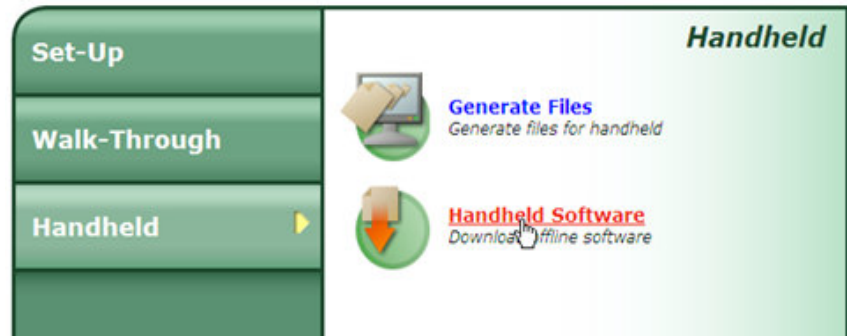
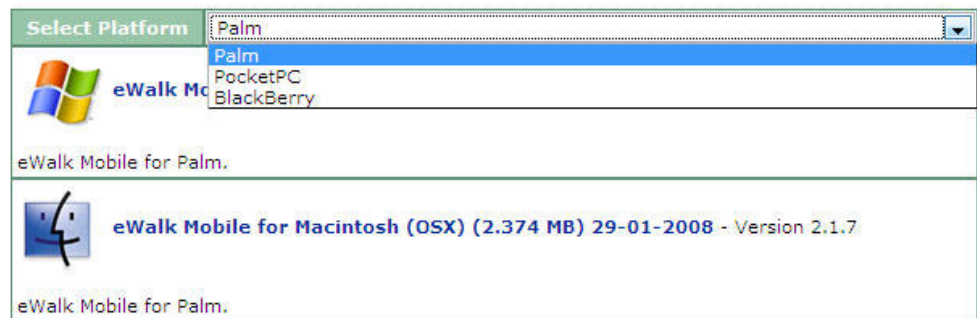


DOWNLOADING EWALK FOR YOUR PDA

Choose the **Handheld** menu from the left hand side of your eWalk screen, and then select the **Handheld Software** link on the right hand side.

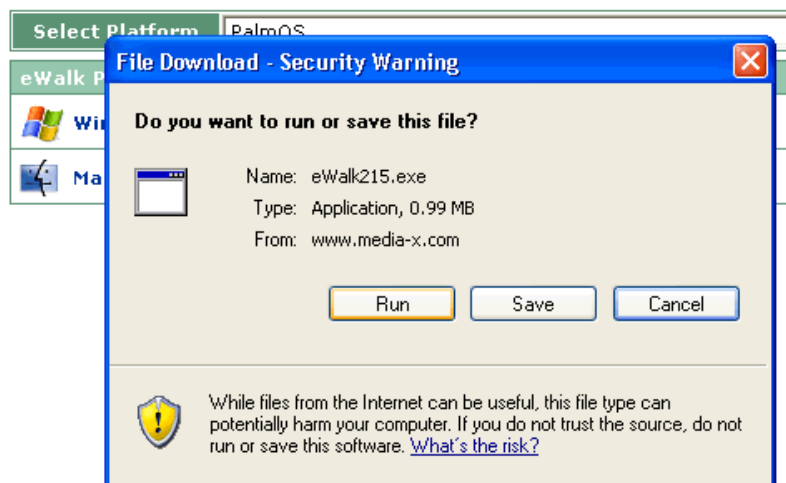


Use the drop down box provided to select your PDA platform.



Once you have selected the correct platform, use your mouse to select the appropriate software link for your operating system.

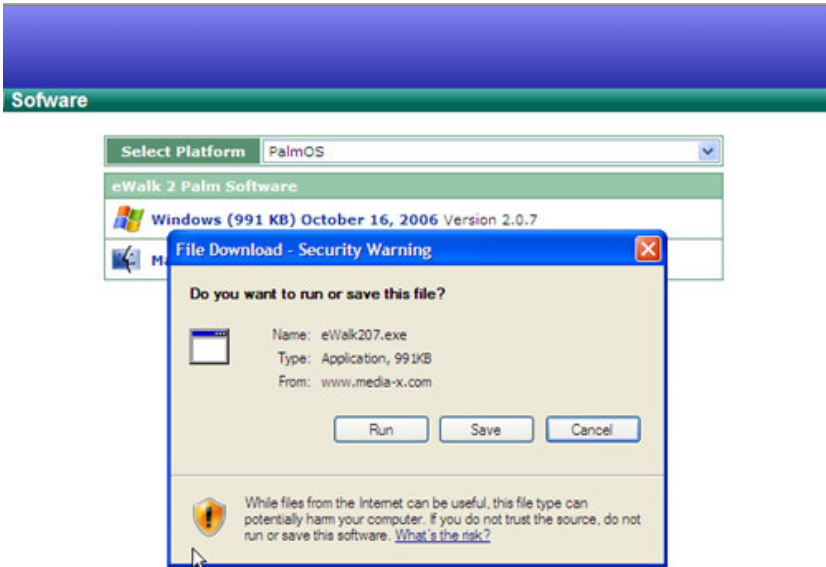
The program will prompt you to **Run** the installer or **Save** in a location on your computer or network.



INSTALLING EWALK FOR PALM PDA DEVICES

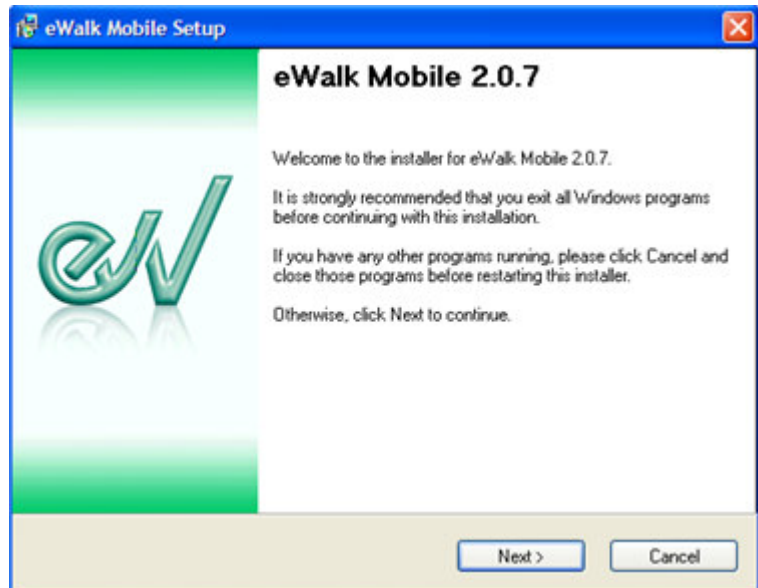
If you would like a copy of the installer on your hard drive, use the **Save** option. Otherwise, click **Run** to begin the installation.

If you select the **Save** option, you will need to locate your installation file and double click to begin this process.

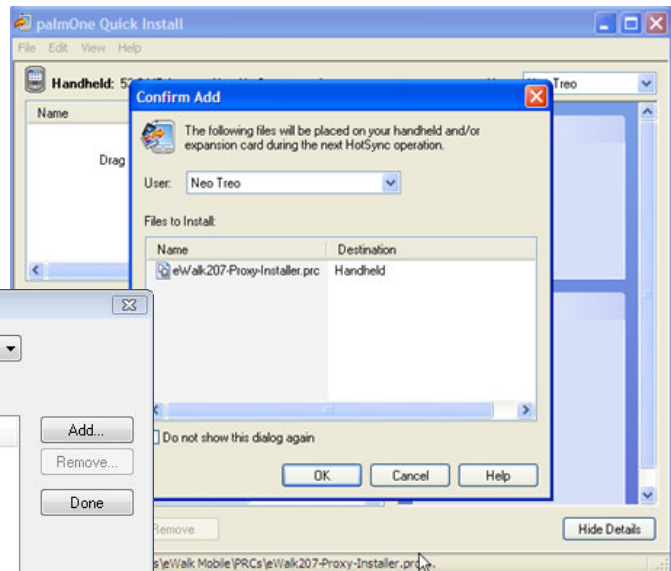
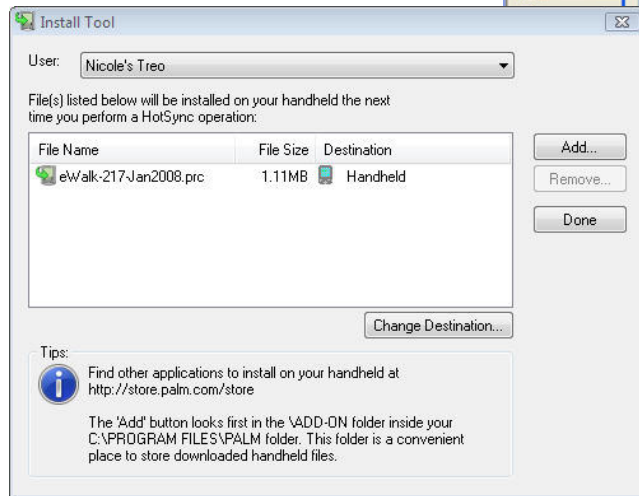


Click **Next** whenever prompted during the installation process.

When your installation is complete you will be prompted to click **Finish**.

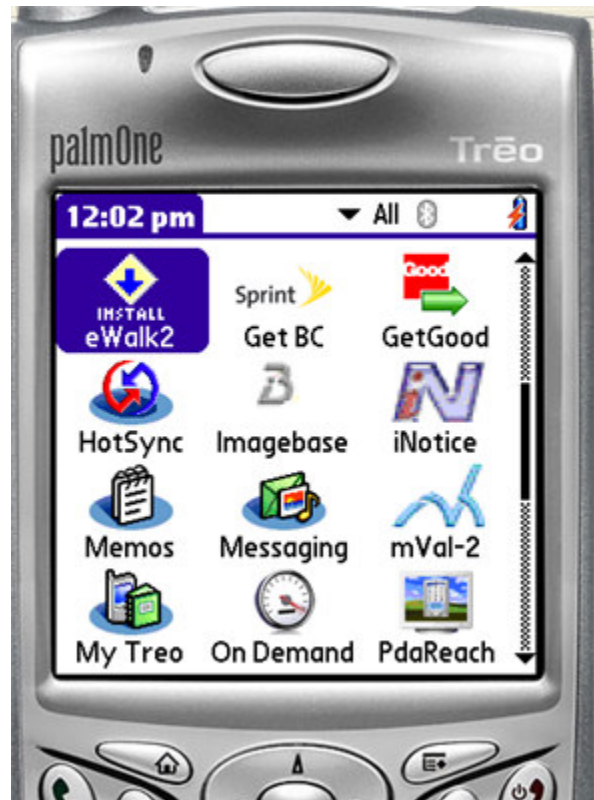


At this point your Palm Quick Install program (or Install Tool, on Vista) will launch and ask you to add the eWalk installer file to your Palm install options.



Click **OK** and then connect your Palm device to the cradle or cable and perform a HotSync operation.

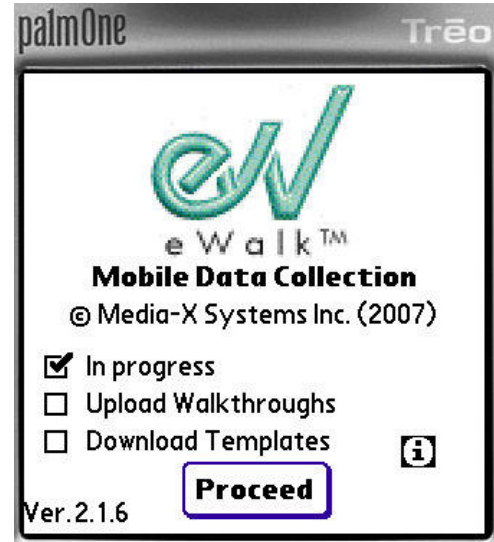
Once your HotSync has completed locate the eWalk installer file on your Palm screen and tap it to complete the installation process.



SETTING UP YOUR PALM TO SEND AND RECEIVE DATA

The program gives you 3 options on the initial screen

- Checking **In Progress** indicates to the Palm that you are currently working and no information will change
- Checking **Upload Walkthroughs** indicates to the Palm that you have data on your Palm you would like to send to your web account.
- Checking **Download Templates** will download a new set of generated files to your Palm.



You must then choose the **Delete all Walkthroughs** button. This will ensure your Palm contains only your personal data.

Before you can successfully transfer information between your Palm and the web you must delete all the fake data in the program, and also set up your Palm.

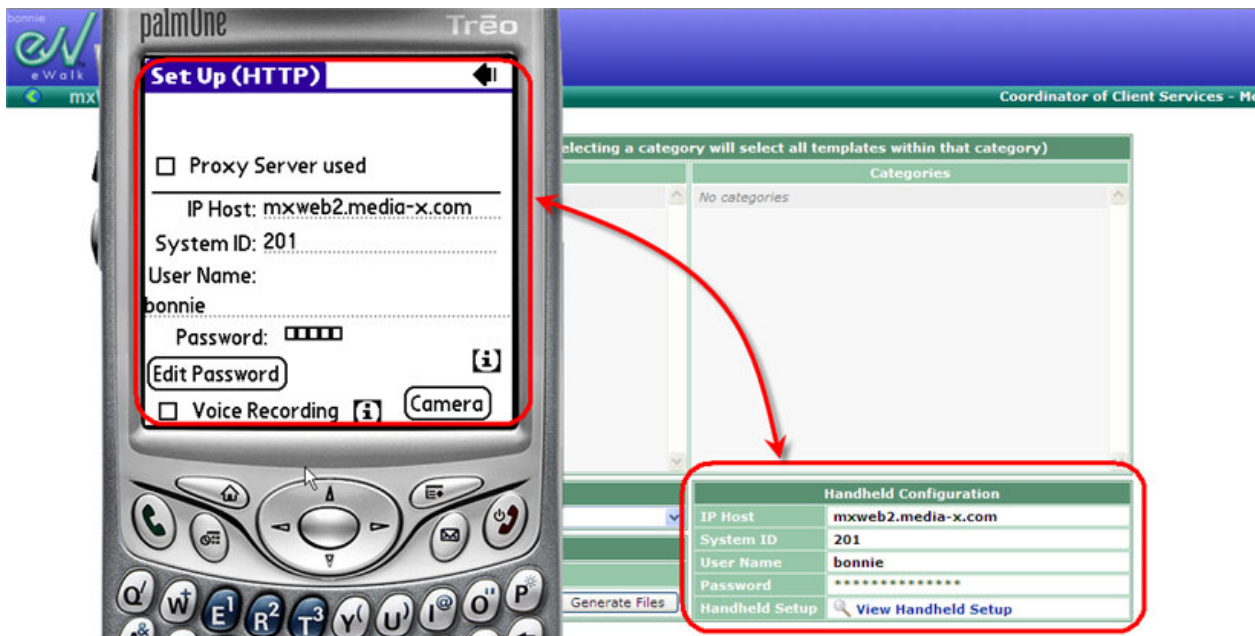
To delete all the previous data, choose any of the options from the initial screen. Next, click on **Upload/Download**



You must now repeat the previous steps to arrive back on the following screen:

Then select the **Set Up** link on the bottom of your screen.

The setup screen on your Palm will ask you for the information located on the **Generate Files** page in the web. Enter the information into the correct boxes and then click the back arrow to return to the Main menu.

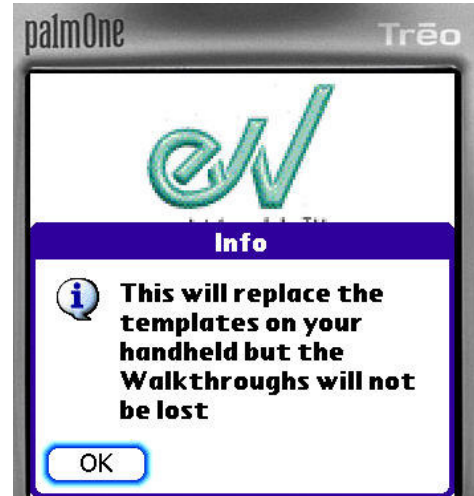


This information will remain in your Palm unless you reinstall the application. If you reset your password to your mxweb eWalk account you will need to remember to come back to the **Set Up** screen in your Palm PDA and make the change here as well.

DOWNLOADING TEMPLATES, SCHOOL INFORMATION AND COMMENTS TO YOUR PALM

In order to download information to your Palm, you have to be on the appropriate screen. This is actually the third screen in the process.

1. Checking **Download Templates** will download a new set of generated files to your Palm. This will bring up an Info box warning you about losing previous templates. Click **OK** to accept this process.
2. Click **Proceed** to continue with the process.
3. On the second page, choose **Upload/Download** to continue with the download process.
4. You are now on the screen where the download should occur. The following is what your screen should look like:



Your Palm is now ready for the download, but you still have to complete some steps on the computer. **NOTE:** Do NOT hit Return, as this will not allow you to download templates. The download **MUST** occur on THIS PAGE!

GENERATING YOUR WEB FILES

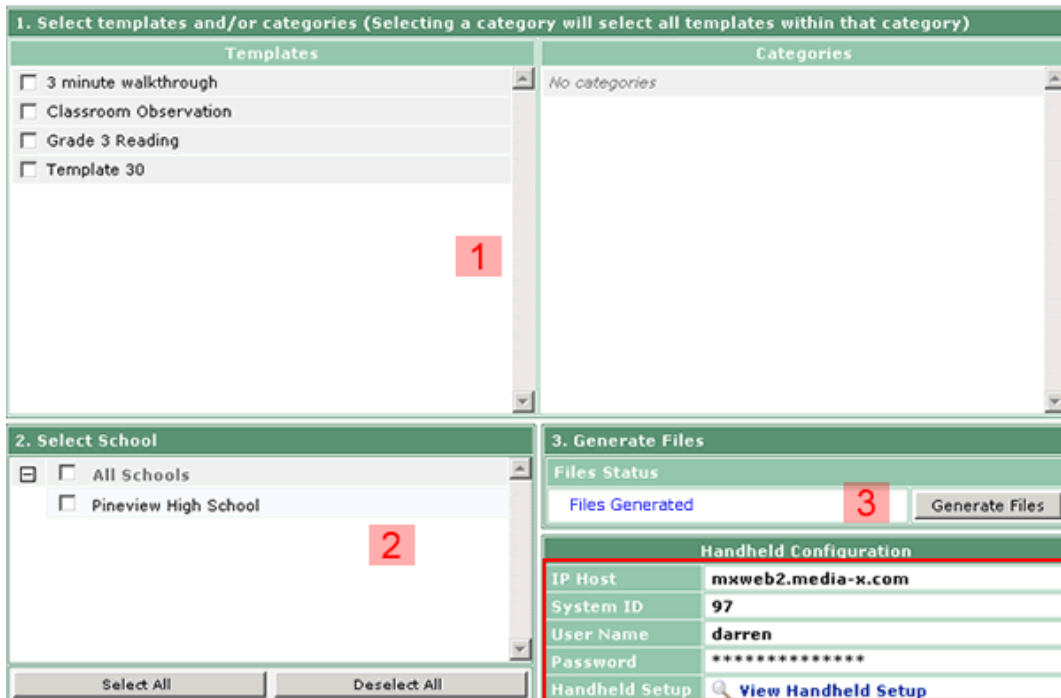
To bring Walk-Throughs and member lists successfully to your PDA, you must first **Generate** your files.

From the **Handheld** menu select **Generate Files** to prepare your walkthroughs for transfer.



Generating your files is a 3 step approach, as demonstrated below:

1. Indicate which template(s) you would like to use.
2. If you are associated with multiple locations make sure you choose the appropriate location(s).
3. Hit the **Generate Files** button.

A screenshot of a web application interface showing the three steps of generating files. Step 1: 'Select templates and/or categories' with a list of templates (3 minute walkthrough, Classroom Observation, Grade 3 Reading, Template 30) and a 'Categories' section. Step 2: 'Select School' with a list of schools (All Schools, Pineview High School). Step 3: 'Generate Files' with a 'Files Status' section showing 'Files Generated' and a 'Generate Files' button. Below this is a 'Handheld Configuration' table with fields for IP Host, System ID, User Name, Password, and Handheld Setup. Red boxes and numbers 1, 2, and 3 highlight the template selection, school selection, and the Generate Files button respectively.

1. Select templates and/or categories (Selecting a category will select all templates within that category)	
Templates	Categories
<input type="checkbox"/> 3 minute walkthrough	No categories
<input type="checkbox"/> Classroom Observation	
<input type="checkbox"/> Grade 3 Reading	
<input type="checkbox"/> Template 30	

2. Select School	
<input type="checkbox"/> All Schools	2
<input type="checkbox"/> Pineview High School	

3. Generate Files	
Files Status	3 <input type="button" value="Generate Files"/>
Files Generated	
Handheld Configuration	
IP Host	mxweb2.media-x.com
System ID	97
User Name	darren
Password	*****
Handheld Setup	<input type="button" value="View Handheld Setup"/>

You are now ready to HotSync.