

# Export to PDA

## Export from Contacts

First open your Contacts and select the records you wish to export or Select All to export all records. Save your Contacts and leave the file open.

Open the file named Contacts Utility. Contacts Utility should be located inside your HighSight Extras folder. (Check the Downloads section of our web site for updated releases) You may move it to your InView & StockView folder if you wish. (Note that the Utility file has a Documentation menu for further help.) From the Export Scripts menu choose the pre-set export you desire, such as Palm III. If you choose any item other than “custom” from the Export Scripts menu you’ll see three field lists. The left most list is your choices; the center list is the one you control; and the right list is the field order the destination desktop software is expecting. If you choose any of the three Custom choices the right list won’t appear.

Double click a field name on the left (Field Choices) to move it to the right. Highlight a field on the left, and on the right, then click Insert to insert a field choice. Double click field name on the right to remove it. Click and Drag a field name on the right to move it. Shift/Control double click on the right to reset or remove all fields.

Click the Export from Contacts button to export the Contacts’ selected records to a text file. Open your destination software and import the text file.

## Export from Date Keeper

Open your Date Keeper and choose PDA Export from the Windows Menu, Report Forms sub-menu. In the dialog that opens, there is an “Export Using” popup button. Choose Custom if you want to create a custom export. (see *Custom Export*.) The Palm Export choice (the default choice) is set to match the Palm III desktop software. Click the Export button and you’ll be asked for a Start Date. Enter that then you’ll be asked for an End date. The PDA Export will export any Items within those two dates.

