



# The Royal College of Anaesthetists ELECTRONIC LOGBOOK

## HandBase to Mac Glitches 1

## PROBLEM PAGES

### Q: HOW DO I GET MY CASES OFF THE PALM AND INTO MY MAC LOGBOOK?

You need to create a 'tab-separated text' version of the HandBase logbook file.

#### 1. CHECK YOUR HANDBASE DESKTOP UTILITY IS SET UP CORRECTLY

You need to reset the HandBase desktop utility preferences. HandBase preferences must be set manually on the Mac. The first time you start up the HandBase desktop go to the 'Edit' portion of the menu and set the '**Preferences**'.

##### 1. Set the date format to dd/mm/yyyy

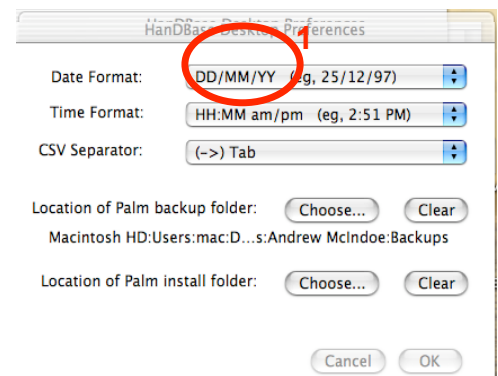
Do this within the Palm preferences (on the PDA) AND the HandBase Desktop preferences (on the PC/Mac).

##### 2. Set the time format

Set the time format to hh:mm am/pm. Paradoxically this sets the 24 hour clock export correctly for the Mac version.

Your PC/Mac and Palm/Pocket PC have date formats that were probably set to UK convention when you bought them.

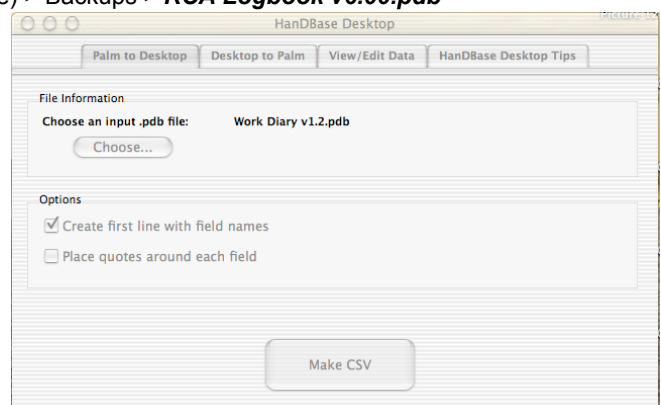
If not they can easily be set from the control panels or prefs.



#### 2. IMPORTING DATA FROM THE PDA TO A MAC WORK DIARY

1. HotSync your PDA
2. Open HandBase Desktop  
(From the Finder menu: Go > Applications > HandBase Desktop OX > HandBase Desktop)
2. Select 'Palm to Desktop'
4. Click on the 'Choose...' button and locate the **RCA Logbook v6.00.pdb** file.  
If you haven't set the preferences to find this file in a default location:  
From: 'HOME' go to >Documents > Palm > Users > (Your username) > Backups > **RCA Logbook v6.00.pdb**
5. Tick "Create first line with field names"
6. DON'T tick "Place quotes around each field"
7. Click "Make CSV"
8. Change the 'Save as' option from "RCA Logbook v6.csv" to "RCA Logbook v6.txt"
9. Tell the computer where to save it (eg Desktop)

This tab-separated text file is ready for import into the Mac Version of the logbook via the Import/Export options.



#### 3. LINING UP FIELDS DURING IMPORTS

The Mac version of HandBase does not line up the fields correctly. These can be re-aligned manually but please e-mail us if you would prefer us to send you a specific HandBase template for use with the Mac version of the logbook.