



**Newton Connection
Kit for Windows
User's Guide**



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1

Getting Started



To get up and running quickly with Newton Connection, turn to the next page and follow the Quick Start instructions. For more detailed installation instructions, read “Installing Newton Connection” later in this chapter and “Synchronizing Your Information” in Chapter 2.

In this chapter

- Quick start
- What is Newton Connection for Windows?
- In this package
- Installing Newton Connection
- Starting Newton Connection
- Highlights of the screen
- Getting help
- Quitting Newton Connection

Quick start

This Quick Start lists the basic steps to install and start Newton Connection on your PC, attach the Newton device and PC by cable, and transfer information between the two machines.

To install Newton Connection on your PC:

- 1 Place the Install disk in the appropriate floppy drive.**
- 2 If necessary, type WIN [Enter] to start Windows.**
- 3 In Windows Program Manager, choose Run from the File menu. Type A:\INSTALL, then choose OK.**

Or, if you are using the B drive, type B:\INSTALL.

- 4 Respond to the Install questions as prompted.**

In order for Newton Connection to work properly on your PC, Install automatically modifies some system files. You also have the choice to create a new group or to place the Connection icon in an existing Program Manager group. For more information, see “Modifying Windows System Files” in Appendix B.

- 5 After the software is installed, choose to restart Windows in order for the changes to take effect.**

For more information on installing the software, see “Installing Newton Connection” later in this chapter.

To connect Newton and your PC by cable:

- 1 Connect the end of the cable with 9 holes to an available serial port on your PC.**

If you have a 25-pin serial port, use the enclosed adapter.

- 2 Connect the other end of the cable to the communication port on Newton.**

For more information on connecting by cable, see “Connecting Newton to a PC” in Chapter 2.

To start Newton Connection and perform your first synchronization:

- 1 From Windows, double-click the Newton Connection icon.

Newton Connection displays instructions for synchronizing with Newton.

- 2 Ensure that the Connection button is pushed in to enable communications.

Refer to the illustration below to locate the Connection button.

- 3 On the Newton, tap Extras to open the Extras Drawer, then tap Connection.

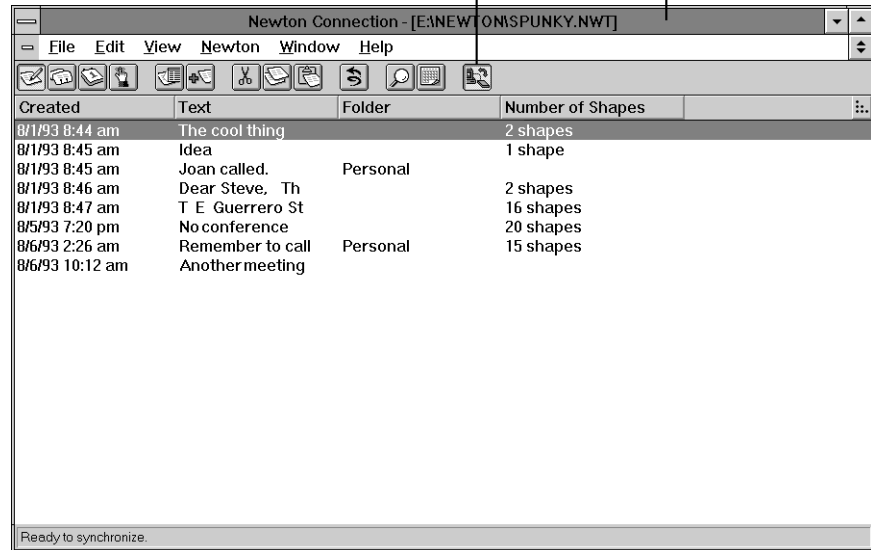
- 4 Tap DOS or Windows PC in the list of options, then tap Connect.

Synchronization begins. A dialog shows the status of the synchronization.

When you synchronize for the first time, a unique workfile is created on the PC. This file contains all the data from your Newton. For more information on synchronizing with Newton, see “Synchronizing Your Newton With the PC” in Chapter 2.

The Connection button indicates that the software is ready to receive information from Newton.

The name of your workfile is displayed here after you synchronize for the first time.



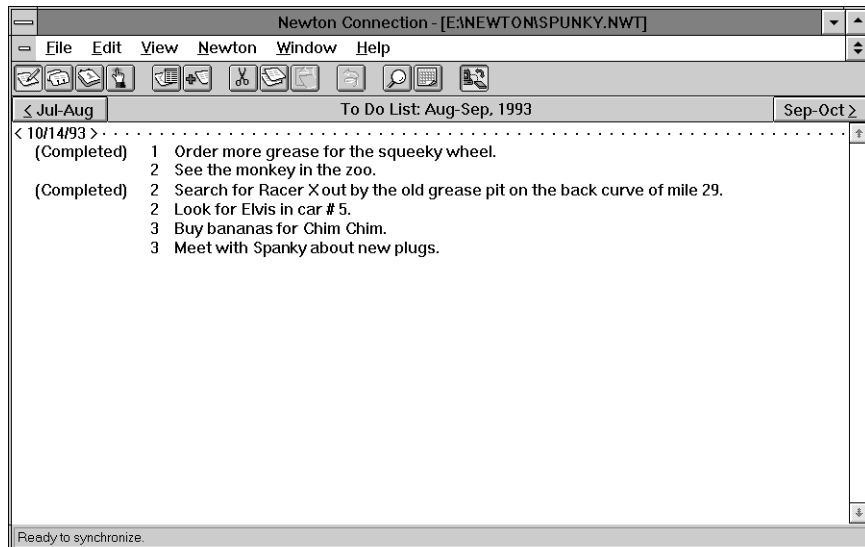
What is Newton Connection for Windows?

Welcome to Newton Connection for Windows, the Newton communications utility for your PC. Newton Connection is an application that allows you to store, view, and edit Newton information on your PC. You can synchronize while the Newton Connection software is minimized or fully displayed—it's up to you.

Newton Connection lets you update and store your Newton information. When linked by cable, your PC and your Newton can communicate so that both contain the same information. Newton Connection also takes care of backing up workfiles and archiving items you deleted from Newton.

Newton Connection provides the following features:

- automated synchronization of your workfile and Newton data
- multiple file editing
- an easy-to-use graphical interface
- automatic data archiving
- search capabilities
- ability to exchange information with other Windows applications
- sorting based on fields in the summary view



In this package

Check the contents of your Newton Connection package:

- the Newton Connection program disks
- *Newton Connection Kit for Windows User's Guide*
- Newton Connection cable
- 9-pin to 25-pin adapter
- registration card

Installing Newton Connection

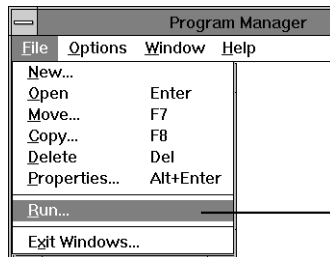
The Newton Connection installation program, INSTALL.EXE, performs several tasks: it creates a directory for the Newton Connection files; decompresses and copies the files to your hard drive; modifies the SYSTEM.INI and WIN.INI files; and optionally modifies the PROGMAN.INI file. For more information about how these files are modified, see “Modifying Windows System Files” in Appendix B.

Before you begin to install the Newton Connection software, you should verify that your system meets the necessary minimum requirements. For a list of system requirements, see “System Requirements” in Appendix B.

For the easiest operation, a mouse or other pointing device is recommended. For information about using the keyboard with Newton Connection, see “Moving Around in Newton Connection ” in Appendix A.

To install the Newton Connection software:

- 1 Place the Install disk in the appropriate floppy drive.
- 2 In Program Manager, choose Run from the File menu.

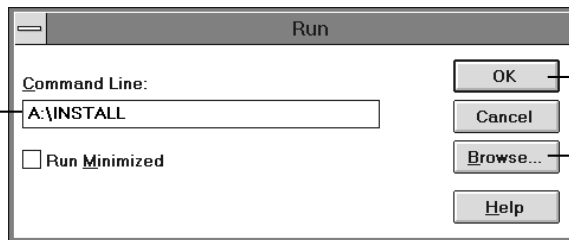


To run Install, choose Run from the File menu in Program Manager.

- 3 Type A:\INSTALL and choose OK.

If you are using the B drive, type B:\INSTALL instead.

Type the drive and command here to run the Install program.



When you're ready to begin, click OK.

Click here to move to the floppy drive and select INSTALL.EXE.

- 4 Follow the on-screen instructions.

Newton Connection is installed in the Newton directory. At the end of the installation process, you'll be asked to restart Windows. It's important that you restart Windows so that communications can work properly. After restarting Windows, the Connection icon appears in the Newton group or the group you specified during installation.

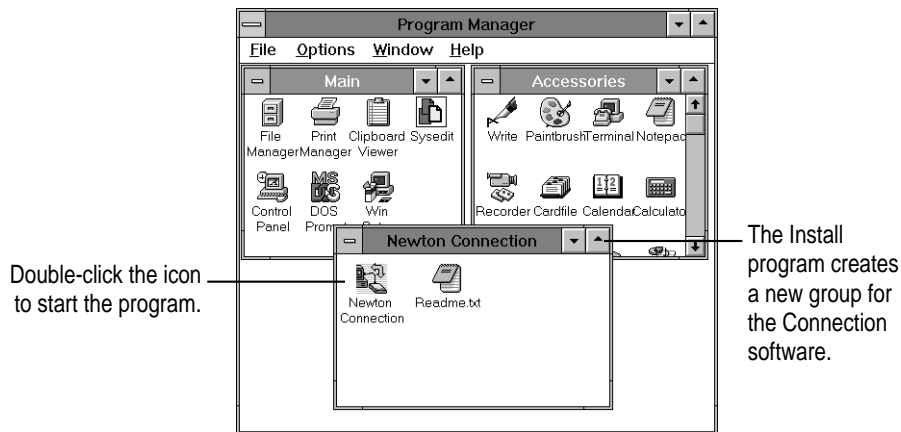
Starting Newton Connection

You can start Newton Connection in a couple of different ways: from the Program Manager, double-click the icon; from the File Manager, double-click a workfile; or drag your .NWT workfile over the program icon.

The first time you start Newton Connection, there is no workfile for you to open. You must synchronize with your Newton in order to create a workfile on your hard drive. The identification code in this file corresponds to your particular Newton, ensuring that you don't synchronize with the wrong file. For more information about workfiles, see "Managing Your Information" and "Creating and Opening Workfiles" in Chapter 2.

To start Newton Connection:

- In Program Manager, double-click the Newton Connection icon. Or in File Manager, double-click the workfile you want to open.



Newton Connection displays instructions explaining how to synchronize your Newton with the PC. You need to synchronize in order to create your first workfile. For more information, see "The First Time You Synchronize" in Chapter 2.

Highlights of the screen

The Newton Connection application window contains three major areas: the main workspace which displays your data in windows; the menu bar, containing menus and commands; and the toolbar, containing buttons to quickly access the most common actions. Additionally, a status bar at the bottom of the main workspace displays help messages according to where you are in the main interface and what you are currently doing.

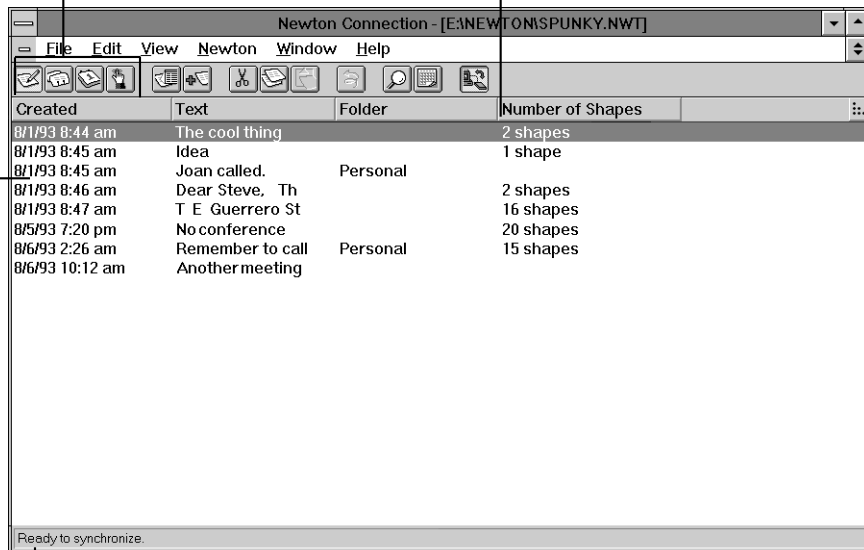
The main workspace

Whenever you open a workfile, the Newton information is displayed in the main workspace. The workspace contains windows, each one representing a separate workfile. Each window can show one category (for example, the Notepad) at a time. Known as the summary view, this window contains all the items of the current category. For example, when you choose Notepad, the window displays the first few words of the note.

These buttons allow you to quickly change categories.

In Notepad, the first line of your text displays in summary view. You also see how many shapes are in each note.

The main window contains a summary of items from the current category.



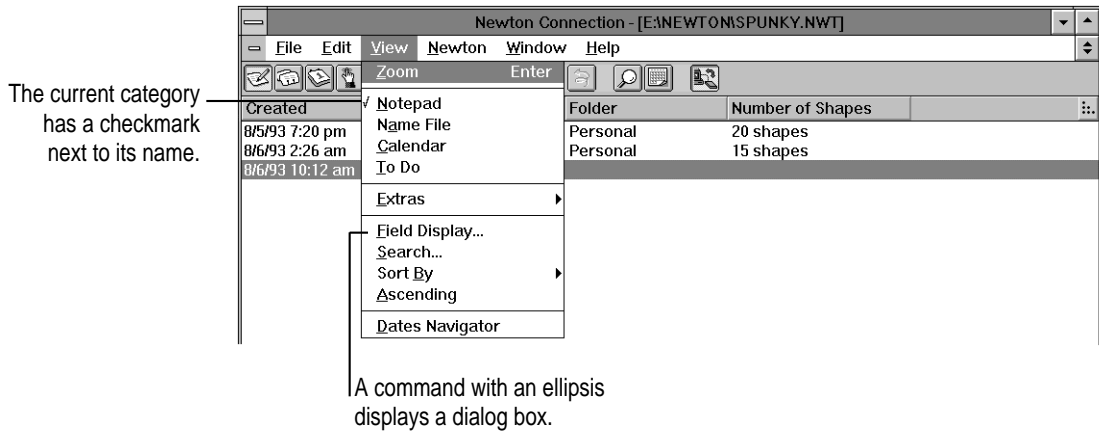
The screenshot shows the Newton Connection application window with a menu bar (File, Edit, View, Newton, Window, Help) and a toolbar. The main workspace displays a summary view of notes in a table format. The status bar at the bottom indicates 'Ready to synchronize.'

Created	Text	Folder	Number of Shapes
8/1/93 8:44 am	The cool thing		2 shapes
8/1/93 8:45 am	Idea		1 shape
8/1/93 8:45 am	Joan called.	Personal	
8/1/93 8:46 am	Dear Steve. Th		2 shapes
8/1/93 8:47 am	T E Guerrero St		16 shapes
8/5/93 7:20 pm	No conference		20 shapes
8/6/93 2:26 am	Remember to call	Personal	15 shapes
8/6/93 10:12 am	Another meeting		

The status bar gives you hints about where you are in the program.

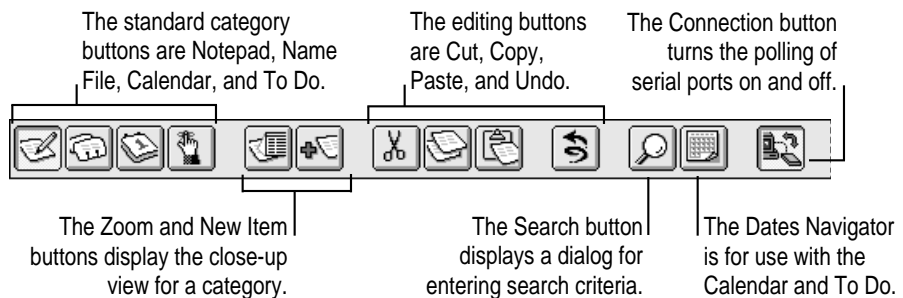
The menu bar

The menu bar at the top of the main window contains standard Windows menus. Newton Connection commands appear on these menus. You can activate the menu bar with the mouse or with the keyboard. For more information about using menus, see “Using Menus, Commands, and Dialogs” in Appendix A.



The toolbar

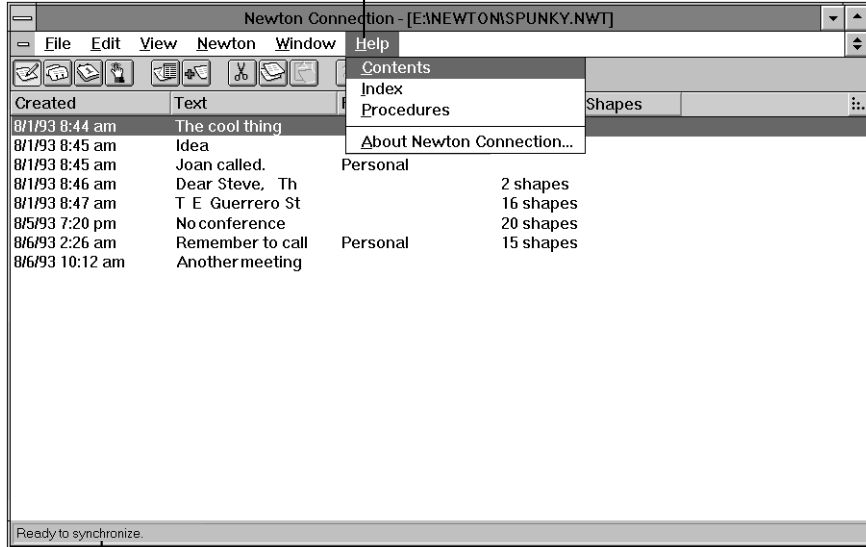
The toolbar is situated below the menu bar and just above the main window. Buttons on the toolbar provide immediate access to the most common Newton Connection commands and functions.



Getting help

Windows Help for Newton Connection is available at any time by pressing F1. Also, as you work with Newton Connection, a status bar at the bottom of the main window shows a brief text message describing the button, command, or item you are currently using.

The Help menu allows you to choose the type of help you want.



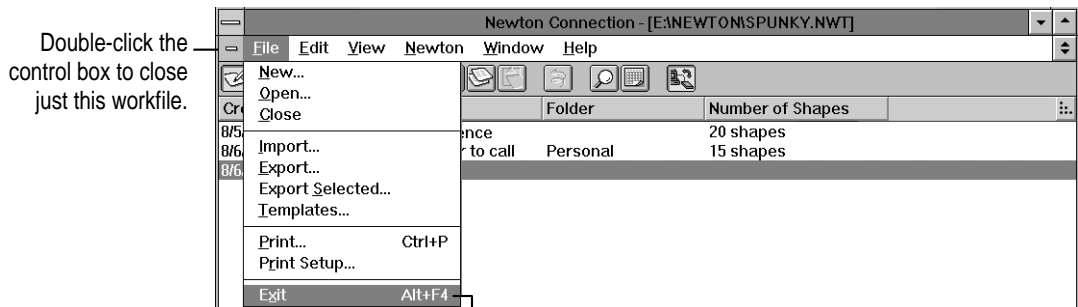
The status bar displays a brief message designed to help you with the command or item.

Quitting Newton Connection

When you exit, Newton Connection closes any opened files. Newton Connection saves your information automatically as you enter it, so you don't have to worry about saving the workfile before you exit. For more information about the way Newton Connection saves information in your workfile, see “Saving Your Information” in Chapter 2.

To quit Newton Connection:

- Choose Exit from the File menu.



The Exit command closes all open workfiles before exiting the program.

2

Managing Your Newton Information



With Newton Connection, you can synchronize your Newton with your PC. You can also perform other file and information management tasks.

In this chapter

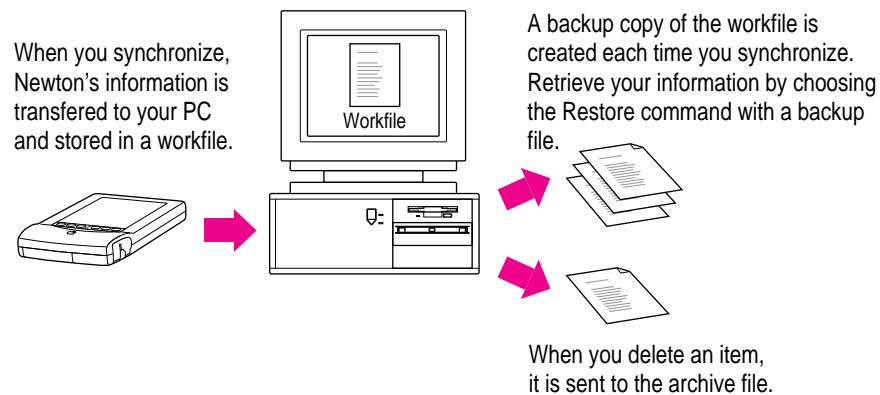
- Managing your information—overview
- Connecting your Newton to a PC
- Synchronizing your Newton with the PC
- Creating and opening workfiles
- Saving your information
- Backing up workfiles
- Tips for managing information

Managing your information—overview

Your information and ideas on Newton are valuable. One of the best ways to protect them is to put a copy in a safe place, such as on your PC's hard drive. Newton Connection can automatically create a workfile which contains a copy of your information and provides a safety net in case of loss.

When you transfer Newton's information to your PC's hard drive, it is stored in a workfile. Each Newton device has one workfile associated with it. Every time you synchronize, a backup file is created and deleted items are moved to the archive file. For more information about archive files, see “Archiving Items” in Chapter 4.

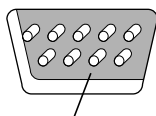
Once you have the information on your PC, you can use Newton Connection to view, edit, or print it. The PC's larger display and keyboard make it easy for you to revise outdated information. You can easily and efficiently add new items to your Newton information as well.



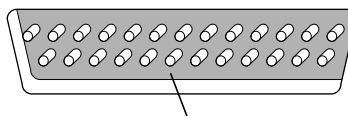
Connecting the Newton to a PC

Before you can transfer information between the PC and Newton, you need to connect the two machines with a serial cable. Newton Connection communicates with Newton through a serial port on your PC.

PC serial ports come in two sizes—9-pin or 25-pin. On some computers a serial port may be labeled COM1, COM2, COM3, COM4, or SERIAL. When your Newton device is connected, you don't need to know which port it's on—the Connection software finds it automatically. For more information on customizing serial port settings and using other communications applications at the same time as Newton Connection, see “Changing the Port Setup” in Chapter 4.



The Newton Connection cable is designed for use with a 9-pin serial port.



If your computer has a 25-pin serial port you can use the included adapter to connect.

Attaching the cable

In your Newton Connection package, you received a cable with a 9-pin serial connector at one end and a Newton connector at the other. Use this cable to connect your PC and Newton.

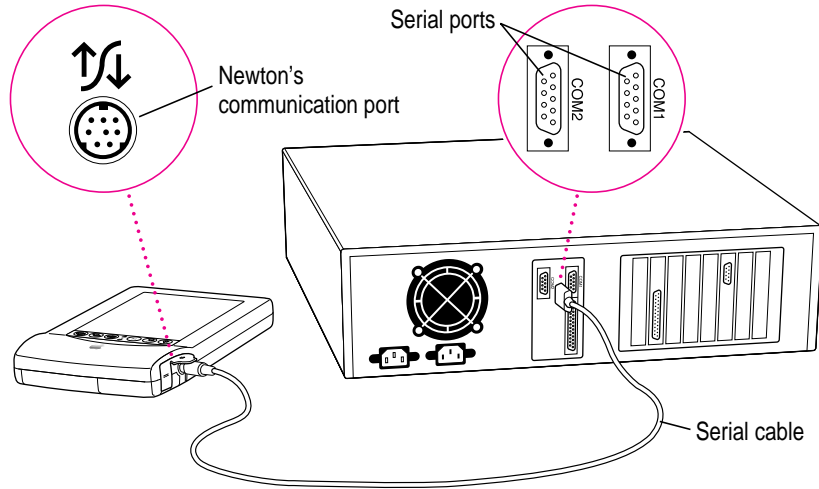
IMPORTANT Use only the Newton Connection cable. It's specifically designed for communication with Newton. Other types of cables may not work.

To connect your Newton and PC by cable:

- 1 Choose an available serial port on your PC.**
- 2 Connect the end of the cable with 9 holes to the appropriate port.**

If you have a 25-pin serial port, use the enclosed adapter. Push the smaller end of the DB9-DB25 adapter onto the 9-hole end of the cable. Then plug the larger end of the adapter into a matching 25-pin serial port.

- 3 Plug the other end of the cable into the Newton's communication port.



Synchronizing your Newton with the PC

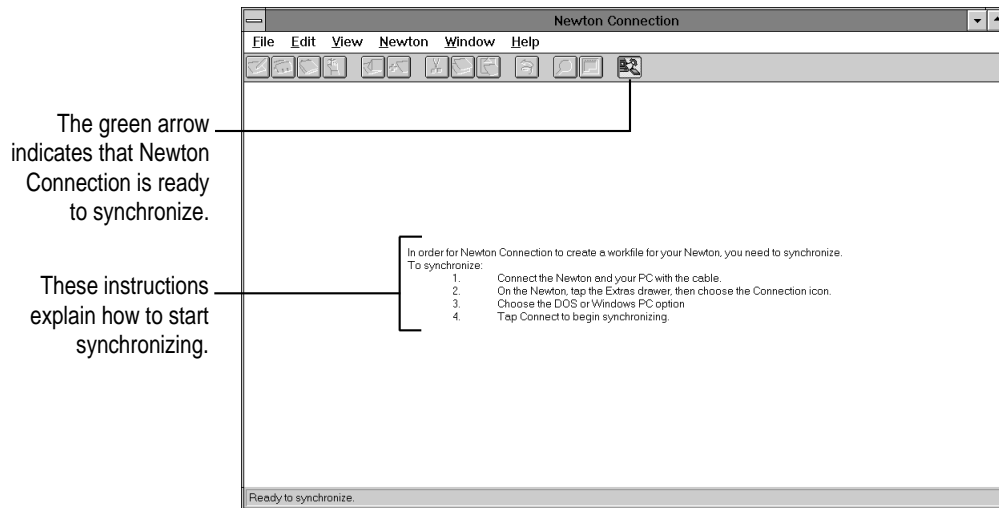
Periodically, you will want to save a copy of your most current Newton information on your PC. Maybe you've updated items or added a lot of new information to the workfile and need to transfer it to Newton. The process of copying information between your Newton and your PC is known as synchronizing. The synchronization process ensures that the items in your Newton exactly match the items in your workfile.

The first time you synchronize

When you first start the Newton Connection application, instructions are displayed on how to synchronize.

The first time you synchronize, Newton Connection creates a workfile on your hard drive in the Newton directory. This file then receives all of the information contained on the Newton device. You can then use Newton Connection to add information to the workfile. The next time you synchronize, the new information is added to Newton.

The archive file is also created the first time you synchronize. It contains items you've deleted from Newton. If you delete the archive file, a new, empty file is created the next time you synchronize.



IMPORTANT If you are having problems making a connection, verify that the port you are using is enabled for communications with the Newton. For more information about port configuration, see “Changing the Port Setup” in Chapter 4. For information about resolving port contentions in Windows, see “Troubleshooting” in Chapter 4.

Synchronizing your information


Depending on how much new information you have to transfer, you may want to synchronize once a day, or you may need to synchronize only once a week—it's up to you.

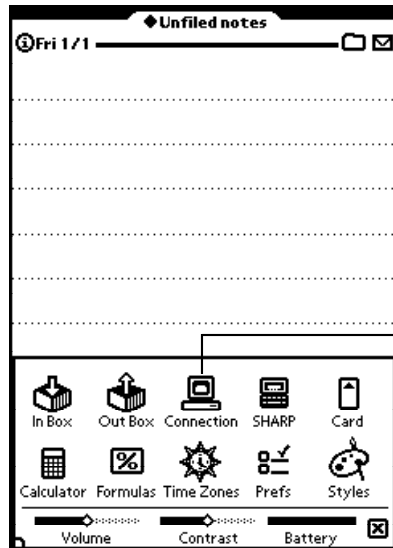
IMPORTANT It's recommended that you use Newton's power adapter when synchronizing. The synchronization process may take some time depending on how much information has changed.

To synchronize your PC with Newton:

- 1 **Make sure your Newton and your PC are connected with the serial cable.**

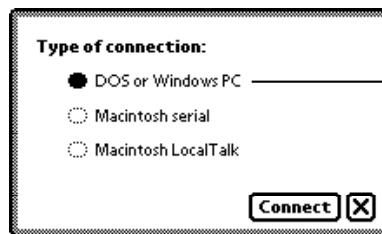
For more information, see “Attaching the Cable” above.

- 2 **On Newton, tap Extras  to open the Extras Drawer, then tap Connection.**



Tap Connection to choose a connection.

- 3 **Tap DOS or Windows PC.**



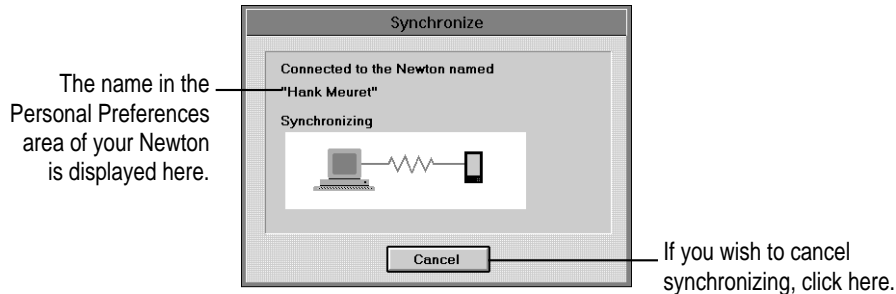
Tap here to tell Newton you're connected to a PC.

- 4 **To begin synchronizing, tap Connect.**

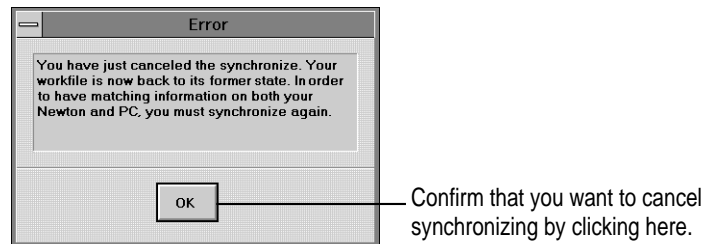


The Connect button tells Newton to start communicating with the PC.

A message on your PC shows the progress. Cancel to stop synchronizing.



If you choose to stop synchronizing, Newton Connection returns the workfile to its previous state. That is, the workfile is exactly the same as if you had never started synchronizing.



Creating and opening workfiles

You can create new workfiles for additional sets of information. For example, you may want to create a workfile to contain just your new business contacts. These extra files cannot be directly synchronized with your Newton device, but you can move items from these workfiles into your main workfile. The new items are then copied to Newton the next time you synchronize.

Creating workfiles

While working in Newton Connection, you must have an existing workfile open before you can create a new one. Use the New command on the File menu to create a blank workfile. If there is more than one file open, the currently active file is used as a template for the new file.

To create a new workfile:

1 Choose New from the File menu.

Newton Connection displays the New File dialog box.

2 Specify a name for the file in the File Name field.

3 Choose OK.

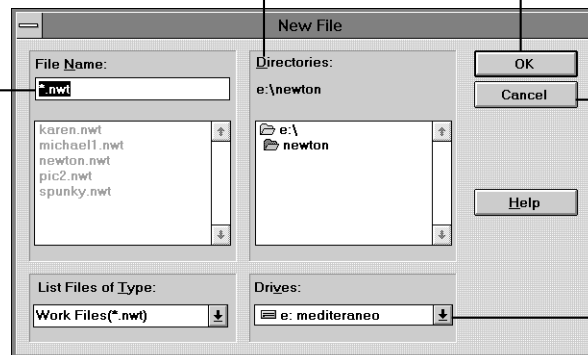
Newton Connection creates a new workfile and displays it in summary view.

Use the Directories list box to change where your work files are stored.

Click here to create the new workfile.

Type a name for the new workfile.

Click here to close the dialog without creating a new workfile.



Use the Drives list box to switch to a different drive.

Opening workfiles

Before you can view, edit, or add items in Newton Connection, you must open a workfile. You can then view your information and add, edit, or print items.

To open a workfile:

1 Choose Open from the File menu.

2 Use the Drives and Directories lists to move to the drive and directory for your workfiles.

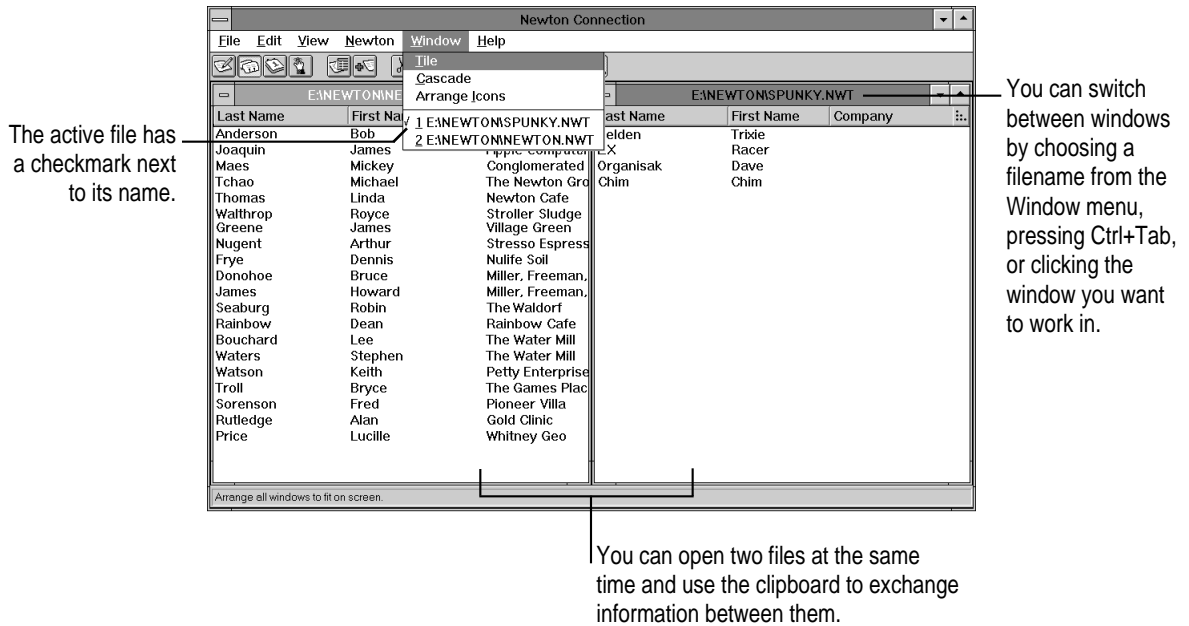
You can also type a path in the File Name field. For example, type C:\NEWTON*.NWT to display the Newton Connection files.

3 In the Files list, choose a workfile to open.

If you know the name of the file, type it directly into the File Name field.

4 Choose OK.

Newton Connection displays the workfile in a window.



When you start Newton Connection, any files that were open during your last session are automatically reopened for you.

Saving your information

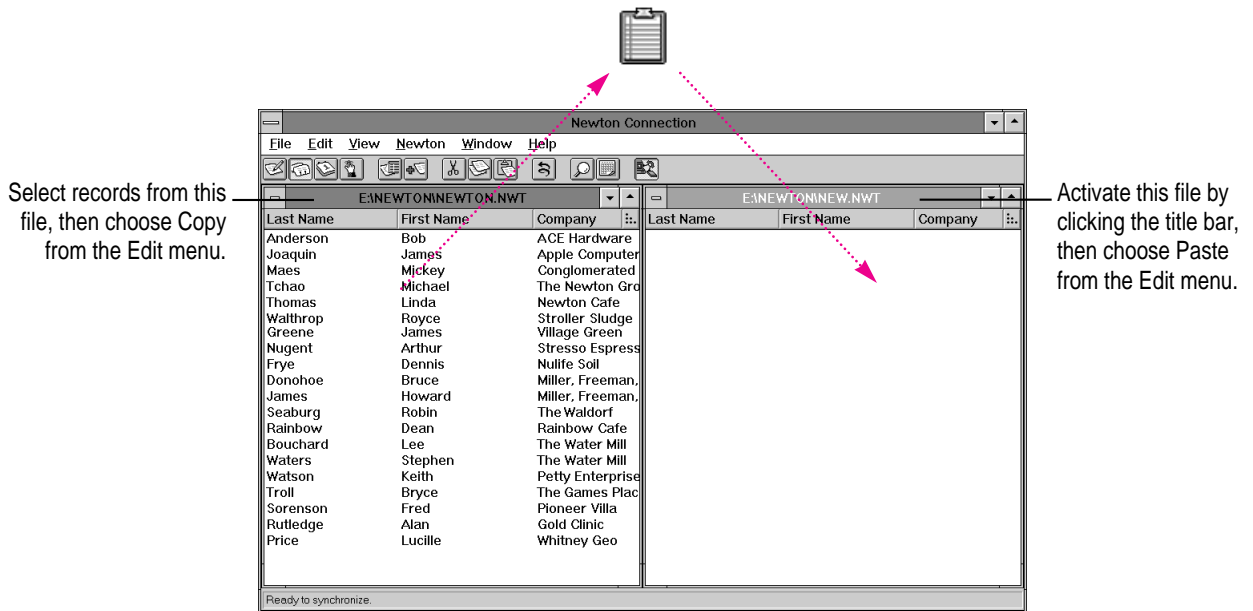
As you work in Newton Connection, your changes and additions are automatically saved in the workfile. You do not need to choose a command or specifically request that the new information be saved. Each time you edit an item, it is saved in the workfile.

If you want to create a new, empty workfile containing your current Newton categories, use the New command.

To save part of your data in a new file:

- 1 Choose New from the File menu to create a new workfile.**
For more information, see “Creating Workfiles” earlier in this chapter.
- 2 To display the workfiles side by side, choose Tile from the Window menu.**
- 3 From your main workfile, select the items from categories you want to save in the new file.**
- 4 Choose Copy from the Edit menu.**
- 5 Move to the file created in step 1 by clicking it to make it active.**
- 6 Choose Paste from the Edit menu.**

Repeat steps 3 through 6 for each category of information you want to include in the new file. These items are automatically saved in the new file as you paste them.



Backing up workfiles

Backup files are created automatically whenever you synchronize with your Newton. During synchronization, Newton Connection creates a backup file before beginning to move information back and forth between Newton and your PC. The backup file contains a copy of the workfile as it was before you started synchronizing.

Each workfile has its own associated backup files with the extension .NB#, where # is a number from 1 to 9. You can have up to 10 backup files per workfile. The file with the extension “.NB” is always the most recent backup. For example, the workfile MATT.NWT would have backup files called MATT.NB, and MATT.NB1 through MATT.NB9.

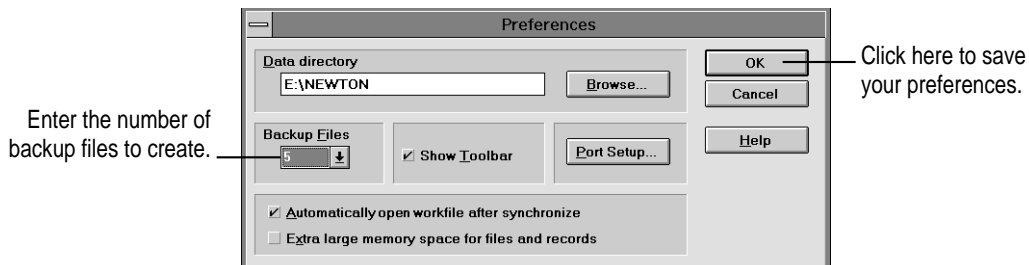
Backup files contain copies of the items present just before you synchronized. For more information about preserving deleted items that were previously synchronized, see “Archiving Items” in Chapter 4. For information about restoring from a backup file, see “Restoring Information to Newton” in Chapter 4.

To specify how many backup files are created:

- 1 Choose Preferences from the Newton menu.**

The Preferences dialog is displayed.

- 2 In the Backup files option, choose a number between 1 and 10.**



- 3 Choose OK.**

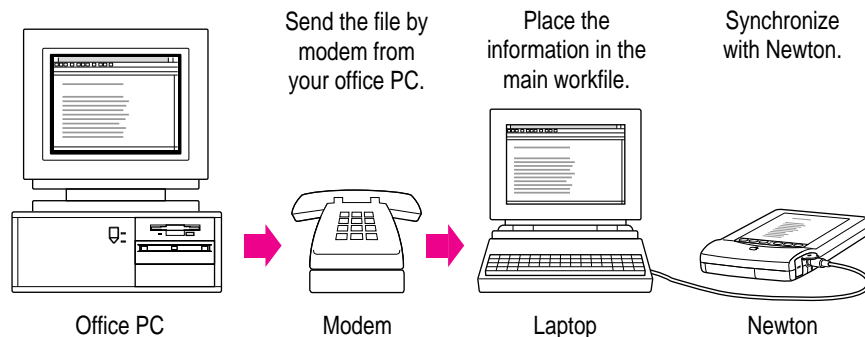
Tips for managing information

Sharing information with multiple workfiles

You can create extra workfiles on your PC that contain various sets of information. With these auxiliary PC workfiles, you can add or remove information from your main workfile so that your Newton's memory doesn't become too cluttered.

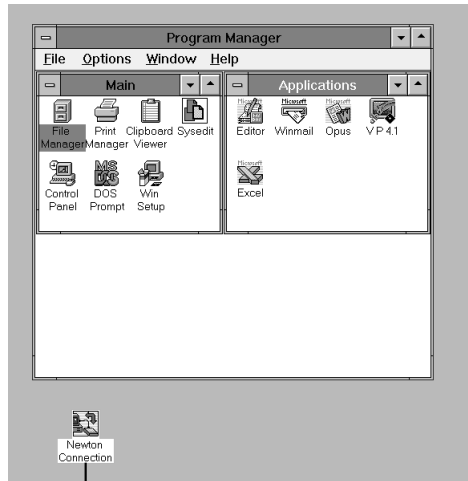
For example, say you are traveling to a business meeting in Hershey, PA, and need to bring the latest statistics on candy bar consumption. While these statistics are important, you don't need to have them with you every day for business. Keep a permanent copy of the candy bar statistics in a PC file named CANDY.NWT. Then just copy them into your main workfile on the PC as needed and synchronize to copy them to your Newton. After the business trip is over, delete them from Newton and from the main workfile, then synchronize again.

You can also use multiple workfiles to distribute updates or new information. For example, suppose you have a mobile sales staff that needs to receive updates of inventory and client lists. Simply create a workfile listing the new inventory and their part numbers, as well as new client information. Send each of your team members a copy of this file via modem. Your sales people in the field can then update their individual workfiles by copying the new information into their main workfile and then synchronizing with Newton.



Seamless synchronizing in Windows

To synchronize in the background after starting Windows, start Newton Connection and iconize it. You can then just plug the cable into the Newton's port and, on the Newton, choose Connect from the Connection options in the Extras Drawer. Switch to other applications on the PC to continue working on other tasks. Newton Connection will continue to synchronize while you work on other tasks.



Leave Connection running as an icon on the desktop. Then you can synchronize in the background while you work on other tasks.

3

Viewing, Editing, and Printing Information



Once you've synchronized your Newton device and PC, you can use Newton Connection to view, edit, and print your information.

In this chapter

- What are categories?
- Viewing an item
- Adding and editing information
- Controlling the way information is displayed
- Printing your information
- Tips for working with information

What are categories?

Newton Connection stores your information as separate items. Each item belongs in one of several categories that correspond to areas on Newton. Each of the Newton Connection categories is designed to organize and display information in a way that makes it easy to access and understand. There are four predefined categories—Notepad, Name File, Calendar, and To Do. Each category is described in greater detail below.

The pre-defined categories are represented by buttons on the toolbar and match commands on the View menu. Click one of these toolbar buttons to quickly display a category.

Additionally, you can purchase packages that expand the functionality of your Newton by adding new categories or other features. For more information on installing packages, see “Installing Packages” in Chapter 4.

Notepad

Notepad offers an easy way to view memos, ideas, and original compositions created on your Newton. Notepad is the most free-form of the categories, allowing you to view and edit text-based information. You can also see your graphics and can copy them to other programs.

Name File

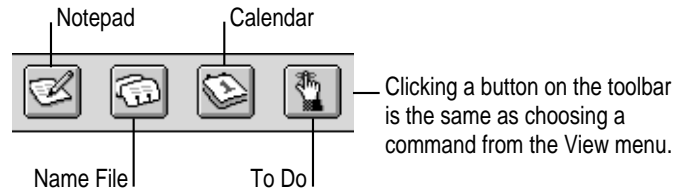
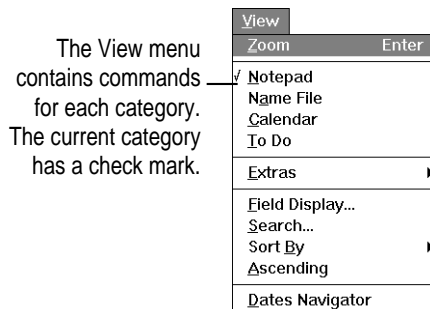
Name File is like a set of index or rolodex cards. It contains fields for name, company, address, multiple phone numbers, and birthday.

Calendar

Calendar contains a summary of your appointments sorted by date and time. Each item scheduled in the Calendar consists of a date, time, title, and description of the planned activity. You also see the day notes for that day.

To Do

To Do provides a quick way to list tasks and other items that you need to complete. A summary of To Do items shows the first line of each task's description. You can also assign a priority level to your tasks.



Viewing an item

Items are stored in categories according to the type of information they contain. For example, to view an appointment, you display the Calendar category.

You can view a category in one of two ways in Newton Connection. The summary view displays a brief description of each item, one item per row. The close-up view is used to view and edit a single item.

Summary view

Summary views offer a quick list of all items in the current category. Each item is listed on a separate line containing one or more fields. For example, you can identify individual appointments in the calendar based on the first few words of the description field.

You can change which fields are displayed in summary view. For more information, see “Changing the Fields Displayed in Summary View” later in this chapter.

Click here to return to the current date.

Use the Dates Navigator to move ahead to the next day or month.

The Calendar's summary view lists your appointments by date and time.

Click the date to add a new item for that day.

A day note is like an appointment, but has no time associated with it.

Newton Connection - [E:\NEWTON\SPUNKY.NWT]

File Edit View Newton Window Help

< Jul-Aug Appointments: Aug-Sep, 1993 Sep-Oct >

<8/6/93> 9:00 AM Sparky for tune-up on Mark V
3:00 PM Chim Chim goes to groomer's for flea dip and trim
6:00 PM Pot luck@ Pop's house

<8/7/93> 12:00 AM Lunch with Tribie
8:00 PM Birthday party for Jimmy

<9/3/93> Labor day camping trip starts

<9/6/93> Labor day camping trip ends
Mom's birthday

<9/7/93> 8:00 AM Go to the beach with Annette and Frankie

<9/9/93> 12:00 PM Doctor's appointment

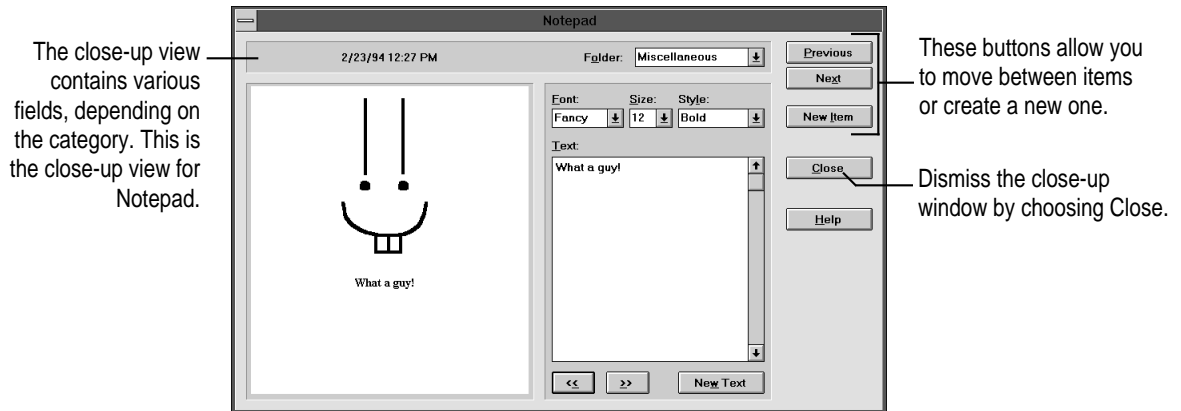
September 1993

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Ready to synchronize.

Close-up view

Close-up view displays the entire contents of one item for you to view or edit. Select an item from the summary view and choose Zoom either from the toolbar or from the View menu. Newton Connection displays the information in a separate window where you can edit it.



Using the Dates Navigator

Display the Dates Navigator to move to another day or month in the Calendar or To Do category. Choose the day of the month by clicking the date. The view moves to that day's appointments or to-do list.



Adding and editing information

You add and edit items using close-up view. When you choose to add a new item to a category, Newton Connection displays the close-up window for that category. You can type your information directly into the fields.

To add a new item:

- Choose New Item from the Edit menu or toolbar. (Or choose the New Item button in the close-up window.)

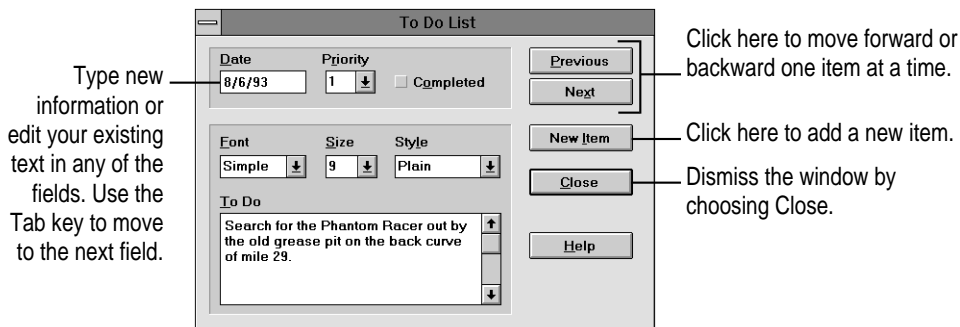
The close-up window is displayed. After you add information into the various fields, you can move to another item or close the window. Your changes are then automatically saved in the workfile.

To edit an existing item:

- 1** In the summary view, select the item you want to edit.
- 2** Do one of the following:
 - Double-click the item.
 - Highlight the item and press Enter.
 - Highlight the item and choose Zoom from the View menu or toolbar.

The close-up view of the item is displayed.

- 3** Add to or edit the existing information.



IMPORTANT You cannot edit or delete repeating appointments in the Calendar using Newton Connection. Also, you can't edit graphics included in a note. For more information, see “Working with Notes” below.

Working with notes

There are two types of notes you can work with—notes from the Notepad category and notes from the Calendar and To Do categories. Name File has notes you can view: you can't edit Name File notes on the PC.

When working with the notes, you can view both text and graphics. However, you can't edit the graphics. On the PC, notes for appointments or to-do items only display text. If you have a graphic image in Newton's Calendar or To Do List, you can move it to the Notepad before synchronizing with the PC. You will then be able to view that graphic on your PC.

To work with your graphics on the PC, cut or copy an entire note, then paste it into another Windows program, such as Paintbrush. For example, you may have created a preliminary drawings for a new widget. You can copy that note to the clipboard, then paste it into Paintbrush to refine or edit the drawing. However, you can't paste graphics from another application back into the Notepad.

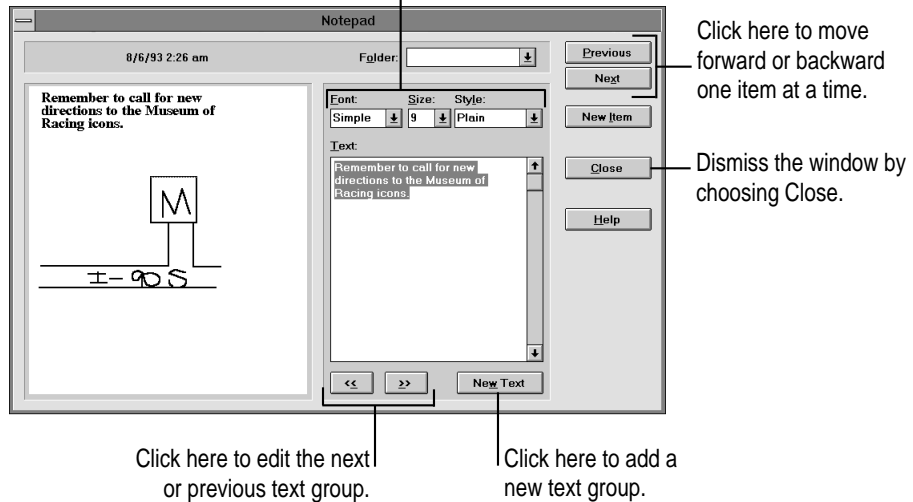
To edit a note:

- 1** From the summary view, select the note you want to edit.
- 2** Do one of the following:
 - Double-click the note.
 - Highlight the note and press Enter.
 - Highlight the note and choose Zoom from the View menu or toolbar.

The close-up view of the note is displayed.

3 Edit and reformat the text as follows:

Use these controls to format the selected text.



4 Choose New Item to add another note, or choose Close to return to the summary view.

Your changes are automatically saved in the workfile when you move to the next item, close the window, or create a new item.

Moving information

In Windows, the clipboard acts as a common location for moving text and other information.

Use Cut and Copy to place selected items on the clipboard. Use Paste to insert the text or item at another location. The contents of the clipboard remain the same until you choose the Cut or Copy command again.

IMPORTANT If the contents of the clipboard are not in a usable format, the Paste command on the Edit menu is dimmed or grayed out. For example, graphics from a drawing or paint program cannot be pasted into a Notepad item. Items from one category can't be pasted into another category. Also, when you look at an item on the clipboard in Windows, it does not look the same as it would look in Newton Connection.

To move information:

1 Select the item or text you want to move.

To select more than one item in a row, hold down the Shift key and click the items with the mouse. To select random items, hold down the Ctrl key instead.

2 Choose Cut from the Edit menu.

The selection is placed on the clipboard

3 Display the category, item, or other location you want to move the selection to.

4 Click once to place the cursor if you want text to be inserted into a specific field.

5 Choose Paste from the Edit menu.

The text is inserted.

If you're inserting an entire item, such as a note or to-do item, it appears at the end of the summary view list. If you are moving an appointment, it appears on the new date in the Calendar. Name File items appear according to their sort order.

Select items from this file, then choose Copy from the Edit menu.

Activate this window by clicking the title bar, then choose Paste from the Edit menu.

E:\NEWTON\SPUNKY.NWT			E:\NEWTON\NEWTON.NWT		
Last Name	First Name	Company	Last Name	First Name	Company
Beauvaine	Tride	Mystery Writers,	Anderson	Bob	ACE Hardware
X	Racer	Pop's	Joaquin	James	Apple Computer,
Bouchard	Lee	The Water Mill	Maes	Mickey	Conglomerated C
Waters	Stephen	The Water Mill	Tchao	Michael	The Newton Grou
Watson	Keith	Petty Enterprise	Thomas	Linda	Newton Cafe
Troll	Bryce	The Games Place	Walthrop	Royce	Stroller Sludge
Sorenson	Fred	Pioneer Villa	Greene	James	Village Green
Rutledge	Alan	Gold Clinic	Nugent	Arthur	Stresso Espresso
Price	Lucille	Whitney Geo	Frye	Dennis	Nulife Soil
			Donohoe	Bruce	Miller, Freeman,
			James	Howard	Miller, Freeman,
			Seaburg	Robin	The Waldorf
			Rainbow	Dean	Rainbow Cafe

Removing information

There are two ways to remove information from a category or item in Newton Connection. The Cut command removes the selection—text or an entire item—and places it on the clipboard. The Delete command removes the selection without placing it on the clipboard. The only way to reverse the effects of the Delete command is to use Undo immediately after choosing Delete. In any situation where you want to be able to recover deleted text, it's best to use Cut instead of Delete.

IMPORTANT When you delete an entire item from Newton, it is sent to the archive file when you next synchronize. For information, see “Retrieving Information from the Archive File” in Chapter 4.

To remove selected items from the workfile:

- Choose Cut from the Edit menu to place the selection on the clipboard.
- Or, choose Delete from the Edit menu to remove the selection without placing it on the clipboard.

Reversing editing changes

If you decide that you don't want your last editing change, use Undo on the Edit menu. Undo reverses the Cut, Copy, Paste, Delete, and Undo commands.

To reverse the last editing action:

- Choose Undo from the Edit menu.

IMPORTANT Undo reverses only the last editing action.

If you change an item in close-up view and then want to restore the original version, you can restore the old item from a backup file or the archive file. For information about restoring items, see “Retrieving Information from the Archive File” in Chapter 4.

Controlling the way information is displayed

If you have a large workfile, you may find it convenient to view subsets of available items. Searching allows you to view only those items that match a set of criteria. You control the way information is displayed in the summary view. You can change the way items are sorted. You can also select which fields you want to display in the summary view and control their order.

Searching for information

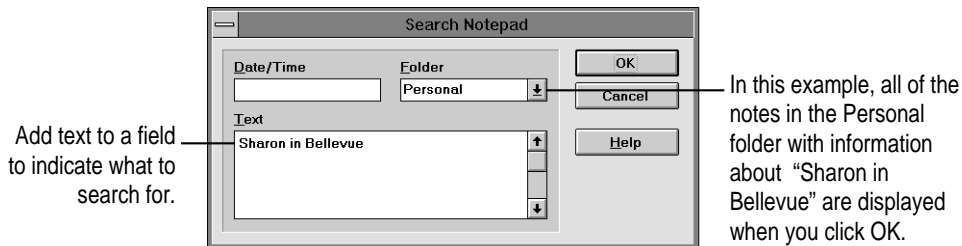
Searching is based on text within text fields, options, folders, and dates, depending on the current category. You can have a different set of search criteria for each category of information.

To start a search, you specify some text or other requirements in the Search dialog. After searching, you see only those items that meet your criteria. The Search dialog looks like the close-up view for the current category.

To search for items:

- 1 **Choose Search from the View menu.**

The Search dialog is displayed.



- 2 **Enter text in the fields you want to use as search criteria, or select options.**
- 3 **Choose OK to start the search.**

Turning off a search

As long as a search is active, you won't have access to your complete set of information. You can cancel an active search by clicking the Search button on the toolbar or by choosing the Search command from the View menu. When a search is no longer active, the checkmark next to the Search command is removed.

To turn off a search:

- **Choose Search from the View menu or toolbar.**

The checkmark no longer appears next to the Search command and the Search button no longer looks pressed down. You now see your complete set of information for that category.

Sorting your items in the summary view

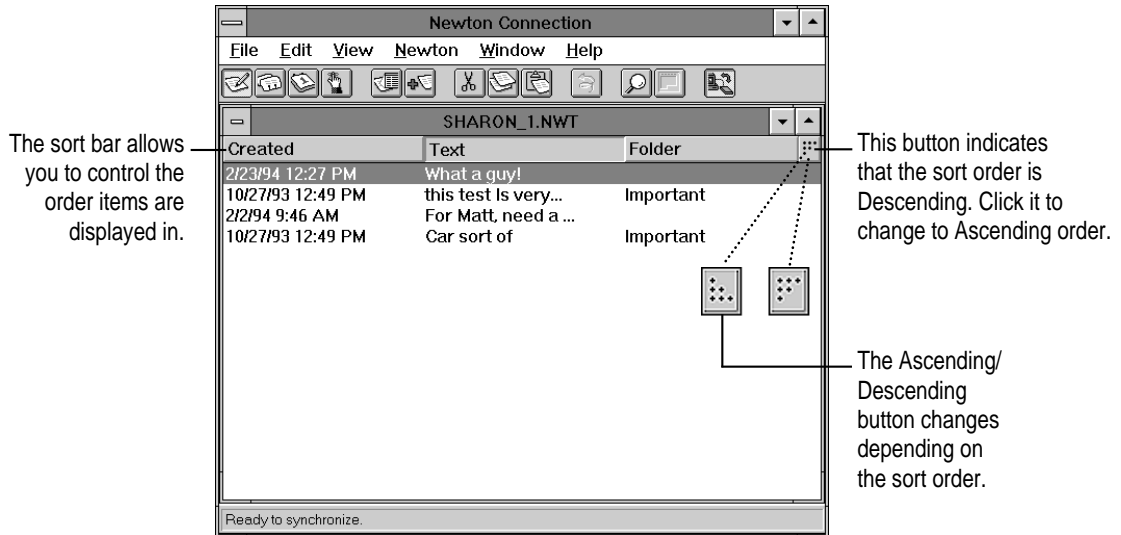
You can customize the way the summary view displays information by choosing a different sort order. Sorting works only on the currently displayed items: if there is a search in effect, you will see a sorted list of just those items.

Sorting works by choosing one of the fields as the sort criterion. You can display your items in an ascending or descending order.

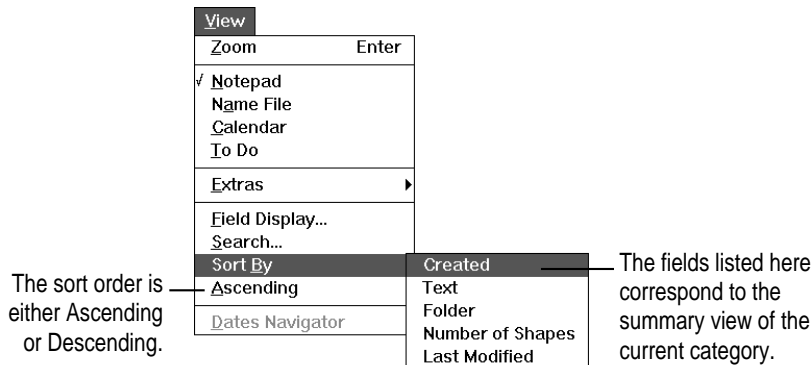
To sort items:

- Click a button on the sort bar that corresponds to the field you want to sort by.

You can sort on any field displayed in the summary view of most categories. However, Calendar and To Do items are always sorted by date.



The view menu also contains commands that allow you to change the sort order. The Sort By list corresponds to the fields displayed in summary view and on the sort bar.

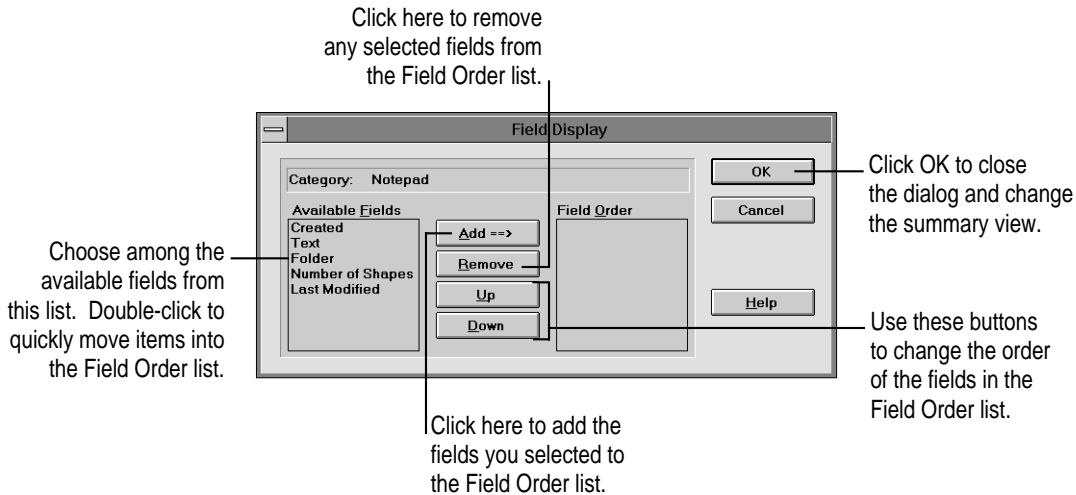


Changing the fields displayed in summary view

You control which fields are displayed in the summary view of a category with the Field Display command on the View menu. The order in which the fields are listed depends on the order you chose them in. You can move fields around to change their display order as well.

To change the summary view display:

1 Choose Field Display from the View menu.



2 Choose OK to close the dialog and display your changes in the summary view.

Printing your information

Printing in Newton Connection is controlled by Windows. You can send your information to the Print Manager or to a network queue. With the Print Setup command, you can select a local or network printer. You can choose what you want to print—individual items or an entire category—from the Print dialog.

Choosing a printer

When you have more than one printer available to your PC, Windows needs to know which one to send your information to. Normally, the default printer is used, but you can choose any printer from the available printers.

To choose a printer:

- 1 **Choose Print Setup from the File menu.**
- 2 **Select a printer from the list.**

Choose either the default printer or select an alternate printer from the drop-down list. For more information about adding printers to your list, see the *Windows User's Guide*.

Choosing what to print

You have the option to print all items from the current category, or only those items you've preselected.

To print with Newton Connection:

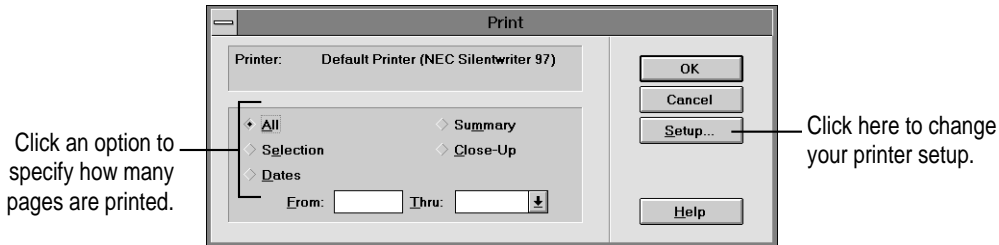
- 1 **Display the category you want to print.**

If you want to print only certain items, select those items now. Or limit the display of items by searching for specific records with the Search command. For more information, see “Searching for Information” above.

- 2 **Choose Print from the File menu.**

3 Choose the desired print options:

- If you want to print all items, choose All. If a search is active, then only the currently displayed items will print.
- If you want to print only the selected items, choose Selection.
- If you want to print Calendar or To Do information belonging to specific days, choose the Dates option and enter the beginning and ending dates.



4 Click OK.

Tips for working with information

Creating customized mailing lists

Use the Folders field in conjunction with Search to create specialized mailing lists from your Name File information. For example, if you want to create a list containing all the people you want to send holiday cards to, name one of the folders “Holiday” on Newton. Then when you synchronize the information to the PC, you can search using the Folder field in Name File. You can then print a Name File list that contains only those people you want to send a card to.

Creating an itinerary for business trips

You can use the Calendar summary view to print an itinerary for business trips or other travel plans. Simply choose the starting date using the Dates Navigator, then select only those items pertaining to your trip. Choose Print from the File menu and fill in the dates of your trip. Choose OK to print a summary of your schedule. Use this printout to notify your traveling companions or your administrative assistant of your plans.

4

Customizing the Way You Use Newton Connection



In this chapter, you learn how to modify the default settings and preferences for Newton Connection. Restoring, archiving, and recovering items are discussed. There are instructions for adding new functionality to the Newton by installing software packages. The last section contains suggestions on how to handle common communications difficulties.

In this chapter

- Customizing Newton Connection
- Restoring information to Newton
- Archiving items
- Retrieving information from the archive file
- Installing packages
- Troubleshooting

Customizing Newton Connection

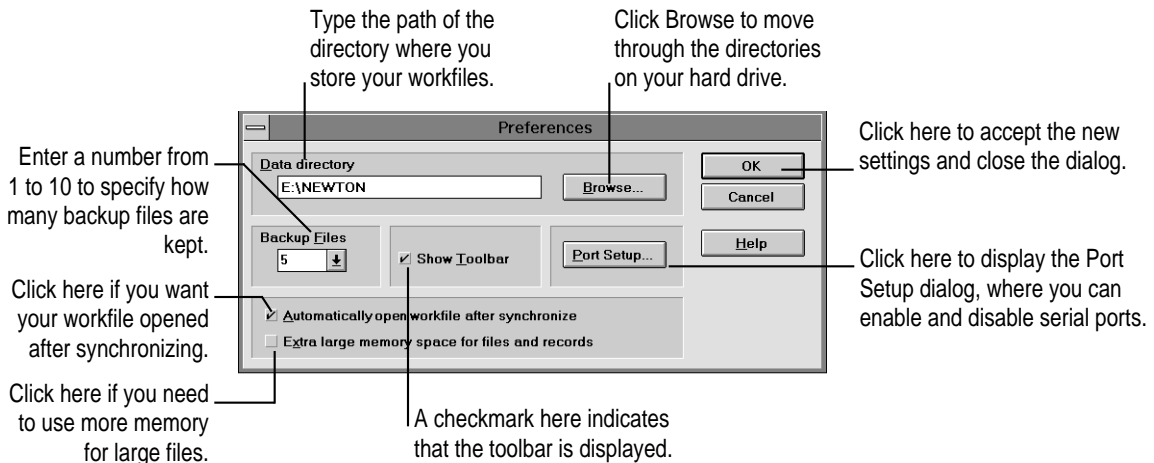
In Newton Connection, the way your PC manages your Newton information can be modified by changing the user preferences. You can also modify settings for the serial port through which the Newton Connection application and the Newton device communicate.

Setting user preferences

You can specify a directory to store your workfiles, how many backup files are created, how much memory to use, and whether to show the toolbar. Your preferences are stored in the NEWTON.CFG file. If this file is deleted, the default preferences are restored.

To change the default preferences:

- 1 Choose Preferences from the Newton menu.**
- 2 Choose or modify your options as follows:**



- 3 Choose OK to accept the new preferences.**

Choose Cancel if you want to keep the old preferences.

Changing the port setup

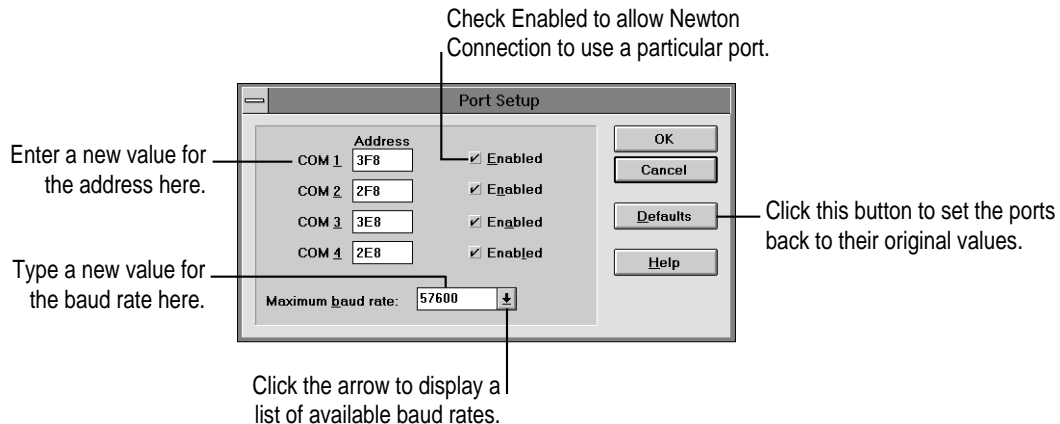
Newton Connection communicates with Newton through a serial port. If you have a non-standard port, you may need to modify the settings before Newton Connection can transfer your data to the PC. Or, if you are using another communications device at the same time as Newton Connection, you need to make sure the two aren't trying to use the same serial port.

IMPORTANT Newton Connection is designed to operate automatically with most PCs. You shouldn't have to change the port configuration unless you have a non-standard serial port. If you must change the port setup, check the hardware manufacturer's documentation to determine the proper settings.

To configure a serial port:

- 1 Choose Preferences from the Newton menu.
- 2 Choose Port Setup from the Preferences dialog.

The Port Setup dialog is displayed.



- 3 Enter new values for the address and baud rate.

If you are not sure of the proper baud rate, choose a lower setting. For example, when you have trouble synchronizing with a non-standard port, lower the rate to the next lowest setting.

4 Check Enabled to allow Newton Connection to use a particular port.

If you want Newton Connection to skip a specific port, make sure that the Enabled option for that port remains unchecked. For example, if your modem is attached to COM2, disable communications for that port by clicking to remove the checkmark.

5 Choose OK to update your port configuration and close the dialog.

For troubleshooting information related to serial ports, see “Advanced Port Setup Problems” later in this chapter.

Controlling automatic communications

Newton Connection is set to actively listen on all enabled serial ports for a Newton attempting to synchronize. You can disable automatic communications for a specific port, allowing other communications products to use that serial port. Or you can turn off listening altogether, to allow other Windows programs to have control of all your serial ports.

To disable communications for a specific serial port:

1 Choose Preferences from the Newton menu.

2 Choose Port Setup from the Preferences dialog.

3 Choose the Enabled option next to a port to remove the checkmark.

To re-enable communications for synchronizing through that port, click the Enabled option so that it is checked.

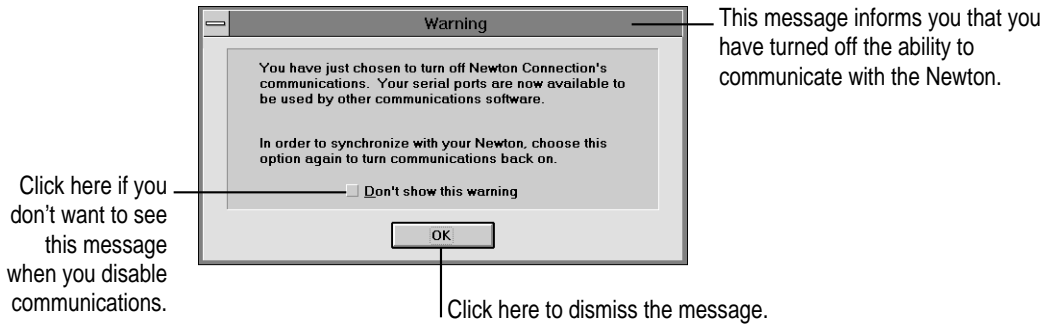
4 Choose OK twice to close the Port Setup and Preferences dialogs.

You can temporarily turn off Newton Connection’s polling of your serial ports with the Communications On command or the Connection button on the toolbar.

To turn off communications for all serial ports:

- Choose Communications On from the Newton menu to remove the checkmark.
- Or, click the Connection button on the toolbar.

A warning message is displayed informing you that you can't synchronize with the Newton until you turn communications back on. Click the Connection button a second time to turn communications back on.



Restoring information to Newton

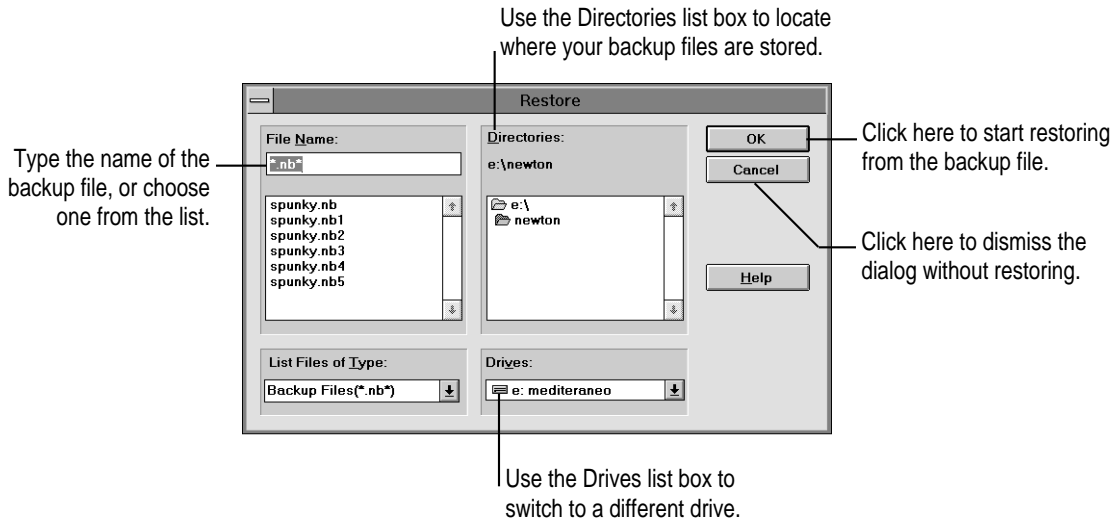
If you lose information on your Newton or your information becomes damaged, you can use the backup file to restore the items from the last time you synchronized. The Restore command on the Newton menu allows you to put information back into Newton whenever you need to recover lost information. You can restore from any backup file or workfile.

To restore an entire workfile to the Newton:

- 1 **Connect your Newton and your PC with the Newton Connection cable.**

2 Choose Restore from the Newton menu.

The Restore dialog box is displayed.



3 Choose the backup or workfile you want to restore data from.

4 Choose OK.

WARNING When you restore from a backup file or workfile to Newton, you lose all the information you have entered after the date of the backup file you're restoring from.

5 On Newton, open the Extras Drawer and tap Connection.

6 Tap DOS or Windows PC, then tap Connect.

Newton Connection deletes all information from Newton. Then all items from the selected backup or workfile are transferred to Newton.

IMPORTANT Restoring from the archive file is not recommended. The contents of the archive file may not fit in Newton's memory. For information about recovering items from the archive file, see "Retrieving Information from the Archive File" later in this chapter.

Archiving items

To avoid clutter on the Newton, it's a good idea to periodically remove older items from your Newton or workfile. Whenever you delete an item from Newton and then synchronize, Newton Connection moves it to the archive file, ensuring that a complete history of your Newton information is retained.

IMPORTANT When deleting items from the Newton, you must have previously synchronized that item with Newton Connection in order for it to be moved to the archive file. If you create an item and then delete it before having synchronized, then it is not transferred to the archive file.

The number of items in an archive file is limited by the amount of available memory and the free space on your hard drive. Each workfile has its own associated archive file with the extension .NAR. For example, the workfile BOB.NWT has an archive file called BOB.NAR.

Your archive file differs from backup files: the archive file contains all items ever deleted from the Newton. In contrast, the backup file contains a copy of whatever was in the workfile just before you last synchronized.

You can easily recover deleted items from the archive file. For information, see “Retrieving Information from the Archive File” below.

IMPORTANT You can open and edit the archive file as with any other workfile. However, if you delete items from the archive file, you can't recover them.

To archive old items:

- 1 Be sure that the items you want to archive are synchronized with the Newton.**
- 2 From the Newton, select the item(s) you want to archive.**
- 3 Delete them from the Newton.**

The item is removed from your Newton. The next time you synchronize, that item is placed in the archive file and also removed from the workfile.

Automatically archiving old appointments

You can control the archiving of appointments with the Action button. The Delete command allows you to specify how long to keep old appointments in the Calendar. After the specified amount of time, old items are deleted from the Calendar. When you next synchronize, those items are moved to the archive file on your PC.

Retrieving information from the archive file

You can recover deleted items from the archive file. To recover an item, you move it via the clipboard to your main workfile.

To recover items:

- 1 Open both the workfile and archive file.**

Newton Connection displays the files, each in its own window.

- 2 From the archive file, select one or more items to recover.**

- 3 Choose Cut from the Edit menu.**

Newton Connection places the selected items on the clipboard.

- 4 Switch to the workfile's window by clicking it.**

Pressing Ctrl+Tab also moves to the next open window.

- 5 Display the category the item belongs in.**

- 6 Choose Paste from the Edit menu.**

The items are copied from the clipboard into your workfile.

- 7 Repeat steps 2 through 6 for as many items or categories as you wish.**

- 8 Choose Close from the File menu to close the archive file.**

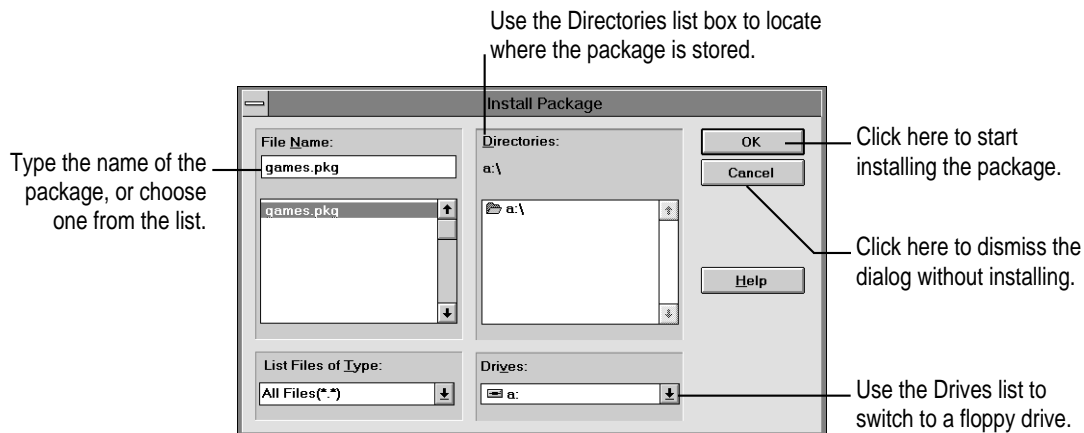
Installing packages

You can add new functionality to your Newton by purchasing additional Newton software. You can use Newton Connection's Install Package command to transfer software from your PC to Newton.

To install a software package:

- 1 **Make sure the Newton is connected by cable to your PC.**
- 2 **Choose Install Package from the Newton menu.**

The Install Package dialog is displayed.



- 3 **Choose the package you want to install from the Files list, then choose OK.**
- 4 **On the Newton, open the Extras Drawer, then tap Connection.**
- 5 **Tap DOS or Windows PC, then tap Connect.**

A dialog shows the status of the transfer.

Viewing extra categories created by packages

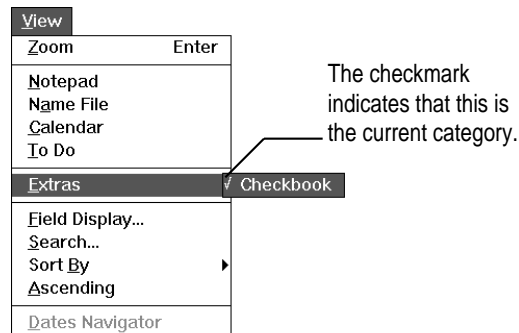
If you have installed a package on your Newton with the Install Package command, you may be able to view and edit the information on your desktop computer. Some packages do not include editable data to display on your computer.

IMPORTANT After installing the package, you must synchronize the Newton with your workfile in order to see that information on your computer.

To view information from a package:

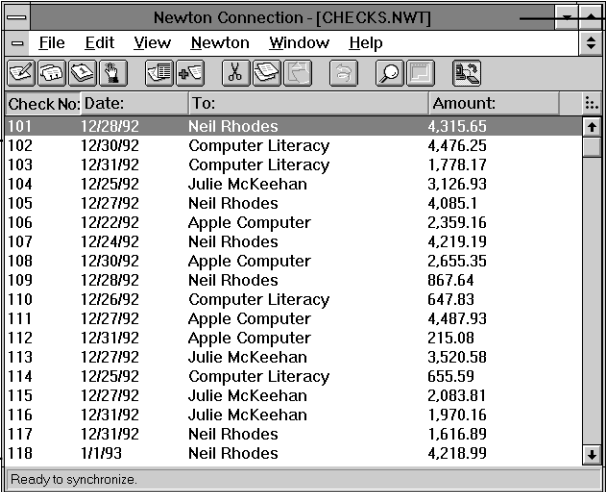
1 Choose Extras from the View menu.

A list of available categories is displayed to the right of the Extras command. These categories correspond to applications in the Extras drawer on the Newton.



2 Choose a category from the available list.

The summary view for that category is displayed.



The screenshot shows the Newton Connection application window titled "Newton Connection - [CHECKS.NWT]". The menu bar includes File, Edit, View, Newton, Window, and Help. Below the menu bar is a toolbar with various icons. The main area displays a table of check entries, sorted by the "Check No." field. The table has four columns: "Check No:", "Date:", "To:", and "Amount:". The entries range from 101 to 118, with the last entry (118) dated 1/1/93. A status bar at the bottom of the window reads "Ready to synchronize.".

Check No:	Date:	To:	Amount:
101	12/28/92	Neil Rhodes	4,315.65
102	12/30/92	Computer Literacy	4,476.25
103	12/31/92	Computer Literacy	1,778.17
104	12/25/92	Julie McKeehan	3,126.93
105	12/27/92	Neil Rhodes	4,085.1
106	12/22/92	Apple Computer	2,359.16
107	12/24/92	Neil Rhodes	4,219.19
108	12/30/92	Apple Computer	2,655.35
109	12/28/92	Neil Rhodes	867.64
110	12/26/92	Computer Literacy	647.83
111	12/27/92	Apple Computer	4,487.93
112	12/31/92	Apple Computer	215.08
113	12/27/92	Julie McKeehan	3,520.58
114	12/25/92	Computer Literacy	655.59
115	12/27/92	Julie McKeehan	2,083.81
116	12/31/92	Julie McKeehan	1,970.16
117	12/31/92	Neil Rhodes	1,616.89
118	1/1/93	Neil Rhodes	4,218.99

The check entries are sorted by the Check No. field.

In this example, the information from a checkbook application is displayed.

You can now view and edit your information as with standard categories. For more information about adding and editing items, see “Adding and Editing Information” in Chapter 3.

Troubleshooting

If you are having problems making a connection and synchronizing with your Newton, you can usually fix the problem by checking one of the following:

- Make sure you are using the cable supplied with your Newton Connection software. Other serial cables may not work.
- Check to see that the cable is firmly attached to your PC and Newton. Use the thumb screws to tighten the connection on your serial port.
- Make sure the port you are using for the cable is enabled. To do so, choose Preferences from the Newton menu in Newton Connection, then choose Port Setup. The Enabled option to the right of the port should be checked. If it isn't, click the checkbox once to enable the port.
- Make sure that the Connection button is "on." The button on the toolbar should look pressed down. The green arrow indicates that communications are active.

If you are still having difficulty, read the following list of common problems and solutions.

You are using a modem attached to a serial port. It works fine in other situations, but not while Newton Connection is running.

If your modem doesn't work normally while you're using Newton Connection, the application may be trying to use that port instead of giving control of it to the modem. You need to tell Newton Connection not to poll that serial port.

To disable the serial port:

- 1 Choose Preferences from the Newton menu.**
- 2 Choose Port Setup from the Preferences dialog.**
- 3 Click the Enabled option next to the port to which your modem is attached.**

The checkmark next to the port name should now be gone.

- 4 Choose OK twice to close the Port Setup and Preferences dialogs.**

Your modem should now function normally. You may need to reset the modem.

You see “Port Contention” warnings on COMx from Windows.

If you are running any other program that uses a serial port to communicate, that program may be trying to use the same port as Newton Connection. Disable that port according to the previous procedure.

You see the following error message: “Newton Connection is very low on internal memory. Please restart the program as soon as possible or risk losing data. To prevent this problem, set the Extra Large Memory option in Preferences.”

This message is displayed when your file has become too big to fit in the amount of memory set aside for Newton Connection to use. To increase the memory size available to Newton Connection, you must select the Extra Large Memory option in Preferences, then restart the application.

When you use more memory for Newton Connection, other applications may work more slowly.

To set aside more memory for Newton Connection:

- 1 Choose Preferences from the Newton menu.**
The Preferences dialog is displayed.
- 2 Click the checkbox next to the Extra Large Memory option.**
The box now has a checkmark.
- 3 Choose OK to close the Preferences dialog.**
- 4 Choose Exit from the File menu.**
- 5 Restart Newton Connection and reopen the file.**

You should now be able to use the workfile without any problems. When you are done with a large workfile, be sure to turn off the Extra Large Memory option and restart Newton Connection.

You begin to synchronize but the process stops before it is completed.

Your PC may be running low on memory. Try closing any Windows DOS boxes that are running applications on the desktop and then synchronize again. Such programs may interrupt synchronization.

Advanced port setup problems

Newton Connection uses serial ports configured according to an address and baud rate. An address is the location within the PC's input/output space used by a communication device. The baud rate controls how fast communication take place.

You can modify the address and baud rate. The following guidelines offer suggestions on how to adjust your port's settings:

- **Address** In Windows, serial port addresses usually use the following standards: COM1=3F8, COM2=2F8, COM3=3E8, COM4=2E8. If you are using a PS/2, usually the address for COM3 is 3220 and COM4 is 3228. But if you have installed an expansion board for a serial port, you may have used a different address. Check your expansion board's documentation for the correct address to use.
- **Baud rate** For most serial ports, you do not have to change this setting. Newton Connection determines the optimal speed for communications with Newton. A baud rate of 57,600 is the maximum speed at which Newton can send your information to the PC. However, if you experience problems, try a slower baud rate.

If you have installed special hardware on your PC, be sure to check the manufacturer's documentation for the specific settings and technical information.

5

Using Your Information with Other Programs



In this chapter

- Exchanging information
- Importing information from other programs into your workfile
- Exporting information for use with other programs
- Creating a user-defined template for information exchange
- Troubleshooting information exchange

Exchanging information

Newton Connection provides four commands—Import, Export, Export Selected, and Templates—for moving information to and from the Newton's workfile format. You can use your Newton information with other applications by exporting it to a file that is readable by the other application. You can use information created in other applications by using the Import command to merge the information into your workfile.

Be sure to keep a backup copy of your original file.

IMPORTANT Exporting information is only necessary when you want to use your Newton information with other PC applications. Importing is used to translate information from other programs to the workfile format so that you can view and edit it in Newton Connection.

Importing information from other programs into your workfile

When you import information, Newton Connection translates the information according to the selected application and then adds it to the current workfile.

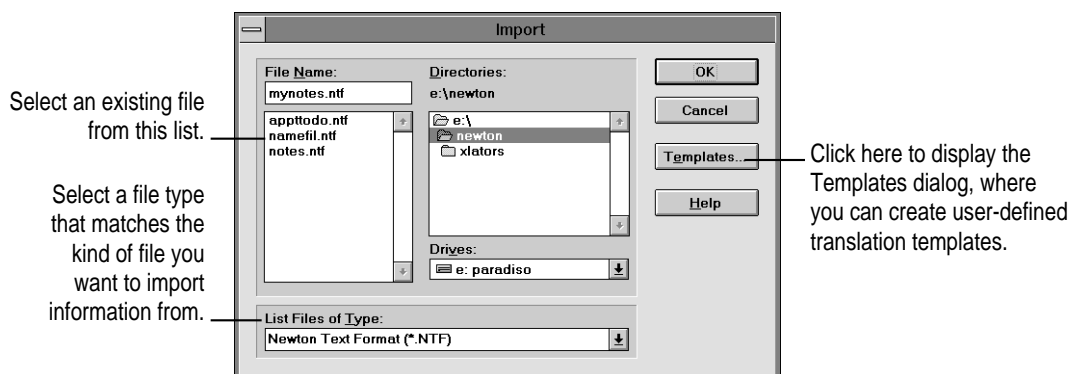
IMPORTANT You can import information from any application that can read or write to the Standard Delimited File (SDF) format. For more information about creating custom templates for information translation, see “Creating a User-defined Template for Information Exchange” later in this chapter.

To import information from another application:

- 1 **Choose Import from the File menu.**

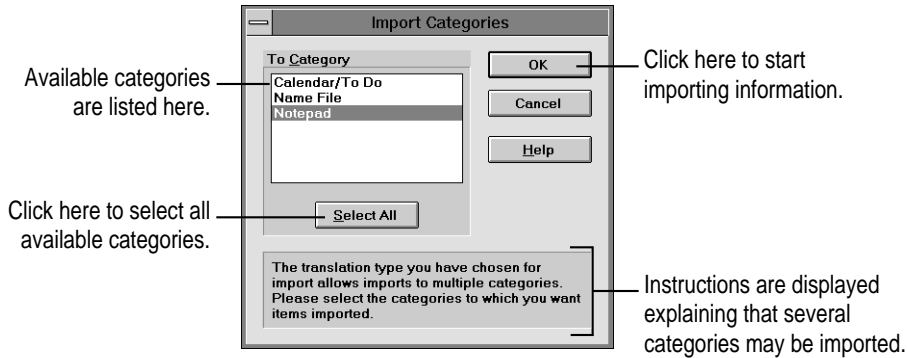
The Import dialog box is displayed.

- 2 **Select a file to import, select a Windows application that matches the file type you want to import, then choose OK.**



You can also create and select a user-defined template. For more information about templates, see “Creating a User-defined Template for Information Exchange” later in this chapter.

- 3 If necessary, select a category of information to import, then choose OK.**



Newton Connection merges the information into the selected Newton workfile. A dialog displays the results.

Exporting information for use with other programs

When you export information to use with another application, Newton Connection saves the information as a new file in that application's file format. In order to specify the new format, you can choose an application-specific translator or you can create a template that controls which information is exported.

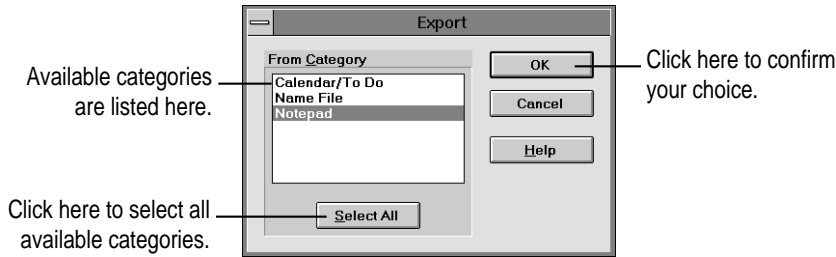
For more information about creating templates for information translation, see "Creating a Template for Information Exchange," later in this chapter.

To export your Newton information to another application:

- 1 Choose Export from the File menu.**

The Export dialog box is displayed.

2 Choose one or more categories of information to export, then choose OK.



3 Type a new file name or select an existing name in the File Name field, select an application to export to, then choose OK.



Alternately, you can select a user-defined template. For more information about templates, see “Creating a User-defined Template for Information Exchange” later in this chapter.

IMPORTANT If you select multiple categories and then choose an application that only supports one of those categories, your file will contain information from only that category.

4 If you selected an existing file name, click Replace to write over the information in that file.

Choose Cancel to go back and select a different file name if you don't want to write over that file. Newton Connection exports the information to the selected file. A dialog displays the results of the export. You can now work with your information in the other application.

Exporting selected items

If you wish, you can export specific items from a category. You follow the same process as for exporting all of your items, but first you select which items to export.

To export selected items from the current category to another application:

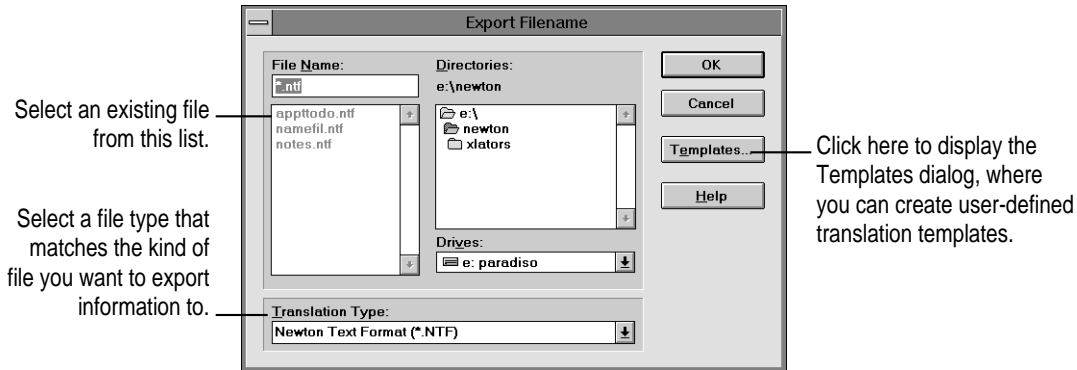
- 1 **From the summary view, select the items you want to export.**

You can only select items from one category at a time.

- 2 **Choose Export Selected from the File menu.**

The Export Filename dialog box is displayed.

- 3 **Select an existing file name or type a new name in the File Name field, choose an application to export to, then choose OK.**



- 4 **If you selected an existing file name, choose Replace to write over the information in the file.**

Choose Cancel to go back and select a different file name if you don't want to write over that file. Newton Connection exports the information to the selected file. You can now work with your information in another application.

Creating a user-defined template for information exchange

User-defined templates allow you to exchange information with a variety of programs such as database, spreadsheet, and word-processing applications. Templates define the name, order, and type of fields, as well as the delimiter that separates fields and records. Templates can contain as many or as few fields as necessary to accommodate your information.

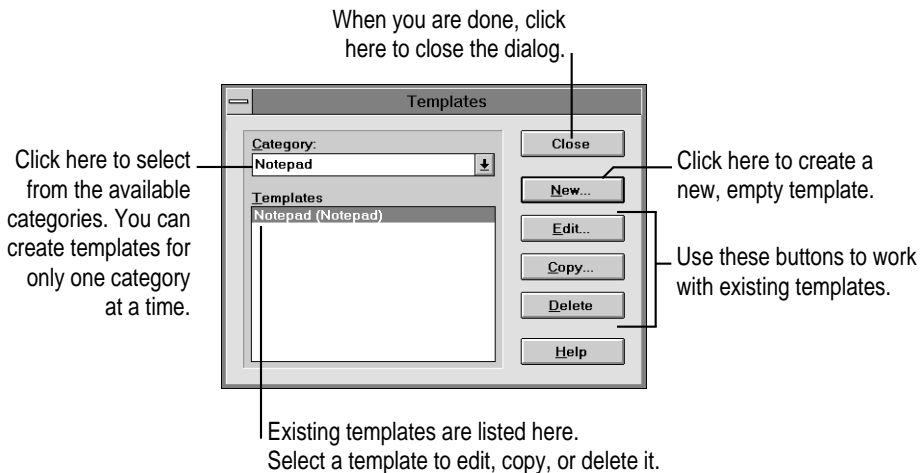
Newton Connection supports the standard delimited file (SDF) format. SDF is a loosely defined file format that many applications use as a means of importing and exporting information. For example, suppose you have a database that can write to the SDF format. When you want to use some of the information stored in your database, you can save it to an SDF-formatted file. Then, with Newton Connection, you can create a corresponding template, and import that information into a workfile. If you import information into your main workfile, the information is automatically transferred to your Newton the next time you synchronize.

To create a template:

- 1 Choose Templates from the File menu.**

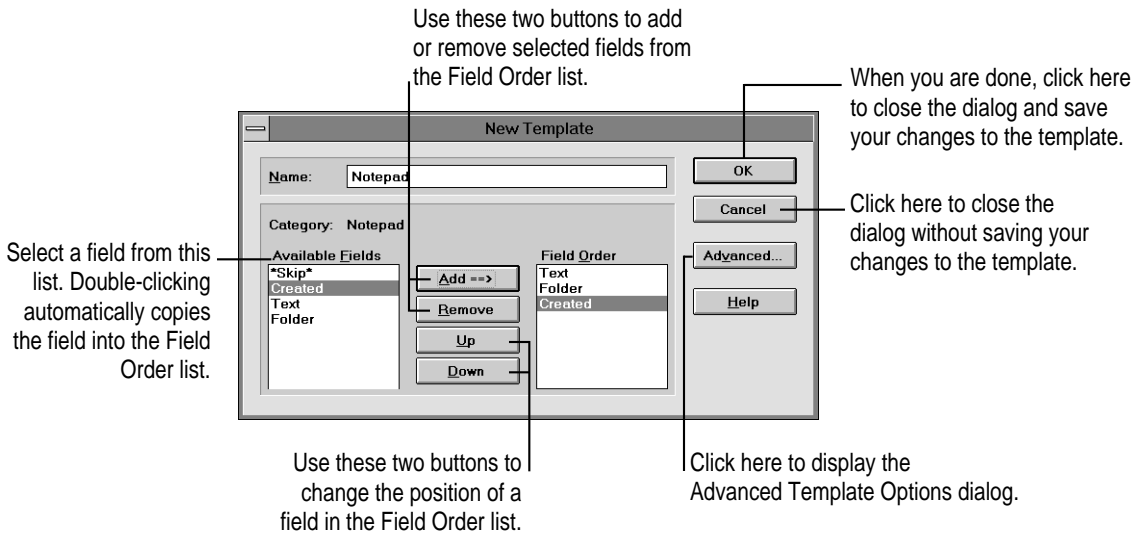
The Templates dialog is displayed.

- 2 Choose a category to create a template for.**



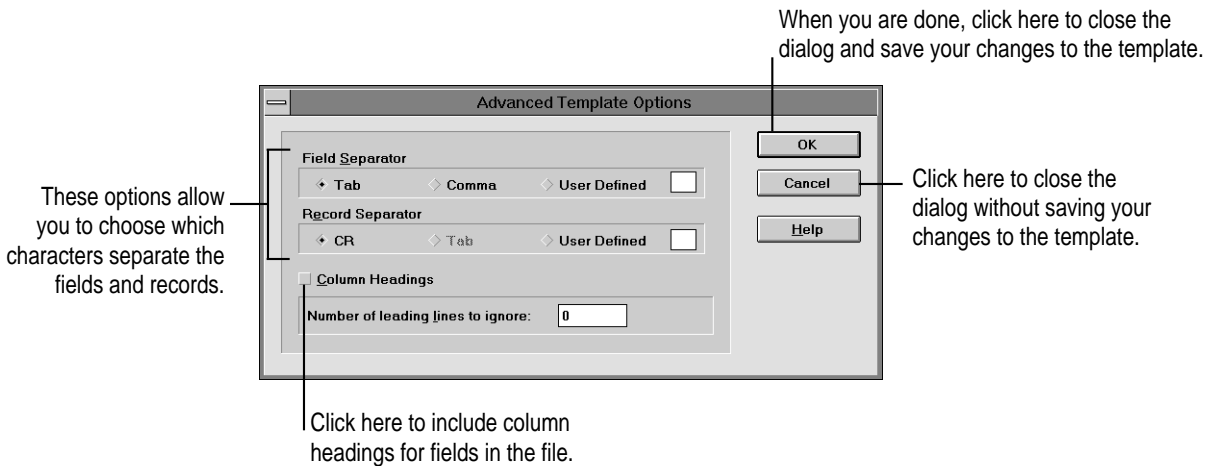
3 Click **New** to display the **New Template** dialog.

4 Select the fields you want included in the template, then click **Add**.



If you want, you can change the way items are handled by modifying the advanced options.

5 Click Advanced to display the Advanced Template Options dialog.



6 Choose OK to close the dialog and return to the New Template dialog.

7 Choose OK to save the template.

You can now use the template in place of the predefined application translators when importing or exporting information. Instead of choosing a predefined translation type from the Import or Export dialogs, you would choose your own template from the Translation Type list.

Troubleshooting information exchange

When using Import and Export, be aware of the following general guidelines:

- Depending upon the size limits of your application, you may not be able to use or view all of your Newton Connection information. When opening the exported file in another application, the Newton information may be automatically truncated (for example, if the text fields are limited to a particular length, you may lose part of the text from a longer entry).
- You may need to clean up the information once it has been translated to or from the Newton's file format.
- Verify the file format and other conventions of an application before attempting to translate your information.
- Always keep a backup copy of your original information file.



Appendix A Using Commands



This appendix explains how to use the Newton Connection commands, select items or text with either the keyboard or mouse, and move around in Newton Connection. A complete summary of menus and commands is also included.

In this appendix

- Using menus, commands, and dialogs
- Moving around in Newton Connection
- Summary of menus and commands

Using menus, commands, and dialogs

Much of what you do in Newton Connection is accomplished with commands. Some commands take effect as soon as you choose them, while others open a dialog box in which you supply additional information before the command takes effect. When a command is followed by an ellipsis, a dialog is displayed before the command is carried out.

Newton Connection commands appear on menus. The names of the menus appear at the top of the window on the menu bar. You can access the commands on a menu by using either the mouse or the keyboard. First you open the menu, then you choose the command.

IMPORTANT Sometimes commands are only available under specific circumstances. For example, you must have a workfile open before editing commands—such as Cut, Copy, Paste, and Delete—become active. Unavailable commands are dimmed. If you try to choose an inactive command, the PC beeps.

It is recommended that you use a mouse with Newton Connection, but you can access commands and use dialogs from the keyboard.

Using the keyboard

Windows has several ways to accomplish a task. It's up to you to decide which method is best for your style of working. If you prefer using the keyboard, Newton Connection provides shortcuts and quick access to commands and options with keystrokes and combinations.

Using the keyboard to choose menus and commands is accomplished with a combination of keystrokes.

To choose a command:

- 1 Press Alt to activate the menu bar.**
- 2 Press the key corresponding to the underlined character in a menu name to cause that menu to drop down.**

For example, to open the File menu, press Alt+F.

3 Press the underlined character from the desired command name.

For example, to choose the Open command, press O.

Using shortcut keys

Some commands on menus have corresponding shortcut keys that activate that command. The shortcut key combinations are listed on menus to the right of the command name. Press the key combination to choose the command directly. For example, to choose the Copy command you could press Alt+E+C, or use the shortcut by pressing Ctrl+C. For a complete list of Newton Connection shortcut keys, see “Summary of Menus and Commands” later in this chapter.

Edit	
<u>U</u> ndo	Ctrl+Z
<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
<u>D</u> elete	Del
<u>S</u> elect All	
<u>N</u> ew Item	Ins

The shortcut key is listed to the right of the command.

When a command is unavailable, it turns gray.

Selecting items

You can select one or more items from a list by using a combination of navigation and command keys or by clicking with the mouse. If you want to select a continuous group of items to print, for example, use the Shift key in combination with the arrow keys.

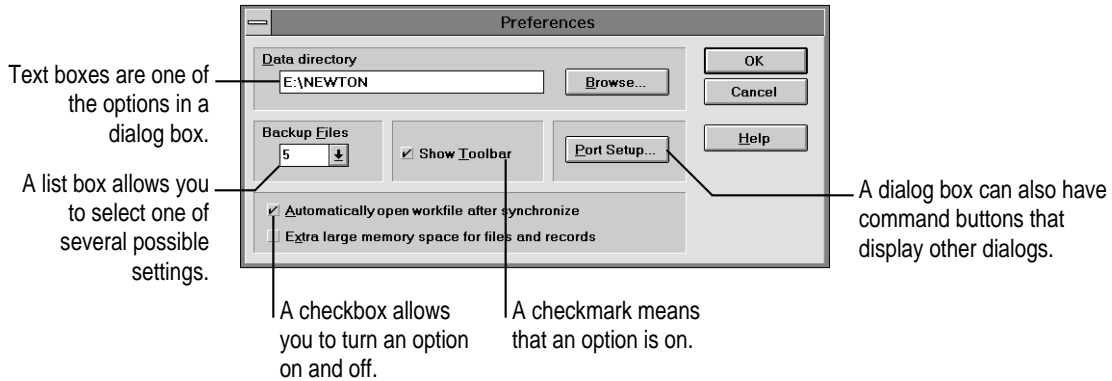
To select an item or group of items:

- 1 Press Tab to move the focus to the items or group you want to work with.**
- 2 With the arrow keys, move through the list or group to the item you want to select.**
- 3 Press the Space bar to select the item. Or place the mouse cursor over the item and click it once.**

To select more than one item, press and hold the Shift key while moving through the list with the arrow keys.

Using dialog boxes

Dialog boxes request or supply additional information necessary to complete a command. They also give you the opportunity to cancel an action. A dialog box may contain text boxes, options, list boxes, and buttons. With some items you can only choose one option, with others you can choose several options from the same list.

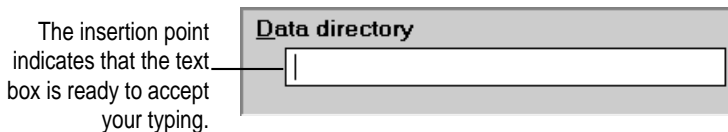


A text box is a field in which you type information needed to carry out a command. The box may be blank or may contain default text when the dialog box opens.

To type in a text box:

- 1 **Click the box to place the insertion point, or press Tab to move to the box.**
- 2 **Type the necessary information.**

If the box already has text in it, your typing replaces the existing text. If you want to retain that text for editing, use the arrow keys to move the insertion point before typing.

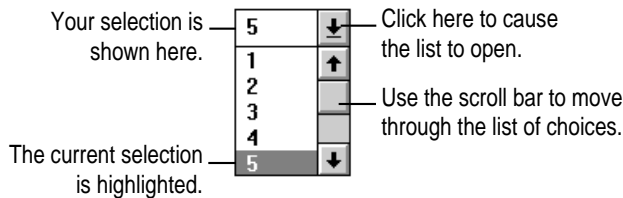


In a dialog box, a list box contains a set of available choices. If all of the choices do not fit in the box, there is a scroll bar which you can use to move through the list. For example, in the Open dialog, a list box contains the files in a given directory.

To select an item from a list box:

- 1** Click the scroll bar to display the item. Or press Tab until the box is active, then press Down Arrow to open the list and move through it.
- 2** Click the item to highlight it. Or press the Space bar when the focus is on the item.

Double-clicking an item or pressing Enter completes the command.

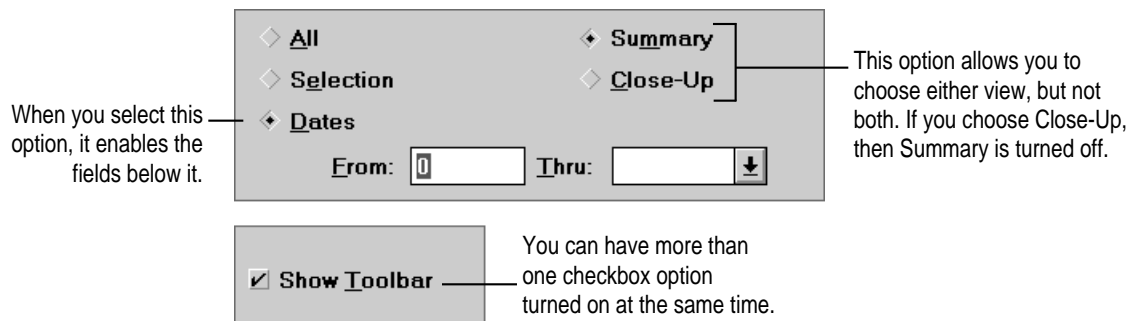


There are two types of options available—radio buttons and checkboxes. Radio buttons are mutually exclusive; that is, you can only select one option from the group. Checkboxes are independent. You can select several options from the same group.

To choose an option:

- Click the item.
- Or press Tab until the group is active, use the arrow keys to move through the list, then press the Space bar to turn the option on.

The option turns on or off each time you click it or press the Space bar.



Moving around in Newton Connection

The following table summarizes keys that you can use to move around in most menus, dialog boxes, and windows.

Summary of navigation keys

To...	Press...
Open a menu	Alt+letter
Move through a list	Arrow keys
Delete text to left of cursor	Backspace
Activate a shortcut key	Ctrl+letter
Insert a tab in a text box	Ctrl+Space
Move between windows	Ctrl+Tab
Delete the selection or text to right of cursor	Del
Move to end of the text	End
Add a new paragraph, or close a dialog and complete the command	Enter
Close a dialog without completing the command	Esc
Move to the beginning of the text	Home
Move one screen down in the display	Page Down
Move one screen up in the display	Page Up
Move to the previous option	Shift+Tab
Select the current item	Space bar
Move to the next option	Tab

Summary of menus and commands

The following table summarizes the Newton Connection menus and commands.

Newton Connection menus and commands

Command	Shortcut	Description
File menu		
New		Create a new workfile. Newton Connection prompts you to name the file, then displays an empty file for use.
Open		Select a workfile for editing and display it in the current view. You can open more than one file at a time.
Close		Close the current workfile window. This command does not exit Newton Connection.
Import		Merge the information from the selected file into the current workfile.
Export		Copy your Newton information to the selected file in order to use it in another application.
Export Selected		Copy the selected items from the current category to a file in order to use it in another application.
Templates		Create or modify a template to use when importing or exporting information for use with another application.
Print	Ctrl+P	Print the current category in the current view.
Print Setup		Specify a printer and setup options.
Exit	Alt+F4	Quit Newton Connection and close all active workfiles.

continues ►

Command	Shortcut	Description
Edit menu		
Undo	Ctrl+Z	Reverse the last editing operation.
Cut	Ctrl+X	Remove the selection and place it on the clipboard.
Copy	Ctrl+C	Place the selection on the clipboard without removing it from the file.
Paste	Ctrl+V	Insert the clipboard contents at the insertion point.
Delete	Del	Remove the selection without placing it on the clipboard.
Select All		Select all items in the current view, or select all text in the current field.
New Item	Ins	Add a new, empty item to the current category.
View menu		
Zoom	Enter	Display all details of a single item for viewing or editing.
Notepad		Display your notes in the order you entered them.
Name File		Display names, telephone numbers, addresses, and other important information in a card format.
Calendar		Display your appointments and day notes, sorted by date and time.
To Do		Display your daily tasks, sorted by date and priority.
Extras		Display information for any packages you may have installed on your Newton.
Field Display		Specify which fields are displayed in the summary view.
Search		Specify the criteria by which to limit the items available for viewing and editing in Notepad or Name File.
Sort by		Specify which field you want the summary view sorted by.
Ascending/Descending		Specify whether the summary view is sorted in ascending or descending order, according to the contents of the field you are sorting by.
Dates Navigator		Display the Dates Navigator for moving around in Calendar and To Do.

Command	Shortcut	Description
Newton menu		
Restore*		Copy items from the backup file to your Newton and workfile.
Install Package		Add additional functionality to the Newton. These packages are purchased separately.
Preferences		Specify how Newton Connection transfers information and control the parameters for serial port settings. These preferences are stored in the NEWTON.CFG file.
Communications On		Control communication with all enabled serial ports. When checked, communications are on; when not checked, you are unable to synchronize.
<hr/>		
Window menu		
Tile		Rearrange the opened files so that all windows are visible.
Cascade		Cause the windows to overlap so that each title bar is visible.
Arrange Icons		Rearrange the Newton Connection file icons evenly across the bottom of the main workspace.
Files List		A list of currently opened workfiles. If you choose one of the file names from the list, it becomes the active window.
<hr/>		
Help menu		
Contents		Display the Help Contents to select a topic for viewing.
Index		Display the Help Index to search for a topic to view.
Procedures		Display a list of How To procedures to choose from.
About Newton Connection		Display the version, copyright, and registration information for Newton Connection.

*This command will erase your existing information. Use with caution.





Appendix B System Information



This appendix contains information concerning your PC's system requirements. It also details how the Install program modifies your Windows system files.

System requirements

To use Newton Connection and communicate with the Newton, your PC must meet the following minimum requirements:

- 100% IBM PC compatible
- Intel 80386 or better
- VGA display or better
- Hard disk with at least 5 MB free space
- Serial port
- 5 MB RAM
- MS DOS 3.1 or higher
- Windows 3.1, Enhanced Mode

A mouse or other pointing device is recommended.

Modifying Windows system files

The Install program automatically modifies WIN.INI and SYSTEM.INI, and optionally modifies PROGMAN.INI, as noted below. Install also creates a file, CHANGES.TXT, that details the changes made to these system files. It can be found in the Newton directory or on your installation disk.

- **SYSTEM.INI**

```
[386Enh]
DEVICE=C:\NEWTON\TSIVID.386
```

- **WIN.INI**

```
[Extensions]
nwt=C:\NEWTON\NEWTON.EXE ^.NWT
```

- **PROGMAN.INI**

```
[Groups]
GROUP#=C:\WINDOWS\NEWTON.GRP
```

where # equals an available group number.

If you instruct the Install program not to create a group for Newton Connection, you can do so at a later time. For information on how to create a group or add a program icon to a group, see the *Windows User's Guide*.



Glossary



A

Appointment An item in the Calendar. *See also* Calendar; Dates Navigator.

Archive file A Newton Connection file on the PC that receives synchronized data that was later deleted from Newton. *Compare to* Backup file.

B

Backup file A copy of the user's workfile automatically created by Newton Connection. You can create up to 10 backup files. The Restore command replaces all data on Newton with the data from a specified backup file or workfile. *See also* Restore. *Compare to* Archive file.

C

Calendar A Newton Connection category containing appointments and day notes for each day. You move through the Calendar by choosing a specific day from the Dates Navigator. *See also* Appointment; Dates Navigator; Day notes; To Do.

Category A type of information. The four predefined categories in Newton Connection are Name File, Calendar, To Do, and Notepad.

Clipboard A temporary storage location used to transfer records or text between categories or between Newton Connection and other Windows applications. Information is transferred to the clipboard with the Cut and Copy commands. You can then insert the information at a new location with the Paste command.

Close-up view The information for a single item is displayed in a separate window. You can add new information or edit existing items in this view. The type and number of fields depend on the current category. *Compare to* Summary view.

COM port *See* Serial port.

D, E

Dates Navigator A mini-calendar used to move from one day to the next when viewing your appointments or to-do items. *See also* Calendar; To Do.

Day notes Textual reminders from each day stored with your appointments. A day note doesn't have a specific time associated with it. *See also* Calendar; To Do.

F, G, H, I, J, K, L

Focus The location or item to receive the next keyboard action or command. When an item or window is active, it has the focus.

Folder A field designating which folder the item is stored in on Newton. Both Notepad and Name File items can be stored in folders.

M

Menu bar The horizontal bar at the top of the main workspace, containing the menus available in Newton Connection. *See also* Toolbar.

N, O

Name File A Newton Connection category containing a list of your contacts, their phone numbers, addresses, and other pertinent information.

Notepad A Newton Connection category containing notes, graphics, and general information.

P, Q

Package A collection of forms, fonts, system updates, or applications that can be directly loaded onto Newton via Newton Connection. Packages are purchased separately.

R

Restore Replaces the items in the Newton device and its associated workfile with the contents of a user-specified backup file. *Compare to* Synchronize.

S

Search Retrieves items from a category based on user-defined criteria and displays the items for viewing.

Selection The highlighted item, text, or other information that describes what will be acted upon by the next command or keyboard action.

Serial port A port on your computer for communicating via cable. Serial ports on PCs have visible pins and come in two sizes—DB9 and DB25. A serial port may be labeled COM1, COM2, COM3, or SERIAL.

Status bar An area at the bottom of the Newton Connection workspace containing hints or a brief description about the currently highlighted command or toolbar button.

Summary view A listing of items in a single category. Each item is listed on a single line. You can scroll through the list, select one or more items, and print items from summary view. *Compare to* Close-up view.

Synchronization The process by which Newton Connection ensures that the information on the Newton and in your workfile are identical. *Compare to* Restore.

T, U, V

Toolbar The horizontal bar just below the menu bar, containing command buttons. Choosing a button from the toolbar is the same as choosing the equivalent command from a menu. *See also* Menu bar.

To Do A Newton Connection category containing a list of tasks and other things you need to complete. You can assign priorities to your tasks. They are sorted based on the date you entered them. *See also* Calendar; Dates Navigator; Day notes.

W, X, Y, Z

Workfile A file on the PC that is the main data file. When you synchronize, an automatic exchange of information occurs between the Newton and its workfile.



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