



PDA: PERSONAL DATA ASSISTANT **(i.e., Palm Pilot[®], Handspring[®])**

Section I. DIRECTIONS FOR DOWNLOADING FILES INTO YOUR PDA:

- 1) Download a reader if you do not already have one on your PDA. See Section II below.
- 2) Select the file(s) you wish to download and download the files onto your PDA. See Section III below.

Section II. DOWNLOAD A READER

Palmgear.com gives you many choices for available software to download for use with the Palm OS. By selecting the appropriate category (ie document reader) you can select the software for reading palm databases, html documents and word documents. By going to the iSilo website you will find several different choices of the same type of product; isilo is a company that specializes in document readers. While APIC, CSB&EI or Linda Goss cannot endorse a particular product, we are providing links where you can visit the sites to view and trial the available software for yourself. We recommend that you take advantage of the trial offers and try it before you buy it!

URLs to readers for use on Palm Operating System:

www.Palmgear.com
www.iSilo.com

Section III. DOWNLOAD A FILE(S)

- 1) Be sure that your PDA has a reader installed before attempting to download a file. See Section II above.
- 2) Open the “palm install tool”
 - a) Click on the “Start” button on your windows’ toolbar
 - b) Click on “programs”
 - c) Click on “your PDA Palm connected organizer”
 - d) Click on “palm install tool”
- 3) The palm install tool window should open. Click on the “add” button
- 4) Select the file you wish to download
 - a) The files are located on your compact disc drive
 - b) The folder containing the files is entitled “PDA”; all files will end in the extension “.pdb”
 - c) Highlight (click on) the file you wish to download
 - d) Repeat step “c” above until you have selected all of the files you wish to download

- 5) Click “done”
- 6) It will ask “Next time you perform a hotsync, listed files will be installed on your handheld.” Click “OK”.

Section IV. HOW TO FIND THE FILES ONCE THEY HAVE BEEN HOTSYNCE INTO YOUR PDA

- 1) On your PDA, click on the “home” icon
- 2) Open your reader by clicking on the corresponding icon (e.g., Palmgear, isilo)
- 3) Select the file you wish to open