

AC Fitness Instructor List for the Palm Pilot

home

Here is the file. Follow these instructions to load it into the palm pilot.
This is for the Palm Desktop3.1. The file specification and the features listed here will work in the other versions, but the placement of the buttons will be different.

- 1- Open the Palm Desktop and click the **Address** button found on the left side of the window for OS3 desktops. Download the file ***aclist-aug-01.txt*** onto your computer hard drive.
- 2- Create a new category in your address book using the **Edit Categories** option in the address book category selection list. That is the slot on the upper right hand corner of the address windows – opposite the bold-faced 'address list' heading.
- 3- Click the **File** button on the toolbar and select the **Import** option.
- 4- In the window that opens, go to the **Files of type** selections and click on **Comma Separated (*.csv;*.txt)**
- 5- Select the file ***aclist-aug-01.txt***
- 6- Click the **Open** button.
- 7- The **Specify Import Fields** window opens. Put a tick in the **Palm Fields** box for ***Last Name, First Name, Home, Work, Other, E-Mail, Custom 1***.
In that consecutive order The fields can be moved by 'dragging' the selected **Palm Fields** name to the sequence in the list. Record one comes up on the right hand side of that window. Please ensure the **Palm Fields** name list matches with the data in record one.
- 8- Click **OK**.
- 9- The data in alphabetical order should now be in the category that was created in the address book.
- 10-**Hot synch** the palm pilot.