

Project 5

Read Your E-mail on Your iPod

What You'll Need:

- **iPod Required:** Any iPod but the iPod shuffle
- **Windows Software Required:** iPodSync
- **Mac Software Required:** iPDA
- **Cost:** \$25 U.S. or less

Using your iPod as an e-book reader (as described in the previous project) is great, especially if you've got a long commute or you tend to get stuck places with only your iPod for entertainment. But there's no reason you need to stay with e-books. If you want to get things done and process as much input as possible in your downtime, you probably hanker to put e-mail on your iPod—and you can. This project shows you how to put e-mail from Outlook (Windows), Entourage (Mac), and Mail (Mac) on your iPod.

Before you dive in, there's one restriction you need to know—but you probably know it already. For text, your iPod is read-only: there's no way yet to compose e-mail on your iPod, other than by recording voice memos using a microphone (see Project 3). What you can do very effectively is triage your Inbox when you can't be using your computer—for example, on a bus or train—or catch up on newsletters that you haven't found time to read at your desk. You may also want to carry around important messages for reference; for example, in case you have a bright idea for which you need to refer to specifics in a message.

Step 1: Load Your E-mail on Your iPod

To load your e-mail on your iPod, you need a custom utility. This section introduces you to the best utility for Outlook (Windows) and Entourage and Mail (Mac).

Windows: iPodSync

At this writing, the best utility for putting e-mail messages from Outlook on your iPod is iPodSync. iPodSync can also put your contacts, calendars, notes, and more on your iPod if you need to bring these along with you too.

Download and Install iPodSync

You can download a trial version of iPodSync from the iPodSync website (www.ipod-sync.com). The trial version is fully functional for 15 days, after which you have to pay \$14.95 U.S. for the full version. That should give you plenty of time to see whether iPodSync works well enough for you to want to keep using it.

After downloading the iPodSync distribution file, open it. For example, if you've used Internet Explorer to download the file, click the Run button in the Download Complete dialog box.



You'll probably see a Security Warning dialog box like the one shown here, telling you that the publisher could not be verified because the file doesn't have a valid digital signature. Provided that you've just downloaded the file from the iPodSync website, rather than from somewhere nefarious, you should be safe enough. Click the Run button to proceed with the installation.

The iPodSync setup routine is straightforward. Once you've accepted the license agreement, the setup routine lets you choose between a Typical installation and a Custom installation. The Typical installation installs iPodSync to a folder called iPodSync in your Program Files folder (which is as good a place for it as any) and creates an iPodSync group on your Start menu (which is also pretty normal). If you want to change either of these default settings, go with the Custom installation. Otherwise, use the Typical installation.

Once the installation is finished, double-click the iPodSync shortcut on the Desktop or choose Start | All Programs | iPodSync | iPodSync to launch iPodSync. When you do, iPodSync displays the message box shown here, telling you that you need to enable disk mode on your iPod so that iPodSync can access it.



note

If you've already set up your iPod for manual management of songs and playlists, you're already using disk mode and don't need to make any changes.

Turn On Disk Mode

To turn on disk mode, follow these steps:

1. Connect your iPod to your PC if it's not already connected.
2. Start iTunes if it's not already running.
3. Click the iPod's entry in the Source pane.
4. On the Summary tab, select the Enable Disk Use check box. iTunes displays the following dialog box to warn you that you will need to eject the iPod manually when using disk mode.



5. Click the OK button to close the message box, and then click the Apply button to apply the change to your iPod.

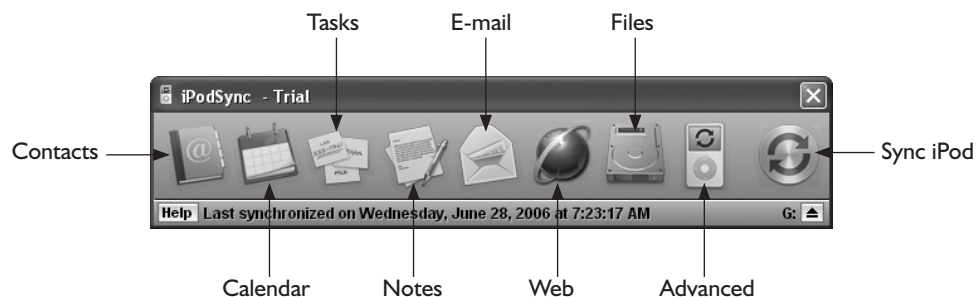
Configure iPodSync to Synchronize the Items You Want

Once you've turned on disk mode, iPodSync can access your iPod. Figure 5-1 shows the iPodSync window with its Advanced tab's iPodSync subtab displayed.

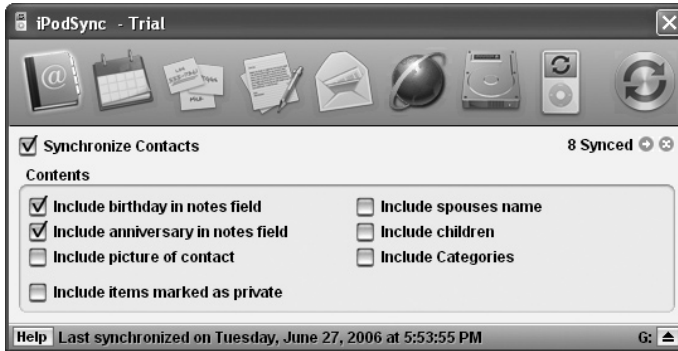
You now need to tell iPodSync which items you want it to synchronize. Most of these options are easy to understand—for example, to synchronize your Outlook contacts, click the Contacts tab (shown on the next page), select the Synchronize Contacts

Figure 5-1

To set up iPodSync, display the tab that contains the options you want to use, and then choose settings.

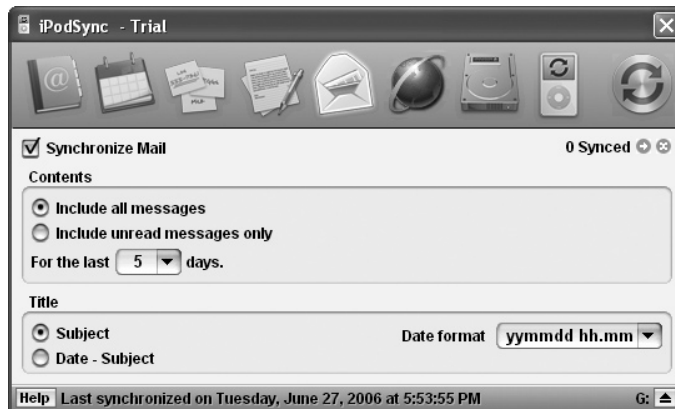


check box, and select the check box for each option you want to apply, such as Include Birthday In Notes Field.



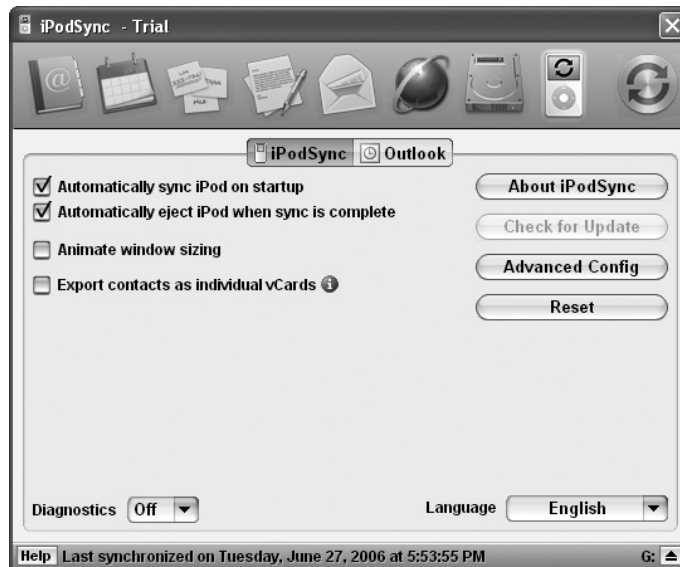
To carry your e-mail around with you, you'll need to set options on the E-mail tab and the Advanced tab. Follow these steps:

1. Click the E-mail tab to display it, as shown here.

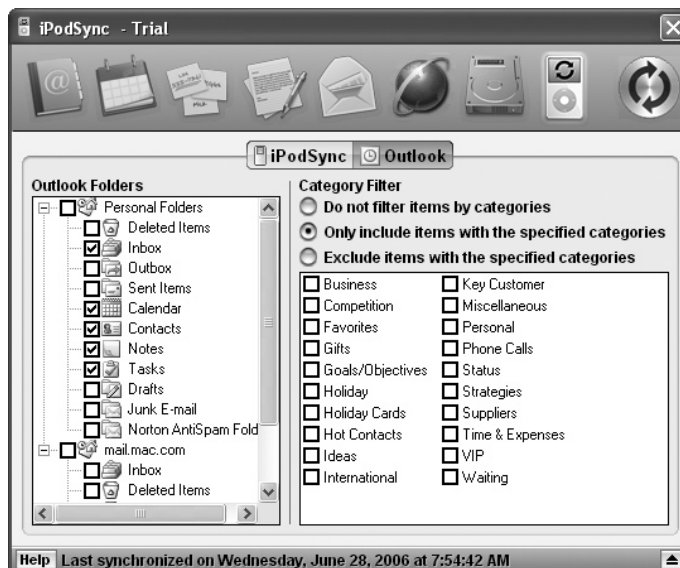


2. Select the Synchronize Mail check box.
3. In the Contents group box, select the Include All Messages option button or the Include Unread Messages Only option button, depending on whether you want to take all your messages with you or just those you haven't read. In the For The Last NN Days drop-down list, specify how many days' worth of messages to include.
4. In the Title group box, specify how you want iPodSync to title the messages by selecting the Subject option button or the Date – Subject option button. Date – Subject is useful for keeping your messages sorted by date. Choose the date format in the Date Format drop-down list: month and date only (mmdd), including the hour and minute (mmdd hhmm), or including the year, hour, and minute (yymmdd hhmm).

5. Click the Advanced tab, and then make sure the iPodSync subtab is selected, as shown here.



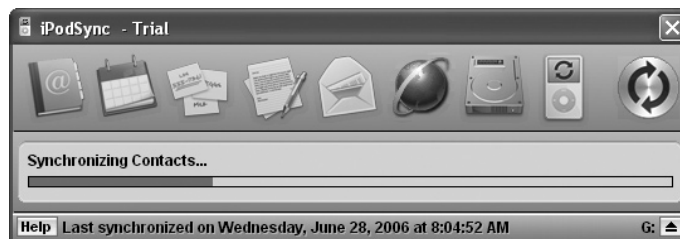
6. If you want to synchronize your iPod automatically when you launch iPodSync, select the Automatically Sync iPod On Startup check box. You can also select the Automatically Eject iPod When Sync Is Complete check box if you want to be able to make a quick departure from your desk as soon as synchronization is finished.
7. Click the Outlook subtab button to display the subtab, as shown here.



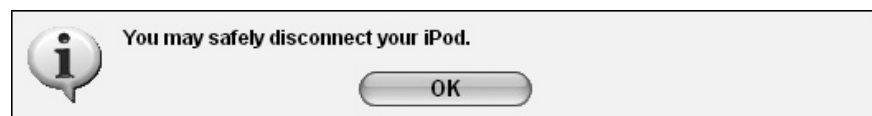
8. In the Outlook Folders pane, select the check box for each folder you want to sync. iPodSync automatically selects the most popular folders for you.
9. In the Category Filter area, decide whether you want to filter the items by categories. By default, the Do Not Filter Items By Categories option button is selected, so iPodSync doesn't filter items. To filter, select the Only Include Items With The Specified Categories option button or the Exclude Items With The Specified Categories option button, and then select the check boxes for the categories in the category list.

Synchronize Data with iPodSync

Once you've chosen settings for iPodSync, click the Sync iPod button to start synchronization. (If you selected the Automatically Sync iPod On Startup check box on the Advanced tab, all you need to start synchronization is launch iPodSync.) iPodSync shows you how the synchronization is progressing, as shown here.



If you selected the Automatically Eject iPod When Sync Is Complete check box on the Advanced tab, iPodSync tells you when you can disconnect your iPod, as shown here.



Otherwise, eject your iPod manually, and you'll be ready to read your e-mail on the road (see step 2).

Mac: iPDA

The best utility for putting e-mail messages from Mail (Apple Mail, if you will) or Microsoft Entourage on your iPod is iPDA. Apart from e-mail, iPDA also lets you copy contacts, notes, tasks, and calendar information from Entourage or information from Stickies, Address Book, and iCal. iPDA also supports downloading news headlines from Google, weather forecasts, and directions.

To get started with iPDA, you can download a mostly functional trial version that lets you put individual categories of data (for example, mail or contacts) on your iPod manually but not synchronize all your data. To get one-touch synchronization, you must buy the full version of iPod, which costs \$19.95 U.S.

Download and Install iPDA

To download and install iPDA, follow these steps:

1. Steer your browser to the ZappTek website (www.zapptek.com/ipda/), and then download the trial version of iPDA.
2. Double-click the zip file to extract the disk image file.

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Depending on how you've configured Mac OS X, the OS may automatically unzip the zip file, mount the image file, open a Finder window showing the file's contents, and trash the zip file for you.

3. Double-click the disk image file to mount it on the Desktop.
4. Double-click the disk image to open a Finder window showing its contents.
5. Drag the iPDA item to your Applications folder.
6. Right-click the disk image and choose Eject from the shortcut menu.
7. Drag the zip file to the Trash to get rid of it. (You may also want to trash the disk image file. If not, store it somewhere convenient in case you need it again.)

To start iPDA, double-click the iPDA item in your Applications folder.

Turn On Disk Mode

To enable iPDA to transfer data to your iPod, you must turn on disk mode. Otherwise, iPDA displays the dialog box shown here to warn you of the problem.



To turn on disk mode, follow these steps:

1. Connect your iPod to your Mac if it's not already connected.
2. Start iTunes if it's not already running.
3. Click the iPod's entry in the Source pane.
4. On the Summary tab, select the Enable Disk Use check box. iTunes displays the following dialog box to warn you that you will need to eject the iPod manually when using disk mode.



5. Click the OK button to close the message box, and then click the Apply button to apply the change to your iPod.

Configure iPDA to Synchronize the Items You Want

The first time you launch iPDA, the application displays its Preferences dialog box (see Figure 5-2).

Figure 5-2

Start by setting General preferences and telling iPDA which applications you want to synchronize with your iPod.



In the General area of the Preferences dialog box, you can set iPDA up to quickly synchronize your iPod and eject it. You can also choose to maintain formatting on the files you transfer.

- **Maintain Formatting** Select this check box to make iPDA maintain formatting on text rather than stripping it down to plain text.
- **Auto Sync On Launch** Select this check box if you want iPDA to synchronize your iPod automatically when you launch the application.

- **Quit After Sync** Select this check box to make iPDA close after completing the synchronization.
- **Eject iPod On Quit** Select this check box to make iPDA automatically eject the iPod when you close the application.

In the Sync area, select the check box for each item you want to synchronize. For example, to synchronize your e-mail messages from Mail, select the Mail check box in the Apple area. To synchronize your Entourage e-mail messages, select the Mail check box in the Entourage area.

If you need to use a proxy server for web services, select the Proxy Server check box and enter the host and port. For a typical home Internet connection, you won't normally need to specify a proxy server.

Click the OK button to close the Preferences dialog box. You then see the iPDA interface (see Figure 5-3), which allows you to configure synchronization for each category of item, run synchronization, and eject your iPod.

Figure 5-3

Here, only Mail in the Apple area is set to synchronize—as shown by the check mark.



Click an item you've set to synchronize, and then choose settings in the dialog box that appears. Figure 5-4 shows the dialog box for Mail, in which you work as follows:

1. In the Messages area, choose which mailboxes to transfer:
 - Select the Transfer All Messages option button if you want to transfer messages from all mailboxes.
 - If you want messages from only some mailboxes, select the Transfer Messages From Selected Mailboxes option button, and then select the check box for each mailbox you want to include.

Figure 5-4

Use the Messages dialog box to specify which e-mail messages iPDA should transfer to your iPod.



2. In the Options area, choose which messages to get from those mailboxes:
 - Select the Unread Messages Only check box if you want to include only messages you haven't read (or that you've marked as unread).
 - Select the Flagged Messages Only check box if you want only those messages you've flagged.
 - If you want only the most recent messages, select the Only Include Messages check box and use the Received In The Last controls to specify the number of days or weeks—for example, "2 Day(s)" or "1 Week(s)."
3. Select the Check For New Mail check box if you want to force iPDA to check for new mail before synchronizing. (Checking for new mail like this puts your latest messages on your iPod and is usually a good idea.)
4. Click the Transfer Now button if you want to transfer the messages now. Otherwise, click the OK button to close the dialog box.

Synchronize Data with iPDA

Once you've set up iPDA as described in the previous section, you can synchronize your data by clicking the Sync button in the Utilities area.

To eject your iPod, click the Eject button in the Utilities area.

Step 2: Read Your E-mail on Your iPod

To read your e-mail on your iPod, scroll to the Extras menu, and then press the Select button. Scroll down to the Notes item, and then press the Select button to access your notes. You'll find the mailboxes and messages you transferred inside the Notes folder.

You're all set to read your e-mail on your iPod. Now, cue some music and stroll right out of the office to somewhere more pleasant.