

Reviewer's Guide Documents To Go® Premium Edition Version 7.0



DataViz®
Compatibility. Instantly.

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QUICK PROFILE

Documents To Go Premium Edition

The best selling office suite for Palm OS handhelds

DocumentsTo Go Premium Edition is the flagship edition of DocumentsTo Go. The software program enables Palm OS, handheld users to create, view and edit Microsoft Word, Excel, and PowerPoint-like documents in one complete package. It also includes support to create, view and edit native Word and Excel documents. This latest release adds additional view support for native JPEG, BMP and PowerPoint files (including support for Mac), as well as the ability to integrate web links and email addresses in word processing documents, view Chinese, Russian and Greek characters, wirelessly retrieve documents (using included software, FilePoint Wireless Edition by Bachmann Software) and includes a new handheld user interface. In addition, Documents To Go offers users the ability to send and receive e-mail with attachments, review Adobe Acrobat PDF® files, view pictures, and use Excel-like charts. DocumentsTo Go Premium Edition is available for Windows and Mac. This edition is a comprehensive office suite for the handheld; it is designed to be a powerful yet a simple companion to a desktop or notebook computer. The application provides a competitive advantage for Palm OS handheld users who want a true mobile office solution. It is available for \$49.99 directly through DataViz and in domestic retail stores, such as, Staples, CompUSA and Office Depot.

Documents To Go Total Office Edition

Our most comprehensive office suite, allowing users to take all of their Microsoft Office information on their Palm OS handheld

DocumentsTo Go Total Office Edition is a true mobile office solution that combines all of the features of DocumentsTo Go Premium Edition with the true Outlook synchronization of Beyond Contacts and Access and database synchronization of SmartListTo Go. Whether it is creating, viewing or editing files on the road, accessing your business and personal contacts, calendar, tasks and notes or managing Access and other databases on your handheld, Documents to Go Total Office Edition ensures that you will always have your important files and information with you. DocumentsTo Go Total Office Edition is Windows only and is available for \$89.99 directly through DataViz and in domestic retail stores such as, Staples, CompUSA and Office Depot.

Documents To Go Professional Edition

An edition only available bundled with most palmOne™ – branded handhelds

DocumentsTo Go Professional Edition allows palmOne branded handheld users to create, view and edit Microsoft Word, Excel, and PowerPoint compatible documents and native Word and Excel documents. View support for native PowerPoint files is also a feature. This version is a bundle version included with new palmOne branded handhelds and available for Windows and Mac. It is not sold by DataViz or any other retailers. Professional Edition owners who would like the additional functionality of the Premium Edition or DocumentsTo Go Total Office are eligible for discounted upgrade pricing available through DataViz (see chart on following page for differences between editions).

Documents To Go Standard Edition

Designed for the price-conscious consumer and bundled on the palmOne Zire 72

DocumentsTo Go Standard Edition was released to meet the needs of people who work entirely with word processing and spreadsheet documents. This version provides users the ability to create, view and edit Microsoft Word and Excel compatible documents as well as native Word and Excel files. After the release of the Standard Edition, Sony Corp. began to include this version with certain handheld models and now palmOne is currently including it on their Zire 72 device. Standard Edition owners who would like the additional functionality of the Premium Edition or DocumentsTo Go Total Office Edition are eligible for discounted upgrade pricing directly through DataViz. The Standard Edition is available for Windows and Mac. DocumentsTo Go Standard Edition can be purchased directly through DataViz for \$29.99 and is also available through ESD websites such as PalmGear.com and Handango.com.

Documents To Go Viewer Edition

An edition only available bundled with the palmOne branded Treo 600

Documents To Go Viewer Edition allows palmOne Treo 600 users to view native Word and Excel attachments directly from their Treo Mail application. This can be done by simply clicking on the attachment link in the Mail application and Documents To Go Viewer Edition will open the Word or Excel file. To accurately represent the desktop files, the enhanced Word and Excel viewers support formatting such as bold, italics, color, justifications, indentations, auto bullets & numbers and more. This product is a view only solution for the handheld.

The following chart details the components included in each edition of Documents To Go.

	Viewer Edition [†]	Standard Edition*	Professional Edition ^{††}	Premium Edition	Total Office Edition*
Word Processing	● (Word files only)	●	●	●	●
Spreadsheet	● (Excel files only)	●	●	●	●
Presentation			●	●	●
PDF Support				●	●
Pictures				●	●
Charting				●	●
Password Protected File Support				●	●
Spell Checker				●	●
Wireless Document Retrieval				●	●
Outlook E-mail				● (HotSync only)*	● (HotSync only)
Outlook Calendar					●
Outlook Contacts					●
Outlook Tasks					●
Outlook Notes					●
MS Access Databases					●
† Handheld only					
†† Only available bundled with select handhelds from palmOne, Sony and others					
* Windows only					

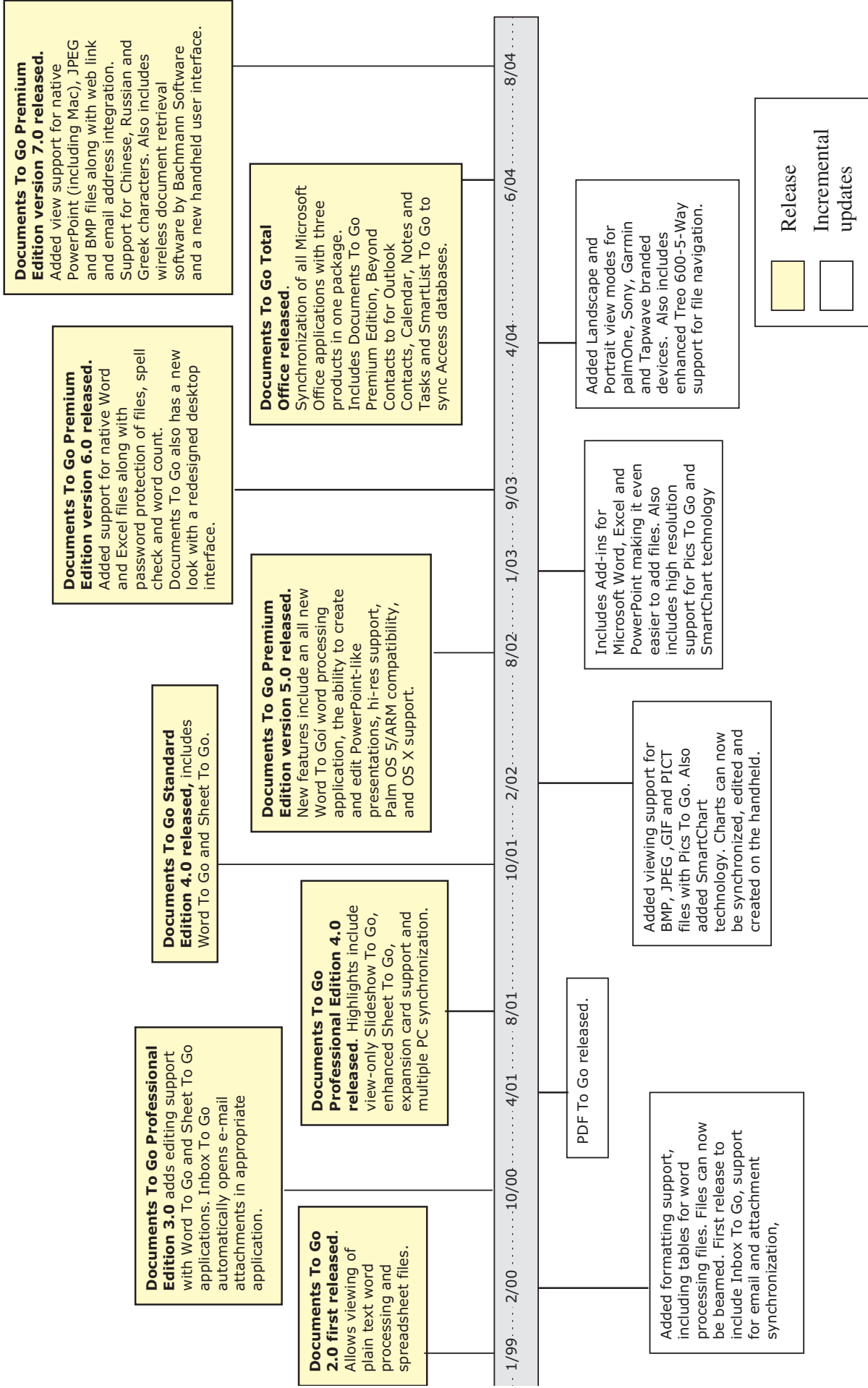
PARTNER SNAPSHOT

Manufacturer	Device Model	Documents To Go Edition Included	Version	What's Included?	Price to move to Premium
PalmOne	Tungsten™ T, W	Documents To Go Professional Edition	5.001	Create, view and edit word processing, spreadsheet and PowerPoint files	\$29.99
	Tungsten C*, T2	Documents To Go Professional Edition (*included in the ROM)	5.003	Create, view and edit word processing, spreadsheet and PowerPoint files	\$29.99
	Tungsten T3, E	Documents To Go Professional Edition (*included in the ROM)	6.002	Create, view and edit word processing, spreadsheet and PowerPoint files, including Word and Excel in their native format	\$29.99
	Zire 72	Documents To Go Standard Edition	6.007	Create, view and edit word processing and spreadsheet files	\$29.99
	Treo 600	Documents To Go Viewer Edition	6.003	View Only Support for native Word and Excel e-mail attachments	\$49.99
	PEG-NX60, NX70v, SJ33	Documents To Go Standard Edition	5.0	Create, view and edit word processing and spreadsheet files	\$29.99
Sony	PEG-TJ37, TJ27, TH55	Documents To Go Professional Edition	6.008	Create, view and edit word processing, spreadsheet and PowerPoint files, including Word and Excel in their native format	\$29.99
	iQue™ 3600	Documents To Go Standard Demo/ DataViz Mail full version	5.0/1.0	Create, view and edit word processing spreadsheet files demo/ receive e-mail attachments via synchronization	\$49.99
AlphaSmart®	Dana Wireless	Documents To Go Professional**	6.001	Create, view and edit word processing, spreadsheet and PowerPoint files, including Word and Excel in their native format	\$29.99

**Optional at time of purchase

Documents To Go Standard and Professional Edition have been bundled with Palm and Sony since 2001, starting with with version 3.

DOCUMENTS TO GO EVOLUTION



NEW FEATURES IN VERSION 7.0

Native support for Microsoft PowerPoint files



Documents To Go 7.0 now supports native PowerPoint files. This capability allows users to open, view and share PowerPoint files through synchronization, via e-mail, on an expansion card and through the use of Bluetooth™ technology. In addition it supports presentation Outline, Notes and Slide views natively on the handheld.

Now supports PowerPoint for the Mac

For the first time, Macintosh users can now view and synchronize native PowerPoint files.

Native support for JPEG and BMP files



Support for native JPEG (Win & Mac) and BMP (Win only) files allows users to view their favorite pictures on the go. Users can also exchange files through synchronization, expansion cards and Bluetooth technology. The Pics To Go viewer has also been re-designed with improved rendering technology for clearer and cleaner images on the handheld.

New handheld user interface

Name	Size
2004 Sales Forecast	11K
Company One Annu...	25K
Executive Summary	61K
Expense Report	26K
Kallista_Dad_Luke2	80K
Letter to Sharehold...	15K
Marketing Proposal	17K
New company logo	56K
Operations Overview	19K
Product Update	380K
Resume	23K
PriceList	22K
Product Information	18K
Product Report	63K
Product Training	80K
Project Overview	83K

The Documents To Go handheld application has been redesigned for easy navigation allowing users to quickly access commonly used features such as save, character formatting, alignment, sort, delete, send, print and more. In addition, version 7 comes with a customizable toolbar to allow users to have their favorite features at their fingertips. Icon tool tips have also been added to provide useful tips. Full screen support on the handheld now maximizes screen real estate to view more of a document or picture.

Wireless document retrieval



Documents To Go 7.0 now includes FilePoint Wireless Edition software by Bachmann Software, Inc. Users can wirelessly retrieve documents from a shared desktop or network folder onto a Palm OS handheld. Files, such as native Word and Excel, can now be accessed and copied to the handheld for immediate use without the hassle of synchronization. This feature requires a handheld with Wi-Fi, Bluetooth or other standard TCP/IP network connection. VPN software for the handheld may also be needed in some cases (sold separately).

Support for Chinese, Russian and Greek characters

View Traditional Chinese, Simplified Chinese, Russian and Greek characters in word processing and spreadsheet documents. Russian Piloc 3.6 and Greek Piloc 3.6 overlay software from Paragon Software (palm.penreader.com) are required to view Russian and Greek characters. CJKOS 4.61 overlay software from Du Yong Tao's Studio (www.dyts.com) is required to view Traditional and Simplified Chinese.

Web link and e-mail address integration

Documents To Go 7.0 now supports web links and e-mail addresses in word processing documents. Users can access a web address by selecting the link in a word processing document. They can also begin the process of creating an email by selecting an email address within a word processing document. This feature works with popular handheld web browsers and e-mail applications

SYSTEM/INSTALLATION REQUIREMENTS

Windows:

- Runs under Windows 98, Me, 2000, and XP
- Palm Desktop 4.0 or higher
- 30 MB hard disk space

Mac:

- Mac OS X 10.2 or higher
- Palm Desktop 4.0 or higher
- 30 MB hard disk space

Palm OS handheld requirements:

- Palm OS 5 or higher
- 5.5 MB free memory plus additional free space for documents
- The amount of memory required can be reduced by moving Word To Go, Sheet To Go, Slideshow To Go and other Documents To Go application files to an expansion card, with the exception of the main Documents application.
- 16 MB device recommended

Handheld types supported:

Works with ANY Palm OS device running Operating System 5 or higher including but not limited to handhelds made by companies such as palmOne, Inc, Sony Corp, Garmin, and TapWave.

POWER FEATURES IN DOCUMENTS TO GO

Support for native Word, Excel, PowerPoint, JPEG and BMP files

What is Native Support?

Version 6 introduced the capability to edit view and create native Word and Excel documents. Documents To Go 7 adds the ability to view native PowerPoint, JPEG and BMP files. Documents To Go 7 now provides a complete native office solution. "Native" indicates that the file is in its original desktop format, specifically Microsoft Word, Excel, PowerPoint or JPEG and BMP format. Before native document support, the desktop application converted Microsoft Office files and graphics to a handheld format that Documents To Go could open. Then the files were synchronized to the handheld. With native document support, you can access Word, Excel, PowerPoint, JPEG and BMP files no matter how they are delivered – whether through wireless e-mail, expansion cards, sending via Bluetooth or beaming.

Why is Native Support Beneficial?

Below are some of the benefits to Native document support:

- Open and work with documents whether you are in a meeting or out in the field. With native document support you will be able to open files sent to your handheld via e-mail, on an expansion card, or via Bluetooth. Documents To Go can open Microsoft Word, Excel, PowerPoint, JPEG and BMP files right on the handheld, without any desktop conversion or synchronization needed.
- Easily share files in a "mixed" environment. For example, you can use your Secure Digital (SD) card as a modern day "floppy disk" to exchange files between a Palm handheld and a PocketPC simply by swapping SD cards loaded with a Word, Excel, PowerPoint, JPEG and BMP files. You can even use the same SD card to upload handheld files to any computer with an SD slot or card reader. There is no need to have Documents To Go installed on that desktop computer.
- Use Documents To Go along with popular wireless e-mail applications such as VersaMail™ or Snapper Mail™ to receive and send real Word, Excel, PowerPoint, JPEG and BMP files as e-mail attachments. Documents To Go can automatically open your attachments on the handheld itself so you can view documents you receive. Edit any Word or Excel files in Documents To Go on your handheld, send them off as e-mail attachments, and they'll arrive at their destination as real Word and Excel files.

How do I get Native Word, Excel and PowerPoint, JPEG and BMP files on my Handheld?

There are a number of ways to get Native Word, Excel, PowerPoint, JPEG and BMP files on your handheld:

- Drag and drop native files into the Documents To Go window on the desktop application. In the details pane on the right hand side of the screen, change the handheld format to either Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or native JPEG and BMP files and synchronize.
- Send native files via Bluetooth from laptops or PocketPCs to your device.
- Receive native files through email applications such as VersaMail.
- Receive native files directly from Expansion Cards (e.g., Secure Digital or Memory Sticks®).
- Beam native files via infrared from laptops or PocketPCs to your device.

Document protection – what is DocSync technology?

Documents To Go is powered by DocSync technology. DocSync allows changes made to Word, Excel and PowerPoint compatible files on the handheld to be intelligently merged back into the original desktop document upon synchronization.

Formatting that is not supported by Documents To Go, such as a watermark or an animated graphic, will not show on the handheld after synchronization. Before DocSync was developed, a user was at a disadvantage when synchronizing documents with formatting not supported on the handheld. If they made changes to a document on the handheld and synchronized, that handheld document (which lacked elements of the desktop file) would overwrite the original formatting of the desktop document. That meant losing the animated graphic or a watermark. The introduction of DocSync technology has changed that phenomenon. With DocSync technology there is no longer a need to manage multiple versions of desktop documents in order to retain the original formatting. Simply synchronize a document that has formatting that is not displayed on the handheld. Make changes to that document on the handheld and synchronize – you will see those changes were merged into the desktop document without damaging its original look and formatting. DocSync is for Windows only.

To see DocSync at its best take the following steps.

In Word documents:

1. Add a document to Documents To Go on the desktop, which includes one or more of the following:
 - a. A watermark
 - b. An animated graphic
2. Synchronize to bring the files down to the handheld.
3. Make a change to the handheld file, such as altering text surrounding the animated graphic(s) or simply insert new text in the document that has a watermark.
4. Tap “Done” at the bottom of the screen and choose “Save Changes” to save the changes back into the original desktop document or choose “Save As” to create a new document with all of the original formatting, including your changes.
5. Synchronize to bring the changes back to the desktop document.
6. Open the original file or new file by double-clicking on the file name in Documents To Go program window on the desktop.

NOTE: Observe all of the original formatting not supported on the handheld intact on the desktop and the changes incorporated into the document. The “track changes” feature in Word will even note the changes made on the handheld. Editing done on the handheld looks just like a user opened Word or Excel on the desktop, positioned the cursor and began typing.

In Excel spreadsheets:

1. Add a spreadsheet to Documents To Go that contains an embedded graphic or a cone chart.
2. Synchronize to bring the file down to the handheld.
3. On the handheld notice the embedded graphic does not appear.
4. Then, access your chart on the handheld by selecting it from the Sheet pull down menu or by tapping on the Chart icon at the top of the screen. Notice how the chart is now displayed as a bar chart. While Documents To Go does not support every type of chart, it will map an unsupported chart to the best possible representation. Make any necessary changes to the spreadsheet.
5. Tap Done at the bottom and choose "Save Changes" to save the changes back into the original desktop document
6. Synchronize to transfer the changes back to the desktop document.
7. Open the original file by double-clicking on the file link in Documents To Go on the desktop.

NOTE: Not only is all of the data updated in the workbook, but also observe that all of the original formatting which was not supported on the handheld is intact on the desktop. The original desktop spreadsheet maintains view settings such as column width, row height and color text formatting. The chart has been updated, and remains a cone chart.

In PowerPoint presentations:

1. Add a PowerPoint presentation to Documents To Go that contains transitions or animations.
2. Synchronize to bring the file down to the handheld.
3. On the handheld, view your presentation in the Slide, Notes, and Outline View. Note that in the Rehearsal Mode, you will see that there is a transition noted.
4. Then, in the Outline View, make a change. Insert a bullet. Go into Slide view and see that the text is automatically updated.
5. Tap Done
6. Synchronize
7. Open the original presentation by double-clicking on the file link in Documents To Go on the desktop.

NOTE: You will see that the transitions and animations are still there and the new text has been successfully added into the presentation.

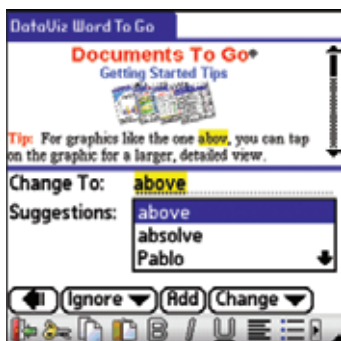
Note regarding DocSync technology and native file support: Any native file added to the Documents To Go desktop application and synchronized will always employ DocSync technology. Native files received via wireless email (such as VersaMail), Bluetooth technology, or by Secure Digital card will also employ DocSync as long as they are synchronized to the computer prior to being edited or saved.

Synchronize Microsoft Word, Excel, PowerPoint and more in one box

What are the advantages of using the Documents To Go Premium Edition?

- No need to spend hours downloading several handheld applications – Documents To Go Premium Edition allows viewing, editing and the ability of creating Word, Excel, PowerPoint-compatible documents and a whole lot more.
- No new interface to learn – the handheld applications have the familiar look and feel of your desktop programs.
- Edit and create native Word and Excel files and view native PowerPoint files on the handheld making sharing files easy.
- Never lose formatting with DataViz's DocSync technology.

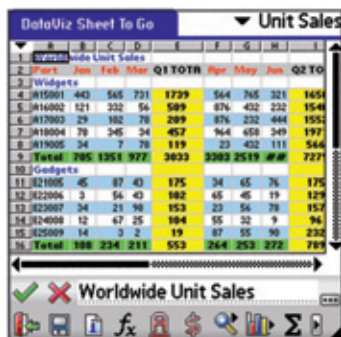
Word To Go – word processing application.



Word Processing documents on the handheld

Word To Go supports viewing, editing and the ability of creating word processing documents on the handheld. Users can also edit and create tables on the handheld, spell check their documents, view embedded graphics, check for word count and work with password protected files. In addition Word To Go now supports the integration of web links and e-mail addresses. Users can access a web address or begin the process of creating an email by selecting an email address within a word processing file on the handheld. This feature works with popular handheld web browsers and e-mail applications. Word To Go also supports hi-resolution, Landscape and Portrait view modes on devices that have this feature.

Sheet To Go – spreadsheet application



Spreadsheet documents on the handheld

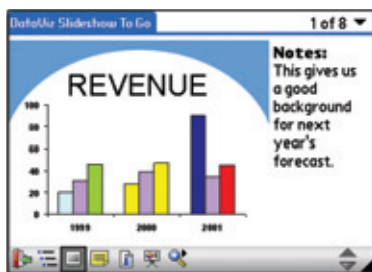
Sheet To Go has support for over 100 functions, such as logical, financial, statistical and informational. Users can create and edit formulas, format cells, recalculate data, perform a sort on a column of text, insert/delete rows and columns, work with password protected files and even create new sheets or charts on the handheld. Sheet To Go also supports hi-resolution, Landscape and Portrait view modes on devices that have this feature.

SmartChart – charting utility



SmartChart technology allows users to carry over the same charts and graphs that appear in their desktop Excel workbooks. If the chart was embedded in a sheet, simply tap on the chart icon at the top of the screen to select and open the chart. If the chart was created on a separate sheet, it will be listed in the drop-down Sheet selection menu. To create a new graph on the handheld, simply tap on the chart icon and select "New Chart" to launch the chart wizard. After the next synchronization, the chart will appear in Excel just as if it had been created there.

Slideshow To Go – presentations application



Presentations on the handheld

Slideshow To Go allows users to edit and even create presentations on the handheld. When editing a presentation on the handheld, users can insert new slides and sort slides, edit text in outline or notes view, perform multiple undo, promote and demote bullets and view graphics within the slides. After composing a presentation, users can take advantage of the rehearsal mode in Slideshow To Go that even has a timer. Slideshow To Go is compatible with Margi's Presenter-to-Go software allowing users to present their PowerPoint files directly from their handheld. Slideshow To Go also supports hi-resolution, Landscape and Portrait view modes on devices that have this feature.

Please Note: Macintosh users can only use Native PowerPoint files. Native PowerPoint files can not be edited.

Inbox To Go – e-mail application



Email & attachments on the handheld

InboxTo Go allows Microsoft Outlook, Outlook Express, or Lotus Notes users to synchronize their e-mail messages along with attachments. Access attachments from within the InboxTo Go application! Users can even attach their Documents To Go files to emails from within InboxTo Go.

Pics To Go – graphic viewing application



Graphic and photos on the handheld

PicsTo Go allows users to view graphic files without having to manage a separate application. In addition it integrates with built-in cameras and works seamlessly with InboxTo Go so users can view pictures sent as email attachments. With support for native JPEG and BMP files, users can also exchange files through synchronization, expansion cards and Bluetooth technology. The PicsTo Go viewer has also been re-designed with improved rendering technology for clearer and cleaner images on the handheld. A zoom feature is included along with support for hi-resolution, Landscape and Portrait view modes on devices that have this feature..

PDF To Go – PDF viewing application



PDF text-based files on the handheld

PDFTo Go allows users to view formatted text as well as tables within PDF files on the handheld. Optimized for the Palm OS, PDFTo Go strips out graphics and brings the PDF document in an easily viewable and readable format to the handheld.

Unique file sharing experience – numerous supported formats

Not everyone uses the same applications these days. Although many use Microsoft Office, there are other office suite files still in circulation. DocumentsTo Go supports files from the popular word processing and spreadsheet programs for use on the handheld, even if the user doesn't have the application that created it. For example if a Microsoft Office user receives a WordPerfect or Lotus file, it can be added to DocumentsTo Go on the desktop and converted to our WordTo Go or SheetTo Go format to be transferred to the handheld. This unique feature makes DocumentsTo Go the only office product to support numerous formats on the handheld. All formats supported are listed below.

On the Windows platform:

Word 7 (95), 8 (97), 2000, XP

WordPerfect 6, 7, 8, 9

Word Pro 96, 97, 98 Millennium

Excel 5 (95), 8 (97), 2000, XP

Lotus 1–2–3 wk4, 97, 98 Millennium

RTF

Text

Palm "Doc" format

PowerPoint 97, 98, 2000, XP

On the Macintosh platform:

Word 6, 8 (98)

ClarisWorks/AppleWorks 4,5
(word processing and spreadsheet)

Appleworks 6*
(word processing and spreadsheet)

Quattro Pro 1, 5, 6, 7, 8

Excel 5, 8 (98)

RTF

Text

Palm "Doc" format

PowerPoint 98, 2001, X (view only)

* AppleWorks 6 files will be brought to the handheld. These files, however, will be brought back to the desktop as AppleWorks 5 files. AppleWorks 6 will open AppleWorks 5 files.

POWER FEATURES IN DOCUMENTS TO GO TOTAL OFFICE EDITION (WINDOWS ONLY)

Documents To Go Total Office Edition

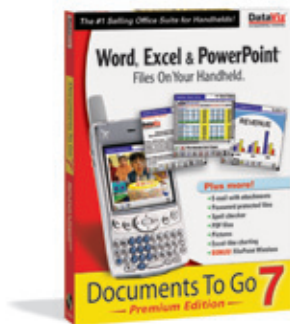


Sync all Microsoft Office productivity files and data!

With support for Word, Excel, PowerPoint, Outlook, Access and more, Documents To Go Total Office is an unprecedented package that includes three of the most powerful applications available for the Palm OS – DocumentsTo Go Premium Edition, Beyond Contacts and SmartList To Go. Whether it's viewing, editing and creating files and databases or accessing your business and personal contacts, calendar, tasks and notes; Documents To Go Total Office ensures you will never be without all your important files and information again.

Documents To Go Total Office **INCLUDES** the following programs:

Documents To Go Premium Edition



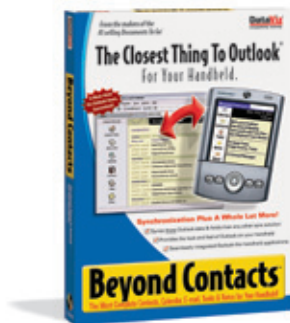
Sync Microsoft Word, Excel and PowerPoint files and more!

Easily edit existing files or create new ones on a Palm OS handheld and synchronize them back to a desktop computer. Now supports native Word, Excel, PowerPoint, JPEG and BMP files.

More Great Features:

- e-mail with attachments
- Password protected files
- Spell checker
- PDF files
- Pictures
- Excel-like charting
- Wireless document retrieval

Beyond Contacts



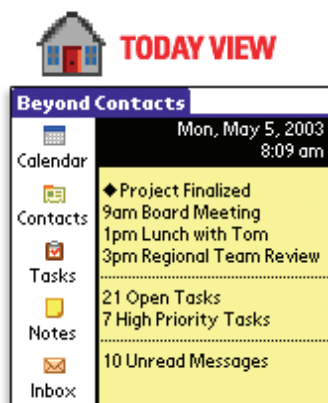
Sync with Microsoft Outlook

Beyond Contacts is the closest thing to Outlook for a Palm OS handheld. It synchronizes more Outlook fields than any other solution. Beyond Contacts provides everything you need in one package to manage Outlook information from appointments and contacts to e-mail and scheduling. Just sync and have all Outlook fields for Calendar, Contacts, Tasks and Notes on the handheld, including sub-folders.

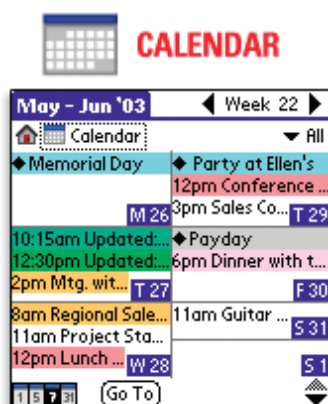
In addition Beyond Contacts provides users with the same look and feel of Outlook. It includes 5 integrated applications to easily navigate and move between Calendar, Contacts, Tasks, Notes and the Inbox.

Beyond Contacts supports Landscape and Portrait view modes for applicable models and Treo 600 5 way navigation. Beyond Contacts provides the power of Outlook with nothing new to learn.

Beyond Contacts in detail:



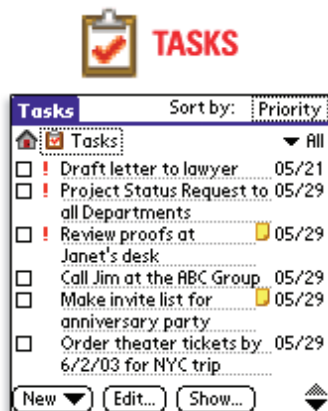
Similar to Outlook Today on the desktop, the Today view in Beyond Contacts provides a preview of a users upcoming meetings and appointments, open tasks, and the status of Inbox messages. All of the Beyond Contacts applications are integrated allowing quick access to Calendar, Contacts, Inbox, Tasks and Notes from one screen. So, there's no need to quit one application to just launch another. Users can also map handheld hardware button to quickly launch all of the Beyond Contacts applications.



Multiple calendar viewing options, including the daily, 5-day, 7-day and month, make it easier to stay organized. All meeting information including the meeting's location and list of attendees will be on the handheld plus users can schedule multi-day and recurring events such as a monthly sales meeting. Users can even plan a meeting while on the road and the next time they synchronizes, a meeting notice will be sent to the list of attendees invited via Outlook. Calendar events and appointment can be marked private, just like in Outlook.

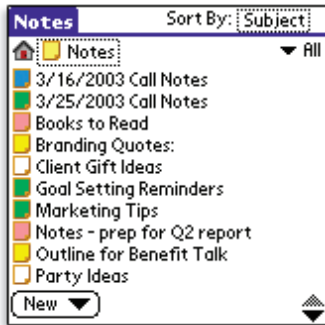


With Beyond Contacts, all the contact fields used in Outlook are available on the handheld, including multiple addresses, job title and more. Quickly navigate to a contact using the "ABC" tabs. Organize contacts via categories or subfolders, and view contacts using several sort options such as List View and Detailed Card View. In addition dial a contacts phone number via a Bluetooth connection. Also create a new e-mail message from within a selected contact, and the next time a synchronization takes place that e-mail will automatically be sent via Outlook.



Check the status and priority of tasks on the handheld just like in Outlook. Sort tasks by priority or by due date. Beyond Contacts supports all the task fields that are available in Outlook, including due date, start date, billing and mileage fields, so users can edit any of the task details right on their handheld. Users can set alarms for important tasks or mark task items as private just like in Outlook. Recurring tasks and reminders are also supported helping users to be more productive.

NOTES



Just like in Outlook, organize and even color-code notes. Beam notes to share with other handheld users. Users can also mark items private just like in Outlook, sort notes or assign notes to categories, even multiple categories. In addition, notes are integrated with the other Beyond Contacts applications making it quick and convenient to access them from any of the other applications.

INBOX



Featuring integration with Beyond Contacts, InboxTo Go is a quick and convenient way to sync Inbox messages to a handheld. Use any downtime to read, reply, create and forward e-mails. Users can even create a new e-mail message from within a selected contact, and the next time a sync takes place that e-mail will automatically be sent via Outlook. Plus, InboxTo Go is fully integrated with DocumentsTo Go for access to attachments including Word, Excel and picture files.

SmartList To Go



Sync with Microsoft Access

Create, view and manage Access and other databases on the handheld. Users can add and link their Access databases from the desktop and bi-directional synchronization will keep them up-to date at the office and out in the field. In addition users can easily track inventory, instantly fulfill sales orders or quickly reference an employee database – all while on the go. SmartList To Go is completely customizable and equipped with the necessary tools to help create a simple list or a complex and colorful form and sync it with Access.

SmartListTo Go is also the #1 Selling Microsoft Access & Database tool for handhelds.

Import Data



Whether information is in an Excel spreadsheet or a text file, users can easily import data from other programs. Then use the included SmartList To Go desktop application to better organize and track it all.

Design & Create



Users can design their very own databases and customized handheld forms with ease. The Smart Creation Wizards and tools make set up simple and straightforward.

Upload & Download



50 FREE ready-to-use templates are included in the product and 100s more are available online to help users get started. Users can even create and share their own on the DataViz website.

Handheld Applications

SmartList	Recs	Mod
BIZ800 Numbers	112	1/21
BIZEmployee Eval	3	1/1
BIZExpense Tracker	8	1/16
BIZInventory Tracker	2	1/1
Bridal Registry	177	2/27
Conversions	132	2/27
Customer Orders	44	2/27
Drink Master	657	1/16
Employee Database	43	2/26
Frequent Flyer	3	2/27
H&F Calorie Chart	309	1/1
H&F Calorie Tracker	2	1/16
H&F Exercise Assistant	33	1/1
H&F Health Monitor	1	1/1
H&F Personal Trainer	3	12/16
H&F Prescription	2	1/1
My Stuff	6	1/16
ORGC D Collection	6	1/1
ORGDVD Collection	3	1/1
ORGGift Tracker	6	1/1
ORGGrocery List	14	2/27
ORGPack & Plan	2	1/1

Store More

Use expansion cards to load large databases while saving valuable handheld memory.

Name	Product	Version	Registration #
George Washington	SmartList To Go	2004	1111111
John Adams	SmartList To Go	2003	2222222
Thomas Jefferson	Beyond Contacts	2004	3333333
James Madison	Documents To Go	2004	4444444
James Monroe	Inbox To Go	2004	5555555
John Quincy Adams	SmartList To Go	2002	6666666
Andrew Jackson	Documents To Go	2004	7777777
Martin Van Buren	Beyond Contacts	2003	8888888
William Henry Harrison	Documents To Go	2002	9999999
John Tyler	Dose-A-Day	2003	10101010
James Knox Polk	SmartList To Go	2004	11011011
Zachary Taylor	SmartList To Go	2004	12121212

View More

New handheld and hi-re screen support helps display and organize information clearly.

Recd 1 of 44 Preferred

Name: George Washington
E-mail: george@washington.com

Summary | Order Info | Notes

Product: SmartList To Go
Version: 2002 2003 2004

Registration #: 1111111
Activation Key: IAE - ELM - YIE - DVZ

Street: 112 Congress Street
City: Washington
State: DC
Zip Code: 10026

Do More

Design, view, filter sort & categorize all data in ways no other program can.

HELPFUL HINTS AND TIPS

Online tutorial

To help our customers learn more about DocumentsTo Go and how it works, we have developed an online tutorial. This tutorial walks users through the many different features of DocumentsTo Go and is a good introduction to how the software works. This tutorial is available on our website at www.dataviz.com/dxtg7tutorial. Users can also easily access this page from within the product in either of the following ways:

- Start Menu _ Programs _ DocumentsTo Go _ Interactive Tutorials on the desktop PC.
- Through the Help menu within the DocumentsTo Go desktop UI.

Sample files provided during install

Several sample files are included within the product with an option to be added to DocumentsTo Go during the installation process. These files are included by DataViz for several different reasons including the following:

- Help users see the types of files that DocumentsTo Go supports
- To show some of the formatting options supported by DocumentsTo Go
- To provide users with some documents to try out before adding their own important files
- To give users some helpful real world examples of how they can use DocumentsTo Go in their daily life

The specific files that are included are as follows:

1. Getting Started Tips – word processing file
2. Travel Information – word processing file
3. Closing the Deal – PowerPoint presentation
4. Home Purchase– spreadsheet file
5. Golf and Fitness – spreadsheet file
6. Toddler’s Picture – graphic file

Automatic addition of your recently used documents

To make getting started with DocumentsTo Go easier, users are prompted with the option to add certain documents during installation. The files presented to the user at this time, are the most recently used documents on that computer.

Office Add-ins

Another feature included in DocumentsTo Go make the process of adding files quicker and easier is the addition of the Microsoft Office Add-ins. The Office Add-ins are DocumentsTo Go menus that are installed to each Microsoft Word, Excel and PowerPoint so DocumentsTo Go users can add their important files from within these applications.

TECHNICAL SUPPORT INFORMATION

Please visit <http://support.dataviz.com> for technical support options.

*Data in this reviewer's guide is correct as of August, 2004. Documents To Go includes Adobe® PDF Library technology. Portions contain an implementation of the LZW algorithm licensed under U.S. Patent 4,558,302. Portions of password protection provided by RSA Data Security, Inc. MD5 Message-Digest Algorithm. All product and company names are trademarks or registered trademarks of their respective holders. ©2004 DataViz, Inc.