

The Nota Bene / Palm Pilot Project
Working with *WordSmith* and *Nota Bene*
(Winter 2003)

1 Introduction

Your objective is to bring what you have written in your Palm Pilot, using *WordSmith* -- your notes or anything else -- into *Nota Bene* in order to have the file saved in NB's format and, subsequently, have Orbis index its contents into your research database. The instructions below will make it easy to bring the WS document into NB after synchronizing your Palm Pilot with your computer.

2 Setting up preferences in *WordSmith*

in WS, you will set up preferences that reflect the conditions most suitable to automating your synchronization process. These conditions are simple and straightforward: first, set up a folder to receive the WS documents, and, second, identify two items in the **Preferences** section of WS.

2.1 Create a directory in NB for WS documents

Before setting up the preferences in WS, you must prepare a folder for the WS documents to go into your computer from the Palm. Use Windows' *Explorer* to create a new folder in NBwin. I recommend that you name this new folder "wordsmithdocs" (without the quotation marks). When finished with the creation of this new folder, close Windows *Explorer*.

2.2 WS preferences

- Double-click on the WS icon on your desktop.
- Click on the box labeled "Preferences..."
- Click on "Choose"
- Click on the folder where the WS documents will be synchronized (e.g., c:\nbwin\wordsmithdocs).
- Select .rtf as the choice for the item "Have the following extension"
- Click OK
- Click Done

3 What to do to a WS document

Your objective is to create WS documents that are saved in Rich Text Format (rtf) so that they will be recognized for synchronization with NB. This is easy: make sure that some (any) of the document you type in WS contains a special print mode, that is, bold, italics, or underline. Taking notes on readings should make this an instinctive process because, in any case, you should italicize the titles of journals and books. The first time you save a particular document that contains print modes, WS will remind you about this and ask your permission to save the document in WordSmith (Rich Text mode) format. Tap on the OK box. In the listing of documents under the DOC category, you will see a "W" to the left of the document's title. This means the document has been saved in WS format, that is RTF.

4 Results

Once you've followed the instructions above, you will have set up WS so that every time you synchronize the Palm Pilot to your computer, your Rich Text Format (rtf) documents in WS will go to the c:\nbwin\wordsmithdocs folder.

You will open the file in NB, which will automatically convert it from the rtf format. PLEASE NOTE: the rtf file you bring into NB will be untitled and you will need to save it as an NB document, giving it the name you please. Alternatively, you can use the Save As... option, giving the file same name **BUT** make sure first to delete the RTF extension from the filename.