

**Using Windows[®] CE Applications
in the Pathfinder[™]**



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Prentke Romich Company Service Department is not responsible for teaching customers the specifics of using an individual Application. Customers should refer to an Application's Help menu and individual internet sites.

Prentke Romich Company Service Department is available for questions concerning Pathfinder/Windows CE interface problems related to the software and programs installed on the device by PRC.

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Windows[®] CE Applications in the Pathfinder



➡ You can access the Windows[®] CE Applications by using the Pathfinder **Touchscreen or internal Tracker[™] headpointer with a manual switch**. You can also use a **mouse** by switching to **Computer Mode** and using the **mouse movement grids** on the **Computer Overlay** to access an application's cursor.

➡ There is a summary of the different Windows CE applications at the end of this manual. On the ActivSync CD that came with the Pathfinder, you can find links to manuals for some of the CE Applications.

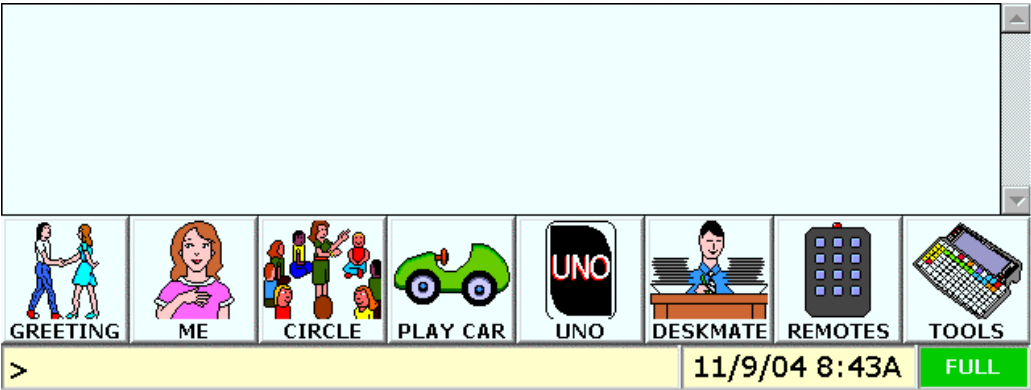
FIRST TIME USE

Release the Pathfinder from Shipping Mode:



On the left front of the case: press down and hold the  and  buttons. Release the buttons. Pathfinder comes on. You will eventually see the Pathfinder Display Screen and the Activity row.

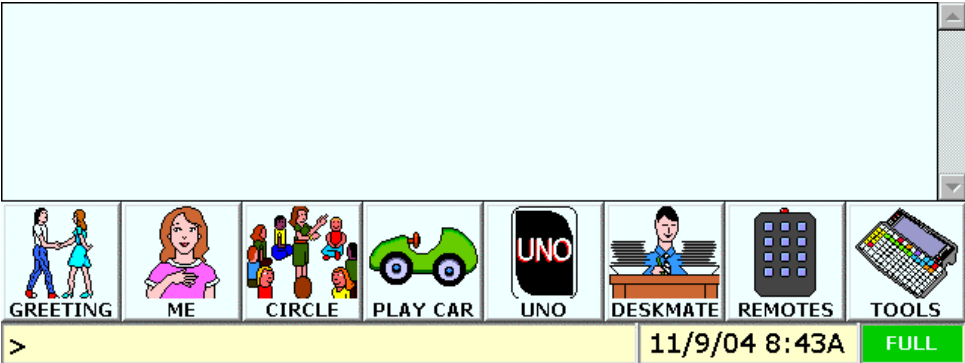
This is the regular Pathfinder Workspace.



ANYTIME USE

Viewing the Application Workspace: Hide/Show Pathfinder


When your Pathfinder first comes on, the regular Pathfinder workspace is running in the foreground. You see the Activity Row and Display Screen.





On your overlay, make sure you are in **Minspeak Mode**, then select













Now you see the Windows CE Applications screen. In the System Tray at the bottom of the screen you can see the Windows **Start** menu and the **Pathfinder** listed. This means you are now running the Applications workspace. The Pathfinder workspace is in the background. When you have an Application open, you will see it instead of this screen.

To return to the Pathfinder workspace, select  (TOOLBOX + THUMBS UP) again, **or** select the **Pathfinder** option at the bottom of the touch screen.

 and  allow you to toggle between the Pathfinder and an open CE application.

Special Pathfinder Tools

The following sequences are new insertable Tools to use with the CE Applications. They have been stored on your device.



ICON 1	ICON 2	FUNCTION
		Brings your Pathfinder screen back so you can communicate normally. Stored as: <SHOW-PATHFINDER>
		Hides your Pathfinder screen so you can see the CE applications. Stored as: <HIDE-PATHFINDER>
		Hides the Text Area of your Pathfinder screen so you can see through to the CE application behind. ➡ If the Activity Row or Word Prediction are open in the Pathfinder, they will remain visible in an Application when you select this sequence. Stored as: <HIDE-TEXT-AREA>
		Allows you to toggle your Activity Row On and Off – useful sometimes when you want to see the whole screen of a CE application. Stored as: <ACTIVITY-MENU>1 OK
		Allows you to turn word prediction on and off. Stored as: <WORD-PREDICTION-MENU>1 OK

Use these sequences when you are working with CE Applications.

Using a Mouse and Computer Mode to access CE Applications

➡ Make sure **Output Method** is set to **RS232** and **Output** is set to **ON** in the **OUTPUT MENU**. (These settings should be the default settings that were set up at the factory.)

To use mouse movements, you must be in **Computer Mode**.


Select   (TOOLS + COMPUTER) to go to **Computer Mode**. Notice the LED lights up next to the computer icon on the right front of the Pathfinder case.

Place the Computer Overlay on your Pathfinder. This special overlay is shipped with the Pathfinder.

Activate the middle key in the smaller grid, outlined in purple. You should see a cursor on the display screen. This grid allows you to make large cursor movements.

The green and yellow grid on the overlay allows you to make smaller movements
























➡ See your Pathfinder *Power Tools* manual for complete information about using Computer Mode and the Computer Overlay.



You can return to **Minspeak mode** by activating  , (the SPELL/MIN key).

Opening and Using CE Applications

➡ You cannot speak while you are in an Application. You must return to the **Pathfinder** workspace to speak.

Below are pre-programmed sequences that will open Applications, help you navigate within an application or take you to the *Computer Access Menu*..



ICON 1	ICON 2	FUNCTION
		Opens the PDF Viewer software – allows you to see PDF files.
		Opens the Windows® Media Player .
		Opens the Pocket MBA Calculator – and advanced function business calculator.
		Opens the Image Viewer software.
		Opens Windows® Pocket Paint program.
		Opens Windows® SpreadCE program.
		Opens the Pocket On-Schedule time manager program – keep a calendar, schedule appointments, write a journal, build a contact list etc.
		Opens a Wordpad document.
		Opens the Windows® CE Task Manager – lets you to move between open CE applications.
		<i>Closes</i> the active, running CE application.
	NO	Opens the first menu in the far left of the Menu Bar in any CE application – typically the File Menu . Use the arrow keys on your keyboard to step through the other menus.
		Takes you to the <i>Computer Access Option</i> in the USER AREA MENU. You can check your settings for working with a computer.



Select   to open WordPad. "Pathfinder" is in the Menu bar at the bottom of your screen and the WordPad Application is active.

You should see this:



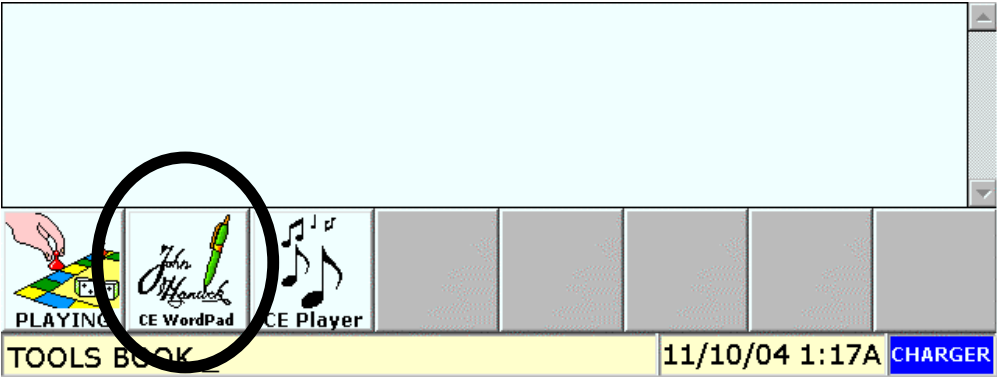
If you don't see the Activity Row you may have accidentally turned it Off. Select

  . This will bring up the Activity Row.

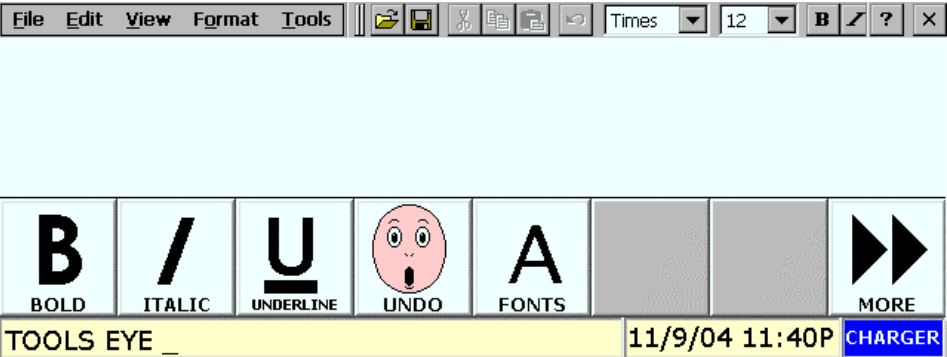
Selecting   **again** will hide the Activity Row.

There is a WordPad formatting Activity you can use with WordPad. Select the **CHOOSE ACTIVITY** key on your overlay.

You see:

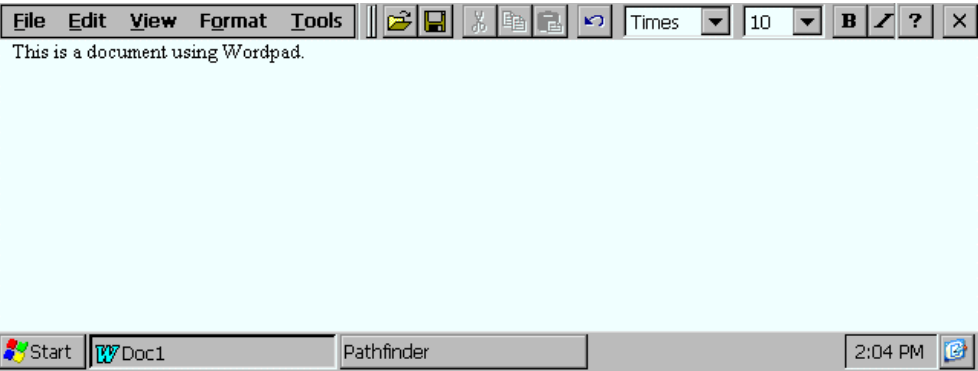


Select the CE WordPad Activity.



Now the basic text formatting tools are available for you to use.

Select   . The Activity Row is hidden.

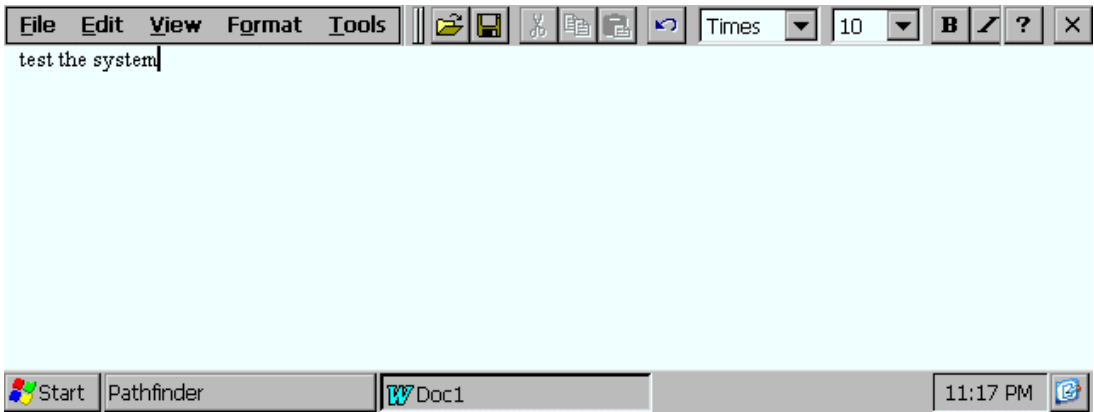


Notice the top menu bar and the bottom system tray on the application. The top bar contains all the normal Microsoft Word menus and options.

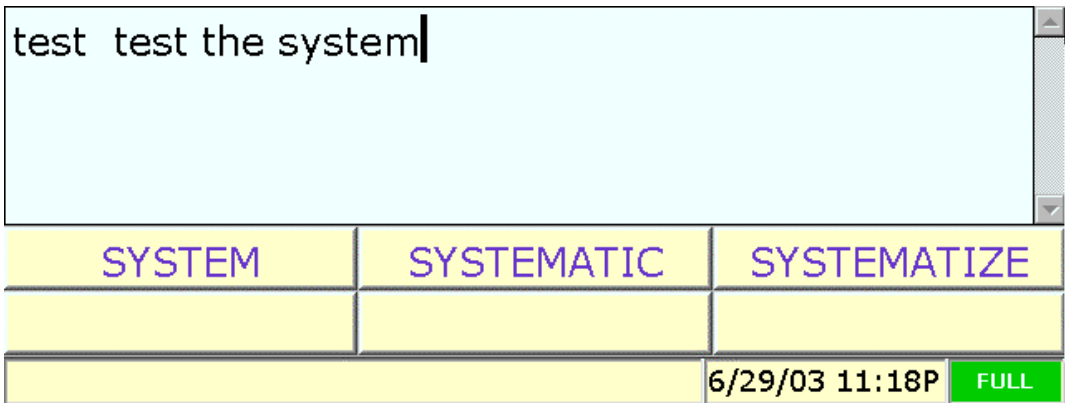
The system tray contains the normal Windows **Start** menu, the Pathfinder option, the name of the open document and the time. In the far right corner there is the Desktop icon. This will take you to the CE Applications desktop (Pathfinder logo screen).

With WordPad open, make sure you are in **Minspeak[®]** or **Spell Mode**. In Minspeak Mode you can select sequences to add as text in your document. In Spell Mode you can type in text.



Select sequences or type some text into WordPad. When you are in Minspeak or Spell modes, any text you input into the Application will also be generated in the Pathfinder workspace.





To see the text in the Pathfinder, select   on your overlay or select "Pathfinder" from the System Tray.



Word Prediction is open in this graphic of the Pathfinder workspace.




To return to your application, make sure you are in **Minspeak**. Select   if you want to keep your Activity Row or Word Prediction visible.

Select   if you no longer want the Activity Row or Word Prediction visible when you return to your CE Application.

➡ If you open a **Notebook** in the Pathfinder, then open WordPad, any text you type in WordPad will also be entered into the open Notebook. You can save your work in the Notebook as you normally would.

If you are working in an Application, but do not have a Notebook open, you can copy your Application work, go to the Pathfinder and open a Notebook, then paste your work into the Notebook.

When you have finished looking at WordPad, close the application by one of these methods:

- Select the **X** button in the upper right corner of the menu bar
- Select  **NO** to open the **File** menu in the upper left corner. Use the ARROW KEYS on your overlay to select **Close**. Then select the **OK** key.
- Select   on your overlay. This closes the current Application.

Do not save the document now. We will discuss **Saving your Work** below.

Open other Applications and familiarize yourself with them. The Media Player Application also has its own Activity. Select it from the Activity Row just like you did the WordPad formatting Activity.

Saving Your Work

You will want to save your Application work periodically. We have included a **Secure Digital** card to use with your Pathfinder. Save your individual file documents, images and MP3 files onto the Secure Digital card, as well as any CE System Backups you may do. Using this card means that you have an independent copy of your work that is not tied to the Pathfinder's system software.






The Secure Digital card is already in place in its slot on the top of the Pathfinder.

➡ We recommend that you leave the Secure Digital card in the Pathfinder. Do not remove and re-insert it unless absolutely necessary.

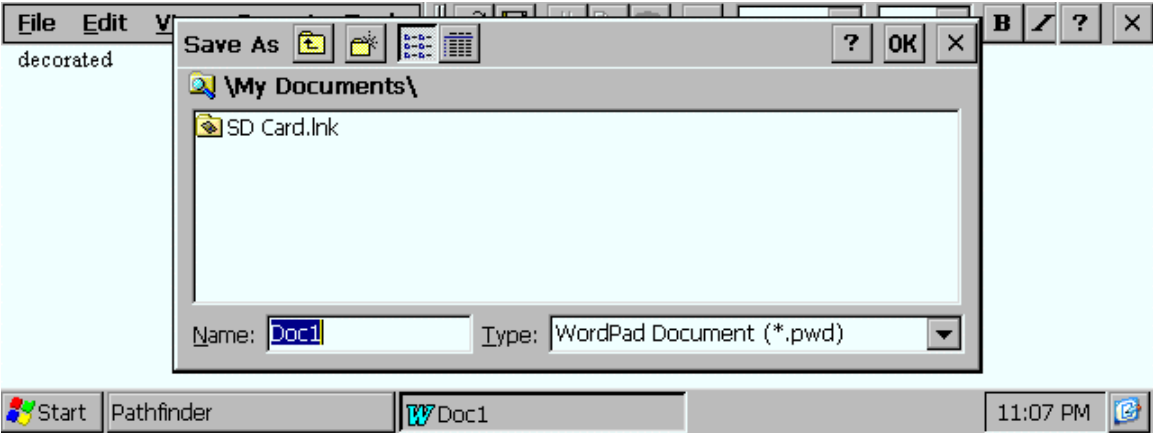
Save Work to the Secure Digital Card



Open an Application, such as WordPad.
Add some text to the document.

Open the **File** menu in the upper left corner. You can use  **NO** , the touchscreen, or
Computer Mode and the cursor. To use the cursor select   to switch to
Computer Mode

Select **Save As**.

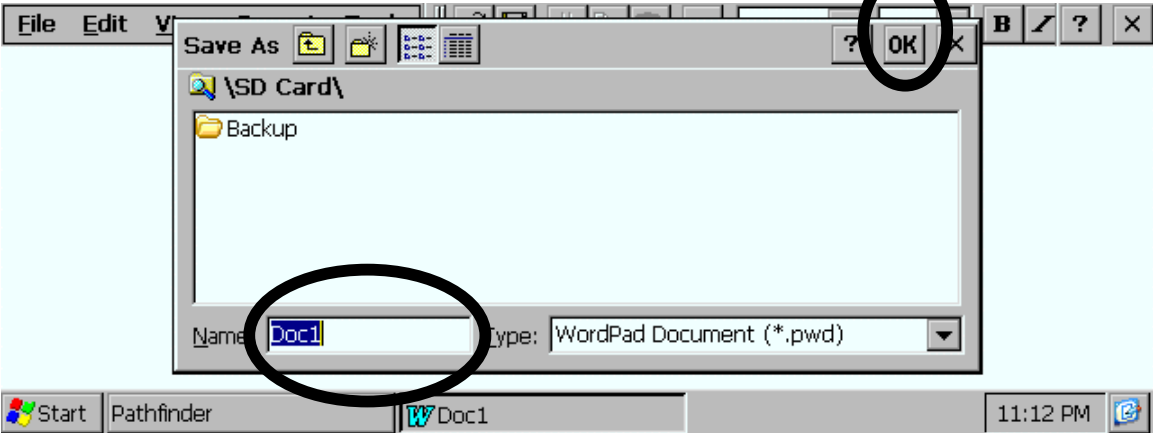
You see:



↻ If your **Activity Row** or **Word Prediction** is in the way, select   to see the whole window.

Double-click on **SD Card.lnk**

You see:

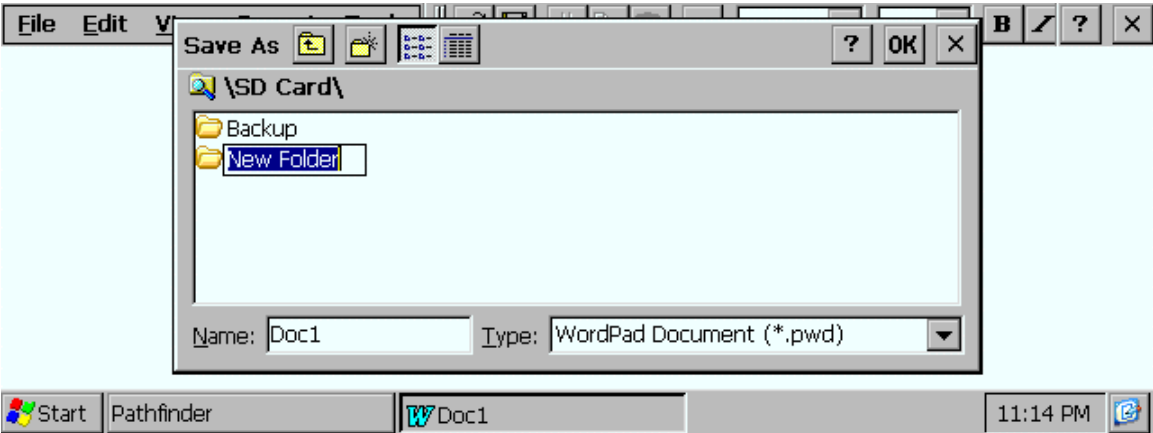


You can do two things:

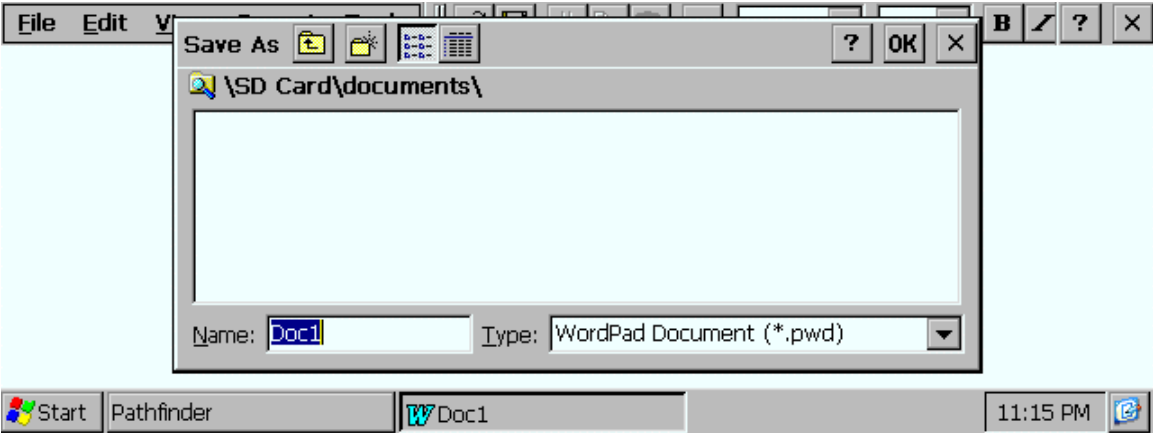
- You can name and save the document as an individual file on the SD Card
- You can create a new folder, name it something like, *Documents*, and then name and save the current document into that folder.

If you want to create a folder where you can store all your saved documents:

select the **New Folder** icon ,



Name the folder and select **OK** in the top right of the menu bar. Or select the **OK** key on your overlay.



The Pathfinder opens the folder.
Type in a name for the document you want to save and select **OK**.

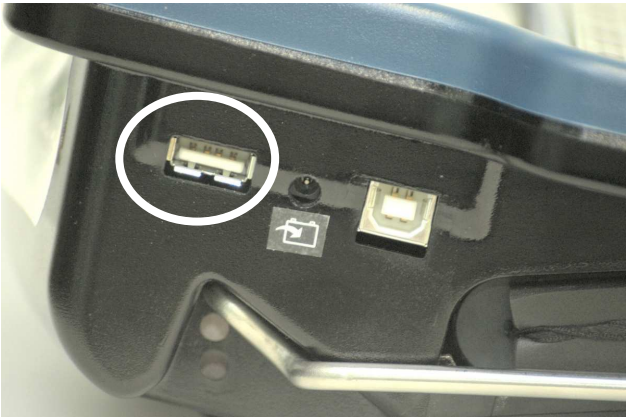
➡ When you first save anything from a new Application, you might want to create a folder for that application. For example, you could create folders for WAV files and MP3 files.




If you do not want to create a folder, just type in a name for the document you want to save and select **OK**.

Save your Work using a USB Flash Drive

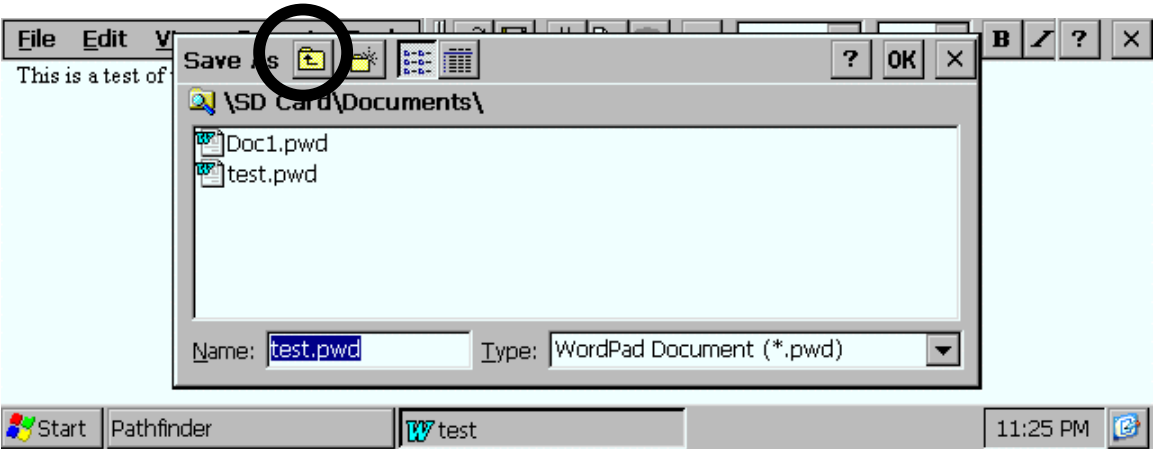
If you have a **USB Flash Drive** you can also use it to save your work. Flash Drives are easy to plug into the Pathfinder and into most computers. The USB connectors are usually on the front of the computer. Flash drives make moving information to-and-from your computer and Pathfinder fairly easy.

Plug the Flash Drive into the **Rectangular USB port** on the left side of the Pathfinder.



In an open application, open the **File** menu in the upper left corner of the screen. Select  **NO** , the touchscreen, or computer mode and the cursor. To use the cursor select   to switch to Computer Mode

Select **Save As**.

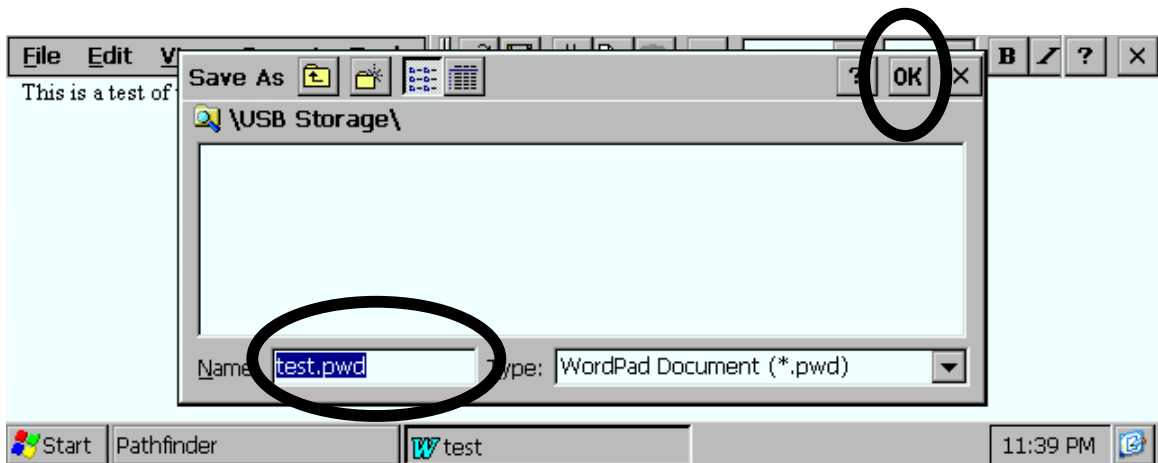


Select the **Up One File Folder** icon.

Select the **Up One File Folder** icon **again**.
You see:



Select **USB Storage** from the **Save As** screen.



Name the document and select **OK**.

Now you can remove the Flash Drive from the Pathfinder and plug it into your computer. Open Explorer (or its Mac equivalent) and find your Removable Disk drive. Open it. You see any documents, images, etc., that you saved to this drive. You can now save them to your computer, if you wish.

Removing the Flash Drive from your Computer:

In order to remove a Flash Drive from your computer, you may have to tell the computer to stop running the drive. Look for a new small icon in the lower right side of your system tray. Double click on this icon. Follow the directions to disconnect your Flash Drive.

Backup the Entire Pathfinder CE System

If your Pathfinder ever loses power—for example, if the batteries die or the battery pack is disconnected, or if you lock up the device so that you have to do a 4-button re-set, you will want to be able to re-install a backup of the CE Applications you have been using.

You can perform a System Backup and save your entire Pathfinder CE system on the **Secure Digital** card or a **USB Flash Drive**. This means that anything that was in the Pathfinder CE system at the time of the backup can be loaded into your Pathfinder if you ever have to re-boot the entire system.

➡ As long as you are regularly backing up your work to the Secure Digital card you should not need to do a system backup very often. There are two exceptions to this, however.

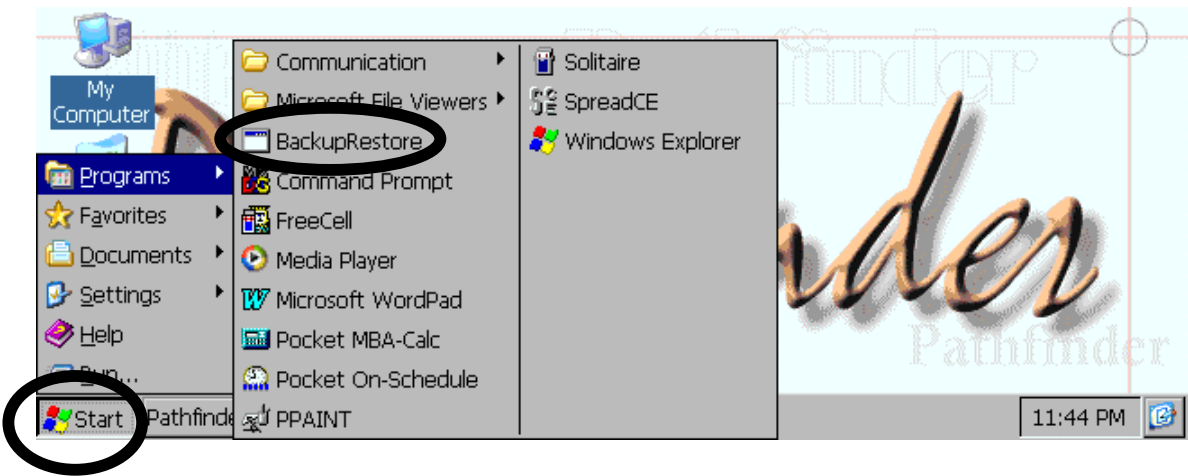
- If you download any **new applications** to your Pathfinder, you will want to do a system backup so the new applications will be re-loaded if you ever have to re-boot your Pathfinder.
- If you make changes and additions to the **Pocket On-Scheduler**, you will want to back them up using a **System Backup** because there are other files in the Pathfinder system that the Scheduler needs in order for you to use it. These files can only be backed up with a complete System Backup.

➡ A System Backup backs up the Pathfinder **CE system**. If you want to backup the Pathfinder **memory** including User Areas and vocabulary, perform an **MTI**.

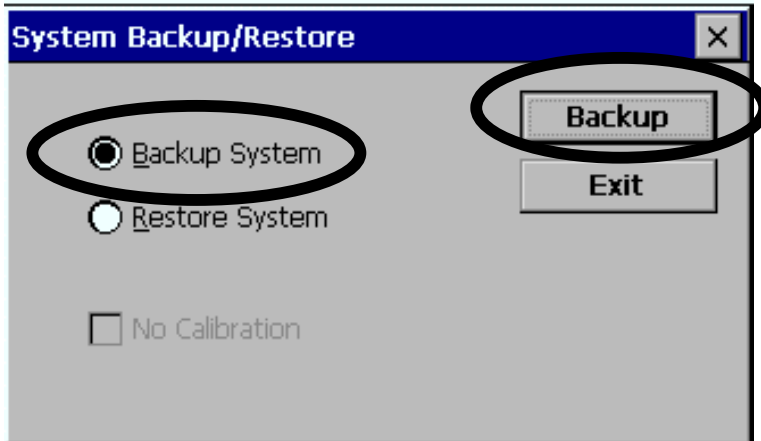
To Backup the Pathfinder CE System to the Secure Digital Card:

➡ A backup can take 4-5 minutes. If you have added a lot of new things to the CE system, it will take longer. Schedule your time accordingly.

On the Application Screen or in the Application Activity, open the **Start** menu in the lower left corner of the screen. Select **Programs**. Select **BackupRestore**.

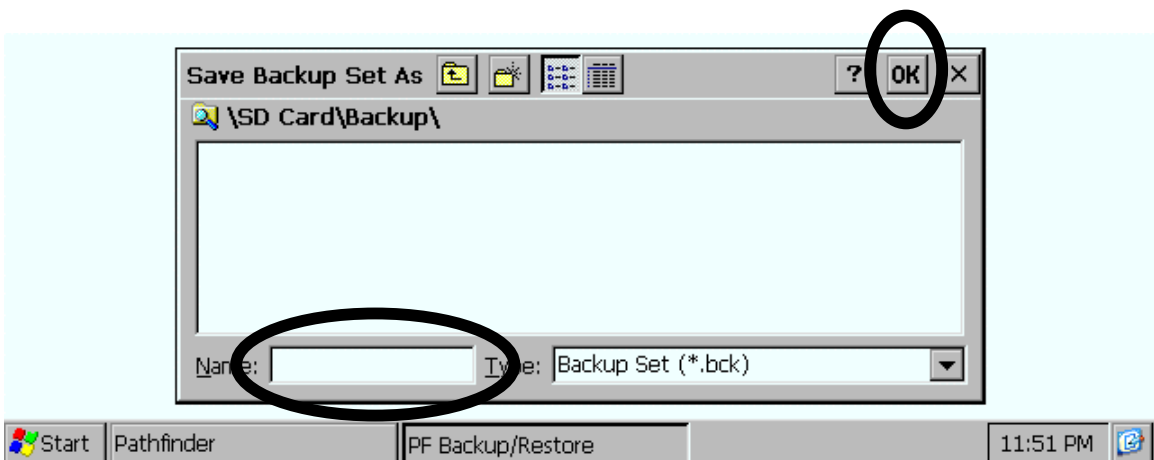


Select **OK**.



Select **Backup System**, and then **Backup**.

The Pathfinder warns you that it is going to close any open documents. Select **OK**.



Enter a **name** for the backup, then select **OK**.

The back up is saved to the Secure Digital card.

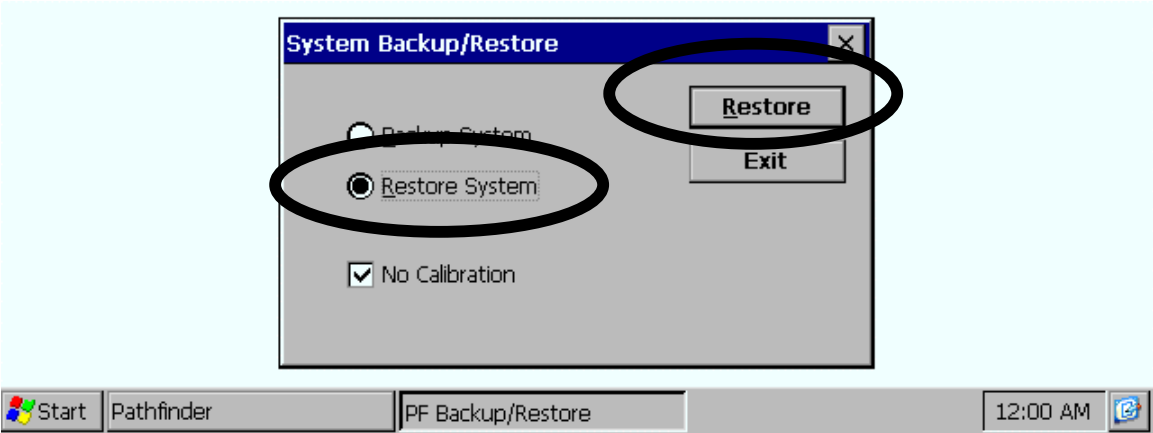
➡ **A regular backup can take 4-5 minutes.** If you have added a lot of things to the CE system, it may take longer. Schedule your time accordingly. Be patient.

When the backup is completed, select **OK** and **Exit**.

If you ever need to Restore the CE System, use your latest Backup

Follow the steps to begin a backup, i.e., select **Start Menu, Programs, BackupRestore**.

When you see



Select **Restore System**, and then **Restore**.

When the screen asks you to **Select a Backup Set**, select the Backup you want to use from your saved backups. Then select **OK**.

➡ Restoring is much faster than backing up.

Using ActiveSync: Transfer your Pathfinder Work to a Computer or Download Computer Files to your Pathfinder

➡ ActiveSync requires that you have a USB port on your computer.

Install ActiveSync on your Computer:

When you received your Pathfinder, you also received two CDs. Find the CD titled **CE Application Support**. Insert this CD in the CD drive on your computer.

Select the **ActiveSync** link in the left column.

You see:



Select **SAVE**. This puts a shortcut to ActiveSync on your desktop. (Your screen may look different from the one above.)

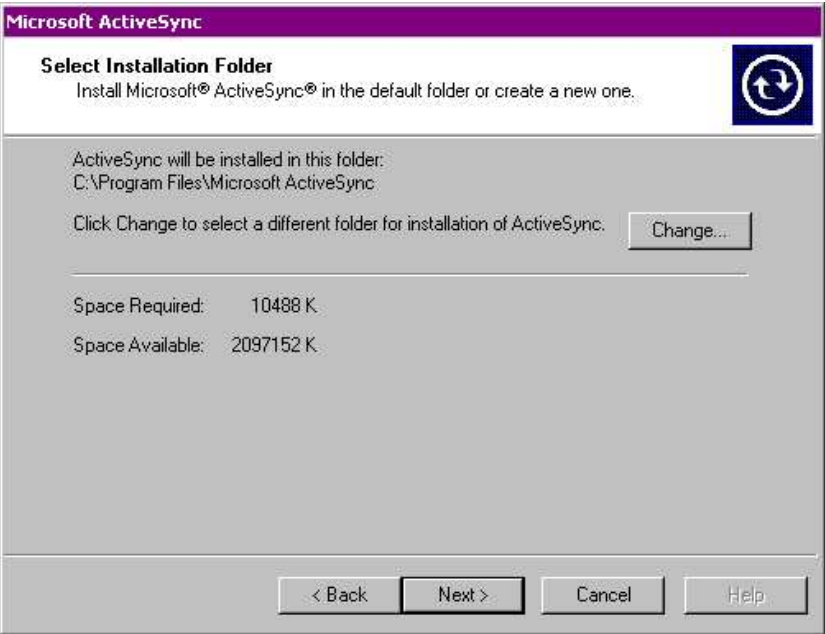
Close the CD program and go to your computer desktop.

Double-click on the **MSASync.exe** icon on your desktop

You see:



Select **Next** to continue.



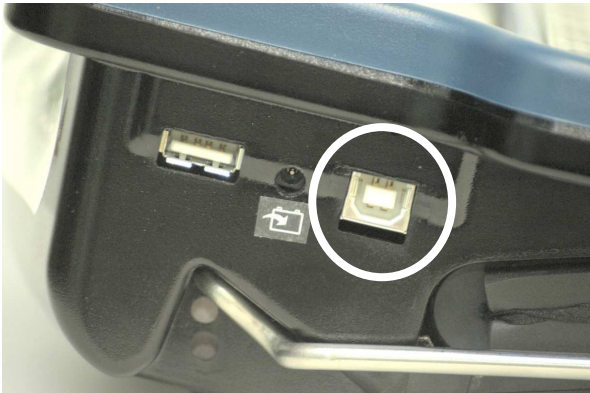
Select **Next** if you want the file stored in this folder; select **Change** if you want to select another folder.

The files will be installed on your computer.



You must **connect your Pathfinder to your computer** using the USB cable that came with your Pathfinder. The USB cable is a long thin cable with a small square plug on one end and a small rectangular plug on the other.

Turn your Pathfinder **ON**.

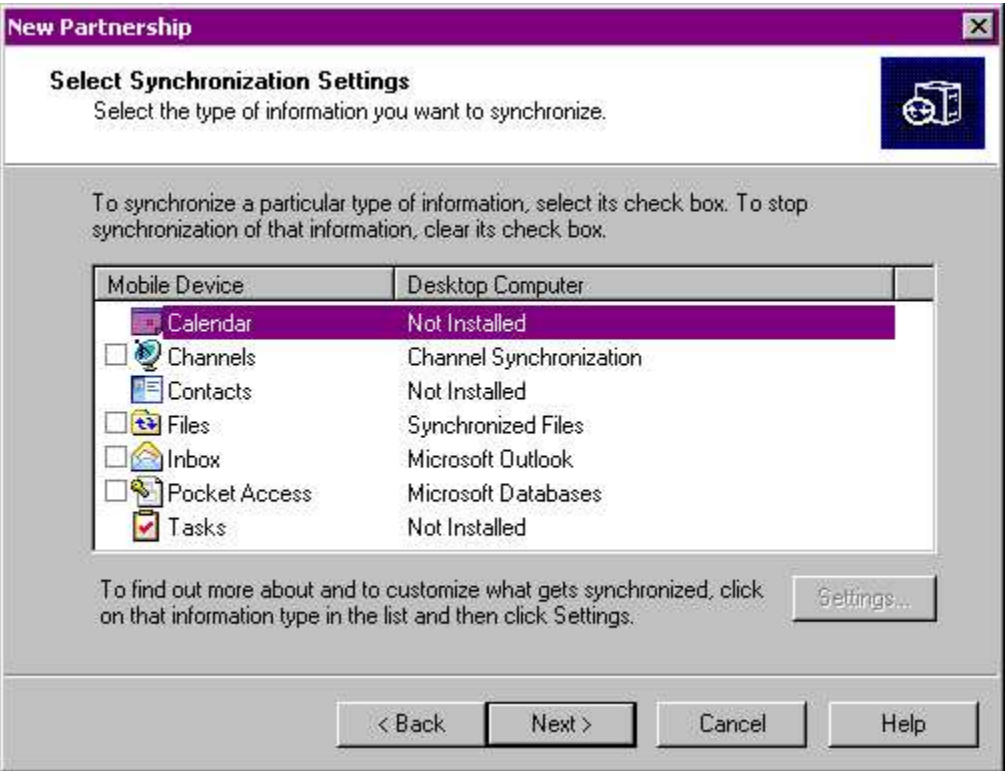


Connect the small square plug at one end of the USB cable to the square USB port on the left side your Pathfinder.

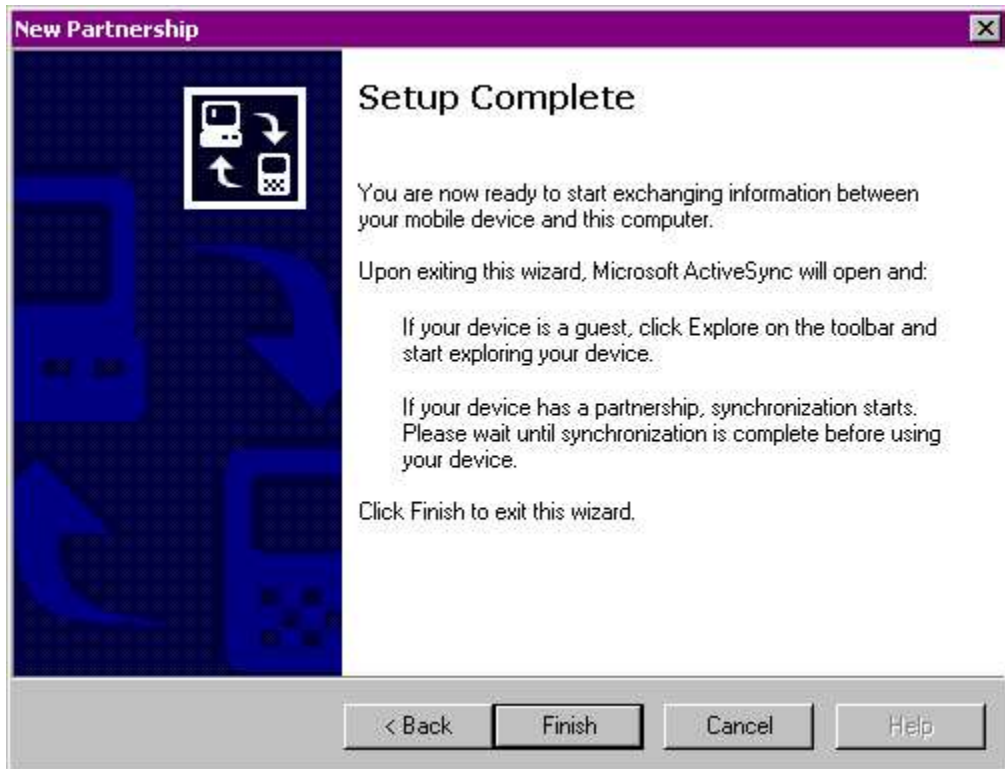
Connect the other end of the cable to the USB port on your computer. The USB connector is generally on the front of most computers.



The default is **YES**. You want a partnership, so leave this box checked.



Select **Next** without checking any boxes.



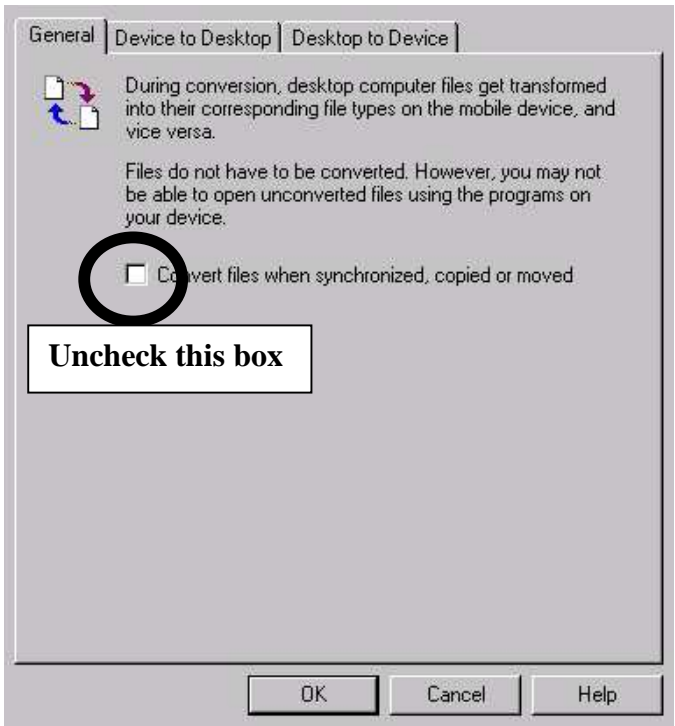
Select **Finish**.



You will see this screen. Your Pathfinder files are now available on your computer.

Open the **Options** menu at the top of this screen..

Select the **Rules** tab.



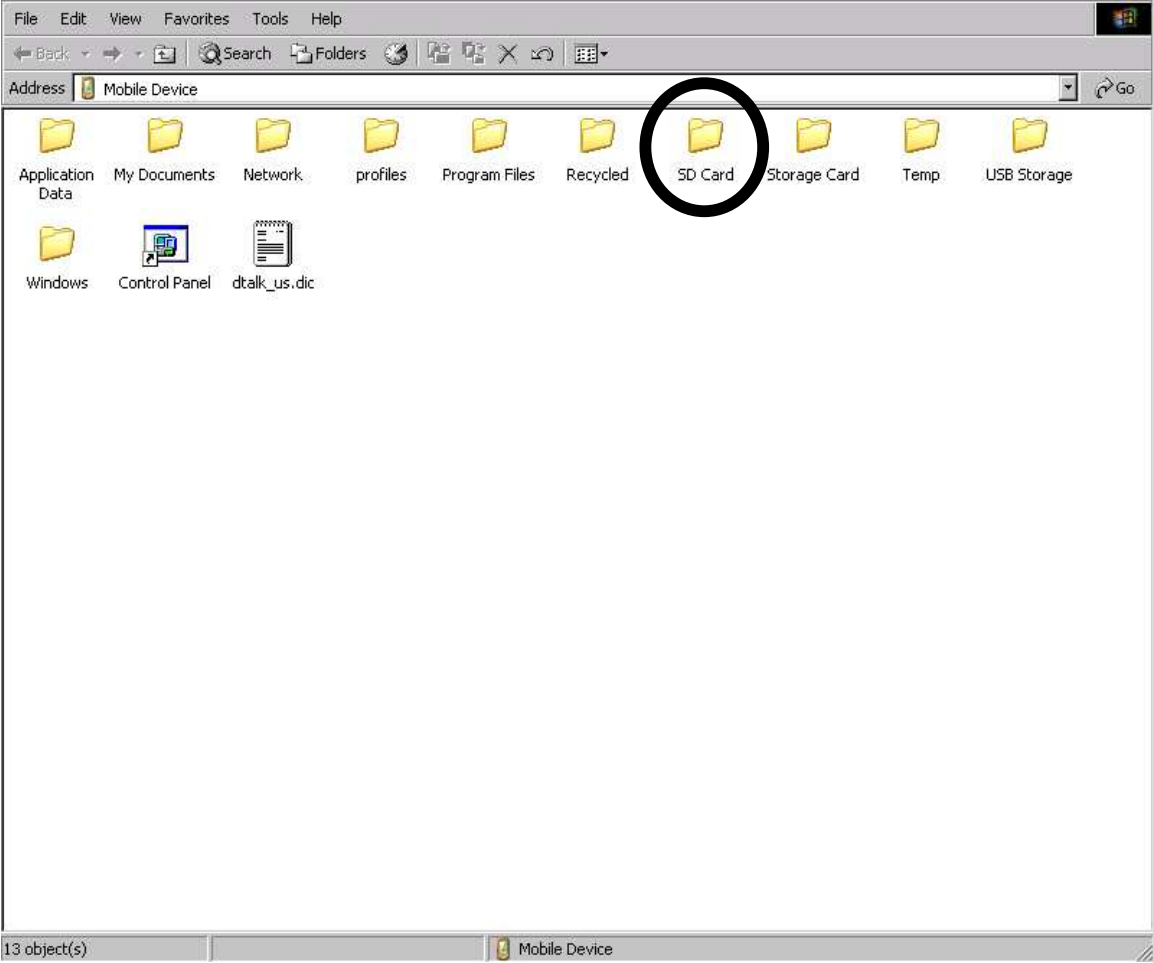
Uncheck the **Convert Files** box. Select **OK** until you exit the **Options** menu.

➡ **Note:** if you ever want to transfer **Word documents that contain pictures**, you should **place a check in** this box. However, the majority of the time you will want this box **unchecked**.

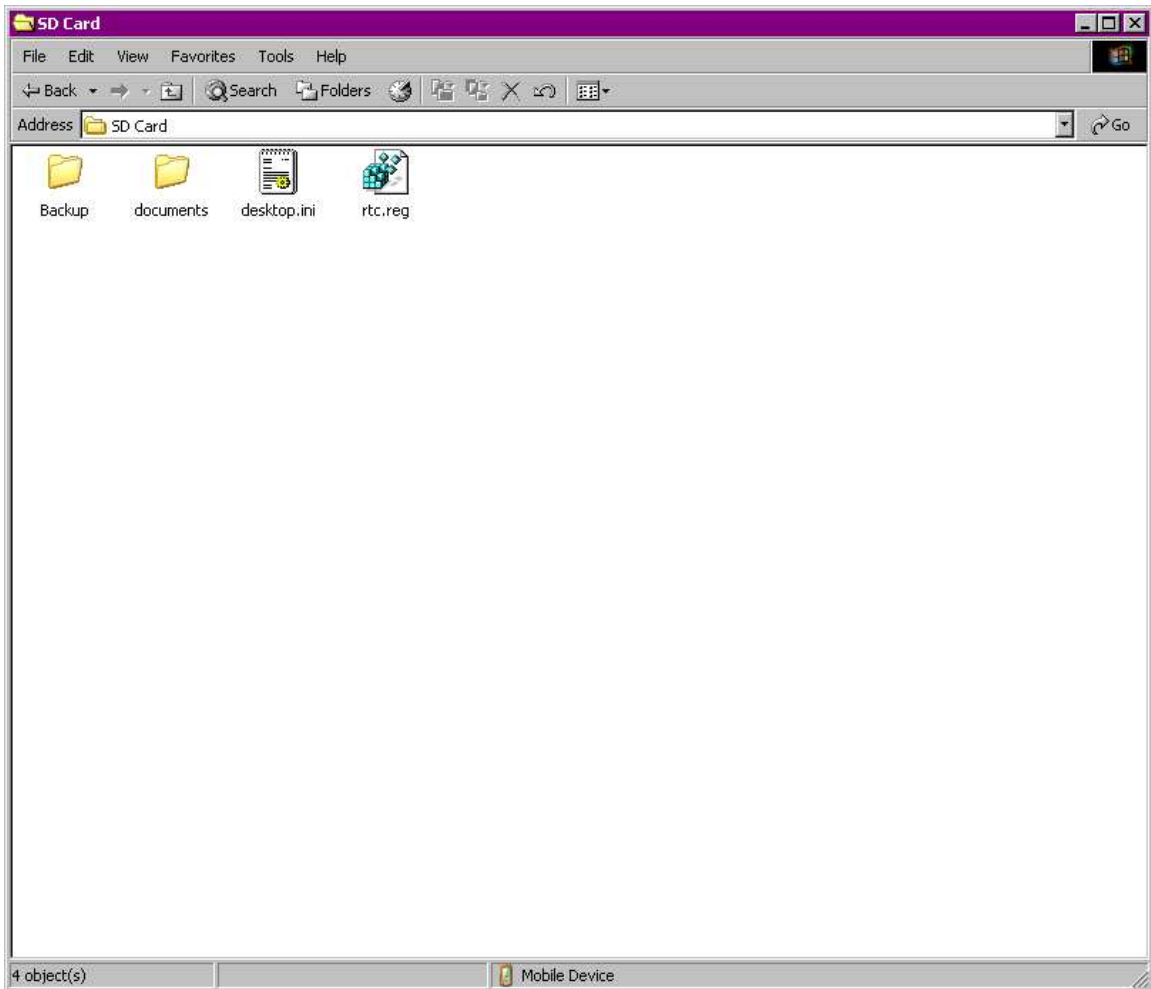
Now, open the **Explore** menu.



You see:



This folder contains all the Pathfinder files. Open the **SD Card** folder



Your card may have more, or less, on it than the one in this picture.

If you created a Documents folder when you first saved a WordPad document, you will see it here. If you created other folders for different Applications, you will see them listed here.

You can use these folders to transfer documents, wav files and/or MP3s from your computer to your Pathfinder, or to transfer documents, etc., from the Pathfinder to your computer. You may want more folders for different things, eventually. You can create new folders here by opening the **File** menu and selecting **New Folder**.

Save Pathfinder Files on your Computer: An Example

Perhaps you have some documents from your Pathfinder that you would like to have on your computer where they may be easier to work with.

With ActiveSync connected, open the **Explore** menu. Open the **SD Card** folder. Open your **Documents** folder. Now drag the documents you want onto your computer desktop. (You can also open **Windows Explorer**, select **Mobile Device**, then follow the steps above.) You can save the file wherever you want on your computer. You can also copy the whole folder to your desktop.

Transfer Wav Files to your Pathfinder: An Example

Let's say you have some wav files saved on your computer that you would like to have in your Pathfinder.

Using Explorer, find the files you want. Open the drive that is listed as **Mobile Device**. Open the **SD Card folder**. Drag the wav files into the **Wav Files** folder, if you have created one or just drag them onto the SD Card screen. Active Sync automatically transfers them to your Pathfinder.

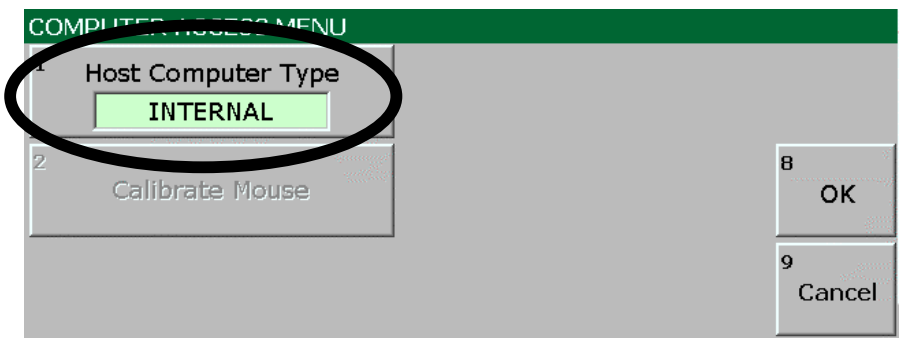
➡ You could also save files to your desktop. Then open the **Explore** menu in ActiveSync. Open the **SD Card Folder** and drag the files from your desktop into the **Wav Files** folder or onto the SD Card screen.

Miscellaneous Information that is Good to Know

Tell the Pathfinder to direct your keystrokes and mouse movements to an External Computer.

When the Pathfinder is shipped to you, the device is automatically set to work the CE Applications. However, if you want to do work on an external computer, you will need to change the *Computer Access Menu* options to indicate you are using an external computer.

For quick access to this menu, select   . This sequence takes you to the **USER AREA MENU**, then automatically opens the *Computer Access Menu* option.



Set *Host Computer Type* to **IBM**, **Newer Mac** or **Older Mac**, depending on the type of computer you are using.

Select **OK**. Select **OK**.

If your Pathfinder does not work with a computer after changing the above setting, go to the **OUTPUT MENU** and make sure the *Output Method* option is set to **RS232** and the *Output* option is set to **ON**.

Create a Shortcut to an Application

The Pathfinder has been set up so that you can open some of the CE Applications that came with the device. On your overlay, select the icon sequence that opens the Application you want to use.

Eventually you may want to run other Applications that are included with the Pathfinder such as PowerPoint Viewer.

You can create your own icon sequence shortcut to open a new Application by using the **RUN PROGRAM** tool.

- Go to the **TOOLBOX**.
- Select **STORE CORE**.
- Select an **icon sequence**.
- Select **Spell Text for Message**.
- Select **INSERT TOOL**
- Use **MORE ITEMS** or type "R" until you see **RUN PROGRAM**.
- Select **RUN PROGRAM**.

You see:



- Go to the folder where you stored the new Application.
- Double-click on the Application you want to store.
- You should see **<RUN PROGRAM>** and the Application you selected as the stored message.
- Select **OK**.
- Select **OK**.

If the Pathfinder Loses Power

If the Pathfinder’s batteries die, if the battery pack is disconnected, or if you lock up the device so that you have to do a 4-button re-set, the Pathfinder will re-boot from the System Storage Card. During the re-boot process, you will see a screen asking if you

want to re-load Applications. Select **YES**. All of the applications will be loaded and ready to use again.

Macros used to open and Navigate Applications



On the following pages you will find the macros that were used for opening and navigating Applications. These may be helpful to use as guidelines if you want to create an Activity Row for an Application or other functions you might like to use with the applications.

Macros used to open and Navigate Applications



ICON 1	ICON 2	FUNCTION and MACRO
	NO	Opens the FIRST MENU of any CE application – typically the File Menu . Use the arrow keys on your keyboard to step through the other menus. <MOUSE-SET(MENU 1)>
		Opens the Windows® CE Task Manager – lets you to move between open CE applications. <HIDE-PATHFINDER><SERIAL-MARKER>←,combine,alt,tab.
		Opens the PDF Viewer software – allows you to see PDF files. <RUN-PROGRAM>("Windows\pdfviewer.exe")
		Opens the Windows® Media Player . <RUN-PROGRAM>("Windows\ceplayer.exe")
		Opens the Pocket MBA Calculator – and advanced function business calculator. <RUN-PROGRAM>("Program Files\Pocket MBA-Calc\pmba.exe")<HIDE-PATHFINDER>
		Opens Windows® Pocket Paint program. <RUN-PROGRAM>("Windows\PPAINT.EXE")
		Closes the active running CE application. <MOUSE-SET(MENU 1)><SERIAL-MARKER>←enter.
		Opens the Pocket On-Schedule time manager program – keep a calendar, schedule appointments, write a journal, build a contact list etc. <RUN-PROGRAM>("Program Files\Pocket On-Schedule\hpcOnsched.exe") <HIDE-PATHFINDER>
		Opens a Wordpad document. <RUN-PROGRAM>("Windows\pword.exe")
		Opens the SpreadCE © spreadsheet program. <RUN-PROGRAM>("Windows\SpreadCE.exe")



Macros used for WordPad Commands

Opening Application

ICON 1	ICON 2	FUNCTION
		Opens the Wordpad program with a new document. <RUN-PROGRAM>("Windows\pword.exe")


WordPad Activity Row

B BOLD	/ ITALICS	<u>U</u> UNDERLINE	 UNDO	A FONT	 TAB		
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	KEY CONTENTS
B	<SERIAL-MARKER>←,combine,ctrl.b<SET-ACTIVITY(CEwordpad)>
/	<SERIAL-MARKER>←,combine,ctrl.i<SET-ACTIVITY(CEwordpad)>
<u>U</u>	<SERIAL-MARKER>←,combine,ctrl.u<SET-ACTIVITY(CEwordpad)>
	<SERIAL-MARKER>←,combine,ctrl.z<SET-ACTIVITY(CEwordpad)>
A	<SERIAL-MARKER>←,combine,alt.o,f<SET-ACTIVITY(CEwordpad)>
	<SERIAL-MARKER>←tab. <SET-ACTIVITY(CEwordpad)>


The CE Applications in the Pathfinder

Below are short descriptions of the Applications in your Pathfinder. Help Menus are available within the Applications.

 **Important Note:** This table lists applications that do not have icon sequence short cuts already created for them. If you would like to create a shortcut for any of these programs, use the **RUN PROGRAM** instructions on page XX. When you are asked to *Select a Program*, select the **Windows** folder. Choose the **.exe** file that you want.

<ul style="list-style-type: none">• <i>Microsoft Excel Viewer</i>• <i>Microsoft Image Viewer</i>• <i>Microsoft PDF Viewer</i>• <i>Microsoft PowerPoint Viewer</i>• <i>Microsoft Word Viewer</i>	Allows you to view files created for various Microsoft programs. You cannot edit these files.
<ul style="list-style-type: none">• <i>Backup/Restore</i>	Creates a backup file on the Secure digital card for the Pathfinder CE applications software.
<ul style="list-style-type: none">• <i>FreeCell</i>• <i>Solitaire</i>	Games.
<ul style="list-style-type: none">• <i>Windows Explorer</i>	Allows copying/deleting/moving of files within the CE software.
<ul style="list-style-type: none">• <i>Terminal</i>	Advanced use: allows device to be used as a terminal emulator – unlikely to be used.
<ul style="list-style-type: none">• <i>Command Prompt</i>	Advanced use: access to the CE command prompt – unlikely to be used.

The CE Applications in the Pathfinder

 **Icon Sequence shortcuts have been created for the following Applications. See the chart on page XX for the sequences.**

<ul style="list-style-type: none">• <i>Microsoft WordPad</i>	Word processing software based on Microsoft Word.
<ul style="list-style-type: none">• <i>SpreadCE</i>	Spreadsheet software. Files can be saved in a generic format so they can be read by Microsoft Excel.
<ul style="list-style-type: none">• <i>Pocket On-Schedule</i>	Scheduler. Includes Contacts, Journal, Task Manager, and Notes facilities.
<ul style="list-style-type: none">• <i>Pocket MBA-Calc</i>	Calculator with business and scientific functions.
<ul style="list-style-type: none">• <i>MediaPlayer</i>	Plays WAV and MP3 files, along with other media file types.
<ul style="list-style-type: none">• <i>PPAINT</i>	Simple paint program for creating and editing BMP format images.

Synchronize Pocket On-Schedule with Microsoft® Outlook

Important Notes:

➡ You must have the **full Outlook 2000** or newer version installed on your computer in order to synchronize Outlook and Pocket On-Schedule. Outlook Express **will not** synchronize.

➡ **ActivSync must be installed on your computer.** If you have not previously installed ActivSync on your computer, follow the directions on pages 21 through the top of page 26. Then continue with these instructions.

➡ To synchronize with **Outlook**, make sure the **Pocket On-Schedule application on the Pathfinder is closed**. If On-Schedule is open, synchronization will not work.

Install the On-Schedule Sync Program

- Find the **CE Application Support CD** that came with your Pathfinder. Insert it into the CD drive of your computer.
- Select **On-Schedule Sync**.

Follow the installation directions on your computer screen.

➡ This installation adds an ***On Schedule Sync*** menu to your Outlook menu bar. It does not add an icon to your desktop.

- Connect the ActivSync cable that came with your Pathfinder to the USB port on your computer and to the **rectangular USB port** on the left side of your Pathfinder.
- You should see an information box that says something similar to, "New device detected. Do you want to create a partnership?" Select **YES**.
- The first time you set up this program you will be asked whether you want to synchronize your computer to the Pathfinder or the Pathfinder to the computer. You will probably want to select the option where your most up-to-date information is. After the first synchronization, the program will automatically synchronize the two devices so that they match.

- **In Outlook**, select the Calendar or one of the other scheduling options. Add something new to the Calendar (or whatever option you selected).
- Open the **On-Schedule Sync** menu in the Outlook Menu Bar. Select ***Synchronize Now***.
- **Open the Pocket On-Schedule application on the Pathfinder.** Look through the options and you will see that your appointments, contacts, etc., match those in your Outlook program.

In **Outlook**, open the **On-Schedule Sync** menu.

Select **On-Schedule Sync Manager**.

Select the **Options** tab.

Place a check in the box next to the first statement: "Automatically synchronize upon connecting with handheld device." This means that each time you connect your Pathfinder and computer, On-Schedule Sync will automatically synchronize Outlook and the Pathfinder On-Schedule application so that they each contain the latest information.

If, after you have connected and updated, you make changes to the On-Schedule application or to an item in Outlook, you will have to select ***Synchronize Now*** from the **On-Schedule Sync** menu to update with the new information.

➡ In the **On-Schedule Sync Manager**, under the tab for **E-Mail**, the default selection automatically downloads your Outlook e-mail into the On-Schedule application in the Pathfinder. If you uncheck this box, your e-mails will not be downloaded. ➡ This option only works if Outlook is set up as your e-mail program.

From now on, all you have to do to synchronize your Outlook program and the On-Schedule application in the Pathfinder is to turn both your computer and your Pathfinder On and connect them with the ActivSync cable that came with your Pathfinder.