workstation (U.S. English version)
- A minimum of 15 MB hard disk space for installation of either TrueSync Desktop or TrueSync Plus (includes 1 MB of temporary space on the same drive as your Windows directory for installation)
- 256-color VGA video adapter and compatible monitor
- An MPC 2 Compatible CD-ROM drive
- A pointing device compatible with Windows 95, Windows 98, or Windows NT 4.0
- A sound card and speakers, required to play sounds (.WAV files) for appointment alarms
- A printer supported by Windows 95, Windows 98, or Windows NT 4.0, required to print from TrueSync Desktop
- Microsoft Internet Explorer 3.01 or greater, or Netscape Navigator 3.0 or greater required to view the *Troubleshooter Guide*.

Synchronization with a device may require an available communications port.

Installing the product

As with any product, Starfish recommends backing up your data files before installation and periodically as you continue to use the product. For help backing up your data, please visit the Starfish Web site:

http://www.starfish.com/service/backup/

Upgrade information

TrueSync Information Manager users: Installing TrueSync Desktop upgrades TrueSync Information Manager to TrueSync Desktop.

Sidekick 99 users: If you decide to use TrueSync Desktop instead of Sidekick 99, you must uninstall Sidekick 99 before installing TrueSync Desktop.

Installing TrueSync Desktop or TrueSync Plus:

Insert the TrueSync Desktop CD-ROM into your CD-ROM drive.

NOTE	When you insert the TrueSync Desktop CD-ROM into your CD-ROM drive, the installation should launch automatically. If it does not, follow the steps below.

If the installation does not launch automatically:

1. Click Start on the Windows taskbar, then choose Run.
2. Click the Browse button.
3. Browse to locate the program SETUP.EXE on the CD-ROM.
4. To begin the installation, double-click SETUP.EXE.

The Readme file

Any last-minute changes or additions to TrueSync Desktop or TrueSync Plus are documented in a Readme file. View the TrueSync Desktop Readme file by clicking the Windows Start button and choosing Programs | TrueSync Desktop | Readme. To see the TrueSync Plus Readme file, click the Windows Start button and choose Programs | TrueSync Plus | Readme.

Registering

Be sure to register TrueSync Desktop and TrueSync Plus so that you can receive product information and support.

Uninstalling your product

If you want to remove TrueSync Desktop and/or TrueSync Plus from your computer, use the uninstall program, which permanently removes the product's program components. If you have data files in the TrueSync Desktop folder (usually Program Files\Starfish\TrueSync Desktop\Userdata), it does not remove them. You can save these files or remove them manually.

To remove the software from your computer

1. Click Start on the Windows taskbar. Choose Settings | Control Panel.
2. Double-click Add/Remove Programs.
3. Choose TrueSync Products from the listed applications.
4. Click the Add/Remove button.
5. Choose the components you want to uninstall.
6. Back up any data you want to keep, and then delete the TrueSync folder (usually Program Files\Starfish\TrueSync).
7. Restart Windows.

Starting TrueSync Desktop

After you complete the installation, TrueSync Desktop starts automatically. The first time TrueSync Desktop starts, the Setup Wizard prompts you for information about your name, company, and time zone.

Fill in the information in each panel of the Setup Wizard and click Next to continue. You can click Back if you need to change the information in an earlier panel. If you need assistance, click the Help button in any Wizard panel.

To start TrueSync Desktop later:

Click the Windows Start button and choose Programs | TrueSync Desktop | TrueSync Desktop.

Starting TrueSync Plus

Instructions for using TrueSync Plus are provided in "Synchronizing" on page 9.

About the documentation

This *User's Guide* provides installation instructions, a guide to synchronizing, and an overview of TrueSync Desktop.

The *Troubleshooter Guide* helps you get started and provides access to online resources, including technical support information. To view the *Troubleshooter Guide*, choose Help | Troubleshooter from the TrueSync Desktop menu or click Start in the Windows Taskbar and choose Programs | TrueSync Plus | Troubleshooter. The Troubleshooter is an HTML document and starts in your Internet browser.

NOTE The illustrations in this guide are intended as examples. What you see on your screen may differ, depending on factors such as the software version and information that you have entered.

Using online help

Both TrueSync Desktop and TrueSync Plus include detailed online help systems. To open Help, press *F1*, or choose Help | Topics from within either program.

For more information

For technical support and additional information, refer to the Readme file (see "The Readme file" on page 5).

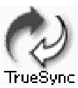
2

Synchronizing

Use Starfish TrueSync technology to synchronize your contact information, calendar events, tasks, and memos quickly and easily among your desktop applications, devices, and services.

Synchronize directly from TrueSync Desktop or, if you prefer to synchronize data from another personal information manager such as Outlook, use TrueSync Plus. Either choice provides complete and reliable synchronization.

Starting TrueSync:



TrueSync Desktop users:

Open TrueSync Desktop, and then click the TrueSync icon on the Deskpad or select View | TrueSync.

TrueSync Plus users:

Right-click the TrueSync icon in the Windows taskbar, and click Configure.

Setting up TrueSync

The first time you start TrueSync, a Setup Wizard assists you in specifying:

- the clients you will synchronize (a client is any device, service, or desktop application supported by TrueSync). In some versions, the initial clients are preselected for you.
- details about each client, such as where to find the data for a desktop application or how you connect your device to your computer.

◆ which files, folders or categories you want to synchronize.

NOTE You can modify your selections after completing the Setup Wizard.

Using the TrueSync Setup Wizard

1. Click Next in the Welcome screen.
2. Select your desktop application, such as TrueSync Desktop or Outlook. Depending on your installation, the desktop application may be pre-selected.
3. Specify the location of your application's data. Depending on the application, you may have the option of specifying a different folder.
4. Select the device that you want to synchronize, if prompted. Depending on your installation, the device may be pre-selected.
5. Depending on the device, you may need to specify how you will connect your device to your computer.
6. If you use a service, you may be asked whether you want to synchronize with that service.
7. Depending on the service, you may need to enter your user ID for the service, password, and connection method.
8. You are prompted to connect your device to your computer. After the device is connected, and turned on if required, click Next.

   TrueSync reads the data from the clients you have chosen. No data transfers or changes take place during this step.
9. If prompted, select your country and city to indicate your time zone.

   The next step begins your selections of files, folders and categories to synchronize, starting with Contacts data. To learn how to select items to synchronize, see "Selecting files, folders, or categories" on page 13. You can change your choices at any time after you have completed the Setup Wizard.

10 Specify which Contacts fields you want to synchronize. For details, see “Selecting and mapping Contacts fields” on page 14.

11 Specify the Calendar files or folders you want to synchronize.

12 Specify the Memos files or folders you want to synchronize.

13 Specify the To Do list files or folders you want to synchronize.

14 When you are satisfied with your selections, click Finish to display the TrueSync window. You can change your setup at any time as described in “Changing the TrueSync setup” on page 12

15 When you perform the first synchronization between two clients, it is recommended that you **overwrite** the data in one of the clients to avoid duplicate records. To learn how, see “Changing synchronization options” on page 12.

To synchronize:

1. Connect your device to your computer. Some devices may require that you turn them on before synchronizing.
2. Click the TrueSync icon in the center of the TrueSync window.
3. If you are synchronizing with a client that is password-protected, you may be prompted to enter your password.

NOTE Do not disconnect your device from your computer during a synchronization.

See the TrueSync Log for status and information about the synchronization. See “Using the TrueSync Log” on page 16.

NOTE If you cancel an in-progress synchronization by clicking the Stop Synchronization toolbar button, wait until the synchronization has halted before closing TrueSync Desktop or the TrueSync window. The cancellation process may take some time to complete.

Changing the TrueSync setup

At any time after you have completed the TrueSync Setup Wizard, you can:

- add or remove clients.
- change the synchronization options for each client.
- select the data types to synchronize (data types are Calendar, Contacts, Memos, and To Do items).
- change the files, folders, or categories to synchronize.
- specify which Contacts fields to synchronize and how those fields map to corresponding fields in other clients.

To add a client to your configuration:

Choose Client | Add, then select the client from the Application, Device, or Service lists. You will be prompted to specify details about the client, such as which folders or categories to synchronize.

NOTE If you do not see the client you want to add, check for availability by clicking the Windows Start button and choosing either Programs | TrueSync Desktop | Product Updates or Programs | TrueSync Plus | Product Updates. After installing a new accessor, add it as a TrueSync client.

After you add a client, it is represented in the TrueSync window with an icon, which you can click to change options.

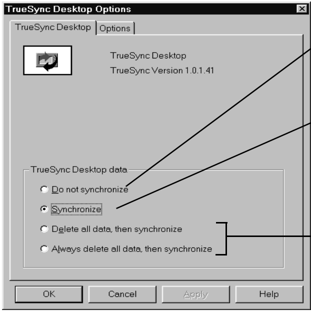
To remove a client:

Choose Client | Remove. Select the client and click the Remove button.

Changing synchronization options

To change how a client will be synchronized:

Choose Client | <*clientname*> options to display the client's Options Page. Use this page to specify how the client's data will be synchronized. For details about the synchronization options, click the Help button on the Options Page.



Select Do not synchronize to exclude the client (TrueSync Desktop in this example) from synchronizations.

Select Synchronize to synchronize this client's data with data from one or more other clients. Records may be added, deleted, or modified on this client.

Select one of the overwrite options to overwrite this client's data with data from one or more other clients.

Selecting what to synchronize

All data types (Calendar, Contacts, Memos, To Do items) will be synchronized unless you specifically exclude them.

To exclude a data type from synchronization, choose Data | <*datatype*>, and check the "Do not synchronize <*datatype*>" option. The data type will be excluded from each synchronization until you uncheck the option.

To limit the range of Calendar event dates that will be synchronized to a device, choose Data | Calendar and click the Options tab. Limiting the range of dates speeds up synchronization and saves space on your device.

Selecting files, folders, or categories

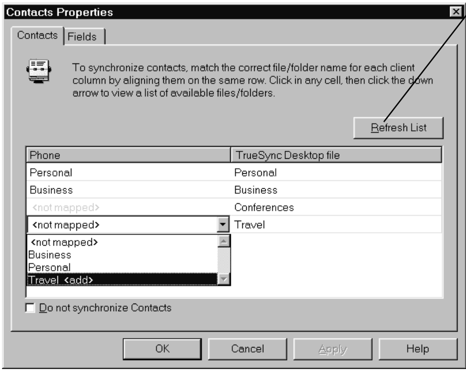
Select a data type by choosing Data | <*datatype*>.

To select items to synchronize between clients:

1. Find the row for the item that you want to synchronize.
2. Click in the same row under the other client. A down arrow displays at the right of the column.
3. Click the down arrow to open a list of item choices on that client.

4 Click on your choice from the list:

Each client’s column lists the files, folders, or categories available for synchronization on that client. If you add items and do not see them in the list, click the Refresh List button.



If you align <not mapped> in one column with an item in another column, it means that item will not be synchronized.

If you select an item followed by <add>, it will be created during synchronization.

The number of items you can synchronize to a device is limited by the device.

The number of files, folders, or categories that you can select is limited by devices. For example, suppose you have four Contacts folders set up for synchronization to a device, the limit for that device. You then decide to synchronize another Contacts folder. Before you can do so, you will need to deselect one of your mapped Contacts folders because of the device limit.

Selecting and mapping Contacts fields

The term “mapping fields” refers to matching one client’s field with another client’s field. For example, you might map a field called “Home Phone” on TrueSync Desktop with a field called “Personal Phone” on your device.

To map your Contacts fields:

1 Select Data | Contacts and click the Fields tab.

2 Highlight the files or categories containing the fields that you want to map.

3 Specify how to map the fields. You can choose:

- **SmartMap**™ mapping by clicking the SmartMap button. SmartMap automatically maps your Contacts fields. All you have to do is choose one of the SmartMap options; your choice determines which fields to synchronize. For information about each of the SmartMap options, click the Help button.
- **Customized** mapping by clicking the Customize Mapping button. This option lets you map each pair of fields. To change mapping, click a field, click the down arrow at the right, and select the new mapping from the drop-down list. To save space on your device, unmap any fields you do not normally use.

Changing your preferences

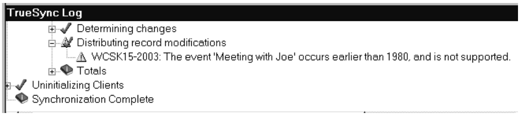
To change the preferences for any client, choose Client | <*clientname*> options or click on the client's icon in the TrueSync window. This displays the client's Options Page described in "Changing synchronization options" on page 12. Depending on the client, there may be additional client preferences; click the additional tab(s), and change the options as desired. For assistance, click the Help button on each page.

Using QuickLists

Depending on the device that you are using, you may have the option to customize your QuickLists. When you are adding or changing data, QuickLists present you with choices, such as event subjects, task names, or short reminders, that reflect the profile you chose in your device's setup wizard. As you enter new items, the QuickLists include your additions. To change your QuickLists, choose Client | <*devicename*> options, and then click the QuickLists tab. If you need assistance, click the Help button.

Using the TrueSync Log

The TrueSync Log displays messages about your recent synchronization sessions. The messages provide details about the progress and results of the synchronizations.



View or hide the TrueSync Log by choosing View | Log.

Select Synchronize | Options to specify how TrueSync displays TrueSync Log entries. Click the Help button for details.

To get help on error messages, highlight an error and click *F1*.

Setting up multiple users

If you use more than one synchronization configuration, or if more than one person uses the same computer to synchronize, set up an additional user to define each configuration.

To create an additional user:

1. Select Synchronize | Options, and then click the Users tab.
2. Click the New button and use the Setup Wizard to specify the synchronization preferences for the new user.
3. Select client preferences for the new user by choosing Client | <*clientname*> options.

To specify the user:

1. Choose Synchronize | Set User.
2. Select a user name from the list.

The current user name is shown on the TrueSync window title bar.

3

TrueSync Desktop

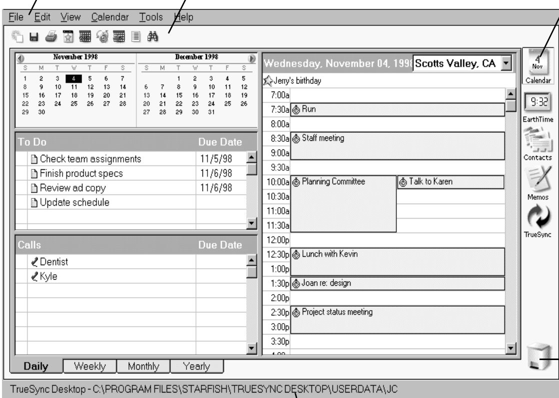
Using TrueSync Desktop's features

The following illustration shows the Calendar view and identifies the features common to most Desktop views.

Highlight any command on the menu bar and press F1 for help.

Click buttons on the Toolbar to perform tasks quickly, without using the menus. Pause to see a ToolTip identifying the button.

Click an icon on the Deskpad to change to a different Desktop view.



To change how the Deskpad appears and set other display options, choose Tools | Preferences | General.

To delete a card, memo, or calendar activity, drag it to the Delete icon.

The Status bar displays information about the current view. Choose View | Status Bar.

Shortcut menus

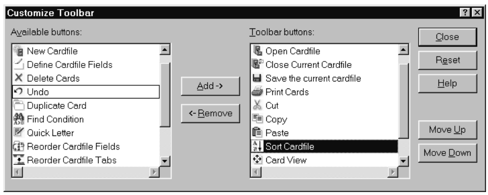
If you right-click certain TrueSync Desktop objects, such as a Contact card, Calendar entry, memo, or EarthTime city, a context-sensitive shortcut menu appears. These menus provide basic editing commands and other commands specific to that object or view.

Customizing the Toolbar

To customize the buttons on the Toolbar in the Calendar or Memos view, choose Tools | Preferences | Toolbar; in the Contacts view, choose Tools | Toolbar; or double-click any open space on the Toolbar. The following dialog box appears:

To add a button

1. *Click the button you want to add in the Available buttons list.*
2. *Click the Toolbar button you want to add it before.*
3. *Click Add.*



To move a button, click its name in the Toolbar button list, then click Move Up to move the button to the left or Move Down to move it to the right.

To remove a button, click it in the Toolbar buttons list, then click the Remove button.

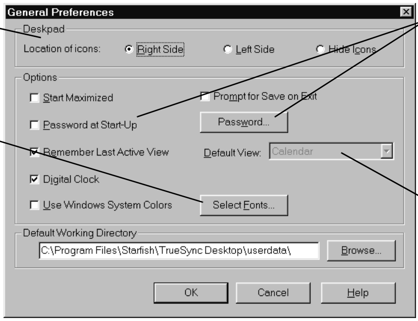
- To return the Toolbar to its original view, click the Reset button.
- Any changes affect only the Toolbar for the current view. To customize a different Toolbar, select the desired view and make your changes there.

Setting preferences

You can customize TrueSync Desktop by setting its preferences. Choose Tools | General Preferences in the EarthTime and Contacts views or Tools | Preferences | General in the Memos and Calendar views for overall TrueSync Desktop preferences.

Choose where you want the Deskpad icons.

Change the display fonts for the Contacts and Memos views.



Click Password at Start-Up and set a Start-up password so that only someone with the password can open TrueSync Desktop.

Select which view you want for the default, or check the box to return to the last view used before exiting.

4

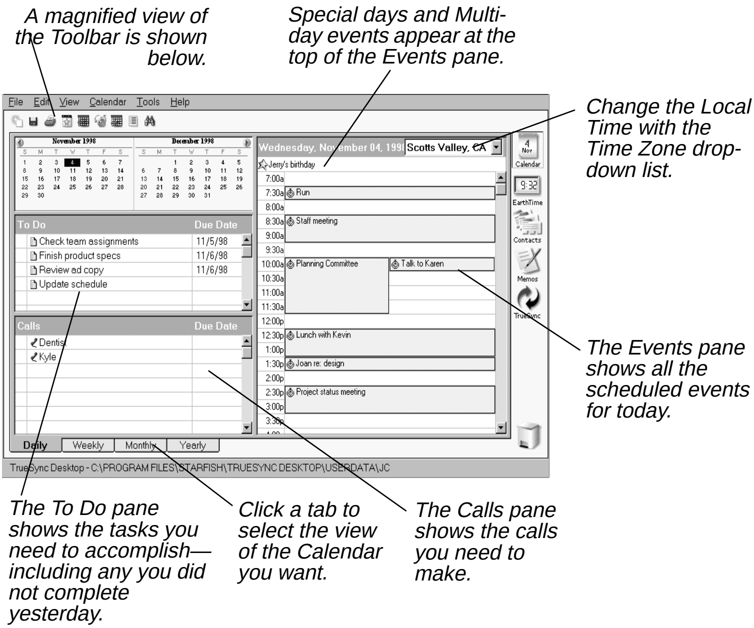
TrueSync Desktop: Calendar view

Using the Calendar view

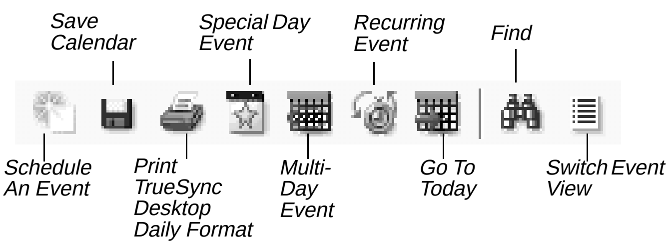
The Calendar view is a powerful tool for helping you organize your appointments and other events. Use the Calendar to schedule events, set reminders, and maintain a list of To Do items and phone calls.

To change to the Calendar view, click the Calendar icon on the Deskpad, press *F6*, or choose View | Calendar.

The following figure illustrates the Calendar Daily view.



The Calendar Toolbar:



Viewing your Calendar

To go directly to today's calendar:

Click the Calendar icon on the Deskpad.

If you have changed to another date, clicking the Calendar icon returns you to today. Click the Calendar icon twice to return to today's daily view from another Calendar view.

Selecting dates in the Daily view

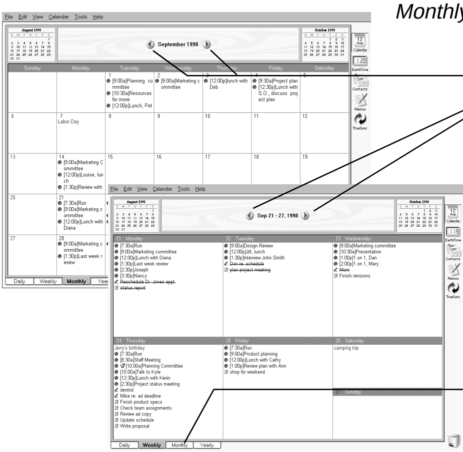
In the Daily view, the selected date is highlighted in the mini-calendar.

Change to the previous or next month by clicking the left and right arrows.

Click a date in the mini-calendar to go directly to that day.

The Weekly and Monthly views

The Weekly and Monthly views display scheduled activities in standard calendar formats. Change to a view by clicking its view tab.



Monthly view

Change to the previous or next week or month using the left and right arrows.

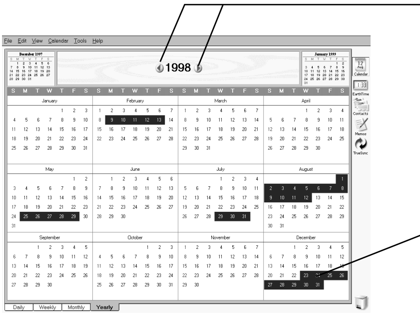
Weekly view

Double-click a day in the Weekly or Monthly views to go to that day.

Click a tab to change to another view.

The Yearly View

The Yearly view displays only multi-day events, such as vacations and conferences. Change to the Yearly view by clicking its View tab.



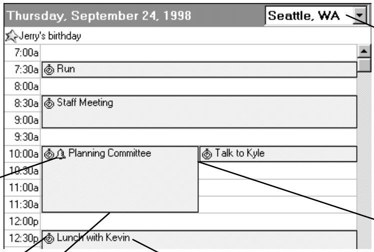
Change to the previous or next year using the left and right arrows.

Click a day to go to that day in the Daily view.

Drag the mouse over a range of dates to schedule multi-day events.

Scheduling events

Enter your appointments and scheduled events on the Events list. You can have a maximum of 288 events scheduled throughout the day, and a maximum of three overlapping events starting at the same fifteen minute time slot.



Create an event by typing in an empty time slot, or click the starting time to open the Schedule an Event dialog box.

The bell icon indicates an alarm.

Change the Local Time using the Time Zone drop-down list.

Overlapping events appear side-by-side.

To change an event's starting time, drag its clock icon up or down.

Click an event and drag its bottom edge to change its ending time.

Double-click an event, or right-click an event and choose Edit, to edit its details.

To create multi-day, special day, or recurring events, choose Calendar | Events and select one of the options.

When you travel: changing time zones

When you schedule events for a trip to a different time zone, select the time zone of your destination in the Schedule an Event dialog box, which opens when you click a starting time.

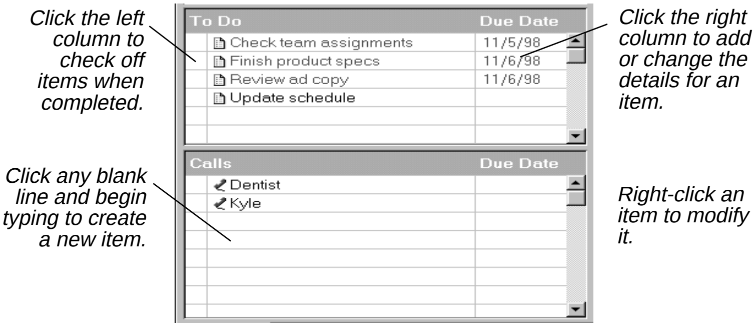
When you arrive, change the Local Time to your destination, using the Time Zone drop-down list at the top of the Events pane. All events you have scheduled for your trip will appear in the Local Time. In addition, you will be able to see any events back home in "real time," adjusted for your current location.

For example, when you enter each appointment for a trip to New York, select the USA Eastern time zone. When you arrive in New York, change the Local Time to New York time. Your events adjust to display in New York time, whether those events are in New York or elsewhere. Thus an event you need to attend in New York at 10 a.m. will appear at 10 a.m. on your calendar. If you need to phone in during a meeting in San Francisco that occurs at 2 p.m. (San Francisco time), it will appear on your calendar at 5 p.m. (New York time), so you know when to make the call.

After you synchronize to your device and/or service, your device and/or service also displays the appointment times using the Local Time you chose on the desktop.

Entering To Do items and calls

To create a new To Do item or Call, click any blank line in the To Do or Calls panes and begin typing. When you begin typing, TrueSync Desktop places an icon in front of the text.



NOTE You can open calendars from previous versions of TrueSync Desktop and Sidekick in TrueSync Desktop 2.0. In the Calendar view, choose File | Open Calendar, then navigate to the previous version's Userdata directory. Choose the calendar, and click OK. These files will be permanently converted to TrueSync Desktop 2.0 format when opened, so it is recommended that you back up files from earlier versions first.

5

TrueSync Desktop: Contacts view

Using the Contacts view

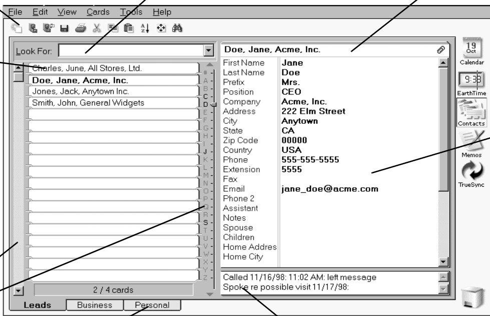
Use the Contacts view to manage personal information stored in cardfiles, each of which can contain full address information and numerous other details about your contacts. Once you have updated your cardfiles, you can use the TrueSync window to transfer them to your device.

To open the Contacts view, click its Deskpad icon, choose View | Contacts, or press *F5*.

Cardfile basics

In the left pane of the Contacts view is the card list, your visual index to the cards in the *active cardfile*—the cardfile whose tab is selected. In the right pane is the *current card* in the cardfile, which you can edit directly. Each cardfile can contain up to 30,000 cards.

The following figure shows the Contacts view.



The Contacts Toolbar:

You can display Contact Log information under the current card by clicking the paperclip icon in the index line. Each card has its own Contact Log, which can store up to 24 kilobytes of data. When you enter and edit Contact Log information, right-click to insert a date or time stamp into the log.

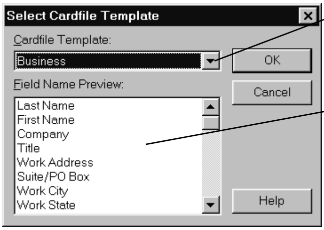
Creating a cardfile

When you create a cardfile, first decide what fields you want on each card. You can create all these fields yourself, or you can use a *template*—an empty cardfile that already has fields in place. If you select a template, you can customize it, keeping some or all of its fields and adding your own.

To create a new cardfile

Choose File | New Cardfile. Choose the template you want from the list that appears, as shown below.

If you want to customize a cardfile, you may find it easier to edit the provided field names of a cardfile template rather than to create all of the field names.



1 *Click the arrow and choose each template individually from the list.*

2 *You can see the predefined fields for each template. When you find the best template for your needs, click OK. If you want to define all your own fields, choose None from the Cardfile Template list.*

The new cardfile contains the field names from the template, but no information until you add cards.

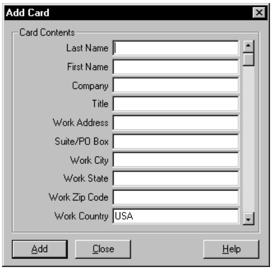
NOTE If no cardfiles are open, use Cards | Define Fields to open the Select Cardfile Template dialog box.

.

Adding cards

To add a card to the cardfile, choose Cards | Add, or click the Add New Card button on the Toolbar. The Add Card dialog box appears with a list of the fields that are set up in the cardfile.

1 Type the information for each field in the list. To move from one field to the next, use the up and down arrow keys or the Tab key.



2 Click Add to insert the card in the cardfile. You can then begin entering information for another new card, or click Close.

6

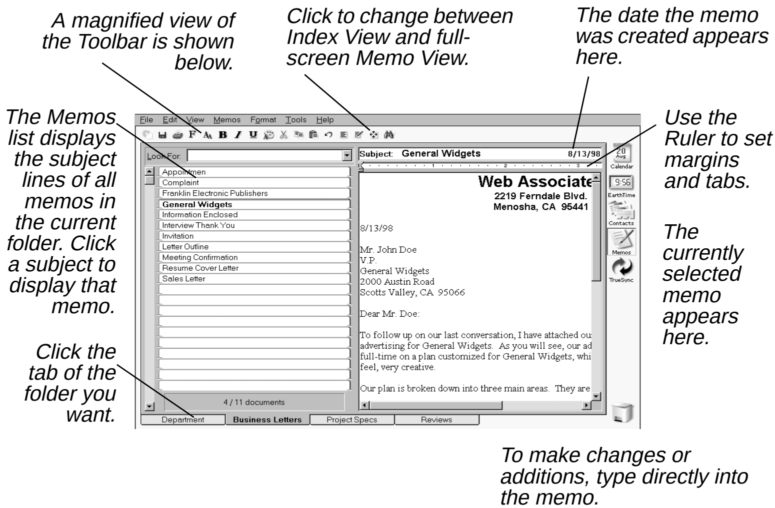
TrueSync Desktop: Memos view

Using the Memos view

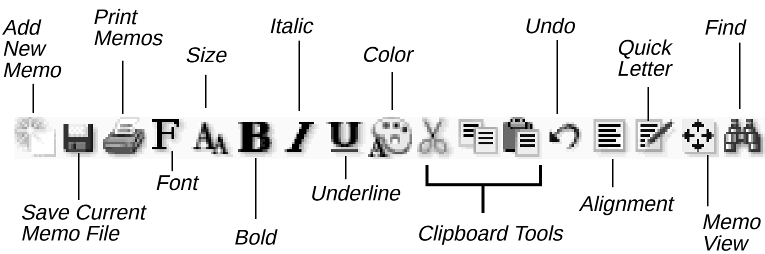
The Memos view lets you create memos, organize them in folders, and save them as files. You can apply formatting to your memos, and you can even create memos to merge with names from a cardfile.

To open the Memos view, click the Memos Deskpad icon, press *F7*, or choose View | Memos.

The following figure shows the Memos view.



Here is a magnified view of the Memos Toolbar:



Memo files, folders, and memos

Memo files help you organize your memos by topic. A Memo file can contain many folders, and each folder contains one or more memos. Folders in an open Memo file are identified by tabs at the bottom of the Memos screen.

By using folders, you can organize memos according to projects, tasks, people, subject, or any other grouping.

Creating memos

To create a memo

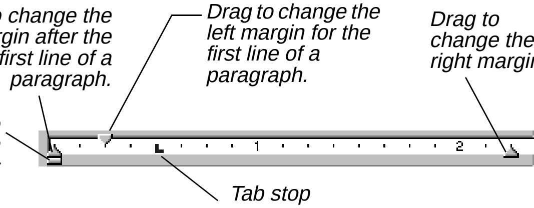
1. Click the tab of the folder into which you want to place the memo.

2. Click the Add New Memo button or choose Memos | Memo | Add. A new, blank memo appears, with the insertion point in the subject line.
3. Type a subject, and then press the Enter key to move into the body of the memo.
4. Type and format your text.

Changing margins and tabs

Use the ruler when you want to change margins or set a tab stop. To change more than one paragraph, select the paragraphs before you adjust the ruler.

If you do not see the ruler below the Subject, choose View | Ruler.



7

TrueSync Desktop: EarthTime view

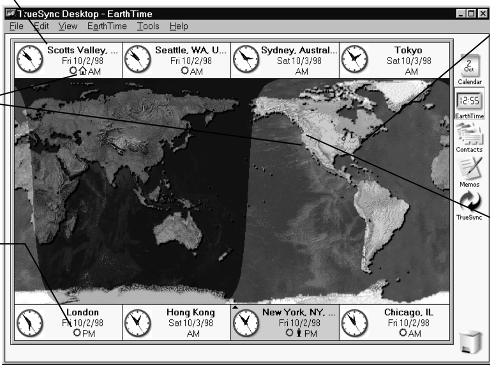
EarthTime displays a map showing daylight and nighttime around the world, and shows the current time in eight different cities you select. You can use EarthTime to calculate the difference in time between two locations, and you can configure it to show both your home location and the local time as you travel.

To open EarthTime, click the EarthTime icon in the Deskpad or choose View | EarthTime. The Deskpad icon shows the current time.

Depending on the device, your EarthTime settings, such as the Home clock, Local time, and the other world clock settings, may be transferred to your device when you synchronize.

The EarthTime map

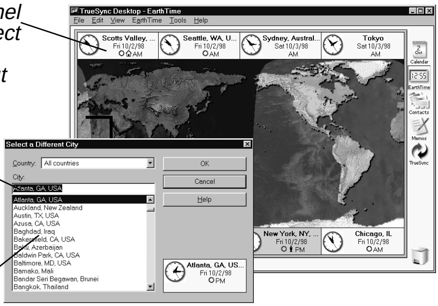
When you click the EarthTime icon, you see a map of the earth. Light areas are in daylight, and the shading represents nighttime.



Selecting cities

To change one of the displayed cities:

Click the panel containing the city you want to change.



NOTE Complete your first synchronization before changing the displayed EarthTime cities. If you change an EarthTime city before that initial synchronization, your device's city selections may overwrite your EarthTime city choices.

Changing the Local Time

Change the Local Time when you travel to display all your events in the current local time. For more details, see “When you travel: changing time zones” on page 25.

To change the Local Time when you change time zones:

1. Set one of the eight city panels to display the local city.
2. Click the panel containing the local city and click Set as Local Time from the shortcut menu.

An icon appears, to indicate the Local Time city. 

Changing the Home Clock

Your Home Clock indicates the time where you live. It should be set automatically when you first start TrueSync Desktop.

To change your Home Clock

1. Set one of the eight city panels to display your home city.
2. Click the panel containing your home city and click Choose As Home Clock from the shortcut menu.

   An icon appears in the Home Clock panel. 

8

TrueSync Desktop: Printing

Using the Printing options

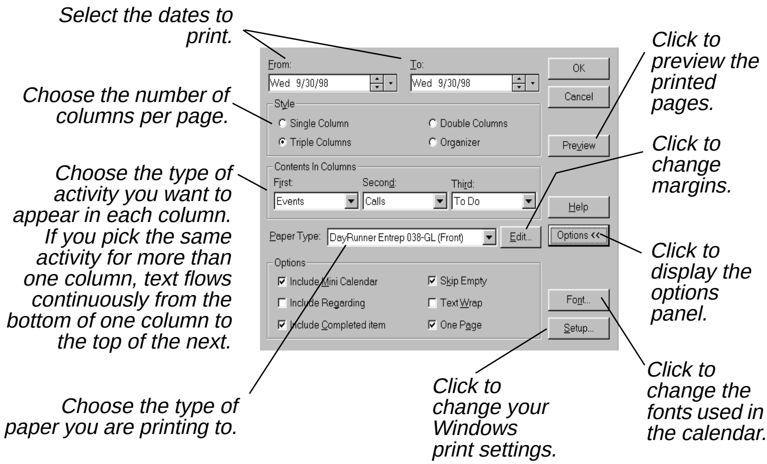
You can print from the Contacts, Calendar, or Memos views to a variety of formats, using either preprinted or customized forms. Preview your output before you print it to save time and materials.

Calendar printing

Select from a variety of formats for printing calendar activities, including TrueSync Desktop’s daily, weekly, monthly, and yearly views. You can also print to paper forms for several popular organizers.

Printing in the daily format

Choose File | Print | Truesync Desktop Daily Format from the Daily view of the Calendar.



Printing different formats

To print different calendar formats, including one-, two-, and six-week, monthly and yearly calendars, change to the view (Weekly, Monthly, or Yearly) that you want to print and Choose File | Print.

You can print using any paper size, including paper sized for your personal organizer.

Printing in Contacts view

You can print individual or several cards in the Contacts view.

To print one or more cards, choose File | Print | Cards, or click the Print button on the Contacts Toolbar. You can specify how many cards to print per page.

Printing labels, address book pages, and envelopes

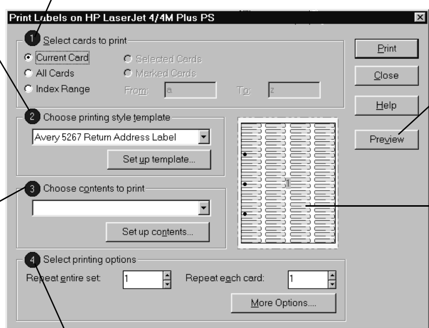
You can also print Contact information using almost any label, address book page, or envelope size. Templates let you print in a variety of popular label, index card, and address book formats. You can modify these formats or create your own templates.

To print labels, address book pages, or envelopes

Choose File | Print, and select Labels, Address Book, or Envelopes. The Print Labels dialog box is shown in the example below.

Follow the numbered steps in the dialog box. Step 1 prompts you to specify the cards to print.

In Step 2, you determine placement of labels on the page. Click Set up to create or modify a template.



Click to preview the results of your choices.

In Step 3, you specify what text, fields, or pictures to print. Choose previously created contents, or click Set up to define/modify contents.

You can see the overall layout here as you work.

In Step 4, you specify the number of copies and other options.

The numbered steps are designed to help you specify what to print and arrange it within the print area available. The procedures for using all three dialog boxes are the same, but involve different templates and content arrangements.

Once you have specified the information in the four steps, click Preview to see the result. Click Print when you are ready to print.

Printing in the Memos view

To print memos, choose File | Print from the Memos view, or click the Print button on the Memos Toolbar. The Print Memos dialog box appears.

You can print a single memo, all of the memos filed in specific folders, selected memos, marked memos, or, after a search operation, memos listed in the Found window.

Glossary

A

accessor A software module that provides synchronization support for a specific TrueSync client. For example, when you add the Outlook accessor, you can synchronize your Outlook data with your other TrueSync clients.

application An information manager program, such as Outlook and TrueSync Desktop, that runs on your PC.

C

client Any TrueSync-supported application, device, or service that you can add to your TrueSync configuration. Before you can add a client, you must have that client's accessor installed on your PC.

D

data type In this guide, any of the information types you can synchronize, including Calendar, Contacts, Memos, and To Do items.

device A handheld information manager, such as a Palm™ Organizer, REX PRO™, and StarTAC® clipOn Organizer.

M

map The process of matching one client's contact fields or categories with another client's fields or categories for synchronization. For example, you might map a field called "Home Phone" on TrueSync Desktop with a field called "Personal Phone" on a device, and the data in the two fields will be synchronized. TrueSync's SmartMap feature performs mapping for you, or you can customize the mapping for any or all of your client fields.

P

PIM Personal Information Manager. Used in this guide to refer to an organizer program that runs on your PC.

S

SmartMap™ The technology used by TrueSync to map your client contact fields automatically for synchronization. You have the choice of minimum, typical, or maximum mapping levels; these determine how many fields will be synchronized.

synchronization The process of replicating and reconciling your contact, calendar, calls, to do list, and/or memo information among two or more TrueSync clients. If you make changes in one place and then synchronize, those changes are reflected in all your other clients.

T

TrueSync® The technology that provides simultaneous, one-step synchronization among popular devices, applications, and services.

TrueSync Desktop The full-featured PC organizer that manages your contacts, calendar, calls, to do items, and memos. Synchronize information from TrueSync Desktop with any or all of your other TrueSync clients.

TrueSync Log A display for viewing messages resulting from your synchronization session that display in the Log pane at the bottom of the TrueSync window (if you don’t see it, check View | Log). The messages provide details on the progress and results of your synchronization.

TrueSync Plus The TrueSync interface used for setting up and starting synchronizations among client applications, devices, and services without opening TrueSync Desktop.

TrueSync window The window that displays when you go to the TrueSync view in TrueSync Desktop or when you start TrueSync Plus.

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