

# Hot Syncing a Word Document to Your Palm

You will need the application ‘Documents to Go’ (which came with your Palm). You should have ‘Documents to Go’ in 2 places—on your Palm and on your computer.

## To check to see if you have ‘Documents to Go’ on your computer

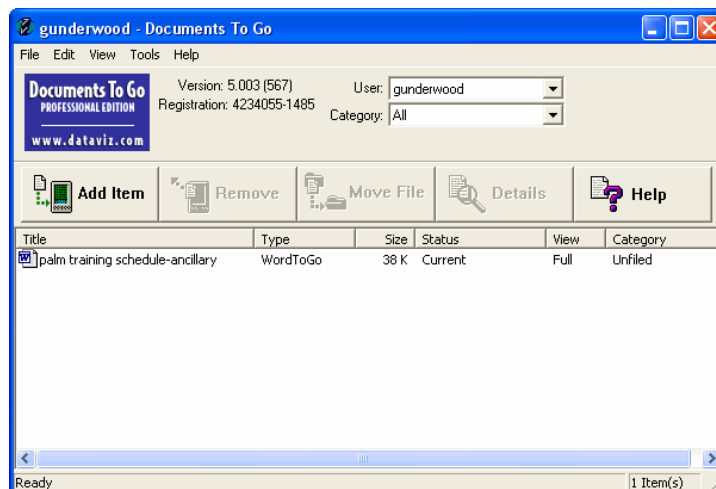
- Click on the green “Start” button on your computer’s desktop.
- Then click on ‘All Programs’ and look for ‘Documents to Go’.
- There may be 9 “things” in that folder, just highlight ‘Documents to Go’ to launch the program

## To check to see if you have ‘Documents to Go’ on your palm

- Turn on your Palm
- Press the Home button until “All” categories is showing in the upper right corner.
- Press the ‘d’ key on your keyboard to go to the applications that start with “d”.
- Tap ‘Documents’ (the icon is a blue circle with arrows in the middle) to launch the program.

Step one: Create a Word document on your computer. What ever you put in your document will show up on your palm, i.e. pictures, clip art, bullets, etc...Save your document on the desktop so you can find it easily.

Step two: Launch ‘Documents to Go’ on your computer. You should see a window like the one below.



Step three: Click on “Add Item” to search for a Document to hot sync. Browse around until you find your document.

Step four: Make sure your cradle is plugged into your computer and your Palm is sitting in the cradle appropriately.

Step five: Press the hot sync button on the cradle to have the word document ‘hot sync’—or ‘send to’—your Palm. NOTE: Everything that is listed in the ‘Documents to Go’ window will be sent to the Palm and will replace whatever was there.

Step six: Open ‘Documents to Go’ on your Palm. If you sent 1 item, then that item will be opened after launching ‘Documents to Go’ on your Palm. If you sent more than one item, then a list of everything you sent will be shown after launching ‘Documents to Go’. If you can’t see your word document, tap on the “Slideshow to Go” text on your palm—a drop down window will appear; select “Word to Go”.

NOTE: ‘Documents to Go’ is a temporary storage place. What ever items you Hot Sync to your Palm will show up in ‘Documents’ and the others will disappear. So for safety, don’t remove an item from the ‘Documents to Go’ window on your computer. Please try this out so you understand what this means.