

migo™

migo personal
for
iPod®
User's Guide

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Introduction

Welcome to the Migo Personal for iPod User's Guide

Who Should Read this Book

 **Note:** Depending on which version of Migo Personal you installed on your iPod, you may or may not have Microsoft Outlook® synchronization functionality. This document provides complete information including Outlook details, so you can ignore those sections if they are not relevant to your installed version of Migo Personal.

If you've recently purchased Migo Personal™ for iPod® and you want to learn about all the available features and get the best use out of the software, this is the book for you.

This book starts with the same information found in the *Migo Personal for iPod Quick Start Guide*—the printed document that came with your Migo Personal software—that shows you how to quickly start using Migo Personal with your iPod. But in this User's Guide, you'll learn about every feature of Migo Personal. Along the way, we'll point out some tips and tricks, and caution you about potential problems and how to steer clear of them.

Additional Resources

Aside from this book, you can get additional information from the following sources:

- *Migo Personal for iPod Quick Start Guide*: Comes in your Migo Personal box.
- Online Support, including Frequently Asked Questions, at <http://www.4migo.com/support>

Conventions Used in this Guide

Style Conventions

The following conventions are used in this guide:

- `Computer type` indicates information that you enter into the interface, such as specifying a URL.
- **Bold type** indicates buttons, fields, and other interface objects.
- *Italic type* is used to introduce new terms, as well as to emphasize certain points.

 **Note:** Side notes provide additional or summary information that clarifies or reinforces the concepts described in the main text.

 **Tip:** Tips help you work more efficiently by highlighting details, shortcuts, or cross-references to other documentation that gives more information about the concepts described in the main text.

In addition, the following entries appear now and then:

 **Note:** Notes expand upon the concepts described in the main text with additional, detailed information.

 **CAUTION:** Cautions advise you of any potential problems stemming from a particular action.

 **WARNING!** Warnings advise you of any serious potential problems stemming from a particular action.

 **Tip:** See the complete Glossary of terms in Chapter 5.

Terminology

The following terms are ones you should understand before reading through this document. A complete Glossary is also provided at the end of the book (see Chapter 5).

Host (Computer): Migo Personal is designed to let you work on a variety of computers. *Host computers* are ones you might use in a library, cyber cafe, school computer lab, etc. Because these are computers you use infrequently and/or temporarily, you probably want to keep all your information on your iPod, rather than copying your files onto the computer. Because of this, you typically use Migo Personal's *Login Mode* to access your main computer's profile on your iPod.

Migo Personal for iPod ("Migo Personal"): The software installed into your iPod that controls synchronization, computer settings, and the appearance of the computer's desktop and wallpaper.

Personalize: The process of temporarily changing a *host computer's* "look and feel"—its wallpaper, desktop files, Microsoft Outlook® contents, and Microsoft Internet Explorer® Favorites—to match those on your main computer. Migo Personal automatically personalizes your environment each time you log in on a *host computer*, making it appear as your own.

What Can You Do with Migo Personal?

Imagine the freedom and flexibility that you crave. Now imagine that not only is there a product that fits your needs, but installs directly into your iPod. Simply put, Migo Personal sets you free. Free to bring your critical data and settings with you, wherever you go, without the hassle of carrying a computer laptop, external CD-ROM drives, CDs, floppies, and more.

Access Your Outlook Email from Different Computers

*Migo Personal supports Microsoft® Windows® 2000® SP4 and XP®.

If you're a Microsoft Outlook® user, you'll love how Migo Personal lets you access your Outlook email from any other *host computer**. When you log in as a guest using Migo Personal, you not only can access your new email, but you can also bring along your stored email for reference. As opposed to Web-based email, you store all your email on your iPod, so you can even work on correspondences when you're not connected to the Internet. When you return to your main computer, all your email changes—new email, replies, etc.—are automatically synchronized with your computer's Outlook.

💡 **Tip:** Migo Personal now supports Microsoft Office® XP® and Outlook 2003.

And remember: when you're done working as a guest on a *host computer* and remove your iPod, your email (and all your other work) travels with you, safely stored in your iPod—none of your information will be left for others to see.

Use Different Windows Systems and Different Versions of Outlook

💡 **Tip:** for more information on using Migo with Exchange, visit the Migo Knowledge Library at <http://www.4migo.com/support>.

Migo Personal seamlessly works between different versions of Microsoft Windows, and even lets you use your Outlook email, calendar appointments, and other items on machines running Outlook 2000, Outlook 2002, or Outlook 2003. Migo Personal can even synchronize with Microsoft Exchange® mailboxes, and supports sending and receiving email with POP3 mail servers. All you have to do is plug in your iPod and start working.

For example, if your home environment is running Windows 2000 with Outlook 2000, and your workplace has Windows XP with Outlook 2003, it will be easy for you to share email, calendar appointments, contents, files, and even email profiles between the systems. You'll even be able to take advantage of having Outlook auto-complete your email address/contact information by automatically reading your contact information from your iPod.

Use Your Internet Explorer Settings on Any Computer

Have you ever borrowed someone's computer to access the Internet? Maybe you needed to check your bank account online, or check the shipping status of an order you placed. But what if you've forgotten the URL or your user ID?

 **Note:** Migo Personal keeps your main computer's browser settings: if you make changes to your browser's cookies, history, or home page while using Migo Personal on other host computers, Migo Personal will *not* synchronize those changes back to your main computer. Changes to Favorites, however, *will* be copied back to your main computer.

Migo Personal gives you unprecedented ease of use and security by letting you bring along the following Microsoft Internet Explorer settings from your main computer:

- **Internet Explorer Favorites:** Migo Personal automatically copies all your Favorites. Once you plug your iPod into another computer and launch Migo Personal, all your own Favorites appear when you use Internet Explorer.
- **Cookies:** Migo Personal will also copy all your browser cookies and use them when you're logged into current computer. Web sites store passwords and user information in your cookies in an encrypted format, so you can have the convenience of automatically accessing your accounts. In fact, browsing with your iPod is *more* secure than using a guest computer by itself: if you used another computer without Migo Personal to log in to your bank account, you will likely leave a cookie behind on that computer that contains your password. By working on your iPod, Migo Personal "leaves no trace," ensuring that all your browser cookies stay with you and not on different computers.
- **History:** Migo Personal captures your recent browser activity, so you can easily return to URLs that you visited yesterday, last week, etc. And as with cookies, Migo Personal's "leave no trace" functionality ensures that all records of what Web sites you visited stays with you on your iPod, and not on any host machine.
- **Home Page:** Chances are, your home page isn't the same as another computer's home page setting. Migo Personal even records your traditional home page, so when you click the **Home** button, you're taken to your old familiar home page, no matter what machine you're using.

So go ahead: be efficient and surf the Web the way you're used to. Migo Personal keeps all your important browser settings with you, wherever you go, and keeps your account information and browser history safely with you at all times.

Work with Your Desktop Files

 **Note:** Migo Personal keeps the wallpaper you use on your main computer. If you change the wallpaper on other host computers, Migo Personal will *not* synchronize that new wallpaper setting back to your main computer.

We all have our own particular way of setting up our desktop. Wouldn't it be nice to travel to any other computer and somehow, magically, have all your files that sit on your desktop appear on the computer you're using?

Migo Personal does this and more. Not only can you have all your desktop files, but you can even have your own familiar desktop image move with you, by simply plugging in your iPod and using Migo Personal to log in to your computer desktop.

Take Your Files without Lugging Your Laptop

Isn't this supposed to be the mobile age? So why do you have to take your laptop, power adapter, external drive, mouse, etc., whenever you travel? And when you fly, how much of a hassle is it to have airport security examine your computer and peripherals? Migo Personal solves that problem by replacing that mess with your iPod.

With Migo Personal, you can use as much storage capacity as your iPod has: up to 40G or more of data. So load up all your files. Need to bring along large, high-resolution images? A large database? You may already be doing this with an assortment of floppies, Zip® drives, CDs, and USB storage devices. With Migo Personal, you'll be able to take it all with you.

But storage space is only the beginning of the story: with all those other storage solutions, how can you figure out which files are the most recent ones? How much do you enjoy checking file modification dates? You can rest assured that the files stored on your iPod are the most recent and up-to-date versions. How so? Migo Personal synchronizes every file you want it to. Just plug your iPod into your computer, and Migo Personal will check to ensure that every file you need is the most recent version—on *both* your primary computer and on your iPod.

Maintain Privacy by Leaving No Trace

 **Note:** The current version of Migo Personal does not remove the browser's cache; this will remain on the *host computer* if you don't have your browser delete the cache files directly.

Migo Personal not only gives you portability, but assures your privacy. With Migo Personal's "leave no trace" functionality, you can work on sensitive files and access password-protected Web pages without leaving any trace on a *host computer*. This privacy protection works in three popular areas:

- **Web Sites:** As previously described, Migo Personal lets you bring along select Internet Explorer settings, so you can use your Favorites to jump to regularly accessed sites. Automatically log in to your online bank account, and navigate to other sites. When you're done and log out of Migo Personal, all records of your use—cookies, history, etc.—are purged from the guest computer: there won't be details left behind as to what sites you visited, or what passwords you used.
- **Microsoft Word®, Excel®, and Powerpoint® :** When you use Migo Personal to bring along important Word, Excel and Powerpoint files, you can make edits, create additional files, etc. on any *host computer*. But have you noticed the convenient "recent files" capability they have? Under each application's **File** menu is a list of the most recently accessed documents. Migo Personal temporarily replaces the guest computer's list with your own most recent documents, and it also removes any file entries from that list when you log out. Rest assured that your list of files stays with *you*, not the *host computer*.
- **Recent Documents:** Migo Personal even makes sure to remove records of the files you've used—regardless of the application—from the guest computer's memory. The names of files you worked on would normally be found in **Start -> Documents**, but Migo Personal deletes their names from the list when you log out. So don't worry that your "host" will know what you were doing.

In summary, Migo Personal gives you the power and convenience of working with your Outlook email, browser settings, calendar events, desktop files, and other items on virtually any other computer. Work the way you want to, taking all your critical information with you wherever you go, in a small device that you're already using, while maintaining your privacy at all times. All thanks to Migo Personal for iPod.

Getting Up and Running with Migo Personal for iPod

What's in this Chapter

This chapter gives you detailed instructions to help you get up and running with Migo Personal for iPod in just a few minutes. Getting started with Migo Personal is so simple, it's almost second nature.

Summary of Steps

Working with Migo Personal can be divided into these main steps:

- ❶ Connect your iPod to your computer and enable it for disk use.
- ❷ Install the Migo Personal software onto your iPod.
- ❸ Use Migo Personal to capture your computer's data and settings.
- ❹ When you want to use your files and settings on another computer, take your iPod to another computer and plug it in.
- ❺ Use Migo Personal to log in to your main computer's profile on your iPod.
- ❻ When you're finished with your work, return your iPod to your main computer and let Migo Personal synchronize and update your files.

The rest of this chapter describes each of these main steps in detail. For additional help, visit PowerHouse Technologies Group's Knowledge Library at <http://www.4migo.com/support>.

Install Migo Personal into Your iPod

- 1 Connect your iPod to your computer.
- 2 In iTunes®, right-mouse click on your iPod icon and select **iPod Options** in the pop-up window, then select the **Enable disk use** checkbox in the dialog that opens (see Figure 1 below).

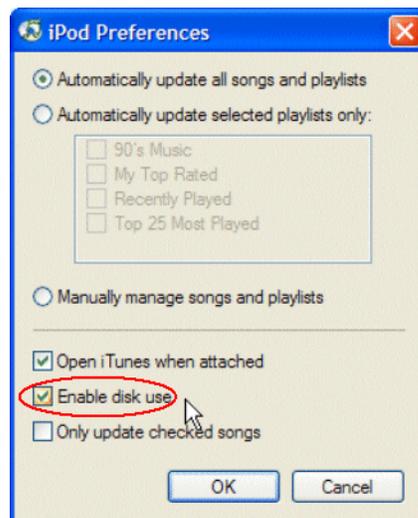


Figure 1. Before installing the Migo Personal software, use iTunes to make sure your iPod is set to enable disk use.

- 3 After enabling your iPod for disk use, either insert the Migo Personal for iPod CD into your computer to automatically launch the installer, or launch the `MigoSetup.exe` you downloaded from the Migo Web site.
- 4 Step through the installation wizard to install Migo Personal onto your iPod. Make sure to select the **Please launch Migo Personal version 2.6 for iPod now** checkbox in the last screen of the installation wizard before clicking the **Finish** button. This will start Migo Personal so you can finish configuring it right away.
- 5 The installer will quit and Migo Personal will launch and unpack itself as shown in Figure 2 below.



Figure 2. After Migo Personal unpacks itself, it will be ready for configuration.

- 6 You'll first need to enter a valid serial number, either from the sticker on your product box, or from your online purchase of the software (see Figure 3 below).



Figure 3. You will need to enter a valid serial number in order to use Migo Personal.

- ! **CAUTION!** You must have a live Internet connection in order to activate Migo Personal. Your serial number can only be validated if you have Internet access.
- 7 After you enter the proper serial number and click **OK** to continue, you will be notified that Migo Personal can now be used on your iPod (see Figure 4 below).



Figure 4. This dialog tells you that your serial number has been accepted and you can now use Migo Personal on your iPod.

Capture Your Main Computer's Data and Settings

Accept the License Agreement and Set the Nickname

After you finish installing Migo Personal, the software will automatically start.

You're now ready to configure Migo Personal for first time use, specifying the files you want to be synchronized.

- 1 The **End User License Agreement** appears. Carefully review the agreement, then click **Accept** to continue (see Figure 5 below).

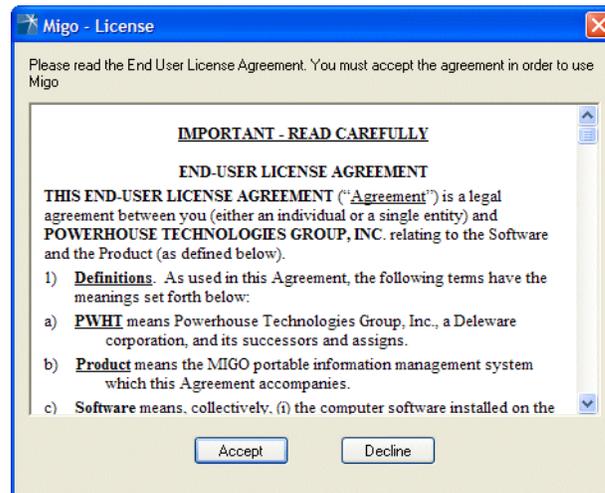


Figure 5. Carefully review and accept the license agreement before continuing.

Tip: If you set different wallpaper for each computer you use, you'll be able to visually identify the computer because Migo Personal shows a small thumbnail of each system's wallpaper. See Figure 15 on page 2-15 for details.

- 2 You now need to provide a nickname for your main computer. It can be anything: "main," "work," "school," "home," etc. Just choose something that helps you readily identify this machine (see Figure 6 below).



Figure 6. Enter an appropriate nickname for this computer into the **Set Computer Nickname** dialog.

You've completed the initial configuration as a first-time user. In the next section, you will synchronize your iPod with your computer.

Capture Your Main Computer's Data and Settings

You are now ready to synchronize Migo Personal with your computer. Synchronization is performed in Migo Personal's main **Synchronize** window, as shown in Figure 7 below.

Note: If you use Outlook and have more than one profile, you will be prompted to identify the appropriate profile at this time. If you later want to change your Outlook profile, you'll have to delete this computer from your iPod and re-run a fresh synchronization with the new profile.

Tip: Migo Personal's space calculator starts running every time you make a change to your file options, Outlook items, etc. You don't have to wait for it to finish; go ahead and click **Start Synchronize** whenever you're ready.

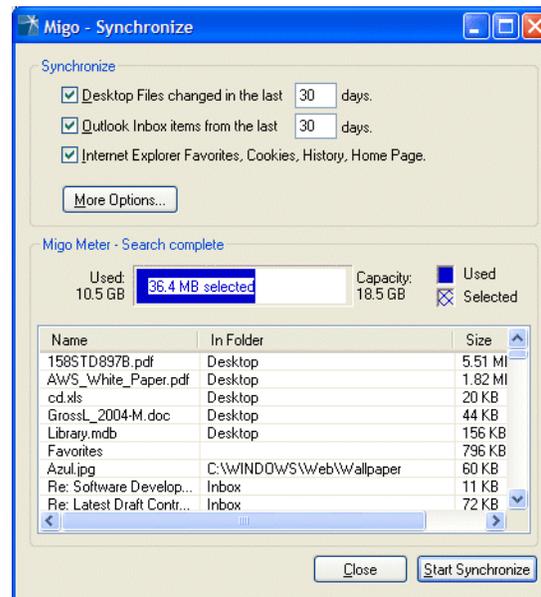


Figure 7. Migo Personal's main **Synchronize** window. Click **Start Synchronize** at any time; synchronization will start as soon as Migo Meter is finished with its calculations.

Follow the steps below to have Migo Personal synchronize your computer files:

- 1 The first checkbox in the **Synchronize** area is selected by default to synchronize your iPod with your desktop files; deselect this checkbox only if you do *not* want these files to be synchronized.

Note: If the desktop files you want to copy are older than 30 days, you'll need to adjust Migo Personal's default settings. See "Setting File Options" on page 26 for details.
- 2 The second checkbox is selected by default to synchronize your Microsoft Outlook inbox email; deselect this checkbox only if you do *not* want these files to be synchronized, or if you don't use Outlook on this computer.

Tip: Along with these checkboxes' **days** fields, there are additional options you can use to further control what type of information you want to synchronize. See Chapter 3, "Synchronization Options" for details.

Tip: If you want this dialog to close automatically once the synchronization is complete, select the checkbox.

- 3 The next checkbox is selected by default to capture your Internet Explorer settings; deselect this checkbox only if you do *not* want these files to be copied.
 - 4 Migo Personal's **Migo Meter** (found in the middle of the Synchronize window) scans your computer in the background to determine which files need to be synchronized. Click **Start Synchronize** at any time; synchronization will start as soon as Migo Meter is finished with its calculations (see Figure 7 above).
- Note:** If you want to change your settings, you can interrupt the Migo Meter at any time. Synchronization must wait until Migo Meter finishes its space and file synchronization calculations.
- 5 After the Migo Meter calculations are finished, copying begins. A dialog appears similar to that in Figure 8, showing you each file as it is synchronized to your iPod.

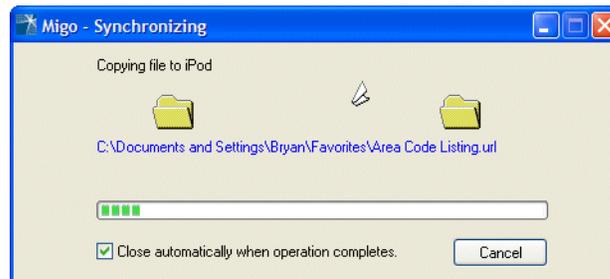


Figure 8. This dialog box shows the synchronization progress.

Tip: Remember there are additional options you can use to further control what type of information will be synchronized. See Chapter 3, "Synchronization Options" for details.

- 6 When the synchronization has finished, you will see a confirmation dialog. All the files, email, browser settings, desktop, etc., that you selected to be synchronized have been loaded onto your iPod (see Figure 9 below).



Figure 9. Your synchronization is complete when you see this dialog box.

- 7 You're now ready to eject your iPod. Click on the **Unplug or Eject Hardware** icon in your system tray (in the lower-right corner of your computer's screen) as shown in Figure 10 below, then select the iPod from the pop-up menu.

Tip: Your iPod could appear as a mass storage USB or FireWire device in the hardware list.



Figure 10. Click on the **Unplug or Eject Hardware** icon, then select the iPod from the pop-up menu.

Note: If your computer reports that the device cannot be stopped, close all documents and Microsoft Explorer windows. If your iPod still cannot be ejected, exit Migo Personal and stop the device again.

- 8 Your computer will notify you either with a dialog box or a pop-up balloon that you can safely remove your iPod (see Figure 11 below).



Figure 11. When this dialog appears, you can safely remove your iPod from your computer.

- !!! **WARNING!** You should use the **Unplug or Eject Hardware** utility to stop the iPod before removing it from your computer. Failure to follow this procedure could damage your iPod, your computer, or both.
- 9 You can now remove your iPod from your computer and take it with you to another computer.

Take Your iPod to Another Computer and Plug It In

- 1 When you're ready to use your files and settings on another machine, connect your iPod to a *host computer*.
- 2 Open the **My Computer** icon on your desktop.
- 3 Double-click on the **iPod** removable device icon.
- 4 Double-click on the **Migo** application icon to start running Migo Personal (see Figure 12 below).

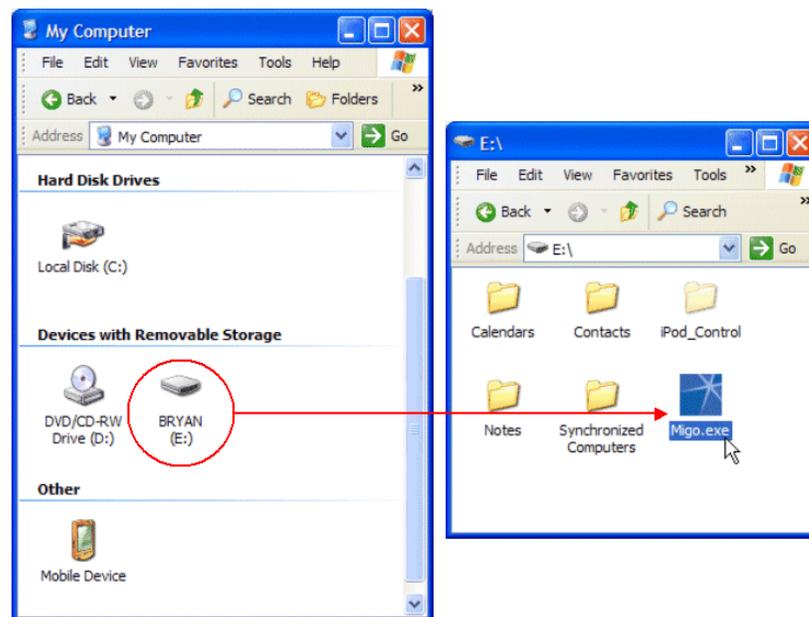


Figure 12. Double-click on the **Migo Personal** application icon in your iPod drive to start working with Migo Personal.

Use Migo Personal to Log into Your Main Computer's Profile on Your iPod

Tip: If you're borrowing a computer temporarily, or if you are working in a library, CyberCafe, etc., select **Login Mode**. This mode keeps your files on your iPod; they are not copied to the computer.

- 1 Depending on how many computers you've used with Migo Personal, the **Computer Use** dialog *may* appear next (see Figure 13 below). If this dialog appears, you'll need to choose the appropriate mode:
 - a. Choose **Login Mode** if you want to work on your files directly from your iPod without copying the files to the hard drive of the computer. In this mode, the computer will be personalized, although all your files stay on your iPod; they are *not* copied to the computer.
 - b. Choose **Synchronize Mode** if you own the computer and/or use this computer frequently, and you want to regularly synchronize work, email, and other files in it. In Synchronize mode, Migo Personal manages synchronization of all specified files, folders, and Outlook items so that both your iPod and the computer always have the latest version of each item.
- Note:** If you choose **Synchronize Mode**, Migo Personal will set up the computer for full synchronization, just like what was done with the initial computer in "Capture Your Main Computer's Data and Settings" on page 10. For the sake of this installation, we will assume you want to use this computer temporarily, and therefore will choose **Login Mode**.

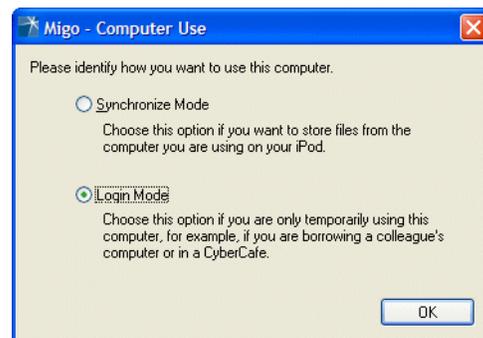


Figure 13. If you're temporarily using this computer and want Migo Personal to keep your data on your iPod, select **Login Mode**.

- 2 Once Migo Personal is activated on the host computer, the **Migo** tab will appear at the top center of the screen as shown in Figure 14 below.

💡 **Tip:** If for any reason you don't want this tab to appear on your desktop, right-mouse click on Migo Personal in the system tray and deselect the **Show Login Pulldown** option.

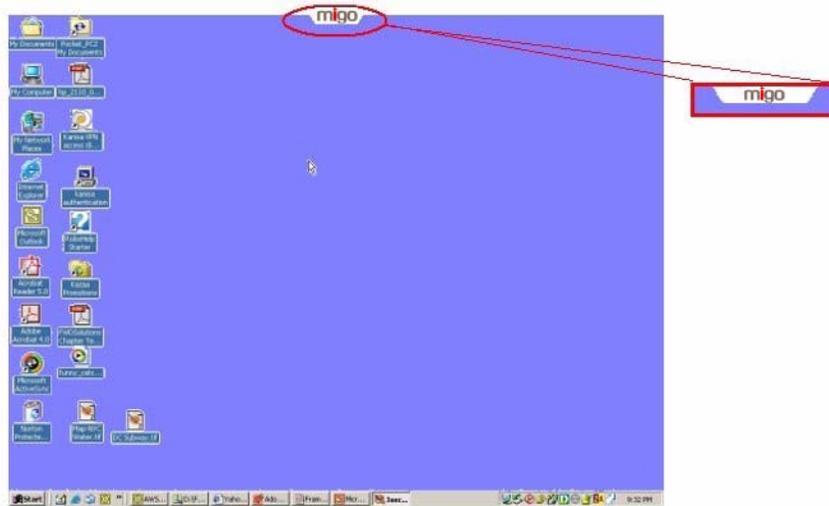


Figure 14. The Migo tab will appear at the top center of your computer desktop when Migo Personal is running.

- 3 Click the **Migo** tab. As shown in Figure 15 below, the tab drops down to display the choice of computers to use. Each computer is identified by its nickname and a snapshot of its desktop image. Choose the computer you'd like to use by clicking on the corresponding desktop image or nickname.

💡 **Tip:** As this screen shot illustrates with two desktops available for use, you can use your iPod with many different computers. Each different computer's desktop will appear as a separate icon in the Migo Personal tab.

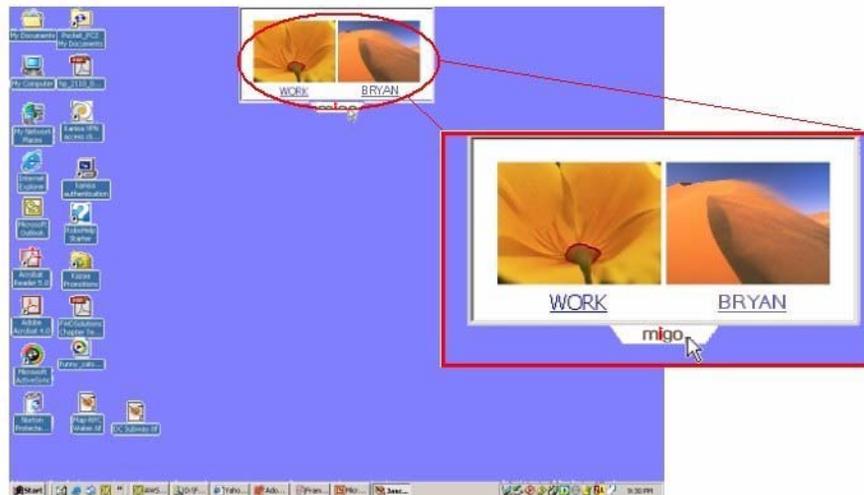


Figure 15. When you click on the Migo tab, you can select which computer's data you want to access on your iPod.

- 4 Migo Personal then takes a few moments to personalize your environment by applying your selected computer's desktop, wallpaper, files, Favorites, Outlook email, etc. (see Figure 16 below).



Figure 16. Logging in brings up your other computer's wallpaper, desktop icons, Outlook email, and everything else you saved on your iPod.

Tip: Remember all the work you do is stored on your iPod, ready to be automatically synchronized the next time you return to your computer.

Note: Only files created in the **My Documents** folder or your desktop will be transported back to your iPod. Files created on the C: drive, in network folders or other places will not be moved to your iPod when you log out.

- 5 You're now free to work just like you were at your own computer. Send and receive emails, create new contacts or other Outlook items. Edit documents in the **My Documents** folder, browse the Internet using your own Internet Explorer settings.
- 6 When you're done working and are ready to leave the computer, log out from Migo Personal in one of three ways:
 - a. Click the **Migo** tab, then click **Yes** at the logout confirmation screen; or
 - b. Click the **Migo** button on the taskbar to bring up the logout confirmation screen. Click **Yes** at the logout confirmation screen; or
 - c. Click on the **Migo** icon in the system tray, then click **Yes** at the logout confirmation screen.
- 7 The computer is restored to its original state, and all your work is stored on your iPod.

- 8 You're now ready to eject your iPod. Click on the **Unplug or Eject Hardware** icon in your system tray (in the lower-right corner of your computer's screen) as shown in Figure 10 below, then select your iPod from the pop-up menu.

Tip: Your iPod could appear as a mass storage USB or FireWire device in the hardware list.



Figure 17. Click on the **Unplug or Eject Hardware** icon, then select your iPod from the pop-up menu.

Note: If your computer reports that the device cannot be stopped, close all documents and Microsoft Explorer windows. If your iPod still cannot be ejected, exit Migo Personal and stop the device again.

- 9 Your computer will notify you either with a dialog box or a pop-up balloon that you can safely remove your iPod (see Figure 11 below).



Figure 18. When this dialog appears, you can safely remove your iPod from your computer.

- WARNING!** You should use the **Unplug or Eject Hardware** utility to stop the iPod before removing it from your computer. Failure to follow this procedure could damage your iPod, your computer, or both.
- 10 You can now remove your iPod from your computer and take it with you to another computer.

Return Your iPod to Your Main Computer

Tip: You can set a number of different options to make Migo Personal synchronize exactly what you want. See Chapter 3, “Synchronization Options” for details.

Now that you have used your iPod to work on your files on a different computer, you are ready to return to your primary computer and have Migo Personal automatically synchronize your work. Follow these steps:

- 1 Connect your iPod to your computer.
- 2 Migo Personal’s now-familiar **Synchronize** window appears (see Figure 19 below). Migo Meter automatically starts its calculations.
- 3 Change any settings and click **Start Synchronize** to update your files at any time. Depending on what modifications you made, you will see the following items appear in the Synchronize list:
 - Files and Outlook items that have changed from either your main computer or host computer(s).
 - Internet Explorer Favorites from either your main computer or host computer(s).
 - Changes to browser cookies, history, and home page settings on your main computer.
 - Updated wallpaper from your main computer.

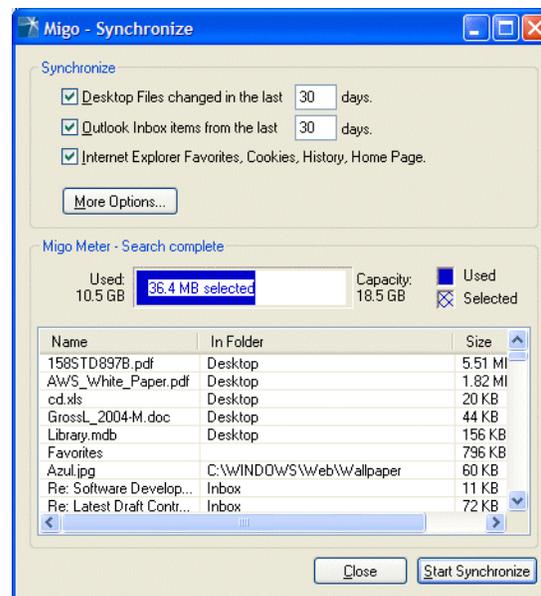


Figure 19. Just click **Start Synchronize** to update all your changed files.

- 4 You can monitor the synchronization progress with the dialog shown in Figure 20 below.

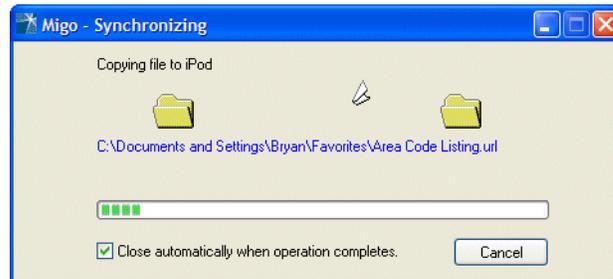


Figure 20. This dialog shows you the progress of the synchronization.

- 5 Everything has successfully completed when you see the dialog in Figure 21 below. Click **OK**, and you're finished.



Figure 21. You've successfully synchronized the files on your iPod with your computer, so click **OK** to dismiss the dialog.

Synchronization Options

What's in this Chapter

This chapter describes all the different options you can choose to set exactly how Migo Personal for iPod will synchronize with your computer.

Why Synchronize?

Synchronize Your Outlook Items

Tip: This section describes Migo Personal's Outlook support. Depending on which version of Migo Personal you installed on your iPod, you may or may not have Microsoft Outlook synchronization functionality. Feel free to skip this section if you didn't install the Outlook version of Migo Personal.

Unless you're chained to your computer desk, how do you keep in constant contact with people? If you use Microsoft Outlook for email, calendar, contacts, or any of the other functions it provides, do you find it difficult to be away from your computer? With Migo Personal for iPod, being away from your computer no longer means being away from your Outlook items.

By synchronizing your iPod with Outlook 2000, 2002, or 2003, you can bring along your email inbox, your appointments, contacts, and many of the other things you do in Outlook. When you plug your iPod into a *host computer*, you can access all these items, just as if you were at your own computer.

Migo Personal also copies your email account settings for POP/SMTP, allowing you to send and receive email as if you were using your own computer.

Synchronize Your Files

You may wonder why you would want to set up Migo Personal to run its special synchronization with your main computer. Your iPod has a lot of storage space on it, so why not just use it like a portable hard drive and copy files directly to it?

In fact, you can do just that. For files that never change—MP3 music files, applications, and other executables, etc., you can easily drag copies onto your iPod and leave it at that.

But most things you work on *do* change. Documents, email, calendar appointments, presentations, schoolwork, creative writing, correspondences... you modify these files as you work on them.

And who wants the hassle of figuring out which file is the most recent one? Was the latest version of your big project on *this* floppy, or burned onto *that* CD? Wouldn't it be great if there were some solution that *automatically* took care of

making sure that your computer and your iPod both have the latest version of these files? So no matter where you went, no matter which computer you used, you would always be working on the right file?

That's synchronization!

To sum it up, you want Migo Personal to automatically synchronize your files when:

- The files will change;
- You don't want to compare file dates to figure out which is the more recent version;
- You want Migo Personal to track changes, and
- You want Migo Personal make sure all your stuff is there.

The Synchronize Window

As shown in Figure 22 below, the **Synchronize** window is Migo Personal's main window. It is divided into the following areas:

- **Synchronize**, which is where you control the synchronization process;
- **Migo Meter**, which lets you review how much storage space is used, how much is selected for synchronizing updated files, and how much is available;
- **Synchronize List**, where you can review the list of files that have been selected for synchronization, as well as all the changes detected by Migo Personal since the last synchronization.

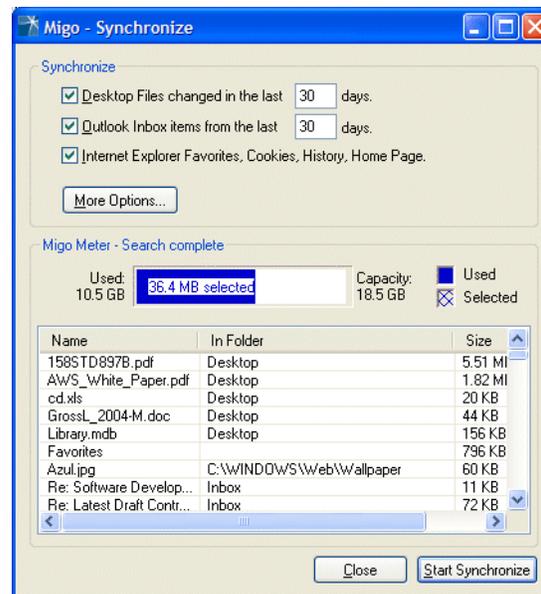


Figure 22. Migo Personal's main Synchronize window.

Synchronize Area

The **Synchronize** area is where you specify which Outlook items and files you want to synchronize:

Note: Your desktop wallpaper is always synchronized to your iPod from your main computer.

- **Desktop Files changed in the last __ days:** Select this checkbox if you want Migo Personal to synchronize the files sitting on your desktop. The files chosen for synchronization are those whose modification dates fall within the number of days you set in the **days** field.
- **Outlook Inbox items from the last __ days:** Select this checkbox if you want Migo Personal to synchronize items from your Outlook inbox, up to the number of days you set in the **days** field.
- **Internet Explorer Favorites, Cookies, History, Home Page:** Select this checkbox if you want Migo Personal to copy your Microsoft Internet Explorer Favorites, cookies, history, and home page settings for use on a host computer.

- **More Options:** Click this button to open the **Synchronize Options** window.

Migo Meter Area

💡 **Tip:** Remember, you never need to wait for Migo Meter to finish its calculations.

The **Migo Meter** area displays storage space information and lists the files and Outlook items that have been selected for synchronization. Depending on the number of files that need to be synchronized (e.g., thousands of files and emails added), Migo Meter may take a while to complete its space calculations.

- The **Migo Meter** itself displays storage information both graphically and numerically:
 - **Used:** Indicates the amount of data currently stored on your iPod.
 - **Selected:** Indicates the amount of storage space that is required to synchronize the list of currently selected files.
 - **Capacity:** Indicates your iPod's total capacity.

Synchronize List

The Synchronize list is a list of files selected for synchronization. Each row provides the name, folder, and size of each item to be synchronized, along with other optional information:

+ : Indicates files that will be copied from your iPod to your computer.

x : Indicates files that will be removed from your iPod.

** : Indicates a file that has been updated on both your iPod and on your computer. In this situation where both the iPod's file and the computer's file have been changed, Migo Personal will create two versions of the file so that all changes are preserved. Migo Personal adds "(1)" to the name of one of the files so that the two files can be distinguished from each other, like `resume.doc` and `resume(1).doc`.

-> : Indicates that an Outlook item has been moved from one folder to another on your iPod.

<- : Indicates that an Outlook item has been moved from one folder to another on the source computer.

Files without a symbol mean that they will be copied to your iPod. They may have been synchronized previously and updated on the source computer.

Setting General Options

How to Set General Options

To change Migo Personal's general options, follow these steps:

- 1 In the main **Synchronize** window, click the **More Options** button.
- 2 The **Options** window appears. Click the **General** tab.
- 3 Compare your window to the image shown in Figure 23 below. Review the list of options described below, and set your choices accordingly.

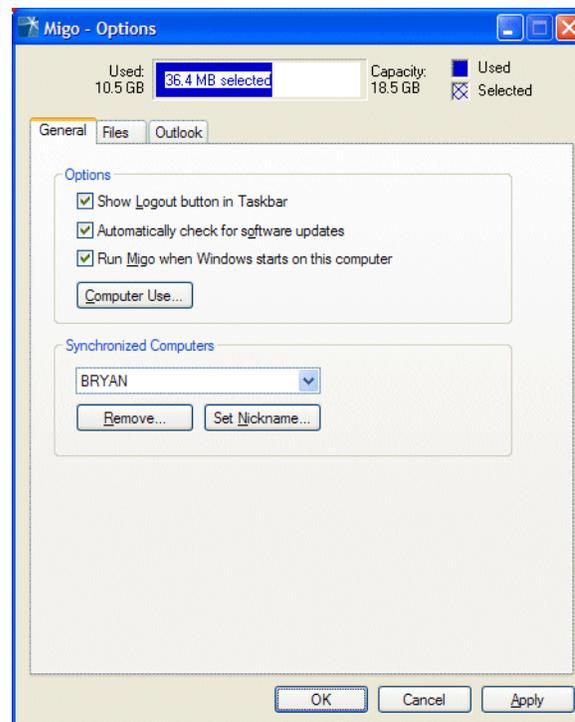


Figure 23. The Options window's General tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of your iPod's selected, used, and available space.

Options Area

- **Show Logout button in Taskbar:** Select this option to keep a Logout button in the computer's taskbar when you are logged in to Migo Personal.
- **Automatically check for software updates:** We strongly recommend you keep this option selected. When selected, Migo Personal will check to see if an updated version of the software is available. An Internet connection is required to check for and download software updates. When new updates become available, you will be prompted to download an update. Updates install seamlessly and help to ensure that you have the latest version of the software.

 **Note:** We recommend that you keep this option selected if you normally have an Internet connection. You can also check for a software update at any time by selecting the **Check for Migo Update** on the **Migo** menu.

- **Run Migo Personal when Windows starts on this computer:** Select this option to have Migo Personal launch automatically when the Windows operating system starts up. The default configuration for this option depends on whether the computer use mode for the computer is set to Synchronize Mode or Login Mode. When set to Synchronize Mode, the default is to run Migo Personal when the Windows operating system starts up. When set to Login Mode, Migo Personal will remain closed until it is manually launched by double-clicking the `Migo Personal.exe` file in your iPod.
- **Computer Use:** Click this button to open the **Computer Use** dialog, where you can set the computer's use mode (either Login Mode or Synchronize Mode).

Synchronized Computers Area

The drop-down list lets you select the computer profile to be configured by the **Remove** and **Set Nickname** buttons (described below).

 **Tip:** Even though the selected computer's files are deleted, Migo Personal will remember the computer's synchronization settings, so you can easily add the computer at a later time if you want.

- **Remove:** Click this button to delete the computer profile that is selected in the **Synchronized Computers** drop-down list. Removing a computer can be a very effective space-saving technique. If you are running out of space and you are confident that you have no changes to any items since your last synchronization, you can free up space by deleting the computer. Once you've finished your work and freed up additional space, you can always synchronize to re-load the files and Outlook items back onto your iPod.

 **WARNING!!!** When a computer profile is removed, all of the data associated with that profile is also removed from your iPod, including any changed files. Before removing a computer profile, verify that your iPod has been synchronized to the actual computer so that no data is lost.

- **Set Nickname:** Click this button to open the **Set Computer Nickname** dialog, which changes the nickname for the computer profile selected in the **Synchronized Computers** drop-down list.

Setting File Options

How to Set File Options

To change Migo Personal's file options, follow these steps:

- 1 In the main **Synchronize** window, click the **More Options** button.
- 2 The **Options** window appears. Click the **Files** tab.
- 3 Compare your window to the image shown in Figure 24 below. Review the list of options described below, and set your choices accordingly.

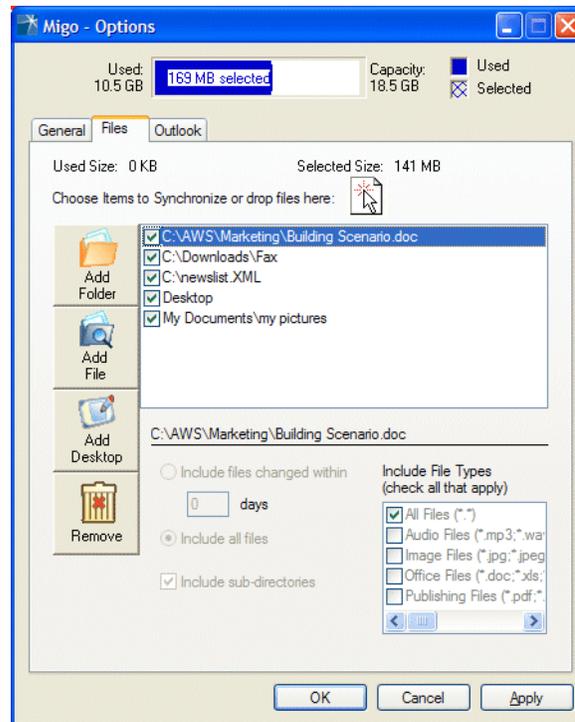


Figure 24. The Options window's Files tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of your iPod's selected, used, and available space.

Files Selection Area

- **Choose items to Synchronize or drop files here target:** This file icon is a “hot spot” where you can drag-and-drop files and folders from your computer to the list of items to be synchronized to your iPod.
- **Add Folder:** Click this button to add a folder to the list of items to be synchronized to your iPod. See the “Selected Folder Area” section below for options to configure this folder.
- **Add File:** Click this button to add a specific file to the list of items to be synchronized to your iPod, or drag the file to the hot spot file icon.
- **Add Desktop:** Click this button to add the desktop directory of the computer to the Synchronization list.
- **Remove:** Click this button to remove the highlighted item from the Synchronization list.
- **Synchronization list:** This area displays the files and folders that have been selected to be synchronized:
 - Select the checkbox of each item to indicate that the item is to be synchronized.
 - Deselect an item to specifically exclude it from synchronization (such as a sub-folder within a folder that you don’t want synchronized).
 - Highlight an item in the Synchronization list to configure the item’s synchronization details in the **Selected Folder** area (described below).

 **Note:** If you want all of your desktop icons to be synchronized, select the **Include All Files** checkbox. But be aware that this will copy all your user’s icons, but not those that are from “All users.”

Selected Folder Area

To configure any of the following options, select an item from the Synchronization list. The options below apply only to the selected folder, so that each folder in the list has its own synchronization criteria:

- **Include files changed within __ days:** Select this radio button to only include files in the selected folder that have been modified within the specified number of days.
- **Include all files:** Select this radio button to include all files in the selected folder.
- **Include sub-directories:** Select this checkbox to include all the sub-folders of the selected folder. If this checkbox is not selected, only files at the folder’s main level will be synchronized.
- **Include File Types** Select any combination of these checkboxes to specify what types of files you want to be synchronized:
 - Select the **All Files** checkbox to synchronize all different file types (which is the default setting); or
 - If you want to synchronize only a specific type of file, select the appropriate set of file type checkboxes.

Setting Outlook Options

 **Tip:** Depending on which version of Migo Personal you installed on your iPod, you may or may not have Microsoft Outlook synchronization functionality. Feel free to skip this section if you didn't install the Outlook version of Migo Personal.

Working with Your Outlook Account Settings

Depending on the version of Microsoft Outlook you're using, you have a variety of email account settings and options you can choose. Some of the more common ones and how they are treated with Migo Personal are listed below.

- *Authenticated Accounts:* Migo Personal fully supports email accounts whose SMTP servers require authentication.
- *Auto-completion of Email Addresses:* Supported by Migo Personal when you're using Outlook 2002 and Outlook 2003.
- *Signatures:* The automatic signing of your name, etc., to the bottom of each new email is not supported by this edition of Migo Personal.
- *Using Cached Exchange Mode:* Migo Personal supports using cached Exchange mode in Outlook 2003.
- *SSL Authentication:* Currently Migo Personal doesn't support email accounts that use SSL authentication.
- *Leave Messages on Server:* Migo Personal supports this feature only with Outlook XP and Outlook 2003. Note, however, if you are using Outlook XP or 2003 and you use an account that leaves messages on the email server, you will receive duplicates of email downloaded after returning your iPod to your main computer.

How to Set Outlook Options

 **Tip:** You can set the number of days to anything you want. The default setting of 30 is considered typical, but note that 30 days may copy a large number of emails, etc., for some users.

To change Migo Personal's Outlook options follow these steps:

- ❶ In the main **Synchronize** window, click the **More Options** button.
- ❷ The **Options** window appears. Click the **Outlook** tab.
- ❸ Compare your window to the image shown in Figure 25 below. Review the list of options described below, and set your choices accordingly.

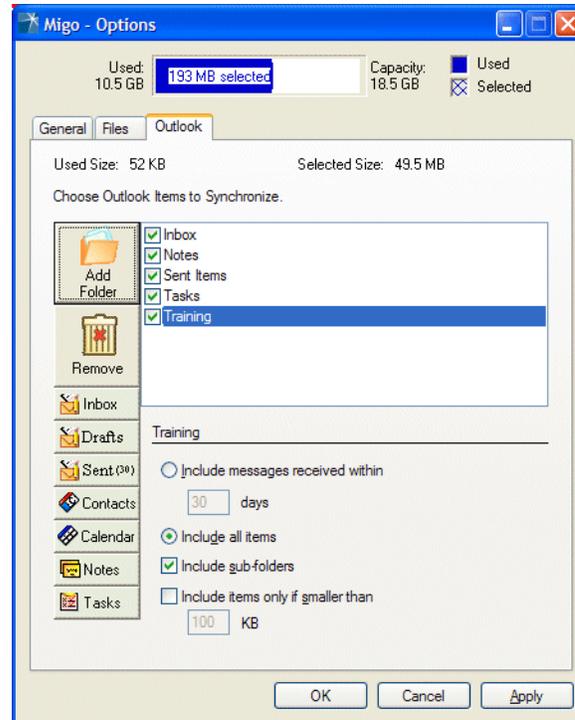


Figure 25. The Options window's Outlook tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of your iPod's selected, used, and available space.

Outlook Items Area

- **Add Folder:** Click this button to add an Outlook folder to the list of items to be synchronized to your iPod.
- **Remove:** Click this button to remove the highlighted Outlook item from the Synchronization list.
- **Outlook Buttons:** Click any combination of the following buttons to add their respective information to the list of items to be synchronized:
 - **Inbox:** Click this button to add your inbox emails to the Synchronize list.
 - **Drafts:** Click this button to add unsent emails that are in Outlook's Drafts folder to the Synchronize list.

Tip: The Inbox is selected for synchronization by default.

 **Tip:** If you select the **Sent** folder's contents to be synchronized, its default setting is the past 30 days. See "Outlook Items Options Area" below for information on modifying the default setting.

- **Sent:** Click this button to add copies of sent emails that are stored in Outlook's Sent folder to the Synchronize list.
- **Contacts:** Click this button to add your contacts to the Synchronize list.
- **Calendar:** Click this button to add your appointments to the Synchronize list.
- **Notes:** Click this button to add your notes to the Synchronize list.
- **Tasks:** Click this button to add your tasks to the Synchronize list.
- **Synchronization list:** This area displays the different Outlook items that have been selected to be synchronized:
 - Select the checkbox of each folder to indicate that the item is to be synchronized.
 - Deselect an item to specifically exclude it from synchronization (such as a sub-folder within a folder that you don't want synchronized).
 - Highlight an Outlook folder in the **Synchronization list** to configure the folder's synchronization details in the **Selected Folder** area (described below).

Outlook Items Options Area

 **Note:** These filters dynamically change to match the type of Outlook item you selected.

To configure the following options, select an Outlook folder from the **synchronization list**. The filtering options below apply only to the selected folder, so that each folder in the list has its own synchronization criteria.

- **Include messages received within __ days:** Select this radio button to synchronize the messages (or appointments, tasks, etc.) in the selected folder that were received (or sent, created, modified, etc.) within the specified number of days. When working with calendar appointments, the **within__days** field is used to select old appointments for the specified number of days in the past, *plus* all future appointments for the same number of days into the future.
- **Include all items:** Select this radio button to include all the items in the selected folder.
- **Include sub-folders:** Select this checkbox to use the same criteria to synchronize all sub-folders contained by the selected Outlook folder.

Include items only if smaller than __ KB: Select this checkbox if you want to limit the messages you synchronize to those with attachments that are smaller than the specified size.

Finalizing Synchronization Options

After you've made changes to any of the synchronization options, click **OK** to save your settings and close the **Options** dialog. You will be returned to the main **Synchronize** window.

As before, Migo Meter will automatically re-calculate space usage and update the **Synchronize** window with the items currently selected for synchronization. Click **Start Synchronize** at any time when you're ready to have Migo Personal synchronize with your new settings (see Figure 26 below).

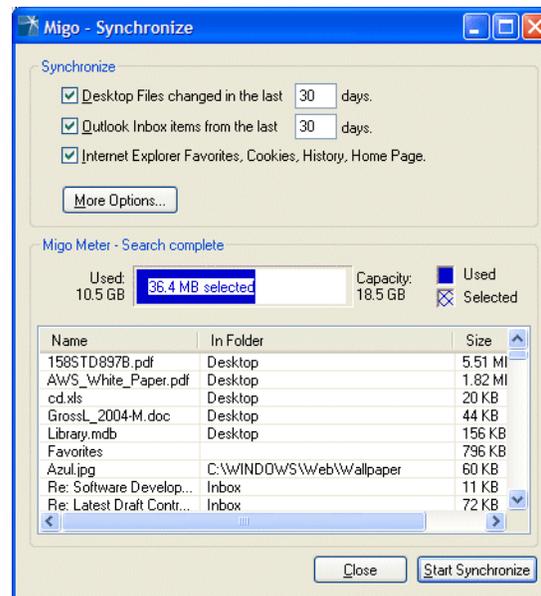


Figure 26. After making any adjustments to the synchronization options, click **Start Synchronize** to have Migo Personal update your new settings.

System Specifications

Host Computer Specifications

- One of the following operating systems:
 - Microsoft Windows 2000
 - Microsoft Windows XP
- 10MB or more of available hard disk space
- Microsoft Internet Explorer 4.01 or newer

Supported Outlook Versions

- Microsoft Outlook 2000, 2002, and 2003

iPod Specifications

- Any iPod with a click wheel (Mini, G4 iPod, HP iPod)
- iPod must be formatted for Windows
- iPod must have disk mode enabled
- iPod must have at least 10MB of available space

Glossary

Host (Computer): Migo Personal is designed to let you work on a variety of computers. *Host computers* are ones you might use in a library, cyber cafe, school computer lab, etc. Because these are computers you use infrequently and/or temporarily, you probably want to keep all your information on your iPod, rather than copying your files onto the computer. Because of this, you typically use Migo Personal's *Login Mode* to access your main computer's profile on your iPod.

Login/Log in: To log in to a computer means to temporarily personalize it to appear as your main computer. See *Personalize*.

Login Mode: One of two modes available when logging in to Migo Personal, Login Mode is used when you want work on your files directly from your iPod without copying the files to the hard drive of the computer. In this mode, the computer will be personalized, although all your files stay on your iPod; they are *not* copied to the computer. See also *Synchronize Mode*.

Migo Meter: Displayed in Migo Personal's main Synchronize dialog, it automatically calculates and displays storage space information and lists the files and Outlook items that have been selected for synchronization. Depending on the number of files that need to be synchronized (e.g., thousands of files and emails added), Migo Meter may take a while to complete its space calculations. However, you never have to wait for it to finish; you can tell Migo Personal to synchronize at any time and it will then start synchronizing the moment Migo Meter has finished its calculations.

Migo Personal for iPod ("Migo Personal"): The software you install onto your iPod that controls synchronization and the appearance of the computer's desktop and wallpaper.

Personalize: The process of temporarily changing a *host computer's* "look and feel"—its wallpaper, desktop files, Outlook contents, and Internet Explorer settings—to match those on your main computer. Migo Personal automatically personalizes your environment each time you log in on a *host computer*, making it appear as your own.

Pulldown Tab: When logged in to Migo Personal, your computer will display a little **Migo** tab at the very top-center of your computer screen. Clicking on this pulldown tab expands the tab to display the nickname and wallpaper of each synchronized computer. You can then select the appropriate computer whose data you want to access on your iPod.

Synchronization: The process of updating copies of the same files that reside on both your iPod and on your computer so that the most recent version is maintained on both systems. Migo Personal automatically scans your system to determine which Outlook items and files need to be synchronized.

Synchronize Mode: One of two modes available when logging in to Migo Personal, Synchronize Mode is used when you own the computer and/or use this computer frequently, and you want to regularly synchronize work, email, and other files in it. In this mode, Migo Personal manages synchronization of all specified files, folders, and Outlook items so that both your iPod and the computer always have the latest version of each item. See also *Login Mode*.

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