User manual

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1 Basic services

The current version of 2Connect you offers you five main services. In this chapter you will find the description of their usage. These are:

File Manager – common file operations such as copying (from/to Epoc device), deleting, viewing, setting attributes

Contacts – contacts management (adding, deleting, editing) and utilization (send e-mail, address copying)

Backup – common backup service with the opportunity of defining backup rules

Agenda – you can edit or print your Epoc agenda with your desktop Browser

File Conversions – service for sharing documents between an Epoc device and a desktop computer.

2 The main services

2.1 File Manager

After the File Manager is opened (by clicking the File Manager link), a list of drives of the Epoc device is shown. You can now select a drive for browsing. When the drive is selected, a drive directory is listed, and you can browse through the directory structure. **Please make sure that your are not using folders or files names with vowel mutation and more than 128 signs. If you have such folders on your EPOC device please do first rename these.**

The File Manager offers these file services:

2.1.1   Download a file from an Epoc device to a desktop with Windows

Right click to the copy link and choose in the Pulldown-Menu "Save Target as…".
Then choose the folder where to copy the file to.

2.1.2   Download a file from an Epoc device to a MAC OS9

Hold down the CTRL key and click on the copy link to copy the file

2.1.3   View a file

The view link will only displayed for some kind of file types (TXT, GIF, JPEG, HTML)
Only this files can be view in the browser.

2.1.4   How to delete files/directories

1. Click the link **delete** next to the file or the directory you want to delete.
2. A new page appear and the file will be deleted. In settings (buton at the top of the page), you have the possibility to set a confirmation for the deletion. If you want this, please toggle from off to on.

    Some files can not be deleted, for example those, that have the **Read only attribute** set. (you must first change attributes).

2.1.5 How to set Attributes/Rename

1. Click the **set attributes** link next to the file/folder for which you want to change the name or the attributes.
2. A new page is opened for you to set a new name or change the attributes.
3. After you have selected the attributes and/or the name, click the **Return to the previous page** link to accept the changes. If you want to reject the changes, simply press the **Back** button of your browser.

2.1.6 Upload a file to an Epoc device

1. Use the browsing facilities of the **File Manager** to get to the directory of the Epoc device, where you want to upload a file from the desktop computer.
2. You can browse for the file, press the **Browse** button (an open file dialog will then appear to let you select the file). It is also possible to type into the box **Upload to this folder** a name with the right path of the file you want to upload to the Epoc device.
3. Press the button **Do upload**.

2.1.7 How to create a folder on the Epoc device

1. Use the browsing facilities of the File Manager service to get to the directory of the Epoc device, where you want to create a new folder.
2. Enter the name of the new folder in the field **Make new folder(s) here**.
3. Press the **Make new folder(s)** button.

2.1.8 How to change settings for the File Manager

At the top of the page, there is the link **Settings**, which lets you specify the options listed below (press **toggle** link). Do not forget, to press the link **Return to the previous page** to accept the changes, after you have set new options. If you want to reject them, simply press the **Back** button of your browser.

DOS-like mangling of path names => toggles between Unix and Dos mangling of path names selection.

Shows system and hidden files => specifies, whether the files with hidden or system attributes set will be visible.

Shows the 'System' folders => specifies, whether the folders with name 'System' in the root directory of a disk will be visible.

Shows the disc Z (ROM disc) => you will see the disk Z, which is hidden by default (ROM memory of your Epoc device, where the system and built-in applications are stored.) The ROM disc is a read-only disc of your Epoc device; you can not store anything there.

2.2 Contacts

After Contacts are opened, a new page with the contacts from your handheld device will appear on your desktop.You can edit, change or even print your Epoc contacts with your normal Web Browser. If you have setup an e-Mail address you can even send e-Mails directly from your Web Browser (if configured).

2.2.1 How to find a contact

In the box **Find contact** fill in the beginning of the contact your want to search for, and press the button **Find**. A search result will appear on the screen. The contact details can be displayed by clicking on the name of the contact.

2.2.2 How to add a contact

On the page **Contacts** press the button **Add Contact**. A form will appear. Please fill in the requested information. You can use the links **Personal Info/Work Info/Other** for faster movement in the form. After you have finished, press the **Submit** button.
- The contact card with contact details will appear and then you can click on the **Back to the contact list** link to return.

2.2.3 How to edit a contact

In the contact list click at the name of the contact you want to edit. You can also use the procedure described in **How to find a contact** to show contact details.
- Click the **Edit** link in the top part of the contact details page.
- Make changes in the form and press **Submit**.

2.2.4 How to write an e-mail to a contact

This procedure assumes, that you have a properly configured e-mail client installed on your desktop machine.
In the **Contacts list** click on the e-mail address next to the contact, to whom you want to send the e-mail. Your e-mail client will create a new message with the selected e-mail address filled in.

2.2.5 How to copy an address from a contact into a letter

1. Display the contact details by clicking on the selected name.
2. Then click the **Copy addresses** link in the top of the contact's detail page.
3. A page with work and personal addresses will appear.
4. Use the mouse pointer to select the address you want to copy. After the address is selected, use edit copy command (**Ctrl+C**) to copy the data into the clipboard. Open a new Word-File. Move the cursor to the position, where you want to have the address and insert with the paste command (**Ctrl+V**).

2.2.6 How to delete a contact

Chose the contact which you want to delete and click on the link **Delete** and confirm.

2.2.7 How to sort the contacts list

Click **Name/Company** in the list heading.

2.3 Backup

When Backup is opened, the **Backup** page will appear, offering you these operations:
Please make sure that your are not using folders or files names with vowel mutation and more than 128 signs. If you have such folders on your EPOC device please do first rename these.

2.3.1 Edit rules

1. Click the **Edit Rules** link.
2. A Browser like in File Manager service will appear. The difference is, that next to every file and directory are two of three links – **include/exclude/inherit** – to specify whether it will be backed up. (Inherit means, that the file or directory will be backed up only when parent directory is backed up.)
3. Browse the file system and set files to Backup. (To backup the whole Epoc device, set the **include** flag for the root directory "/" and at all deeper levels set Inherit flag for all directories and files).
4. Return back to the **BackUp** main page.

2.3.2 Show rules

Click the **Show Rules** link. Current backup rules will be shown on the screen.

2.3.3 Show files for backup

Click the **Show Files** link. The list of files that meet the backup rules, will be generated and shown on the screen. (This operation will probably take a moment.)

2.3.4 Perform a Backup

Click the **Back Up** link. The backup operation will start immediately. After the operation is finished, you will be asked where to save the backup files. (This operation will probably take a moment)

2.3.5 Restore

In the box **Restore** type the name of the file with previously backed up data or press the button **Browse** to search for the file. Click the **Restore** button. Data will be restored immediately.

2.4 Agenda

After Agenda is opened; a new page with today's agenda will appear. You can

- **Add a new entry**
- **Add a new event**
- **Add a new to-do**
- **Edit**
- **Delete**
- **Cross-out**

2.4.1 Navigation between days

For navigation; you can use the **<<, >>** or **Today** buttons. You can also use **Calendar** button, which will display a 3-month calendar for navigation.

2.4.2　Change displayed To-do list

Simply click the name of the To-do list to display it.

2.4.3　Print Agenda for selected day

Display your agenda for the selected day and use your browser to print it.

2.5 File Conversions

File Conversions is the most powerful part of 2Connect you. It allows you, to share your data between a desktop computer and an Epoc device. When **File Conversions** is started, a list of bookmarks is displayed, to make it easier and faster to move to the selected folder. You can browse the entire file system as in the File Manager. **Please make sure that your are not using folders or files names with vowel mutation and more than 128 signs. If you have such folders on your EPOC device please do first rename these.** Offered operations are:

2.5.1　Copy file from Epoc device with conversion

1. Select Browse entire file system or use one of the bookmarks shown.

2. On the next screen click at the drive on which the file you want to convert is stored. (Now you can use the links, shown to browse the file system of your drive, to find the file you want to convert.)

3. After you have found the file, click the link **convert** next to it in the column **options**.

4. A new window will appear.
   a) Windows
   - Select the filter, click on the filter link and choose in the Pull down-Menu **"Save Target as…"**
   Mac OS 9
   - Select the filter and hold down the **CTRL** key and click to convert the file.

   Maybe you will be asked for some conversion details on the Epoc device.

5. At the end, you are asked to **save/open** the file you have converted or the file is automatically opened with the default viewer (depends on system and configuration).

2.5.2 Copy a file to an Epoc device with conversion

1. Select **Browse entire file system** or use one of the shown bookmarks to get into the destination directory.
2. Then click the drive, where you want to save the file after the conversion. (Now you can use the links, shown to browse file system of your drive, to get into the directory, where will be the file saved.)
3. When you are in the destination folder, write into the box **Upload** to this folder the filename with the path for the file to upload. You can also use the **Browse** button to find the file.
4. Press button **Do upload and convert**.
5. A new window will appear. Select in it type of conversion for your file.
6. Maybe you will be asked for some conversion details on the Epoc device.

2.5.3 Copy a file

This copies the data without any conversion, as when using the File Manager.

2.5.4 Bookmark a current folder

To bookmark a current folder for faster access, you must first enter the bookmark description in the box **add to bookmark as** and then press this button. Next time you open the File Conversions, there will be this new bookmark in the list. Bookmarks can also be changed.

2.5.5 Show available filters

After clicking this button, a list of filters installed on the Epoc device and assigned data types will be displayed.

3 Using 2Connect you as a stand alone conversion

You can use 2Connect you also as a stand alone conversion utility, for example for converting E-mail attachments. The files are converted directly on the Epoc machine (no need any desktop computer). You can access locally exactly the same conversion as described in "File Conversions" in the previous chapter.

3.1 Quick start

3.1.1   How do I convert a file on my Epoc device?

1. Choose a file from the convert menu.
2. Select the file to be converted (standard Epoc file selection dialog is used, with **Name** (File), **Folder**, and **Disc** choices).
3. If the input data can be converted to the multiple output formats, a list of available output data types appears: for example, an Epoc Word file can be converted to **Plain text**, **RTF file**, or **HTML document**
4. The slightly extended standard Epoc **Save As** dialogue allows you to set the name, folder and disc of the output file, or – for Epoc file formats – to specify that the output file should just be opened in the appropriate application.
5. Some filters then show a filter-specific dialogue to set the conversion details (e.g. which delimiters are to be used in delimited text format).

4 Glossary

Conversion

A piece of code, which performs "the real work" translating one data format into another. The conversions are always part of a filter, which creates them on demand whenever a conversion of appropriate data types is desired by the user. Quite often, the conversions are placed in loadable DLL libraries not to occupy memory unless really needed.

Data Type

A data type is a heap of information and a piece of code, which represents a format of data, like Epoc Word, HTML, Rtf, Pdf, TIFF image… The information allows the filter which owns the data type to select a proper conversion; the code can customize recognition of the data format (e.g. the Rtf format is recognized by its "{\rtf" prefix).

Filter

Filter is a heap of information and a piece of code, generally placed in a loadable DLL library, which "knows" which data formats can be converted, and how. The former is achieved by a set of data types; for the latter the filter creates conversions.

A dynamically loadable filter package contains the filter itself, its conversions (which might be placed in extra DLL libraries), potentially filter data types in case the standard ones are not sufficient, and other filter resources. The package can be as simple as one DLL library, or as complicated as a folder with many files and subfolders.