

PALM OS

# Viewing PDFs with Documents To Go

Documents To Go (DTG) is a great way of viewing PDFs on your Palm, and includes a suite of programs that enables you to manipulate your documents

**Summary:** Use DTG to view PDFs on your Palm

**Difficulty:** Intermediate

## FAQ

**When was DataViz founded?**  
DataViz, the creators of Documents To Go, was founded in 1984. It specialises in Office-style applications for mobile devices that some say are better than Microsoft's own Pocket Office range.

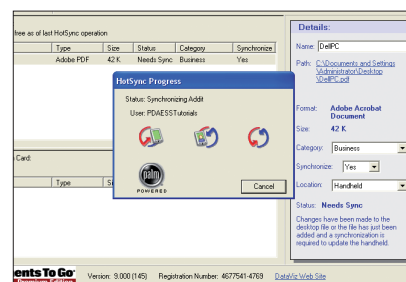
**DTG is regarded as one of the best applications that you can get for your Palm, as it includes a suite of programs for manipulating documents.** By default you are likely to get standard versions of the software – which does not include PDF support – so you need to ensure you have at least the professional edition (v8 or above). For this tutorial we used version 9 Premium Edition and a Palm TX.

### 1 Check your existing version of DTG

To start with it's best to check which version of DTG you have running on your Palm. To do this, simply launch DTG on your Palm, click on the top menu, go to Options and then About DTG (remember you need v8 professional or above to use PDFs).

### 2 Transferring PDFs to the Palm's internal memory

On your PC first double-click your DTG shortcut from your desktop or via your Programs folder. Now click on the top left symbol with a green Plus inside (Fig 2), and select and open a PDF file from your hard disk. It will then appear in the Handheld box. Select your PDF file and choose from the right option box which category you want to add the file to (Business, Personal), then perform a HotSync to transfer the file.



**Fig 2 PDFSync**

With DTG you can transfer PDFs from your PC to your Palm

### 3 Transferring PDFs to the Palm's expansion card

Transferring to an SD card is basically the same procedure as above, except this time you select the bottom Expansion Card box, or you can move existing files from the Handheld list by using the right option box to select 'Card' from the Location list.

### 4 Organising your files

Once the files are transferred to your Palm, launch DTG from your device. You may be greeted with a large mass of files in your list. To organise these so it only displays 'PDF', click on the paper and funnel symbol and select 'PDF' from the drop-down list.

### 5 Viewing and maximising screen space

To open a PDF simply click on it and you will see the document displayed

on your screen. You can now move between the different pages of your document using the buttons on the bottom. To see more of the document you can switch your screen to Landscape, click on the magnifying glass and pick a better Zoom %, click on the Z symbol and then the magnifying glass to enlarge screen fonts, or click on the bottom right-hand corner symbol to get Fullscreen mode.

### 6 Transfer PDFs

Click on the Back icon to get back to the main menu (represented by an icon with an arrow pointing left). By clicking on the top menu or selecting from the bottom menu icons, you can now perform various functions such as sending the document to a printer (needs additional software), beaming it to another device or deleting it. ●



**Fig 6 Maximise**

Maximise your screen in order to view your document