

## Synchronizing Artsystems Contacts with a PDA

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### USING WINDOWS 7 DEVICE STAGE

#### SYNCHRONIZATION USING WINDOWS 7 DEVICE STAGE

There are two primary ways to sync a mobile phone, portable music player, or other mobile device with your computer. You can install the sync software that many manufacturers include with their devices, or you can use the new Device Stage feature in this version of Windows if your device supports this feature.

To see which types of files and information you can sync with your device, connect the device to your computer. If your device is compatible with Device Stage, this feature will open automatically. (If you've already set up your device to sync, Device Stage will open, but it will appear minimized on your Windows taskbar.) Device Stage will list various tasks you can perform with your device, including sync setup.

#### SYNCHRONIZATION USING DELIMITED TEXT FILES OR MICROSOFT OUTLOOK

*Artsystems* has the ability to create “delimited” text (.txt) files that can be exported from *Artsystems* and imported into various contact related software and hardware applications such as MS Word, MS Outlook, and Palm hand-held contact organizers or smartphones. Please See the [Export Contacts](#) and [How do I import Artsystems Contacts into MS Outlook?](#)

**IMPORTANT:** Since contact records are often updated on-the-fly in mobile devices, these records should be later updated in *Artsystems* then reloaded onto the mobile device so that the contact data remains consistent and synchronized.

**If further assistance is needed, please contact Artsystems Support.**  
**Artsystems Support 212-620-5500 x 2**  
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