

Frames with Video and Audio Transcription

	VIDEO	AUDIO
Number each frame consecutively	Describe here what viewers will see. Also describe here if this will be screen capture, shot of a slide, etc.	Write your script (what viewers will hear when they view this frame of your how-to video).
1	Introduce myself and what I will be discussing	Hi my name is Walt Bower and I am a senior in Information Technology at Florida State University. I am currently an intern for a law firm in Tallahassee, Florida, where I am responsible for data integrity and management of both a Microsoft Exchange Server, as well as a Blackberry Exchange Server. Often times when your phone dies or gets lost, you lose all of your contacts and information that was stored on your calendar. In order to prevent this from happening again, I will be discussing two options that you have to avoid this from happening again in the future.
2	Show the BlackBerry and features	This is a BlackBerry Pearl PDA Smartphone. This type of device is often used in business settings and is the preferred choice for legal professionals, corporate executives, and students with a busy schedule. This phone is the ideal choice for those who are syncing with a BlackBerry Exchange Server, but will work great for those who just need to manage a busy schedule as well. We will now connect it to our laptop via the USB cable and launch the BlackBerry Video Stream program. We have now launched the video stream program on the screen and are

		ready to proceed.
3	Video streamed to PC from BlackBerry of Process	<p>As you can see, I used BlackBerry Video Stream to import the screen on the BlackBerry to my laptop for easier viewing. This allows you to see the process on the device much more easily. First we will add an event to the calendar on the device. For this, we will say that we have an appointment with Dr. Eric Schmidt at Google to discuss the upcoming Wireless Enterprise Symposium in Orlando, Florida. This is scheduled to begin at 9:00am on May, 13, 2008. We can contact him at eschmidt@google.com or by phone at 850-644-1515. We have now entered the information into our calendar on the device.</p>
4	Shot of calendar sync	<p>We will now launch the Desktop Manager on our laptop. As you can see, the software has recognized that the BlackBerry is attached and is ready to be synchronized. This process will take a few moments and I will be back after the information is imported to the calendar and address book in Microsoft Outlook 2007. (Pause while event is imported)</p>
5	Shot of address book and calendar sync	<p>As you can now see, our contact has successfully been imported into our address book and as we look at our calendar in Outlook, we can see that the event is added as well. Now, what if we need to access our calendar while our BlackBerry is unavailable for any given reason?</p>
6	Exporting calendar using Google Sync	<p>The solution to this is to install Google Sync on the BlackBerry. I</p>

will now install it and be back in a few minutes after this has completed. As you can see, we have already installed it on our device. The great thing about this tool is that it will automatically upload any new events that you add to your calendar. We will now log-in to our Google account to see if the new event has been added to our Google calendar. (wait for log in, proceed to calendar) And there we have our event added to the calendar. If you add an event to your Google calendar, it will also be automatically updated on your BlackBerry device as well. This concept is the basis for a BlackBerry Exchange Server.

7

Conclusion

As you have seen, by taking a few minutes to backup your data and allow for automatic synchronization of your information, it will save you countless hours and stress in the event of a data loss. Thank you for your time.

Outline of Manual for How-to-Video on Calendar Sync for BlackBerry Devices

Contents

Introduction.....	2
Materials	2
Instructions.....	4
Terms	7
Contact Information	7
Resources	7

Introduction

The goal of this tutorial is to present the basics of backing up essential dates and contacts to avoid a data loss if one should occur. This demonstration is meant to allow for the backup of critical information that is stored on the BlackBerry device and will allow the user to recover any important information that is lost if an emergency should occur. This information is important for business professionals and basic users alike. This is important to prevent data loss and allow a user to view their information from anywhere, should they experience a data loss on their device.

Materials

- Laptop or Desktop PC (Figure 2)
 - BlackBerry Desktop Software (Figure 3)
 - Microsoft Outlook 2003 or 2007
 - Internet connection
- BlackBerry Device (Curve, Pearl, 8830, etc)(Figure 1)
 - OS 4.1+
 - Wireless connection
 - Google Sync application installed on the BlackBerry
- USB cable or Bluetooth connection
- Google account



Figure 1 (Blackberry)

BlackBerry Pearl



Figure 2 (Hewlett Packard)

laptop



Figure 3 (Blackberry)

Desktop Manager

Instructions

Gathering the Materials

The first step in getting ready to synchronize the contacts and calendar on the BlackBerry device is to gather the materials that are listed. This will include the BlackBerry device, personal computer, and one USB cable to connect the BlackBerry to the computer. Also, ensure that the BlackBerry Desktop Software and Microsoft Outlook 2003 or 2007 are already installed on the computer.

Internet Connectivity

The next step is to make sure that the computer is properly connected to the internet, either via dial-up modem or through broadband. On the BlackBerry, make sure that Google Sync is already installed as well. This is obtained through the Google Mobile website. The final step of preparation is ensuring that the user's Google account is active. If the user has not already created one, please do so free of charge through Google.

Begin the Process

Now that we have gathered all of our necessary materials, we can begin to exchange information between our BlackBerry and our personal computer. We will first need to attach the USB cable to the personal computer on one end and to the BlackBerry device on the other end of the cable. Please ensure that both devices are powered on. The next step is to launch the BlackBerry Desktop Manager on the computer. This icon should be located on the desktop or it may locate it through the start menu as well.

Adding Test Data and Verifying Existing Data

On the BlackBerry device, there may or may not already be personal contacts added to the address book or appointments to the calendar. If there are no contacts or appointments already stored, please add some information to be able to demonstrate this process.

Synchronization

Now that there is information in the address book and appointments in the calendar, we will begin the synchronization process with Microsoft Outlook. On the BlackBerry Desktop Manager, click on synchronize. When the new window appears, click on synchronize now. This will begin the information exchange between the BlackBerry device and Microsoft Outlook. Once the process has completed, the progress bar window will disappear and the next step of the process will begin.

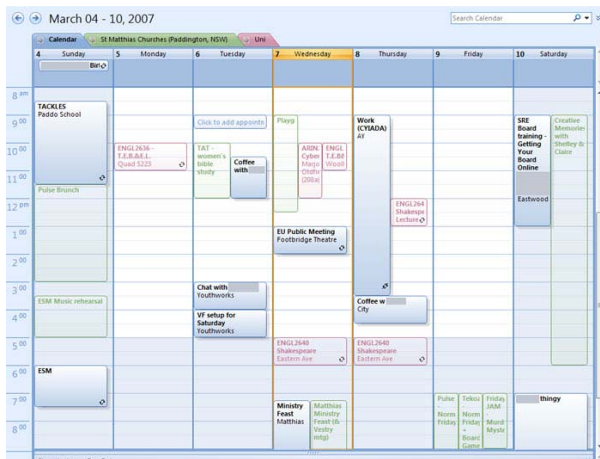


Figure 4 (Microsoft)

Launching Microsoft Outlook

Now that the information has been shared, launch Microsoft Outlook to view the information that was exchanged between the BlackBerry device and Outlook. Click on the Contacts section in Outlook to view the contacts or click on Calendar to view the appointments and tasks. Congratulations! The contacts list and calendar are successfully backed up. The next phase of this process is the ability to wirelessly synchronize the information so that it is viewable from anywhere.



Figure 5 (Google Mobile)

Synchronizing with Google

You may be asking “If I backup my information on my personal computer, why would I need to back it up anywhere else?” The answer to this question is that one may not always be near a computer in order to backup the data and Google Sync will allow one to do so. In addition to just backing up the data, one will also have the ability to share the calendar with coworkers, colleagues, or anyone else. This function will automatically synchronize the information without the need to manually do it. To begin this part of the synchronization process, ensure that Google Sync is installed properly. The user will be asked to provide their Google user ID and password so that this information will be in the same place as all of the rest of their Google information, if the user so chooses to use their other services. (Figure 6)

Figure 6 (Google Mobile)

Once this part is complete, please go to the options menu. The user will need to change the synchronization time from manual to automatic and save this after it is complete. The first sync will begin when upon clicking on the sync option and it will display how many events are new, deleted, and how many were updated. It will also notify the user if the sync was successful or unsuccessful. (Figure 7)



Figure 7 (Google Mobile)

Congratulations! The calendar is now successfully backed up on the Google website! This simple process will save hours of stress in the event that information needs to be recovered due to a data loss.

Terms

Sync- Process of combining, adding, deleting, or to make additional modifications between items. In this case, this refers to exchanging information between the computer and the BlackBerry device.

BlackBerry Exchange Server- Server that is used to import and export information between what is stored on the server with the information that is stored on the BlackBerry device.

Contact Information

If you have any questions, please do not hesitate to contact Walt Bower at wbb04d@fsu.edu

Resources

Google. (n.d.). *Google Mobile*. Retrieved March 6, 2008, from <http://www.google.com/mobile/sync/index.html>

Google Sync (Blackberry). (n.d.). Retrieved March 6, 2008, from <http://www.google.com/support/mobile/bin/topic.py?topic=13640>

Use the BlackBerry Desktop Software. (n.d.). Retrieved March 6, 2008, from <http://www.devhardware.com/c/a/Mobile-Devices/Use-the-BlackBerry-Desktop-Software/>