Newton Connection 2.0
Update

About this update

This update explains some new features of Newton Connection:

- importing and exporting information
- using the Date Book overview window

Importing and exporting information

With Newton Connection 2.0 you can exchange information between applications on the Macintosh and your Newton. For example, if you have names and addresses stored in your favorite personal information manager (PIM), you can import them to your Newton Name File; or you can export notes collected on your Newton to a word-processing file on your Macintosh.

Newton Connection provides several different ways to transfer information between your Macintosh desktop and your Newton:

- **Direct import/export** Newton Connection 2.0 comes with translators that convert Newton information into commonly used file formats. For instance, you can convert Newton notes into a Microsoft Word document and vice versa.

  Because a translator automatically imports all the information from an application, you would normally use each translator only once to import to your Newton. (If you use it more than once, the translator imports all the information again, and some items will be imported as duplicates of previous items.)
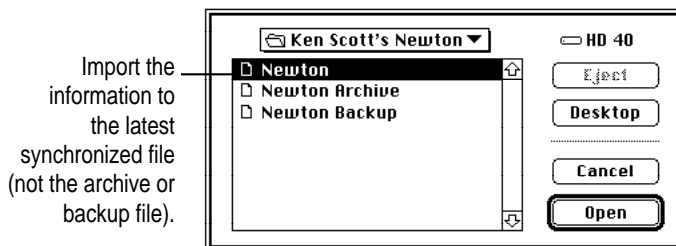
- **Text files** Many applications give you the option of saving what you type in generic text file format. To import information in a generic text file, use Newton Connection to create a template. The template matches the organization of information on your Newton to the information being imported. You can also use these templates when you export Newton data.

  Use templates when there is no translator for the application you want, and the application accepts generic text file format but doesn't support Newton Connection format. (Newton Connection format is explained below.)

- **Newton Connection format** This is a special format that preserves all the information in a file you export or import. (Using direct import/export and text file import/export can cause you to lose special Newton-specific information such as ink or graphic images.)

  To import or export a complete copy of the information, use Newton Connection format. This format is useful for exchanging a large amount of your Newton information with someone else's Newton.

Importing files

You can import information in Macintosh files to your Newton applications. Then, when you synchronize your Newton and your Macintosh, Newton Connection transfers the imported information to your Newton.

1 **Choose Open from the Newton Connection File menu on your Macintosh.**

2 **In the box that appears, click the Newton Connection file you want to import to, and then click Open.**

Import the information to the latest synchronized file (not the archive or backup file).

Ken Scott's Newton ▼	⊏ HD 40
Newton	Eject
Newton Archive	
Newton Backup	Desktop
	Cancel
	Open

3 **Choose Import from the File menu.**

4 **In the submenu that appears, choose the format you want.**

Import... ▶	Newton Connection Format	
	HyperCard Addresses Template (Name File) Meeting Maker Import Template (Date Book)	Templates created for generic text files
	Address Book Plus Dynodex Excel 4.0 (Date Book) Excel 4.0 (Name File) Lotus 123 (Date Book) Lotus 123 (Name File) MacWrite II MS Word 4.0,5.0,5.1 Nisus 3.0 Rich Text Format Word Perfect 2.x Works 3.0 for Mac (Date Book) Works 3.0 for Mac (Name File) Works 3.0 for Mac DB Works 3.0 for Mac WP WriteNow 3.0	Formats (translators) for applications you can import files from

If you can't find what you want in the submenu, you may have to create a template for importing (and exporting) the data in text format. For more information, see "Creating a New Template" later in this booklet.

5 **Then select the Macintosh file you want to import.**

Import into "Name File"

Using: Address Book Plus

From:
  📁 Peter's Folder ▼   💾 HD 40

  📄 Addresses   [Eject]
  📄 Danny's Friends
  📁 Project schedules   [Desktop]

                                  [Cancel]

                                  [Import]

6 **When you're ready, click Import.**

Newton Connection imports the file in the format you selected. A message tells you what was imported successfully.

Exporting files

You can export data from your Newton applications to other applications you have on your Macintosh.

1 **Choose Open from the Newton Connection File menu on your Macintosh.**

2 **In the box that appears, click the Newton Connection file you want to export from, and then click Open.**
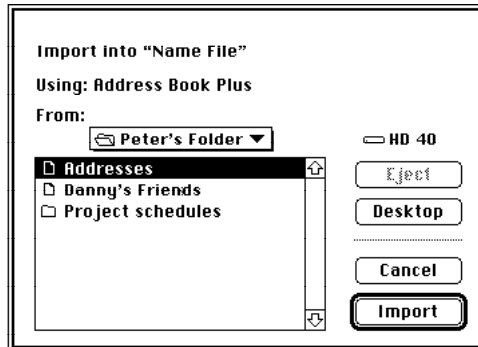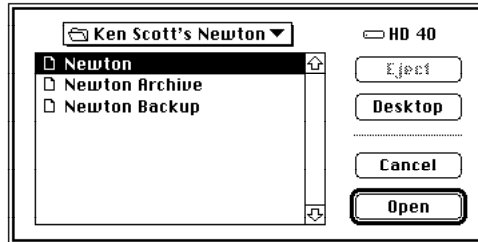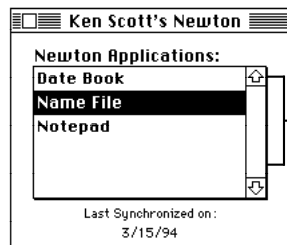

3 **In the window that appears, select the Newton application you want to export from.**

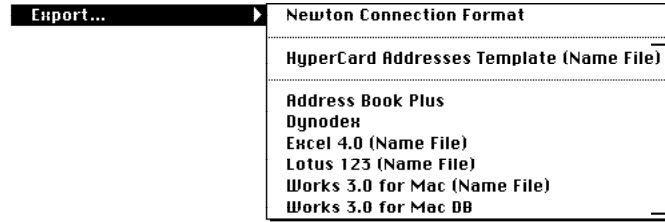
If you don't select an application, information is exported from all applications listed here.

4 **Choose Export from the File menu.**

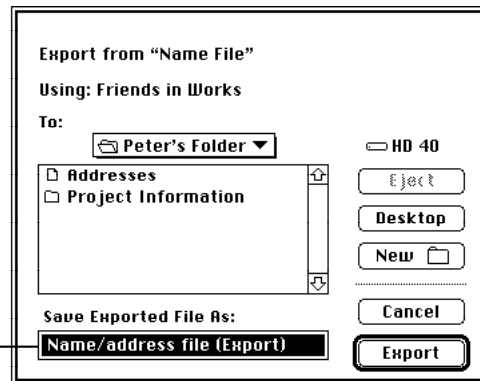If you have an open overview window in which you have selected items, only those items will be exported.

5 **In the submenu that appears, select the format for the file you want to export.**

Export... ▶	Newton Connection Format
	HyperCard Addresses Template (Name File)
	Address Book Plus
	Dynodex
	Excel 4.0 (Name File)
	Lotus 123 (Name File)
	Works 3.0 for Mac (Name File)
	Works 3.0 for Mac DB

The formats that are appropriate for the application you selected in step 3 appear here.

If the format you want doesn't appear in the menu, you can export the Newton data as a text file that your Macintosh program can read. To do this you need to create a text template that uses the formatting your program understands. See the next section, "Creating a New Template," and consult the documents that came with your program to determine what text file format you need to use.

6 **In the box that appears, type a name for the file you want to export.**

Export from "Name File"

Using: Friends in Works

To:

📁 Peter's Folder ▼   ⬜ HD 40

🗋 Addresses	⬆	Eject
🗀 Project Information		Desktop
		New 🗀
	⬇	

Save Exported File As: Cancel

Name/address file (Export)   Export

Type a name for the file you're exporting.

7 **When you're ready, click Export.**

Newton Connection saves the file in the format you selected. If the file already exists, a message may appear asking whether you want to replace the file or append the new information to the end of the file.
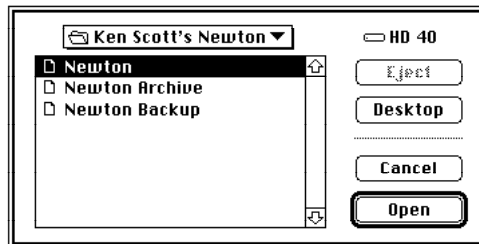
Creating a new template

If you want to import data that's not in a format recognized by Newton Connection 2.0, you can put that data into a text file and create a template for importing (and exporting) that data. Templates take advantage of the fact that many Macintosh programs can read and write text files in which information that belongs in different fields is separated by special characters (usually tabs).

Templates do not necessarily export all the information from a Newton application. For example, information in graphic images or ink is lost. To preserve all the Newton information, use the Newton Connection format.

For some Macintosh applications you may want to create separate templates, one for importing and one for exporting.

1   **Choose Open from the Newton Connection File menu on your Macintosh.**

2   **In the box that appears, click the Newton Connection file you want, and then click Open.**

3   **Choose Create Template For from the File menu.**

4 **In the submenu that appears, choose the Newton Connection application you're creating the template for.**

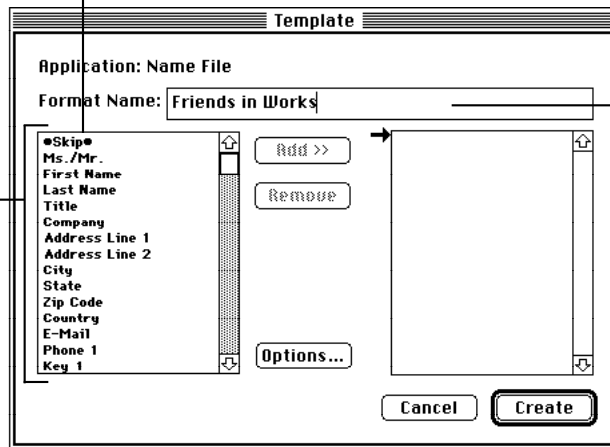| Create Template For... ▶ | Date Book |
| | Name File |
| | Notepad |

5 **In the box that appears, make the changes you want.**

The fields listed here belong to the Newton Name File.
(The list changes for different Newton applications.)

To add an item to your template, click it, then click Add. (Or double-click the item.)

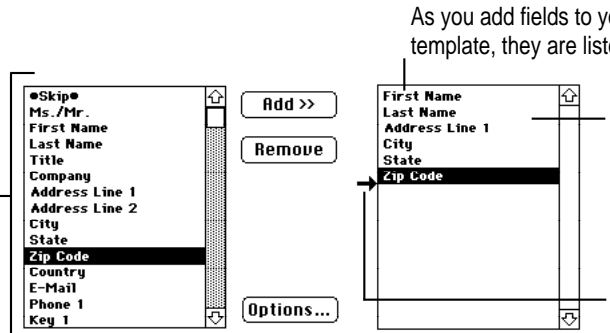To select a group of items, hold down the Shift key and click the first and last items. To select random items, hold down the Command (⌘) key and click the items.

≡ Template ≡

Application: Name File

Format Name: Friends in Works

Type a name for the template.

●Skip●
Ms./Mr.
First Name
Last Name
Title
Company
Address Line 1
Address Line 2
City
State
Zip Code
Country
E-Mail
Phone 1
Key 1

Add >>
Remove

Options...

Cancel   Create

The next few illustrations show an example of creating a template for importing (to the Newton Name File) a file that contains a person's name, address, telephone number, credit card number, and company (in that order).

As you add fields to your template, they are listed here.

This list represents the information (fields) in the Newton application you selected in step 4.

●Skip●
Ms./Mr.
First Name
Last Name
Title
Company
Address Line 1
Address Line 2
City
State
Zip Code
Country
E-Mail
Phone 1
Key 1

Add >>
Remove

Options...

First Name
Last Name
Address Line 1
City
State
Zip Code

To delete an item, click it, then click Remove.

To move an item, hold down the Option key and click the item, then drag it to a new location.

To insert an item, drag the arrow to the insertion point, and then click Add.

If your file has a field that doesn't appear in the Newton application, skip that field in your template. In the example, the file includes credit card number, a field that doesn't appear in the Newton Name File.

To avoid fields your Newton doesn't use, add •Skip• where the field would appear in the template.
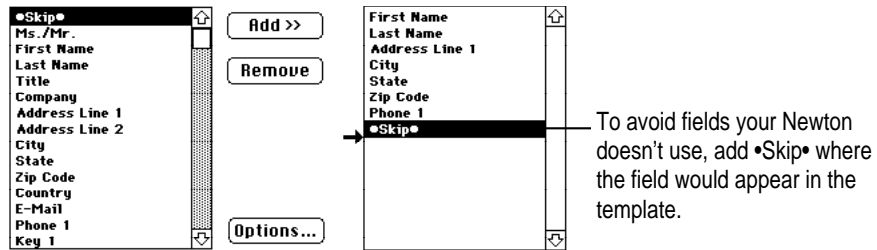
Here's the finished template showing name, address, telephone, and company, but skipping the field for credit card number that appears in the file.
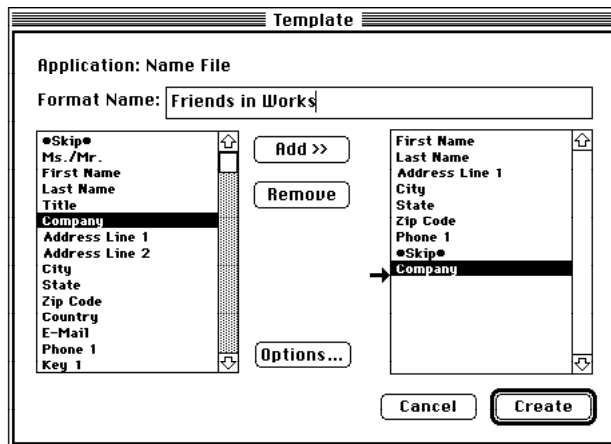
6   **To make additional refinements to your template, click Options.**

7 **In the dialog box that appears, select the options you want.**

Click the character that separates one field from the
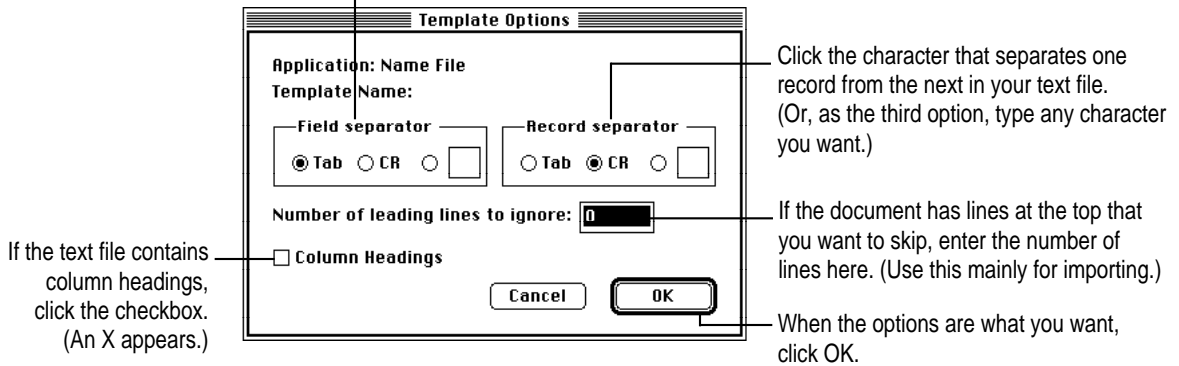next in your text file.(Or, as the third option, type
any character you want.)

```
═══════════════ Template Options ═══════════════

Application: Name File
Template Name:

┌─ Field separator ─┐   ┌─ Record separator ─┐
  ⦿ Tab  ○ CR  ○ [ ]      ○ Tab  ⦿ CR  ○ [ ]

Number of leading lines to ignore: [0      ]

□ Column Headings
                        ( Cancel )  ( OK )
```

Click the character that separates one
record from the next in your text file.
(Or, as the third option, type any character
you want.)

If the document has lines at the top that
you want to skip, enter the number of
lines here. (Use this mainly for importing.)

When the options are what you want,
click OK.

If the text file contains
column headings,
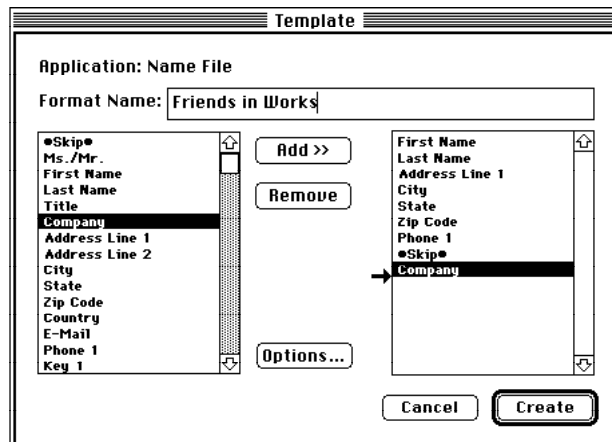click the checkbox.
(An X appears.)

To keep column headings in text you export or omit them from text you
import, click Column Headings. In an exported file, a line is *added* as the first
line in the text file. In an imported file, the first line of text is *skipped.*

Note: If you click Column Headings and type a number in "Number of
leading lines to ignore," the effect is cumulative. For example, if you click the
box and enter 1 line to ignore, two lines will be skipped when you import a
file using this template.

8 **When you're ready, click Create.**

Newton Connection creates a template according to your specifications.

```
═══════════════════ Template ═══════════════════

Application: Name File

Format Name: [Friends in Works          ]

┌─────────────────┐           ┌─────────────────┐
│ •Skip•        ⇧ │ ( Add >> ) │ First Name    ⇧ │
│ Ms./Mr.         │           │ Last Name       │
│ First Name      │           │ Address Line 1  │
│ Last Name       │ ( Remove ) │ City            │
│ Title           │           │ State           │
│ Company         │           │ Zip Code        │
│ Address Line 1  │           │ Phone 1         │
│ Address Line 2  │           │ •Skip•          │
│ City            │        ➔  │ Company         │
│ State           │           │                 │
│ Zip Code        │           │                 │
│ Country         │           │                 │
│ E-Mail          │           │                 │
│ Phone 1         │(Options...)│                ⇩ │
│ Key 1         ⇩ │           └─────────────────┘
└─────────────────┘
                            ( Cancel )  ( Create )
```
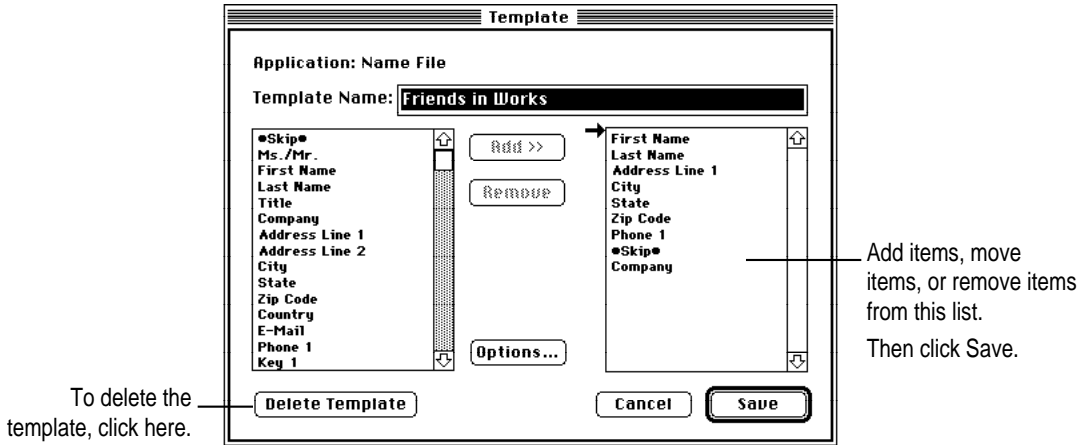
Modifying or deleting a template

1 Choose Open from the Newton Connection File menu on your Macintosh.

2 In the box that appears, click the Newton Connection file you want, and then click Open.
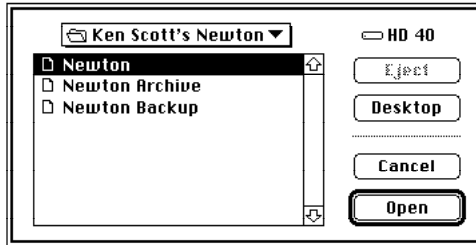
3 Choose Edit Template from the File menu.

4 In the submenu that appears, choose the name of the template you want to modify.

5 **In the box that appears, make the changes you want.**

Application: Name File

Template Name: Friends in Works

Left list		Right list
●Skip●	Add >>	First Name
Ms./Mr.		Last Name
First Name		Address Line 1
Last Name	Remove	City
Title		State
Company		Zip Code
Address Line 1		Phone 1
Address Line 2		●Skip●
City		Company
State		
Zip Code		
Country		
E-Mail		
Phone 1	Options...	
Key 1		

Add items, move items, or remove items from this list.

Then click Save.

To delete the template, click here.

Delete Template   Cancel   Save

6 **When you're ready, click the appropriate button.**

If you're modifying a template, click Save. If you're deleting a template, click Delete Template. If you've changed your mind, click Cancel.

Where are your templates stored?

Templates are kept in a file on your Macintosh. If you move your Newton Connection program to another computer, you should also move the template file. To find the file, open the System Folder and then open the Preferences folder. The file you want is called Newton Connection Templates.

Using the Date Book overview window

With Newton Connection 2.0 you can now view Date Book information in an overview window.

1 Open the Newton Connection Date Book.

2 Choose Switch To Date Book Overview from the Calendar menu.

The Date Book overview window appears.
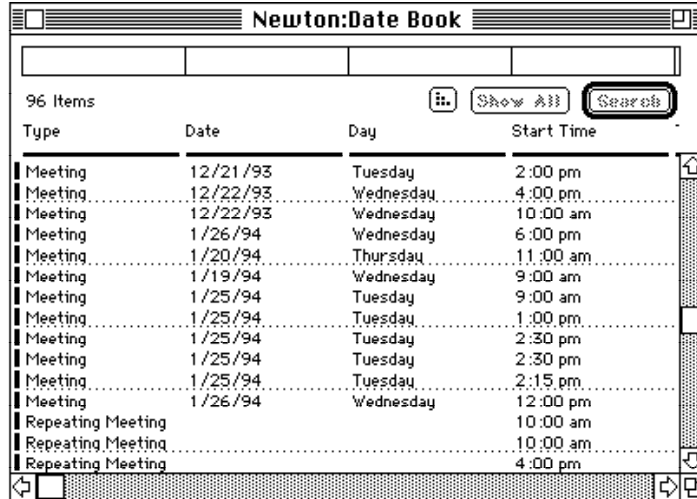
You can cut or copy selected items in the overview window, and you can paste the items into another document.

You cannot double-click an item in the Date Book overview window to bring up a detail window for that item. To edit items in the Date Book, you must go back to the Date Book window and mini-calendar.

3 To return to the Date Book window and mini-calendar, choose Switch To Date Book Editor from the Calendar menu.