

# SYWARE PocketExtra for Microsoft Pocket Outlook

Created by SYWARE, Inc.  
www.syware.com  
+1-617-497-1300

SYWARE PocketExtra for Microsoft Pocket Outlook allows you to add custom fields (text, numbers, date, times, checkboxes, dropdown lists, and scribble/signatures) to Microsoft Pocket Outlook.

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Want more formatting options? Look into Visual CE from SYWARE, Inc.

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## Starting SYWARE PocketExtra

To start SYWARE PocketExtra:

1. Start Microsoft Pocket Outlook.
2. Position to an entry.
3. Select "PocketExtra"

## Field Styles

Five styles of fields are supported:

- Label: a label
- Edit/Note box: typed text, numbers, or dates
- Checkbox: a choice that can be selected or deselected
- Dropdown: a scrollable list of choices
- Scribble: a simple sketch or a signature

## Add a Field

To add a field:

1. Select **LAYOUT | ADD**
2. Specify the name
3. Specify the background color
4. Specify the style (Label, Edit/Note box, Checkbox, Dropdown, or Scribble)
5. Click OK

Use **LAYOUT | UP** to put the field where desired

## Modify a field

To modify a field:

1. Click on the name of the field
2. Select **LAYOUT | MODIFY**. You can change:
  - The name of the field
  - The background color for the field
  - If it is a dropdown field, you can add/remove entries

Note: You cannot change a field's style (Label, Edit/Note box, Checkbox, Dropdown, or Scribble). To change the style, remove the field and add a new one.

## Move a Field Up

To move a field up:

1. Click on the name of the field
2. Select **LAYOUT | UP**

## Move a Field Down

To move a field down:

1. Click on the name of the field
2. Select **LAYOUT | DOWN**

## Remove a field

To remove a field:

1. Click on the name of the field
2. Select **LAYOUT | REMOVE**

## Change the background color

To change the background color, select **LAYOUT | COLOR**

## Desktop synchronization

Fields you have created with PocketExtra Contacts can be synchronized with Microsoft Outlook on the desktop using SYWARE's PocketExtra Synchronizer (available separately). Once synchronized, you will be able to view the extra fields on your desktop machine by running Microsoft Outlook on the desktop, opening up the contact, and viewing the "User-defined fields in this item" (under the "All Fields" tab).

To save space on the handheld, not all the user-defined fields on the desktop will be synchronized with the handheld. Only the fields you created using PocketExtra Contacts on the handheld will be synchronized.

To use PocketExtra Synchronizer, first create the extra fields on the handheld using PocketExtra Contacts. Then, the first time you connect your handheld to your desktop machine, PocketExtra Synchronizer will create the fields on the desktop. On subsequent connections, these fields will be kept synchronized.