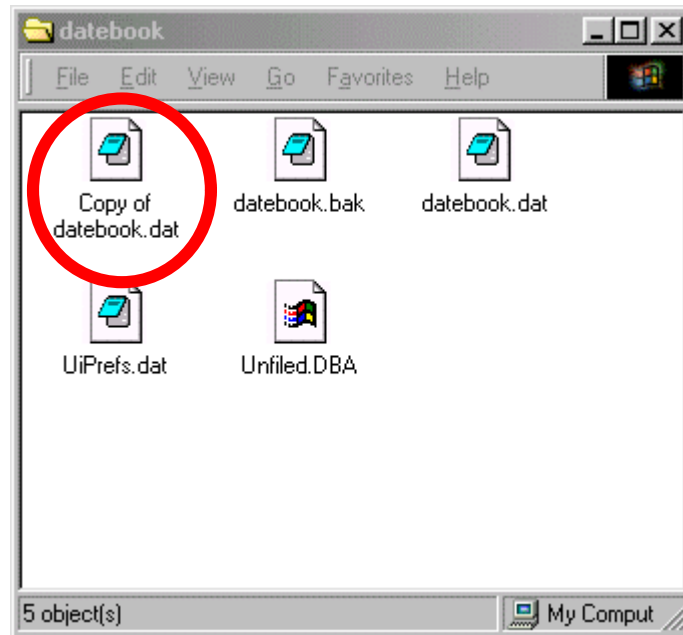


Purging Your Palm Date Book Using DIMEX

Written by Jacquie Barker – objectstart.com (please visit my website!)

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- First, navigate down into your Palm “home” datebook folder (e.g., for Steve, it’s D:\pilot\Ls\datebook; for Jacquie, it’s D:\Palm\BarkerJ\datebook) and make a backup copy of your datebook.dat file for safekeeping:



- Next, run the DIMEX program, select the user name of interest, and click the **Export** button; this will save your date book data into an Excel spreadsheet of your own choosing (recommendation: save the spreadsheet with the name of Dates.xls in your Palm “home” datebook folder so that it is easy to find and identify).



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- Open the spreadsheet with Excel, and do the following:
 - Use the **Format => Column => Autofit** menu option to resize column A (the Date column).
 - Select/highlight all rows containing data (except for header row), from column A through column W (aka columns 1 - 23).
 - Choose **Data => Sort**, and specify the following sort criteria, then click OK.



This causes data to be sorted in ascending date order, with all repeating entries listed first, then all non-repeating entries.

- Next, select columns A – W (1 – 23) of only those rows that reflect an “x” in column K (aka column 11) – i.e., the repeating entries. Sort these by Column N/14 (Repeat End Date) in ascending order, so you can easily see which repeating entries have ended as of which date (vs. those which continue indefinitely).
- Delete whichever repeating and/or non-repeating entries you wish to purge, then save the spreadsheet with the (recommended) name DatesPurged.xls back into your Palm “home” datebook folder.
- Back in DIMEX, click the **Remove All** button to empty out your datebook. (Don’t worry; you’ve made a backup of this file!)



- Next, click the **Import** button, and specify your DatesPurged.xls spreadsheet as the data source.



- Verify that all is well by looking at your data in Palm Desktop; if it looks good, you're all set! Resync with your Palm handheld, and you're good to go. But, if something went haywire (highly unlikely!):
 - Close out of the Palm Desktop application.
 - Delete the datebook.bat file from your Palm "home" datebook folder, and rename "Copy of datebook.dat" to be "datebook.dat".
 - Reopen Palm Desktop to reinspect the data.