



Newton

Newton Connection Utilities User's Manual
for the Macintosh Operating System

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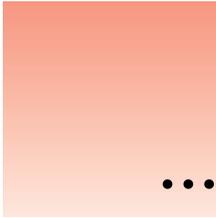
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Contents

1	Getting Started	1
	About the Newton Connection Utilities	1
	Installation requirements	2
	Connecting a Newton PDA to your computer	2
	Connecting with a serial cable	3
	Connecting over an AppleTalk network	4
	Installing the Newton Connection Utilities	5
	Preparing your computer	7
	Opening the Newton Connection Utilities	7
	Selecting the type of connection on your computer	8
	Preparing your Newton PDA	9
	Selecting the type of connection on your Newton PDA	10
	Establishing a connection	11
	Creating your first backup	13
	Setting a connection password	14
	Quitting the Newton Connection Utilities	15
2	Backing Up and Restoring Information	17
	About backup files	17
	Backing up cards	18
	Previous backups	19
	Creating backup files	19
	Backing up all information and packages	20
	Backing up selected information and packages	20
	Backing up a storage card	24
	Changing the location of the Backups folder	25
	Restoring information and packages	26
	Tips on managing backups	29

3	Installing Packages	31
	Installing a package on your Newton PDA	31
	Installing packages by dragging	33
	Installing a package on a storage card	34
4	Using Your Computer's Keyboard	35
	About keyboard entry	35
	Starting a keyboard session	35
	Ending a keyboard session	37
	Copying text from the Clipboard	37
5	Importing Information to Your Newton PDA	39
	About importing	39
	Choosing when to import	40
	An overview of importing	40
	Importing	41
	Importing a file	41
	Importing an unrecognized file	43
	Importing a text file	45
	Changing how information is imported	46
6	Exporting Information from Your Newton PDA	47
	About exporting	47
	Choosing when to export	48
	An overview of exporting	48
	Exporting all information	49
	Exporting a text file	51
	Exporting selected information	52
	Changing how information is exported	53
7	Synchronizing Information	55
	About synchronization	55
	An overview of synchronizing	56
	Preparing to synchronize	56
	Synchronizing for the first time	57
	Resynchronizing your information	60
	Using a storage card when you synchronize	61

Changing synchronization settings	61
Changing how information is synchronized	62
8 Setting Advanced Options	63
About advanced options	63
Changing the date range	64
Resolving transfer conflicts	66
About conflict resolution	66
Choosing a conflict resolution	69
Using field maps	71
About field maps	71
Changing a field map	72
Changing a field map for a text file	74
Setting miscellaneous options	76
9 Using the Utilities From Your Newton PDA	81
Using the utilities	81
Finding files on your computer	82
Importing information	82
Changing connection preferences	83
10 Troubleshooting	87
Problems installing the utilities	87
Problems establishing a connection	87
Problems backing up and restoring information	88
Problems installing packages	90
Problems importing, exporting, and synchronizing	90
Appendix Translators for the Newton Connection Utilities.....	93
List of translators	93
Tips on working with translators	94
Index	95



Preface

This book describes how to install and use the Newton Connection Utilities. In addition to this book, you can get answers about the Newton Connection Utilities from the following sources:

On your computer's hard disk

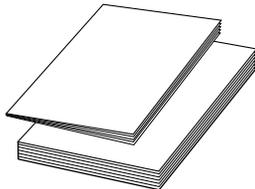


Read Me

In the Read Me document

The Read Me file that comes with your Newton Connection Utilities contains late-breaking information about the utilities.

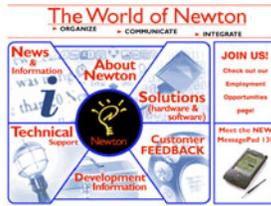
Other printed materials



In other manuals

For answers to questions about applications or equipment you use with the Newton Connection Utilities, see the manuals that came with the products.

On the Internet



At Apple's Web sites

Apple maintains a number of sites on the World Wide Web that provide software updates, product information, and technical information. One site is devoted to Newton products (<http://newton.info.apple.com>).

Over the telephone



From Apple's customer support line

The Newton Connection Utilities come with 90 days of free phone support. If you can't find an answer in any of the materials provided, call the Apple Assistance Center. (See the service and support information that came with the Newton Connection Utilities.)

1

Getting Started



This chapter describes how to connect your Newton personal digital assistant (PDA) to your computer, install the Newton Connection Utilities, and use the utilities to create your first backup.

About the Newton Connection Utilities

With the Newton Connection Utilities, you can connect your Apple MessagePad or other Newton PDA to your computer and do the following:

- Back up Newton information and store it on your computer.
- Install packages (applications, system updates, and so on) on your Newton PDA.
- Use your computer's keyboard to enter information on your Newton PDA.
- Import information from your computer to your Newton PDA and export information from your Newton PDA to your computer.
- Keep your applications synchronized by updating information on both your computer and your Newton PDA.

The Newton Connection Utilities work with the Newton 2.0 operating system or later version. If you have a Newton PDA that uses an earlier version of the Newton operating system and you don't plan to upgrade, Apple recommends you use the Newton Connection Kit 2.0 instead of the Newton Connection Utilities.

Installation requirements

To use the Newton Connection Utilities, you need the following:

- A computer using the Macintosh operating system with a 68030 or better microprocessor
- Software version 7.0 or higher
- 8 megabytes (MB) of total RAM with 4 MB available (12 MB recommended for a Power Macintosh)
- a hard disk drive with 10 MB of available disk space
- an available printer port, modem port, or printer-modem port
- a serial cable or AppleTalk cable

IMPORTANT If you're upgrading your Newton PDA to the Newton 2.0 operating system, make sure you read the instructions that came with your upgrade kit before you use the Newton Connection Utilities.

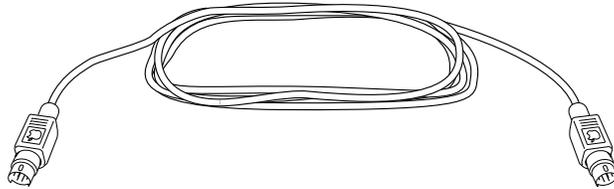
Connecting a Newton PDA to your computer

To use the Newton Connection Utilities, you connect your Newton PDA to your computer in one of the following ways:

- using a serial cable
- using an AppleTalk network

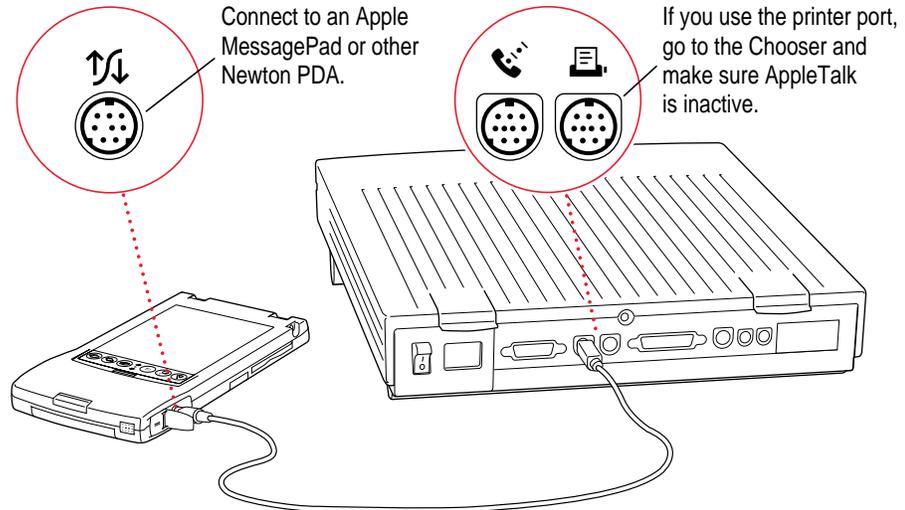
Connecting with a serial cable

You use a serial cable to connect your Newton PDA to the printer or modem port on the back of your computer. If you don't have a serial cable, you can purchase one from an authorized Apple dealer. The cable has mini-DIN-8 connectors on both ends.



To connect with a serial cable:

- 1 **Make sure both your computer and your Newton PDA are turned off.**
- 2 **Plug one end of the serial cable into the communication port on your Newton PDA.**
- 3 **Plug the other end of the serial cable into the printer port (🖨️), the modem port (📞), or the printer-modem port on your computer.**

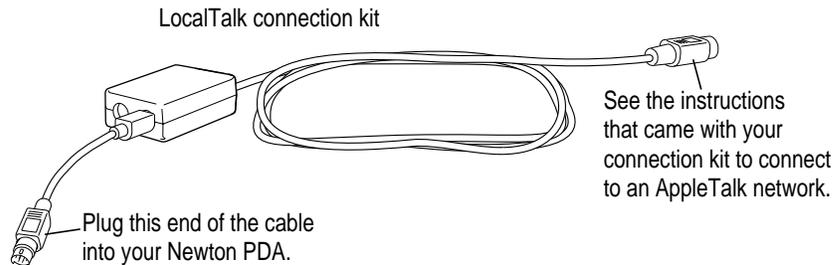


IMPORTANT If you connect your Newton PDA to a PowerBook that has an internal modem, make sure AppleTalk is inactive and Modem is set to Normal in the PowerBook Setup control panel.

That's it! Go on to "Installing the Newton Connection Utilities," later in this chapter.

Connecting over an AppleTalk network

Use a LocalTalk or other type of AppleTalk connection kit to connect your Newton PDA to an AppleTalk network. If your computer is already connected to an AppleTalk network, you need one connection kit. If not, you need two kits.



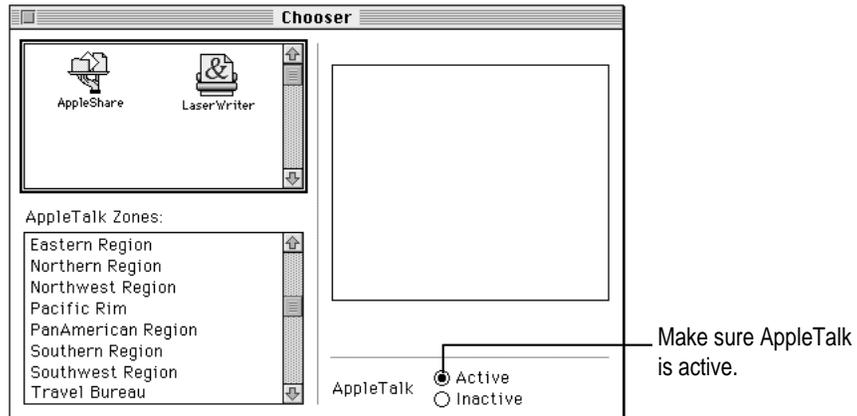
IMPORTANT If your computer is part of an EtherTalk network or another kind of network, see your system administrator for help with connecting your Newton PDA.

To connect with an AppleTalk cable:

- 1 **Make sure your computer and your Newton PDA are turned off.**
- 2 **Follow the instructions that came with your connection kit to connect the AppleTalk cable to the computer.**
- 3 **Plug the AppleTalk cable into the communication port on your Newton PDA.**
- 4 **Turn on your computer and choose the Chooser from the Apple () menu.**

5 Make sure AppleTalk is active.

If not, click the AppleTalk Active button. If instructions appear on screen, follow them.



That's it! You've connected your Newton PDA to your computer on a AppleTalk network. Go on to the next section.

Installing the Newton Connection Utilities

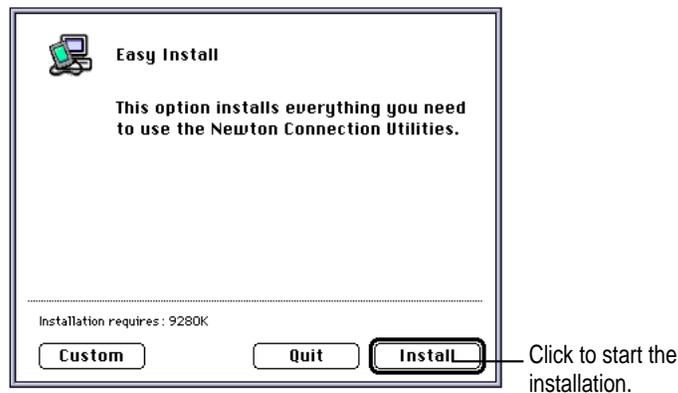
Before your computer can communicate with your Newton PDA, you need to install the Newton Connection Utilities on your computer. Follow these steps.

- 1 Insert the *Install 1* disk for the Newton Connection Utilities into a floppy disk drive and open the disk by double-clicking its icon.**

- 2 Open the installer by double-clicking its icon.



- 3 In the Installer Welcome dialog box that appears, click Continue.
- 4 In the dialog box, click Install.



A status box keeps you informed of progress during installation.

- 5 Follow the instructions on your screen.
- 6 When you see a message reporting that the installation was successful, follow the instructions on the screen.

You'll find a folder named Newton Connection Utilities on your hard disk.



Within this folder are the Newton Connection Utilities application, a folder containing translators, and a Backups folder.

Important Don't move the Newton Connection Utilities software from its installed location. The Newton Connection Utilities require the application and Backups folder be in this location to create backup files automatically. You can change the location where backup files are stored by selecting a different location using the Preferences command in the Newton menu. You can also use an alias for the application and place the alias in a different location.

Preparing your computer

To prepare your computer for communication with a Newton PDA, follow these steps.

Opening the Newton Connection Utilities

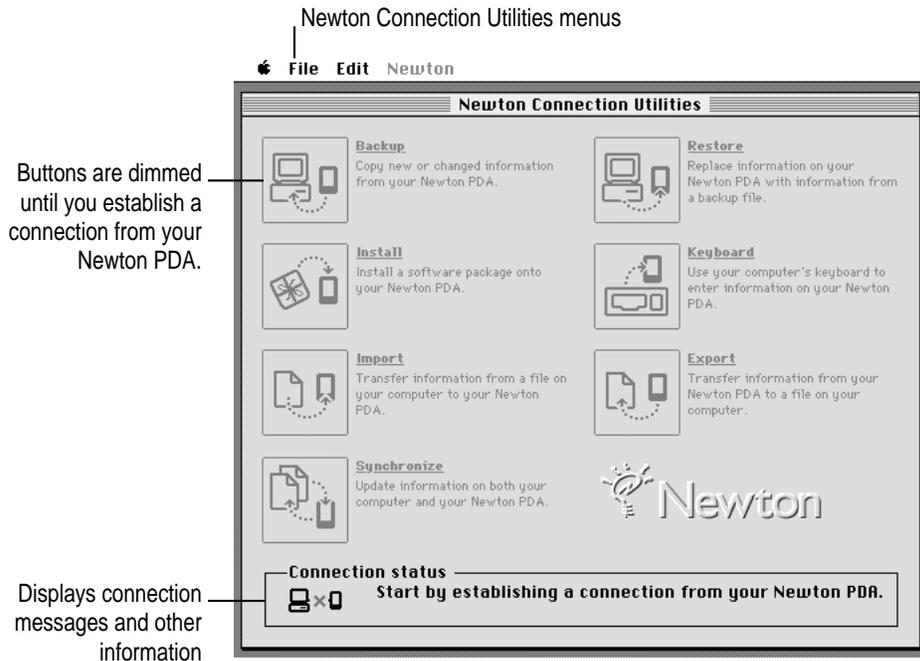
To open the utilities:

- On your computer, open the Newton Connection Utilities folder and double-click the Newton Connection Utilities icon.



Newton Connection Utilities

The Newton Connection Utilities window appears on your computer.



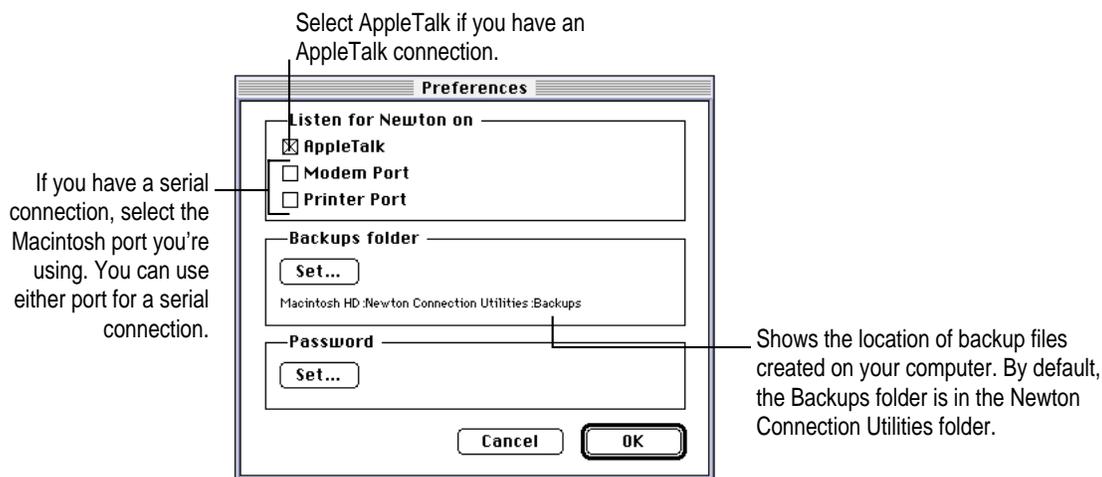
Selecting the type of connection on your computer

The first time you use the Newton Connection Utilities, you need to specify how the Newton PDA is connected to your computer.

- 1 Choose Preferences from the Edit menu.

A dialog box appears with a list of connection preferences for your computer.

- 2 Select the type of connection.



3 Click OK to save your choices and close the dialog box.

The type of connection you select is saved and remains set until you decide to change it.

Note: You can use the Preferences dialog box to change the location of backup files. See “Changing the Location of the Backups Folder” in Chapter 2.

Preparing your Newton PDA

Before you use the Newton Connection Utilities, you need to tell your Newton PDA how it is connected to the computer.

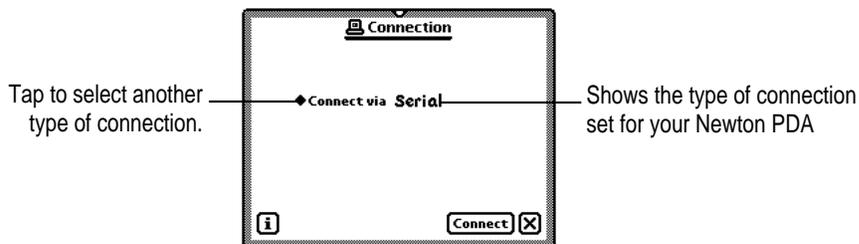
IMPORTANT Make sure you follow the setup instructions on your Newton PDA to enter your name and other owner information. The computer uses this name when it creates a backup file. See your Newton PDA handbook to learn how to enter your name. Also, it’s a good idea to name the storage cards you use with your Newton PDA.

Selecting the type of connection on your Newton PDA

- 1 On your Newton screen, tap Extras .
- 2 In the Extras Drawer, tap Connection .

You may have to show all icons to see the Connection icon. (Tap the Extras folder tab and then tap All Icons.)

A slip appears showing the type of connection currently set for your Newton PDA.

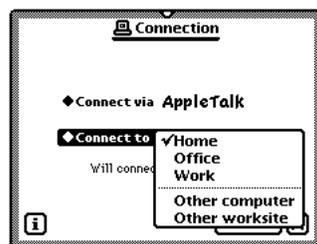


- 3 If the type of connection that appears in the slip is not correct, tap "Connect via" to change the type of connection.

A list of connection types appears.

If you choose Serial, your connection setup is complete. Skip to the next section, "Establishing a Connection." If you choose AppleTalk, continue with step 4.

- 4 Tap "Connect to."



- 5 In the list that appears, tap the worksite or computer you want to connect to.

If you tap “Other computer” a slip appears. Tap the computer you want to connect to. Only computers that have the Newton Connection Utilities installed and running appear in the slip.

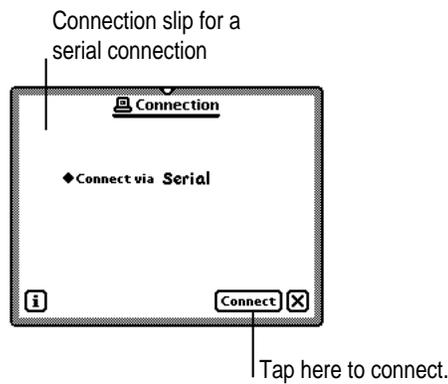
If you tap “Other worksite,” a slip appears. Enter information about the worksite, then tap  to close the slip.

The type of connection you select is saved and remains set until you change it.

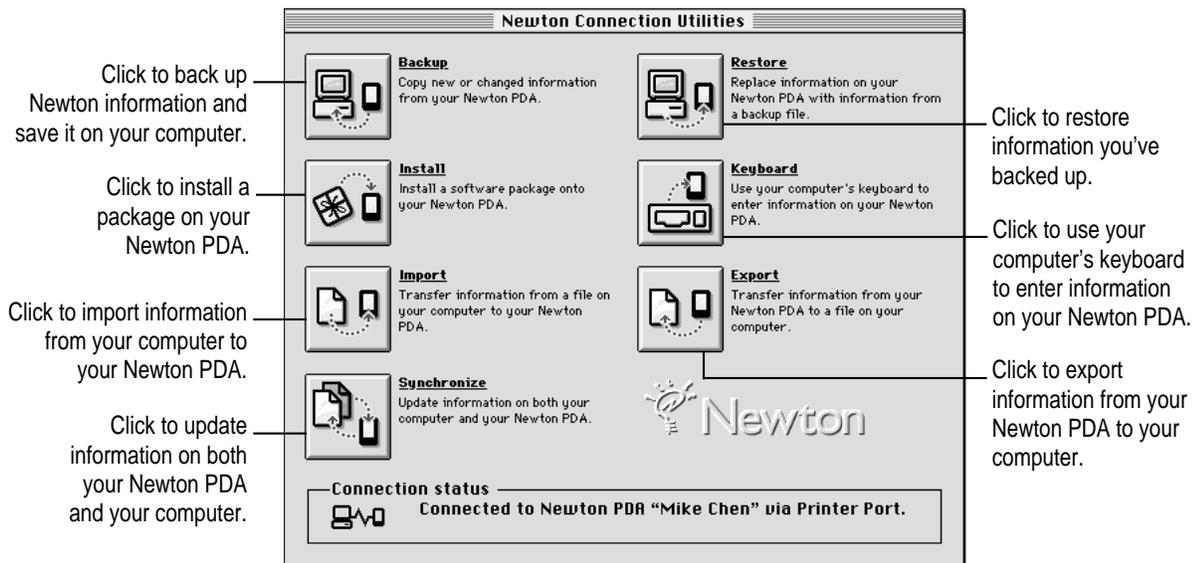
Establishing a connection

After you select the type of connection, you need to establish a connection between your Newton PDA and your computer.

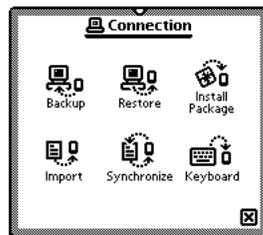
- **Tap Connect.**



After a few moments, the connection is established and the buttons in the Newton Connection Utilities window are no longer dimmed.



In addition, Newton Connection Utilities buttons appear on your Newton screen.



As with the Newton Connection Utilities buttons on your computer, you can use these buttons to select a utility.

Note: For simplicity, the instructions in this book describe using the Newton Connection Utilities from your computer, but you can also start the utilities from your Newton PDA. See Chapter 9 for more information.

Creating your first backup

After you establish a connection, you can make a backup of information and packages on your Newton PDA and store it on your computer.

Backing up your Newton PDA provides a safe way to store information in case it gets lost or deleted by mistake. Also, it's a good idea to back up your Newton PDA before you import, export, or synchronize information.

To create your first backup:

- 1 **Click the Backup button in the Newton Connection Utilities window.**



Because this is your first backup, the Newton Connection Utilities create a full backup of all your Newton information and packages. If you have a storage card inserted in your Newton PDA, information on the storage card is also backed up.

During the backup, a status window appears on your computer screen to show what information is being backed up.

After a few minutes, the window disappears and the backup is complete.

- 2 **Check to see the Backups folder on your computer.**

When you back up your Newton PDA, a backup file is created and placed in a folder named Backups. By default, this folder is located in the Newton Connection Utilities folder.



For more information about backup files and folders, including how to change the location of the Backups folder, see Chapter 2.

Setting a connection password

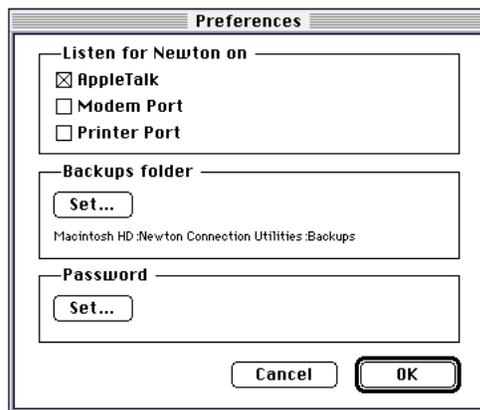
If desired, you can set a connection password for the Newton Connection Utilities. This password prevents others from using the Newton Connection Utilities without your permission.

The password you set works for serial or AppleTalk connections.

To set a connection password:

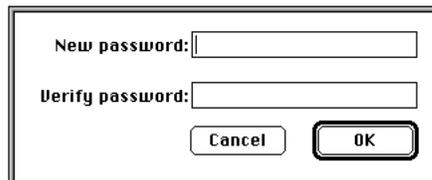
- 1 If necessary, open the Newton Connection Utilities and choose Preferences from the Edit menu.

The Preferences dialog box may already be open on your computer.



- 2 Click Set Password.

A dialog box appears.



- 3 Type the new password. Then retype the password to verify what you've entered.
- 4 Click OK.

The dialog box disappears.

The next time you establish a connection between your Newton PDA and your computer, a prompt appears on your Newton PDA asking you to enter your desktop connection password.

Note: The password you enter for the Newton Connections Utilities is not the same as the Personal Identification Number (PIN) you enter on your Newton PDA.

Quitting the Newton Connection Utilities

To end a connection and quit the Newton Connection Utilities:

- Choose Quit from the File menu on your computer screen.

The connection is ended and the Newton Connection Utilities window disappears.

You can also end a connection from your Newton PDA by tapping the close box (marked ) next to the Newton Connection Utilities buttons.

2

Backing Up and Restoring Information



The previous chapter described how to use the Newton Connection Utilities to create your first backup. This chapter describes how to do additional backups and how to restore information you've backed up.

IMPORTANT The instructions in this chapter apply to Newton PDAs that use the Newton 2.0 operating system. If you're upgrading your Newton PDA to the Newton 2.0 operating system, make sure you read the instructions that came with your upgrade kit before you use the Newton Connection Utilities.

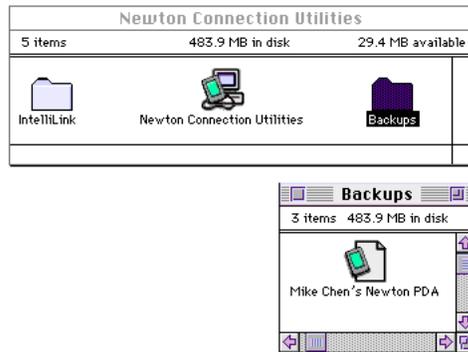
About backup files

It's important to back up your Newton information. Backup files provide a safe way to store information in case it gets lost or deleted by mistake.

With the Newton Connection Utilities you can back up all information on your Newton PDA or just selected information.

The first time you create a backup, the Newton Connection Utilities backs up all information on your Newton PDA (including any storage cards you've inserted) and stores the information in a folder named Backups.

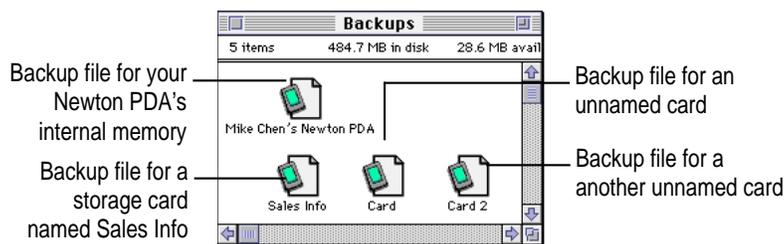
Inside the Backups folder is a file with a name derived from the owner's name you entered on your Newton PDA. This file contains the latest backup information. If you haven't entered an owner's name on your Newton PDA, the file is called Newton PDA.



By default, the Backups folder is located in the Newton Connection Utilities folder. You can change the location of this folder. See “Changing the Location of the Backups Folder” later in this chapter.

Backing up cards

When you back up a storage card, a separate backup file is created with the name of the card. If you haven't entered a name for your card, the file is called Card. If you back up more than one unnamed card, the backup files are named Card, Card 2, Card 3, and so on.

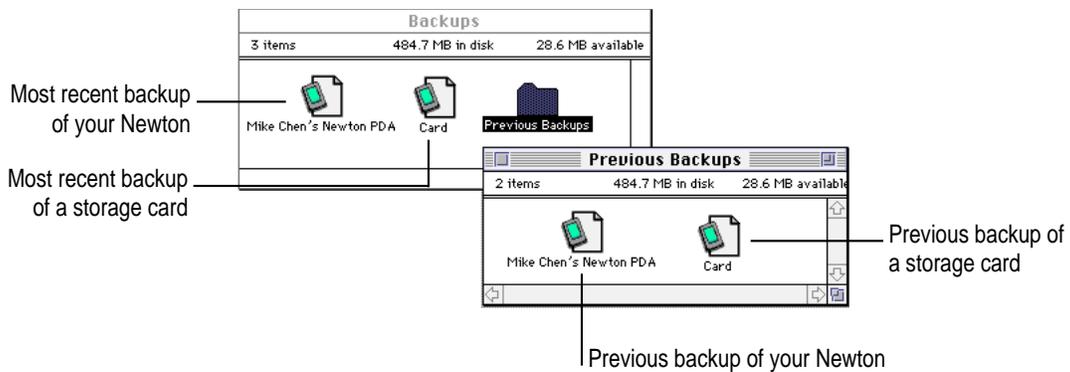


Note: Apple recommends you name all your storage cards. For more information on naming storage cards, see the handbook that came with your Newton PDA.

Previous backups

Every time you back up, the Newton Connection Utilities make a copy of the previous backup file and store it in a folder called Previous Backups. This folder is located in your Backups folder.

For example, if the owner's name for your Newton PDA is Mike Chen, the Newton Connection Utilities create a file named "Mike Chen's Newton PDA" the first time you back up. The next time you back up, the Newton Connection Utilities copy the original file and place it in a Previous Backups folder.



The Newton Connection Utilities maintain a current and previous backup file for all information in your Newton PDA's internal memory and a current and previous backup file for each storage card you back up.

Creating backup files

You can back up all information and packages on your Newton PDA or you can just back up selected information and packages. The following section describes how to back up all information. To back up selected information and packages, see "Backing Up Selected Information and Packages" later in this chapter.

Backing up all information and packages

Before you begin, make sure your Newton PDA is connected to your computer. For instructions, see Chapter 1.

To back up all information on your Newton PDA:

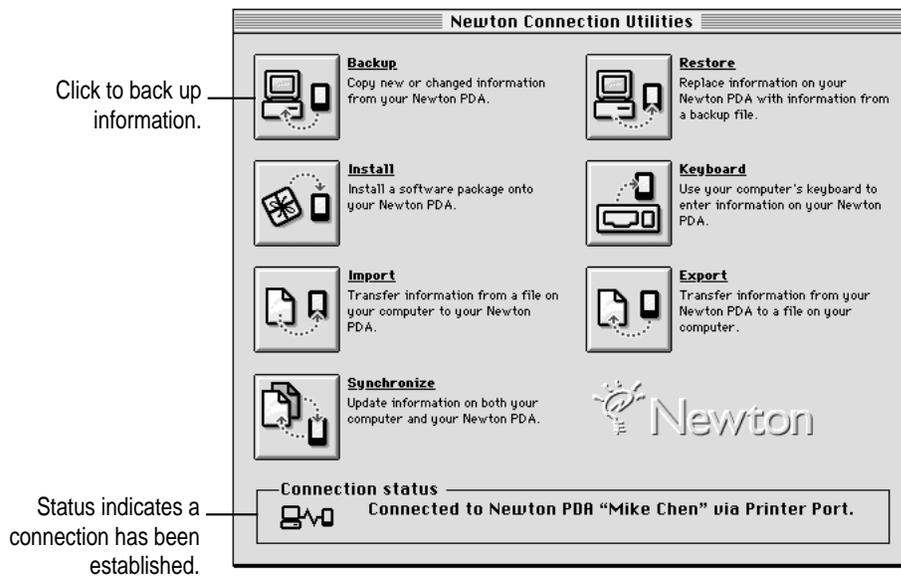
- 1 **On your computer, open the Newton Connection Utilities.**

To open the Newton Connection Utilities, double-click the Newton Connection Utilities icon.

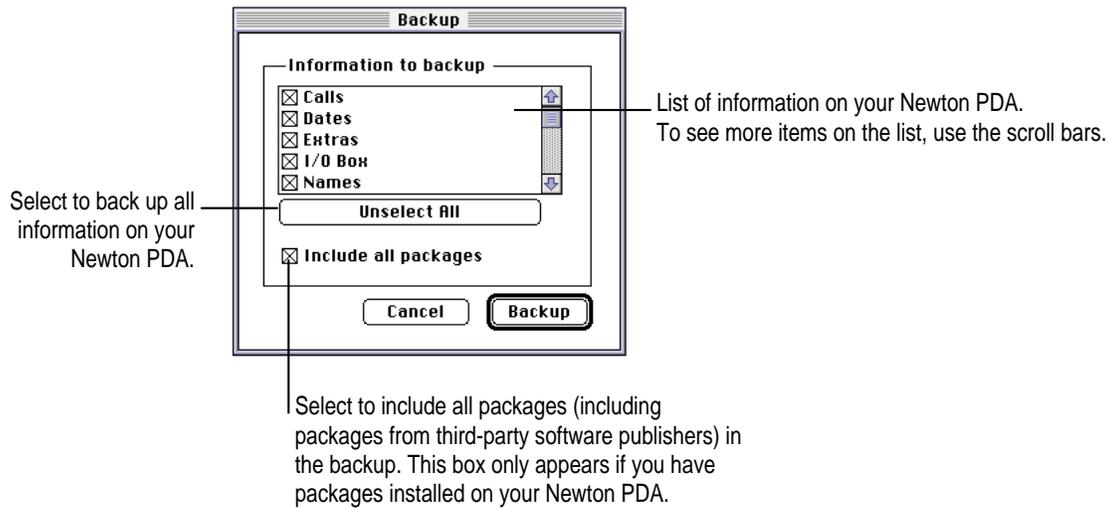
- 2 **Establish a connection from your Newton PDA.**

See Chapter 1 for instructions.

- 3 **On your computer, click the Backup button.**



A dialog box appears with a list of items to back up. To select an item, click the box next to it until you see an X.



Note: When you back up your Newton PDA for the first time (no backup file exists), this dialog box doesn't appear. Instead, a full backup of the Newton PDA begins as soon as you click Backup.

4 If necessary, click Select All.

Select All selects all information. If an Unselect All button appears instead of Select All, all information is already selected.

5 If available, make sure "Include all packages" is selected so that your packages are also backed up.

6 Click Backup.

A status window appears indicating a backup is in progress. Messages in the window show what information is being backed up.

The window disappears and the backup is complete.

Backing up selected information and packages

In general, it's a good idea to back up all information on your Newton PDA. However, if you've only added information to one or two applications, you can specify which applications and application information should be backed up. For example, you can just back up information in your Newton Dates application.

Typically, selective backup is faster than backing up all information and packages. When you selectively back up information, the new information is added to your most recent backup file.

WARNING If you selectively back up, be careful when you restore information. You may remove information that has not been backed up. Apple recommends you restore information only from a backup that includes all information and packages. See “Restoring Information and Packages” later in this chapter.

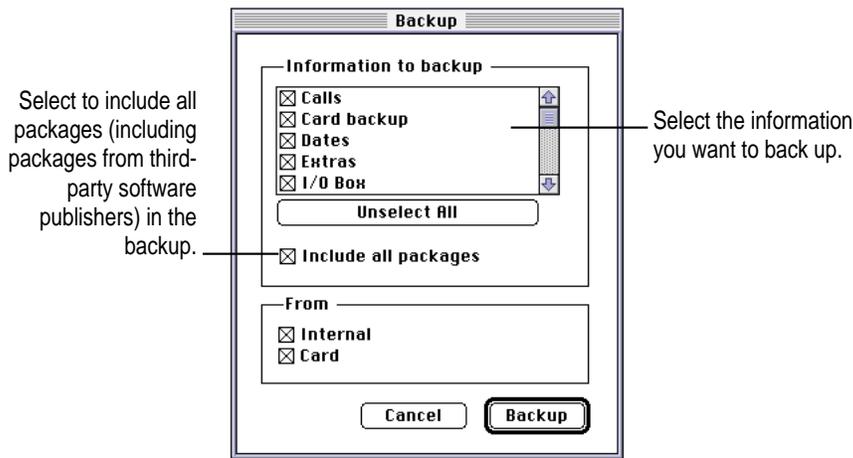
To back up selected information on your Newton PDA:

- 1 Open the Newton Connection Utilities and establish a connection.**

See Chapter 1 for instructions.

- 2 On your computer, click the Backup button.**

A dialog box appears with a list of information to back up.



- 3 Select the information to back up.**

To select an item to back up, click the box next to it until you see an X. Only items marked with an X will be backed up.

- 4 Click Backup.**

A status window appears indicating a backup is in progress. Messages in the window show what information is being backed up.

The window disappears and the information you selected is added to the latest backup file.

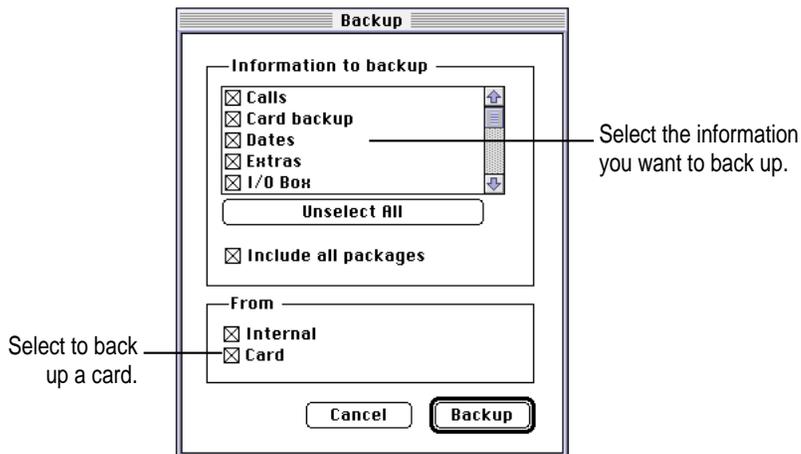
Backing up a storage card

You can use the Newton Connection Utilities to back up the contents of a storage card.

To back up a storage card:

- 1 **Insert the storage card.**
- 2 **Open the Newton Connection Utilities and establish a connection.**
- 3 **Click Backup.**

The Backup dialog box appears. The bottom of the dialog box includes a list of cards currently inserted in your Newton PDA. To select an item to back up, click the box next to it until you see an X.



- 4 **Make sure the card you want to back up is selected.**
- 5 **Click Backup.**

The card is backed up and a backup file with the name of the card appears in your Backups folder.

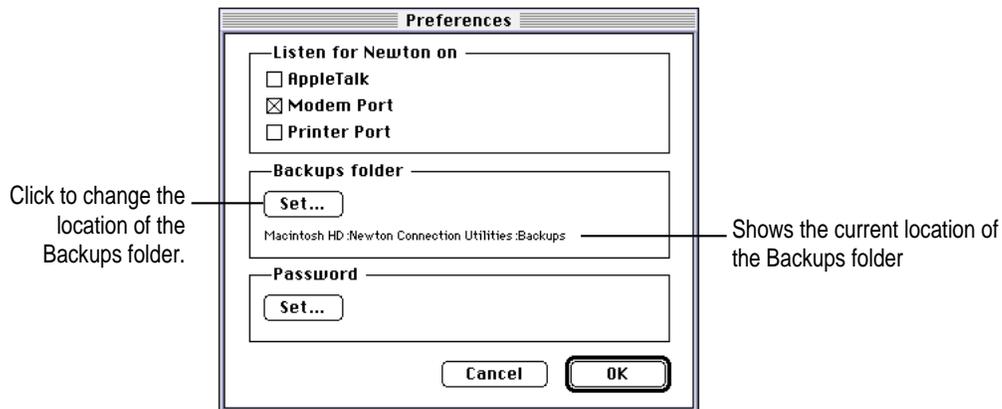
Changing the location of the Backups folder

By default, the Backups folder is automatically stored in the Newton Connection Utilities folder on your computer.

To change the location of the Backups folder:

- 1 **Open the Newton Connection Utilities.**
- 2 **Choose Preferences from the Edit menu.**

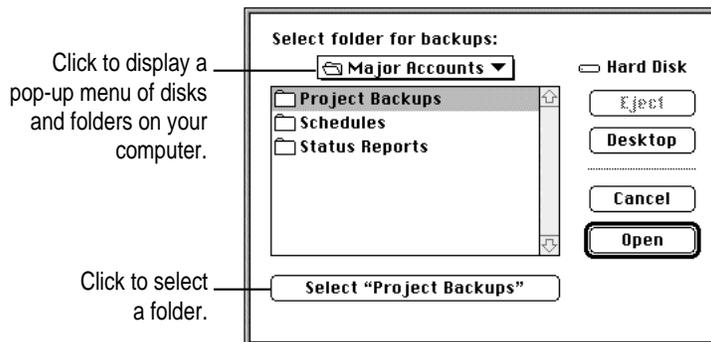
A dialog box appears.



- 3 **Click Set.**

A dialog box appears.

- 4 **Select a new location for your Backups folder.**



5 Click Select.

The new location you specified is saved and the dialog box disappears.

6 Establish a connection from your Newton PDA.

7 Click the Backup button and back up all information and packages on your Newton PDA.

For more information, see “Backing Up All Information and Packages” earlier in this chapter.

A new Backups folder with backup files appears in the location you specified.

Note: To avoid confusion with previous backups, you may want to remove older backup files you’ve created in other locations or rename them.

Restoring information and packages

If something goes wrong and you lose information on your Newton PDA, you can restore information from the latest backup file on your computer.

You can restore all information in a backup file or select which information you want to restore. You can also restore the information from storage cards you’ve backed up.

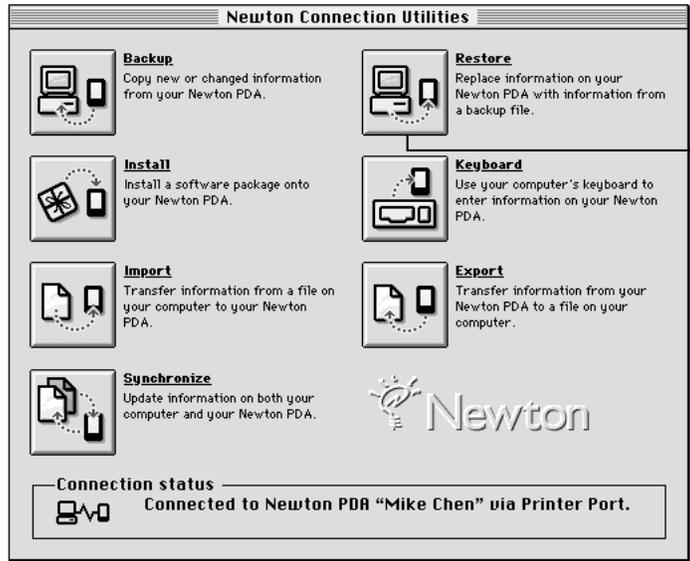
WARNING Restoring replaces information on your Newton PDA with information from a backup file on your computer. Make sure you select the correct information to restore.

Before you begin, make sure your Newton PDA is connected to your computer. For instructions, see Chapter 1.

To restore information:

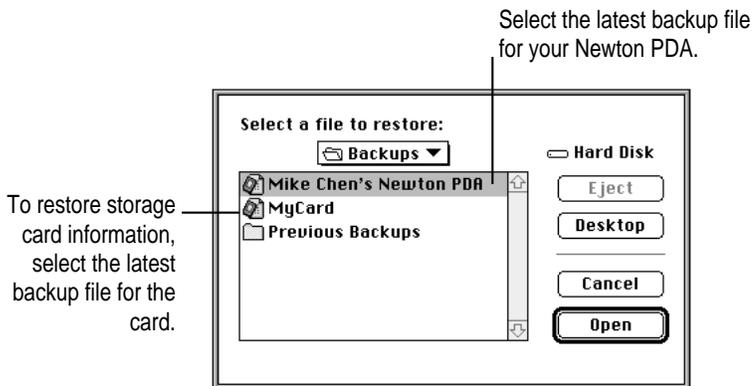
1 Open the Newton Connection Utilities and establish a connection.

2 Click the Restore button.



Click to restore information from a backup file.

- 3 In the dialog box that appears, choose the file that contains the information you want to restore.

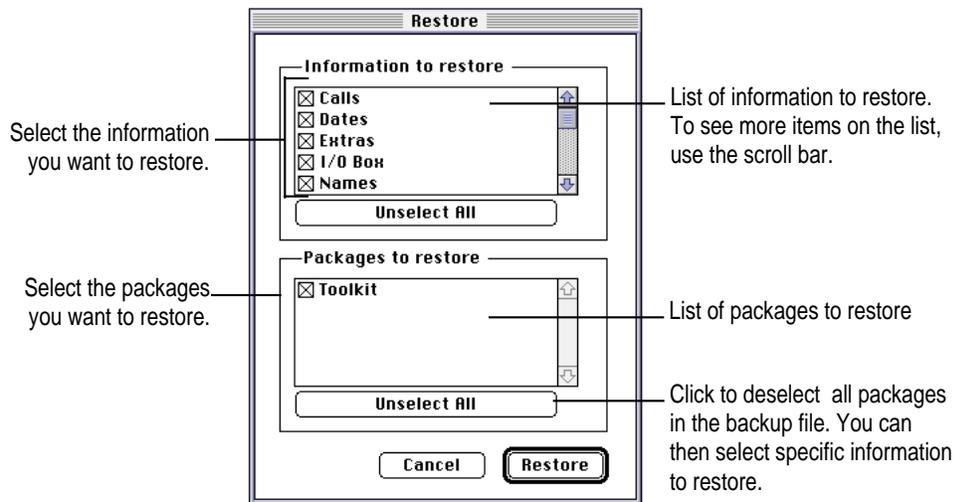


Note: With the Newton Connection Utilities, you can restore information from a card backup file to a card. You cannot restore information from a card backup file to your Newton's internal memory.

WARNING If you selectively backup, be careful when you restore information. You may remove information that has not been backed up. Apple recommends you restore information only from a backup that includes all information and packages.

4 Click Open.

You see a list of information and packages that can be restored. You can choose items to restore or restore all the items. To select an item, click the box next to it until you see an X.



5 Select the items you want to restore.

6 Click Restore.

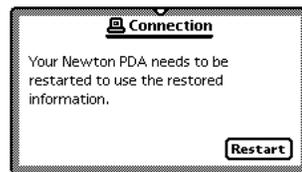
A message appears asking you to confirm that you want to restore information from your computer onto your Newton PDA.

7 Click OK.

Information you selected is restored to your Newton PDA. A status window on your computer keeps you informed of the progress.

When you restore, only information and packages on your Newton PDA that have corresponding information and packages in the backup file are replaced. For example, if your backup file contains Names and Dates and your Newton PDA contains Names, Dates, and Notes, the Names and Dates on your Newton PDA are replaced by Names and Dates from the backup file, but Notes remains intact.

When the restoration is complete, a message appears on your Newton screen asking you to restart.



7 Tap Restart.

Your Newton PDA restarts.

Note: If you have a personal identification number (PIN) assigned to your Newton PDA, the number is not restored. You'll need to reassign a PIN number. For more information on assigning a PIN number, see the handbook that came with your Newton PDA.

Tips on managing backups

The following tips can help you back up and restore files on your Newton PDA.

- If you're using more than one computer, you can set up a central location for backup files. That way, you'll always know where the latest backup files are located. See "Changing the Location of the Backups Folder" earlier in this chapter.
- You can copy backup files and rename them (or store them in a separate directory) to prevent them from being replaced by another backup. This is useful for managing or storing different sets of information.

3

Installing Packages



This chapter describes how to use the Newton Connection Utilities to install packages. You can install packages on your Newton PDA or on a storage card.

Installing a package on your Newton PDA

A package is a special file that adds features to your Newton PDA. Examples of packages include applications, electronic books, and system updates.

Before you begin, make sure your Newton PDA is connected to your computer. For instructions, see Chapter 1.

IMPORTANT The package you install is added to the information already on your Newton PDA. Nothing is erased.

To install a package:

- 1 Insert the floppy disk containing the package into your computer.**

If the package is already on your computer's hard disk, skip this step.

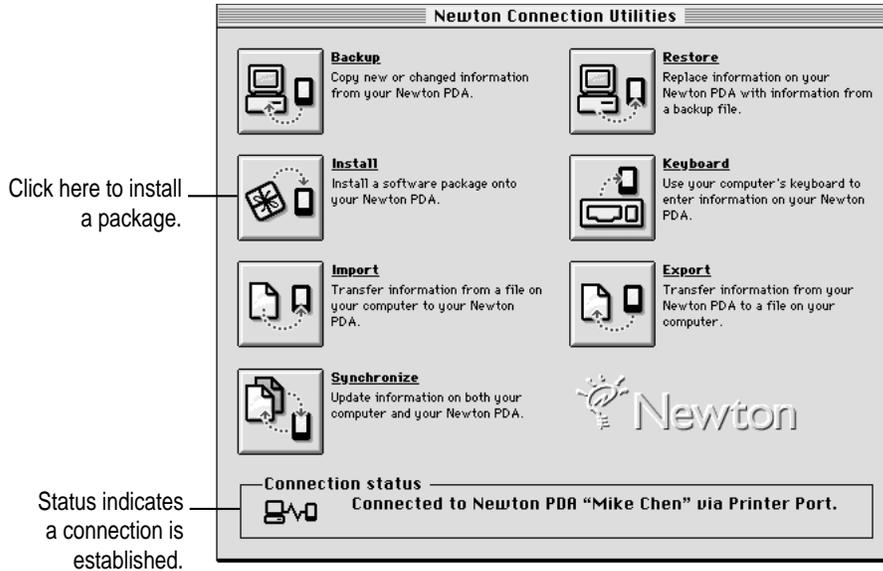
- 2 On your computer, double-click the Newton Connection Utilities icon.**

The Newton Connection Utilities window appears on your computer.

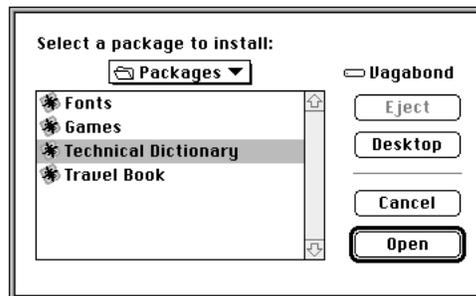
- 3 On your Newton PDA, establish a connection.**

See Chapter 1 for instructions.

4 Click the Install button.



5 In the dialog box that appears, select the package you want to install and click Open.



The package is installed on your Newton PDA. A status window on your computer keeps you informed of the progress.

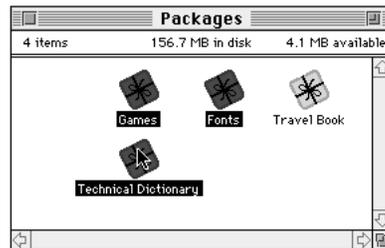
Note: If you stop a package installation, the connection between your Newton PDA and your computer is ended. You'll need to re-establish the connection from your Newton PDA.

Installing packages by dragging

You can also install one or more packages by dragging package icons to the Newton Connection Utilities application icon on your computer desktop or onto the Newton Connection Utilities window.

To install a package by dragging:

- 1 **Open the Newton Connection Utilities and establish a connection.**
- 2 **Locate a package icon on your floppy disk or your computer's hard disk.**
- 3 **Select one or more package icons.**



- 4 **Drag the icons to the Newton Connection Utilities icon on your desktop or onto your Newton Connection Utilities window.**



Newton Connection Utilities

Installing a package on a storage card

You can install packages on a storage card rather than in your Newton PDA's internal memory.

To install a package on a storage card:

- 1** Insert the card in your Newton PDA.
- 2** In the slip that appears, select “Save new info and packages on this card.”
- 3** Follow the steps described in the previous section, “Installing a Package On Your Newton PDA.”

With “Save new info and packages on this card” turned on, the Newton Connection Utilities automatically install packages on the storage card.

4

Using Your Computer's Keyboard



This chapter describes how to use your computer's keyboard to enter information on your Newton PDA.

About keyboard entry

With the Newton Connection Utilities, text you type on your computer's keyboard can appear on your Newton PDA. For example, you can open a new Name slip on your Newton PDA and use your computer's keyboard to fill in the information.

Your computer's keyboard is useful when you need to enter long notes or a large number of names and addresses on your Newton PDA.

In addition to typing, you can use the keyboard to copy information from your computer's Clipboard to your Newton PDA.

Starting a keyboard session

To start a keyboard session:

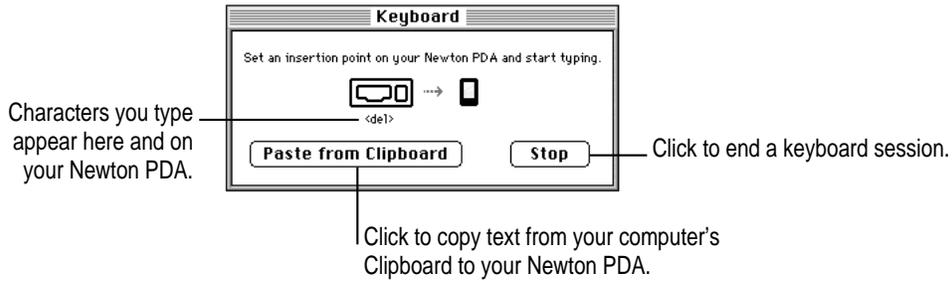
- 1** Open the Newton Connection Utilities and establish a connection from your Newton PDA.

For instructions, see Chapter 1, "Getting Started."

2 Click the Keyboard button in the Newton Connection Utilities window.



A status window appears and your Newton PDA is ready to accept information from your computer's keyboard.

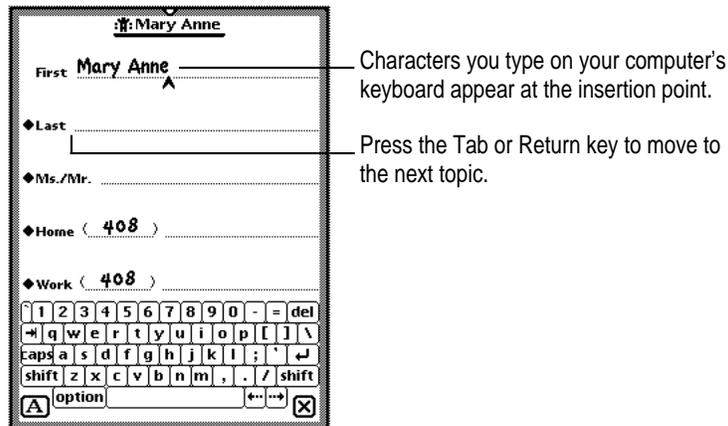


3 On your Newton PDA, open the stationery or slip you want to add information to.

You can navigate as usual on your Newton PDA, using the pen to open drawers, set insertion points, and so on.

4 Begin typing on your computer's keyboard.

The text you type appears at the insertion point on your Newton PDA.



You can use all standard alphabetic and number keys on your keyboard to enter information on your Newton PDA. You can also use the Tab and Return keys to move between topics. Special keys, such as F1, are not supported.

While a keyboard session is active, you can open and close as many slips on your Newton PDA as desired, open or quit applications, and so on.

During a keyboard session, characters appear on your Newton PDA only when the Newton Connection Utilities window is active on your computer. If another window is active, characters you type appear on your computer and not on your Newton PDA.

Ending a keyboard session

When you've finished entering information from the keyboard, you can end a keyboard session by any of the following methods:

- On your computer, click the Stop button in the keyboard status window.
- On your Newton PDA, tap the Connection button in the Extras drawer.
- Tap the blinking star (☆) at the top of your Newton screen and tap Connection. When a message appears asking whether you want to end your keyboard session, tap Yes.

Copying text from the Clipboard

During a keyboard session, you can copy text from your computer's Clipboard to your Newton PDA.

To copy text from the clipboard:

- 1 Open the Newton Connection Utilities and start a keyboard session.**

For instructions, see "Starting a Keyboard Session" earlier in this chapter.

- 2 On your computer, copy text to the Clipboard.**
- 3 Set the insertion point on your Newton PDA.**
- 4 Click the "Paste from Clipboard" button in the Keyboard status window.**

Text from the Clipboard appears on your Newton PDA.

Note: You can also paste text from the Clipboard by typing ⌘-V on your computer's keyboard, and you can copy text to your Newton PDA by selecting the text on your computer and dragging it to the Keyboard status window.

When you copy text to your Newton PDA:

- Text is copied, but graphics are not.
- The Paste from Clipboard button is dimmed if the Clipboard is empty or if the Clipboard has graphics and no text.
- It may take a few seconds for large amounts of text to appear on your Newton PDA.



5

Importing Information to Your Newton PDA



This chapter describes how to import information from a file on your computer to an application on your Newton PDA.

About importing

You can import information from your computer to your Newton PDA in the following ways:

- *Direct import:* The Newton Connection Utilities come with translators that convert files created by popular PIM (personal information manager) applications into information on your Newton PDA.

For a list of translators included with the Newton Connection Utilities, see the Appendix, “Translators for the Newton Connection Utilities.”

- *Text files:* Many applications can create plain or delimited text files. You can import from a text file when no translator exists for the application you want to use.

IMPORTANT It's a good idea to make a backup of information on your Newton PDA before you import. For more information on backing up your Newton PDA, see Chapter 2.

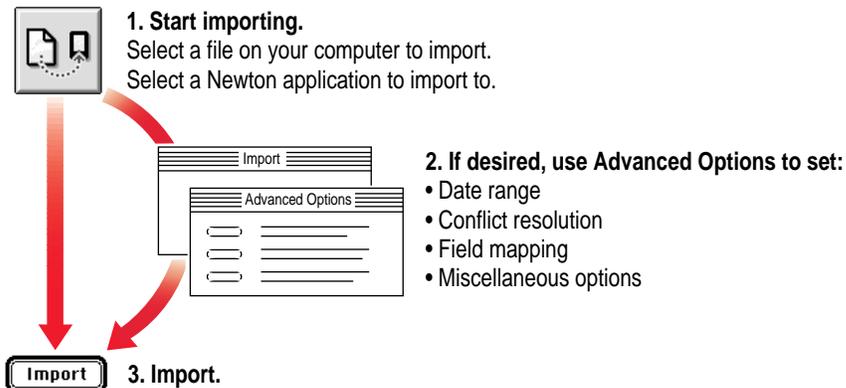
Choosing when to import

Typically, you import when you want to transfer a large amount of information from your computer and maintain the information on your Newton PDA. For example, you might have a list of customer names you want to add to your Newton Names application.

However, if you have information you want to keep current on both your Newton PDA and your computer (for example, your appointment calendar), you may prefer to synchronize instead of import. For more information, see Chapter 7, “Synchronizing Information.”

An overview of importing

The following illustration shows the steps you take to import information. This chapter describes how to import without setting advanced options. Chapter 8 describes how to set advanced options when you import.



Importing

Importing a file

When you import information, the Newton Connection Utilities looks at the file you're importing to determine which translator to use to convert the file.

This section describes what happens when the Newton Connection Utilities automatically recognizes which translator to use and which Newton application should receive the information.

The following section, "Importing an Unrecognized File," describes what happens if more than one translator can be used to convert the file or if more than one Newton application can receive the information you're importing.

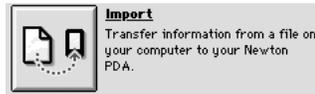
Note: Before you import, make sure the file you're importing is in a format supported by the Newton Connection Utilities. See the Appendix for a list of file formats (translators) supported by the Newton Connection Utilities.

To import a file:

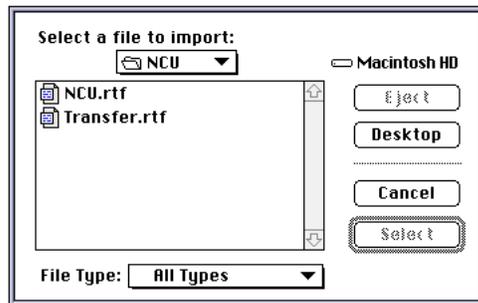
- 1 Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

For instructions, see Chapter 1, "Getting Started."

- 2 Click the Import button in the Newton Connection Utilities window.**

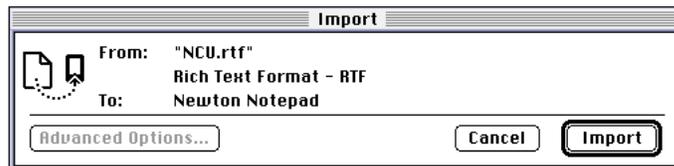


A dialog box appears with a list of files to import.



3 Select a file to import and click Select.

If the Newton Connection Utilities recognize the file you're importing, the following dialog box appears.



Note: The contents of this dialog box depend on the type of file you're importing and the application you're importing to. See Chapter 8 for more information about advanced options.

If the file you select is not recognized by the Newton Connection Utilities, a dialog box appears asking you to select the type of file you're importing. For more information, see "Importing an Unrecognized File," next.

4 Click Import.

The information is imported to your Newton application.

Importing an unrecognized file

This section describes what happens if more than one translator can be used to convert the file you're importing and if more than one Newton application can receive the information you're importing.

To import a file:

- 1 **Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

For instructions, see Chapter 1, "Getting Started."

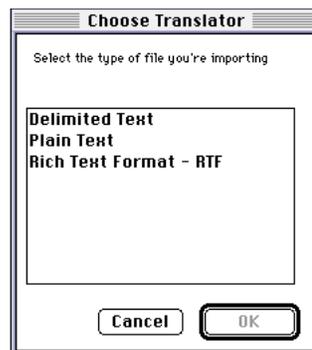
- 2 **Click the Import button in the Newton Connection Utilities window.**

A dialog box appears with a list of files to import.



- 3 **Select a file to import and click Select.**

A dialog box appears with a list of translators available to convert the file you're importing.



- 4 **Select the type of file you're importing and click OK.**

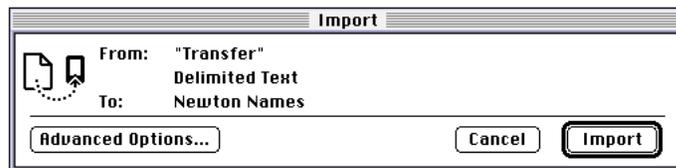
A dialog box appears with a list of Newton applications.



Note: This dialog box appears only if the information you're importing can be transferred to more than one Newton application. Otherwise, the appropriate Newton application is selected automatically.

- 5 **If necessary, select the Newton application that you want to import to.**
- 6 **Click OK.**

The Import dialog box appears.



Note: The contents of this dialog box depend on the type of file you're importing and the application you're importing to.

- 7 **Click Import.**

The information is imported to your Newton application.

Importing a text file

You can import two types of text file: delimited text and plain text.

Application, such as database managers, which store information organized in records and fields, can often save information as a delimited text file. Within the delimited file, individual items or fields of information are separated by special characters such as commas or tab characters. Records within the text file are separated by carriage return characters. By inserting such characters in a delimited text file, the organization of the records and fields is maintained in the file. An application that can read delimited text files can then import the delimited text into the fields and records of its own files.

A plain text file does not use such special characters to maintain the organization of fields and records. For example, word-processing applications can often save documents as plain text files, without using extra commas or tab characters to organize the file. The text is saved as a long sequence of text (including carriage returns that separate paragraphs). You might import such a plain text file into the Newton Notepad application.

When you import a delimited text file, you can specify what characters are used to separate information in the file. For example, fields of information might be separated by commas (,) and entries (records) might be separated by carriage returns.

You can also specify whether the text file includes column headings (field names) at the top of the file.

By default, the Newton Connection Utilities imports delimited text files with the following format, but you can change these settings to import other formats. See “Setting Miscellaneous Options” in Chapter 8 for more information.

Column headings — First, Last, Street, City, State, Zip, Phone
 show the field names.

```

Michael Jen,333 West Point, San Juan, CA 94000,(415)555-1234
Sheila Black,222 West Market, New York, NY, 10000,(212)555-4321
Sanjay, Manni, "", Dallas, TX, 75111, (214)555-4444
Ian, Smit, 555 Minny Dr, Atlanta, GA, 50000, ""
  
```

Fields of information are separated by commas.

Blank fields are marked by quotation marks (" ").

The following is another example of a delimited text file that uses tabs to separate fields:

Column headings — First Last Street City State Zip Phone
 Fields of information are separated by tab characters.

```

Michael Jen 333 West Point San Juan CA 94000 415)555-1234
Sheila Black 222 West Mark New York NY 10000 (212)555-4321
Sanjay Manni "" Dallas TX 75111 (214)555-4444
Ian Smit 555 Minny Dr Atlanta GA 50000 ""
  
```

Blank fields are marked by quotation marks (" ").

Changing how information is imported

When you import information to your Newton PDA, the information is transferred using a default *field map*. This field map acts as a template to determine how information from your computer's application is mapped to information in your Newton application.

In most cases, the default field map works fine for importing information, but you can change the field map to meet your specific needs. For example, you might have custom fields in your computer's application.

In addition to changing the field map, you can further refine how information is imported by choosing a date range for calendar information, specifying how conflicting information is handled, and setting application-specific options. See Chapter 8, "Setting Advanced Options," for more information.

6

Exporting Information from Your Newton PDA

This chapter describes how to transfer information from an application on your Newton PDA to a file on your computer.

About exporting

You can export information from your Newton PDA to your computer in the following ways:

- *Direct export:* The Newton Connection Utilities come with translators that convert Newton information into commonly used file formats. For example, you can transfer information into formats used by popular PIM applications such as Claris Organizer or Now TouchBase.

For a list of translators included with the Newton Connection Utilities, see the Appendix, “Translators for the Newton Connection Utilities.”

- *Text files:* Many applications can read delimited text files. You can export to a text file when no translator exists for the application you want to use.

When you export, you can export all information in a Newton application or you can export selected information. See “Exporting All Information” and “Exporting Selected Information” later in this chapter.

IMPORTANT It’s a good idea to make a backup of information on your Newton PDA before you export. For more information on backing up your Newton PDA, see Chapter 2.

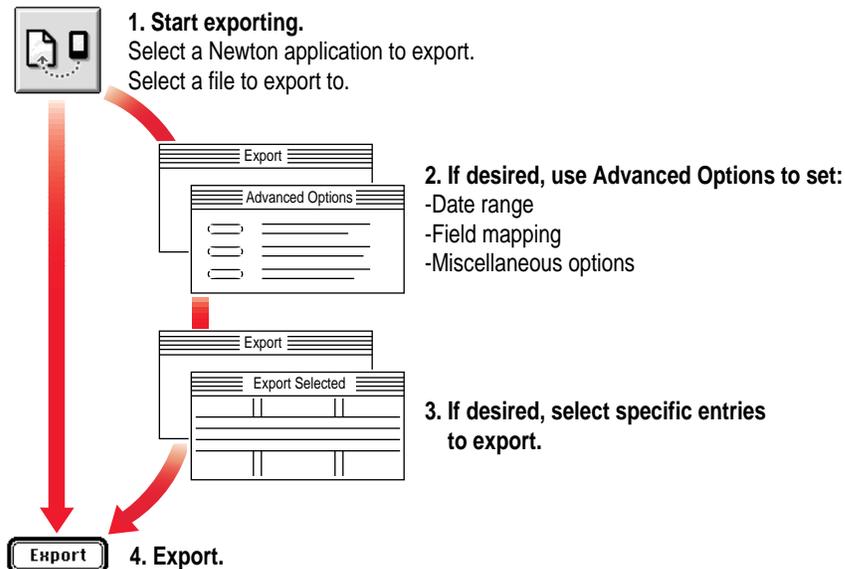
Choosing when to export

Typically, you export when you want to transfer a large amount of information from your Newton PDA to your computer and maintain the information on your computer. For example, you might export Notes from your Newton PDA to include in a report you're writing on your computer.

However, if you have information you want to keep current on both your Newton PDA and your computer (for example, your appointment calendar), you may prefer to synchronize instead of export. For more information, see Chapter 7, "Synchronizing Information."

An overview of exporting

The following illustration shows the steps you take to export information. This chapter describes how to export information without setting advanced options. Chapter 8 describes how to set advanced options when you export.



Exporting all information

To export all information from a Newton application:

- 1 **Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

For instructions, see Chapter 1, “Getting Started.”

- 2 **Click the Export button in the Newton Connection Utilities window.**



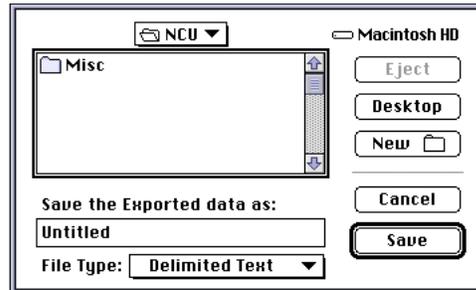
A dialog box appears with a list of Newton applications you can export information from.



You can choose to export your Notepad information two ways: as a file containing text and any graphics that you have drawn, or as a text file only. For example, you can export just your Notepad text when the computer application to receive your information does not support graphics.

3 Select an application and click OK.

A Save dialog box appears.



4 Type the name of the file you're exporting.

When you export, a new file is created with the name you entered.

5 Choose the type of file you're exporting from the File Type pop-up menu.

The File Type menu lists file formats you can create when you export Newton information. Items on the File Type menu vary depending on which translators you have installed and which Newton application you are exporting from. If a translator doesn't exist for the type of file you want to export, you can export a text file.

6 Click Save.

The Export dialog box appears.



Note: The contents of this dialog box depend on the type of file you're exporting and the application you're exporting from.

7 Click Export All.

All information is exported from your Newton application and the Newton Connection Utilities creates a new file with the format you selected. If you changed settings in the Advance Options the information is exported according to your new settings.

Exporting a text file

When you export a text file, the Newton Connection Utilities are preset to separate fields of information by commas (,) and entries (records) in the file by carriage returns. Column headings with the names of each field are included at the top of the file.

Column headings show the field names. — First,Last,Street,City,State,Zip,Phone
Michael, Jen,333 West Point,San Juan,CA 94000,(415)555-1234
Sheila, Black,222 West Market,New York,NY,10000,(212)555-4321
Sanjay,Manni,"",Dallas,TX,75111,(214)555-4444
Ian,Smit,555 Minny Dr,Atlanta,GA,50000,""
Blank fields are marked by quotation marks (" ").

Fields of information are separated by commas.

You can change the characters used to separate fields and entries in the text file and you can add or remove column headings. See “Setting Miscellaneous Options” in Chapter 8 for more information.

The following is another example of a text file you can export.

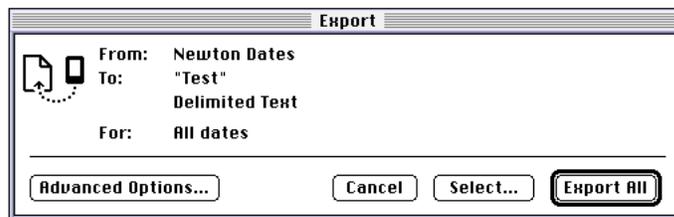
Column headings — First Last Street City State Zip Phone
Fields of information are separated by tab characters. — Michael Jen 333 West Point San Juan CA 94000 415)555-1234
Sheila Black 222 West Mark New York NY 10000 (212)555-4321
Sanjay Manni "" Dallas TX 75111 (214)555-4444
Ian Smit 555 Minny Dr Atlanta GA 50000 ""
Blank fields are marked by quotation marks (" ").

Exporting selected information

In addition to exporting all information in a Newton application, you can select which information is exported. For example, if you're exporting information from your Newton Names application, you can select a subset of names to export.

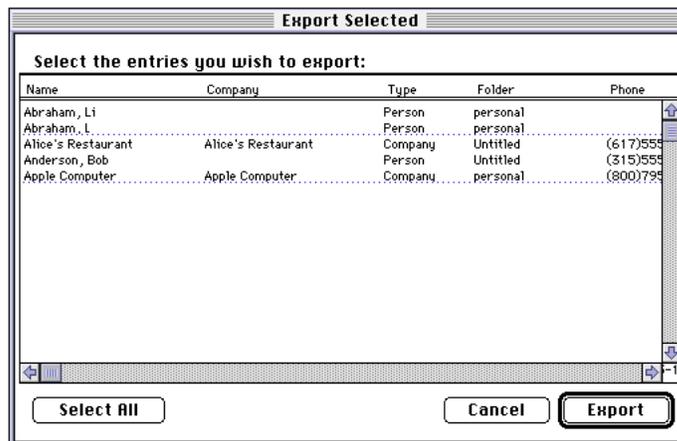
To export selected information:

- 1 Follow steps 1 to 6 in the previous section, "Exporting All Information."
- 2 When the Export dialog box appears, click Select.



A window appears with a list of information to export.

- 3 Select the entries you want to export.



Click an entry to select it for export. You can select groups of entries by dragging or using Shift-click. You can select non-contiguous entries by holding down Command (⌘) and clicking or dragging. Click the Select All button to select all entries in the window.

To rearrange columns, click the column heading and drag the column to a new location. To sort column entries, click the column heading.

If an entry is already selected, you can click to deselect it.

4 Click Export.

After a few moments, the entries you selected are exported and the Export window disappears.

Note: The selected entries are exported without regard to date range chosen in advanced options.

Changing how information is exported

When you export information from your Newton PDA, the information is transferred using a default *field map*. This field map acts as a template to determine how information from your Newton application is mapped to information in your computer's application.

In most cases, the default field map works fine for exporting information, but you can change the field map to meet your specific needs. For example, you might have custom fields in your computer's application.

In addition to changing the field map, you can further refine how information is exported by choosing a date range for calendar information and setting application-specific options. See Chapter 8, "Setting Advanced Options," for more information.

7

Synchronizing Information



This chapter describes how to synchronize information on your Newton PDA with information on your computer.

About synchronization

Synchronization lets you keep applications on your Newton PDA up to date with applications on your computer. For example, you might have a calendar application on your computer that you want to keep current with your Newton Date Book.

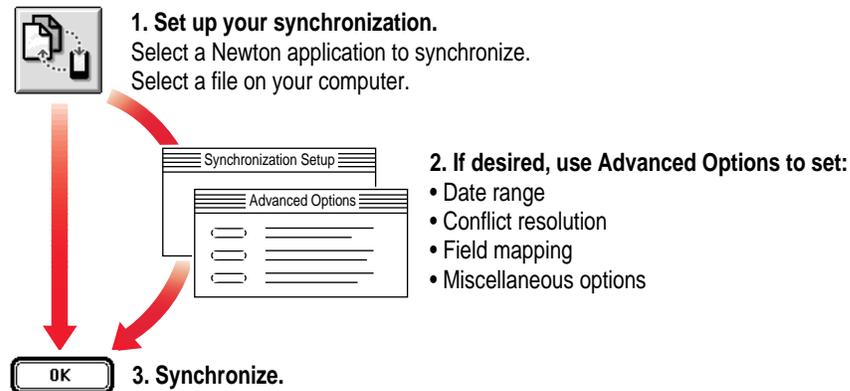
When you synchronize, the Newton Connection Utilities compares information from a file on your computer with information in your Newton application. Then the information is combined and updated based on the latest changes.

You can synchronize your Newton applications with a number of popular PIM applications, including Claris Organizer and NOW Contact. For a list of applications you can use to synchronize, see the Appendix.

Your Newton PDA can synchronize plain text files, such as those created by word-processing applications, with your Notepad information. You can also use import or export to transfer information between your Newton PDA and a word-processing file.

An overview of synchronizing

The following illustration shows the steps you take to synchronize information for the first time. This chapter describes how to synchronize without setting advanced options. Chapter 8 describes how to set advanced options when you synchronize.



After setting up your synchronization settings the first time, you can then synchronize your information with a single click of the Synchronize button.

Preparing to synchronize

Before you synchronize:

1 Make a backup of information on your Newton PDA.

For instructions, see Chapter 2, “Backing Up and Restoring Information.”

When you synchronize, you might want to experiment a few times with different field maps to get the desired results. In these cases, a recent backup is useful.

2 On your computer, create the file you want to synchronize with.

See the Appendix for a list of file formats (translators) supported by the Newton Connection Utilities. This list includes file formats you can use for synchronizing.

Synchronizing for the first time

To synchronize for the first time:

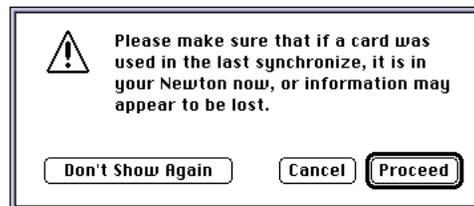
- 1 **Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

For instructions, see Chapter 1, “Getting Started.”

- 2 **Click the Synchronize button in the Newton Connection Utilities window.**



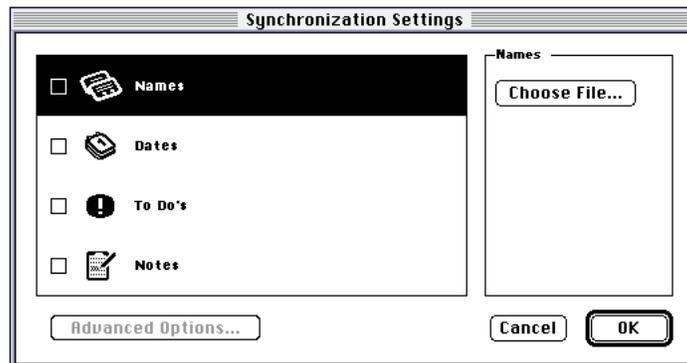
A warning appears reminding you to make sure the correct storage card is inserted in your Newton PDA,



If you need to insert a storage card, click Cancel and start the procedure over with the card inserted.

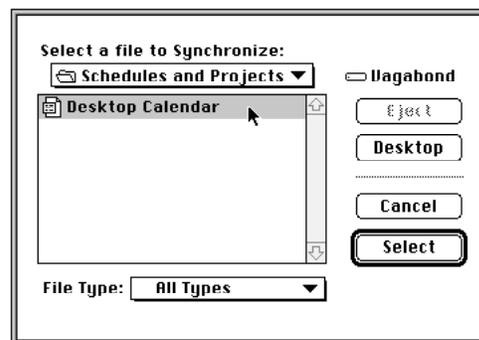
- 3 **Click Proceed.**

When you synchronize for the first time, the Synchronization Setup window appears automatically.



- 4 Select the Newton application you want to synchronize.
- 5 Click Choose File.

A dialog box appears with a list of files on your computer.



You can specify which types of files appear in the file list by choosing a file type from the File Type pop-up menu.

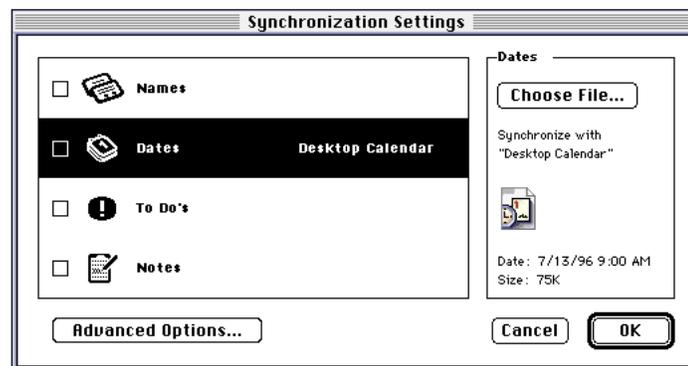
- 6 Select the file you want to synchronize.
- 7 Click Select.

The dialog box disappears and the name of the file you're synchronizing appears in the Synchronization Setup window.

Note: If the Newton Connection Utilities don't recognize the type of file you've selected, a dialog box appears asking you to specify which translator to use. Select a translator and click OK.

8 Make sure the box to the left of the application is selected.

Each application in the Synchronization Settings window has a box next to it. You use this box to turn synchronization on and off. If an X appears in the box, the application will be synchronized. If no X appears, the application will not be synchronized.



9 Repeat steps 3 to 8 for all applications you want to synchronize.

You can select any combination of applications to synchronize. Each application you synchronize must have a file assigned and the box to the left of the application must be selected.

10 When you've finished setting up your synchronization, click OK.

The Synchronization Setup window disappears and synchronization begins. Your synchronization settings are saved and remain in effect until you change them.

After a few minutes, the applications you specified are synchronized. Information in your Newton application is combined with information in the file you selected. Both the file and your Newton application are updated.

Note: When you synchronize an application, the Conflict Resolution set for the application determines how information from your Newton PDA is combined with information in your computer's file. By default, conflicting entries in your Newton application are added to entries in your computer's file. For more information, see "Resolving Transfer Conflicts" in Chapter 8.

Resynchronizing your information

Whenever you change information on your Newton PDA or in your computer's file, you can resynchronize to keep your applications up to date.

For example, after you add meetings to your Newton Date Book, you can synchronize the information so the calendar on your computer matches your Newton PDA.

To resynchronize information:

- 1** Open the Newton Connection Utilities and establish a connection from your Newton PDA.

For instructions, see Chapter 1, "Getting Started."

- 2** Click the Synchronize button in the Newton Connection Utilities window.



Your Newton applications are resynchronized based on information in the Synchronization Setup window.

Synchronization happens automatically when you click the Synchronize button. No prompt appears asking you to confirm the synchronization.

Using a storage card when you synchronize

If you have a storage card inserted in your Newton PDA when you synchronize, the appropriate information on the card is included in the synchronization. For example, if you're synchronizing the Newton Names application, all names on the card are included in the synchronization.

IMPORTANT If you're synchronizing information on a card, be careful when you resynchronize. Make sure the card you've inserted in your Newton PDA is the same card you inserted when you last synchronized. Otherwise, you will lose information.

Changing synchronization settings

To change synchronization settings:

- 1 Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

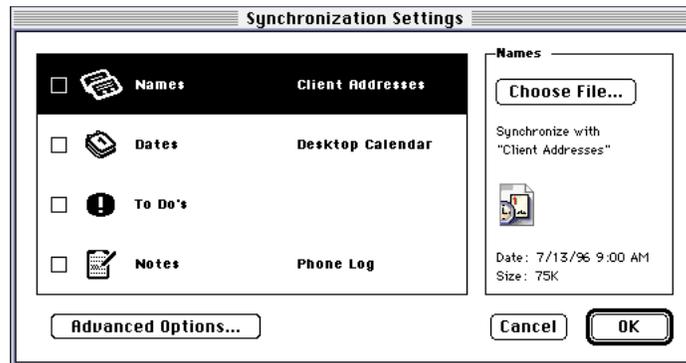
For instructions, see Chapter 1, "Getting Started."

- 2 Choose Synchronization Settings from the Edit menu.**

The Synchronization Setup window appears.

- 3 Select the application whose settings you want to change.**
- 4 Change the synchronization settings as desired.**

For example, you can change the file you're synchronizing with and you can select or deselect the "Synchronize with" setting. You can also set advanced options (see Chapter 8 for more information).



Select an application and click the checkbox before its name to specify whether the application will be synchronized. Click the Choose File button to change the file you're synchronizing.

See Chapter 8 for more information about setting advanced options.

5 When you've finished making changes, click OK.

The Synchronize Setup dialog box disappears and your changes are saved.

6 Click Synchronize.

Your Newton applications are resynchronized based on the changes you made.

Changing how information is synchronized

When you synchronize, information is transferred and combined using a default *field map*. This field map acts as a template to determine how information from your Newton application is mapped to information on your computer. In most cases, the default field map works fine for synchronizing, but you can change the field map to meet your specific needs.

In addition to changing the field map, you can further refine how information is synchronized by choosing a date range for calendar information, specifying how conflicting information is handled, and setting application-specific options. See Chapter 8, "Setting Advanced Options," for more information.

8

Setting Advanced Options

This chapter describes how to use advanced options when you import, export, or synchronize to change how information is transferred between your Newton PDA and your computer.

Note: When you initiate a synchronization from your Newton PDA, the Newton Connection Utilities use the settings selected with your computer application. Use the Newton Connection Utilities on your computer to change these settings.

About advanced options

The Newton Connection Utilities allow you to use the following methods to further refine how information is transferred:

- *Date Range:* For calendar applications, you can set a date range to specify which calendar entries are transferred. See “Changing the Date Range” for more information.
- *Conflict Resolution:* When you transfer information, you can specify how conflicting information is handled. For example, should entries on your Newton PDA replace similar entries on your computer, or vice versa? See “Resolving Transfer Conflicts” for more information.
- *Field Mapping:* You can change how categories, or *fields*, of information in your Newton application are matched to fields of information in your computer’s application. See “Using Field Maps” for more information.

- *Miscellaneous Options*: You can also set options specific to the applications sending and receiving the information. See “Setting Miscellaneous Options” for more information.

Changing the date range

By default, if you transfer information from a calendar or datebook application, all information is transferred. You can use advanced options to change the date range.

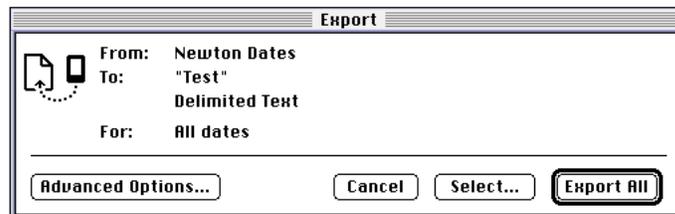
The following section shows you how to set a date range when you export information from your Newton PDA, but you can use it as a model for specifying dates when you import or synchronize.

To change the date range:

- 1 **Open the Newton Connection Utilities and follow the steps to export.**

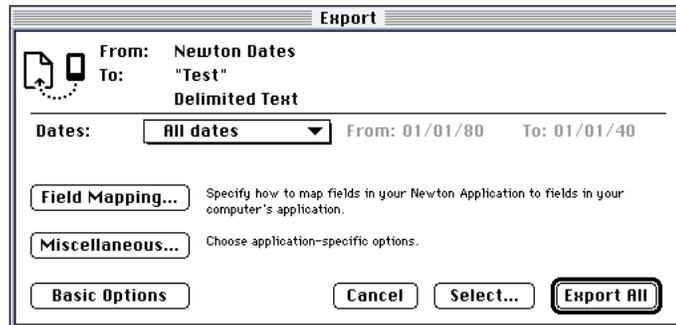
For instructions, see Chapter 6, “Exporting Information from Your Newton PDA.”

The Export dialog box appears.



- 2 **Click Advanced Options.**

The Export dialog box expands to show advanced options. You use these options to further define how information is exported.



Note: The date range appears only if you're transferring information from a calendar or datebook application.

3 Choose a date range from the Dates pop-up menu.

If you choose Custom from the Dates menu, you can change the dates that appear to the right of the menu. Select the month, date, or year you want to change and use the up or down arrows to change the date.

After you set a date range, you can export or you can set other advanced options.

4 Click Export All.

The information from your calendar application is exported using the date range you specified.

Resolving transfer conflicts

About conflict resolution

You can use advanced options to specify how conflicts are resolved when you transfer information between your Newton PDA and your computer.

A *conflict* occurs when key fields of information in your Newton application match key fields of information in your computer's application, but not all fields are the same. For example, your Newton application and your computer's application might have the same person listed with the same company, but not the same phone number.

The Newton Connection Utilities determine there's a conflict because the information in the key fields for the person's name and company are the same for both the computer and Newton PDA. Because other information in other fields is not the same, in this case the phone number, the utilities must then determine whether to keep or change the conflicting information. For example, the utilities need to determine whether to keep the phone number from the computer file or from the Newton PDA.

You can determine how the Newton Connection Utilities handle conflicting entries. For example, if you usually make changes on your Newton PDA and always want those changes kept or transferred to your computer files, you can select a conflict resolution that always keeps your Newton application information. In this case, the information on the Newton is said to *win*, because it always replaces conflicting information on the computer file.

Likewise, you can also have your computer *win* by selecting a conflict resolution which keeps the changes in your computer files. Conflicting information is then updated from the computer file to your Newton PDA.

You can also have the utilities keep all information, basically adding all conflicting entries to your files so that nothing is lost.

When importing, you can have the information in your computer files replace information on your Newton PDA, but keep specific information that resides only on your Newton PDA. Say, for example, you keep birth dates in your Newton Names application, but don't keep them in your computer file. You can import information from your computer file onto your Newton PDA without losing the birth dates that are recorded there. To do so, you set up the field mapping between the computer file and Newton application so that information isn't transferred (is unmapped.) to your birthday field. You can then choose the Merge conflict resolution. Information from your computer file is imported onto your Newton PDA without losing your birth date information.

If a conflict is detected when synchronizing, you can also have the utilities make no changes to either the computer file or Newton PDA. Thus the utilities ignore the differences in information and maintain both the computer and Newton PDA information as is. To have conflicting information left unchanged, you choose the Ignore conflict resolution.

Because the utilities use key fields to determine conflicts, the field mapping your set up for your computer and Newton PDA files is important. For more information about setting up field maps, see "Using Field Maps" later in this chapter.

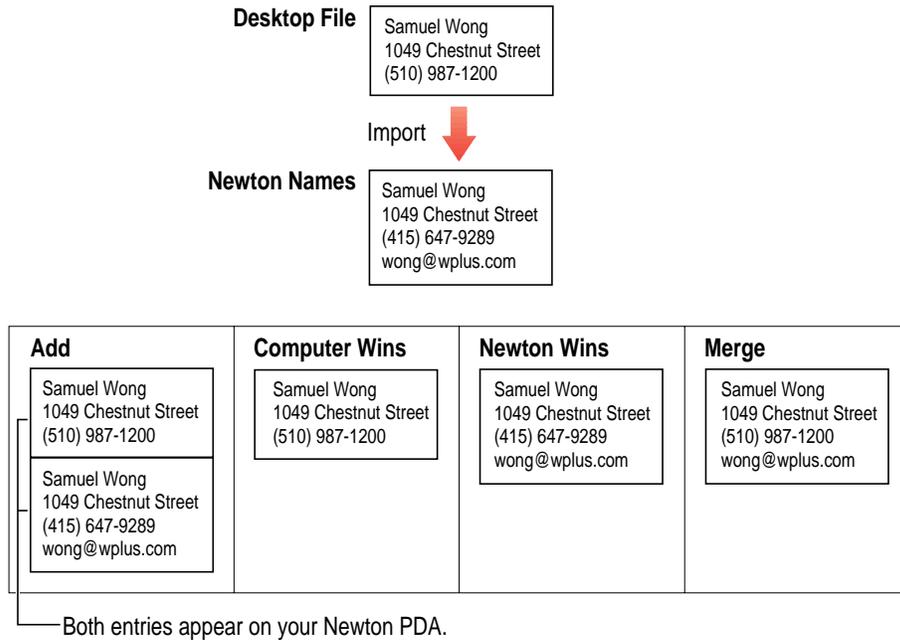
Note: Conflict resolution applies only when you import or synchronize information. Conflict resolution doesn't apply when you export.

Conflict resolution for importing

When you import, your choices for conflict resolution are:

- *Add:* All conflicting entries from your computer's application are added to entries in your Newton application.
- *Computer Wins:* Entries from your computer's application replace conflicting entries in your Newton application.
- *Newton PDA Wins:* Entries from your Newton application replace conflicting entries from your computer's application.
- *Merge:* Entries in your computer's application replace conflicting entries in your Newton application, without changing specific fields (unmapped fields) in your Newton application.

The following illustration shows how a conflict would be resolved when an entry from an address book on your computer is imported to your Newton Names application.

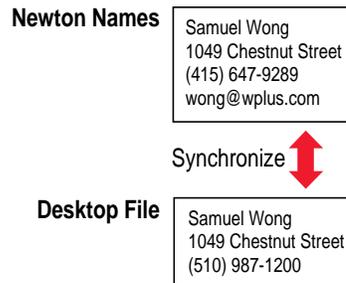


Conflict resolution for synchronizing

When you're synchronizing, your choices for conflict resolution are:

- **Add:** Entries on your Newton PDA are added to entries on your computer and vice versa. Exact duplicates are not added.
- **Newton PDA Wins:** Entries on your Newton PDA replace entries on your computer.
- **Computer Wins:** Entries on your computer replace entries on your Newton PDA.
- **Ignore:** Entries on your computer and entries on your Newton PDA are unchanged.

The following illustration shows how a conflict is resolved when an entry from an address book on your computer is synchronized with your Newton Names application.



Add	Newton Wins	Computer Wins	Ignore
<p>Samuel Wong 1049 Chestnut Street (510) 987-1200</p> <p>Samuel Wong 1049 Chestnut Street (415) 647-9289 wong@wplus.com</p> <p>Newton Names and Desktop File</p>	<p>Samuel Wong 1049 Chestnut Street (415) 647-9289 wong@wplus.com</p> <p>Newton Names and Desktop File</p>	<p>Samuel Wong 1049 Chestnut Street (510) 987-1200</p> <p>Newton Names and Desktop File</p>	<p>Samuel Wong 1049 Chestnut Street (510) 987-1200 wong@wplus.com</p> <p>Newton Names</p> <p>Samuel Wong 1049 Chestnut Street (510) 987-1200</p> <p>Desktop File</p>

For information on how to specify a conflict resolution when you transfer information, see “Choosing a Conflict Resolution,” next.

Choosing a conflict resolution

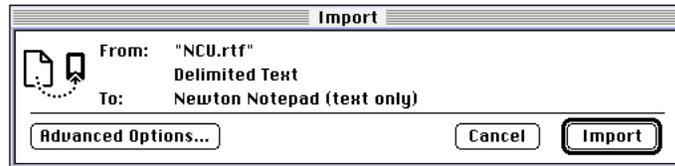
The following section describes how to choose a conflict resolution when you import information, but you can use it as an example for resolving conflicts when you synchronize.

To choose a conflict resolution:

- 1 **Open the Newton Connection Utilities and follow the steps to import.**

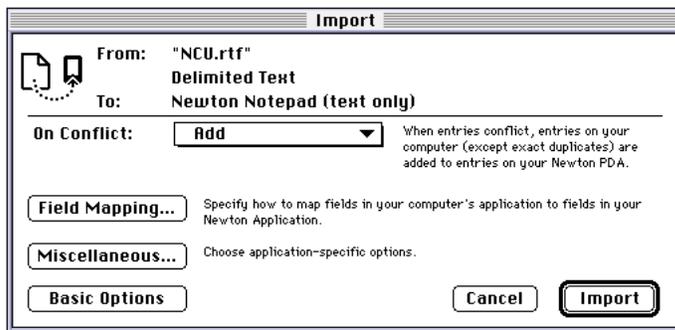
For instructions, see Chapter 5, “Importing Information to Your Newton PDA.”

The Import dialog box appears.

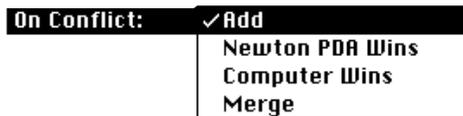


2 Click Advanced Options.

The Import dialog box expands to show advanced options. This dialog box contains a pop-up menu with a choice of conflict resolutions.



3 Choose the desired conflict resolution from the On Conflict pop-up menu.



Note: The contents of this menu depend on whether you're importing or synchronizing information. For more information, see "About Conflict Resolution" earlier in this chapter.

After you set conflict resolution, you can import or you can set other advanced options.

4 Click Import.

The information is imported and conflicting entries are resolved based on the conflict resolution you specified.

Using field maps

You can use advanced options to create a new field map for transferring information.

About field maps

Application programs store information in categories, called *fields*, that describe the type of information entered. For example, an entry in an Address Book application might have several fields: a Name field, an Address field, a Phone field, a Job Title field, and so on.

Different applications may have slightly different names for these fields. For example, one application might have a Work Address field and another application might have an Office field. Despite the different names, the type of information entered in these fields is essentially the same.

In addition, some applications may have fields that don't exist in other applications. For example, a Fax Number or E-mail Address field might be in one application, but not another.

When you import, export, or synchronize information on your Newton PDA, the information is transferred using a default *field map*. This field map acts as a template to determine how information in your Newton application is mapped to information in your computer's application. This field map also lists which fields of information are transferred and which are not.

In most cases, the default field map will work fine for transferring information. However, you may want to change the default field map to meet your specific needs. For example, you might have custom fields in your computer's application. See "Changing a Field Map," next, for more information.

Changing a field map

The following section describes how to change a field map when you export information, but you can use it as an example for changing field maps when you import or synchronize.

IMPORTANT Be careful when you change a field map. The field map you create for each pair of applications (the Newton application and the corresponding computer application) applies whenever you import, export, or synchronize information between the two applications.

To change a field map:

- 1 **Open the Newton Connection Utilities and follow the steps to export.**

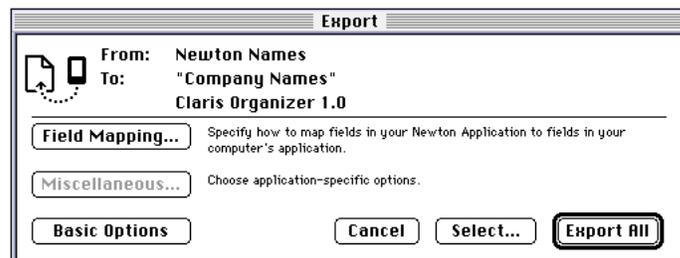
For instructions, see Chapter 6, “Exporting Information from Your Newton PDA.”

The Export dialog box appears.



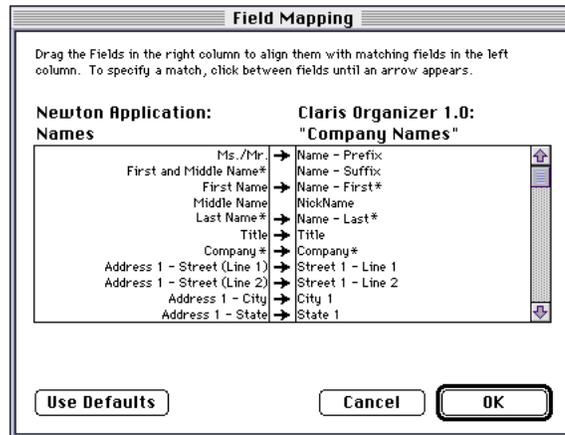
- 2 **Click Advanced Options.**

The Export dialog box expands to show advanced options. You use these options to further define how information is exported.



3 Click Field Mapping.

The Field Mapping dialog box appears. The contents of this field map vary depending on which applications you've selected for transferring information.



One column lists the application you're transferring information from (the source application). The other column lists the application you're transferring information to (the target application). The middle column of arrows shows which fields of information will be transferred. Click to add or remove arrows. Fields which show an asterisks are key fields and must be mapped for transfer.

4 Arrange the fields in the target application to match the desired fields in the source application.

You can drag the fields in the right column to rearrange them.

5 Select the fields you want to transfer.

Click in the column between the source and target fields until you see an arrow. Only information in fields with arrows will be transferred.

6 When you've finished making changes to the field map, click OK.

Your field map changes are saved and the Field Mapping dialog box disappears.

After you've created a new field map, you can export or you can set other advanced options.

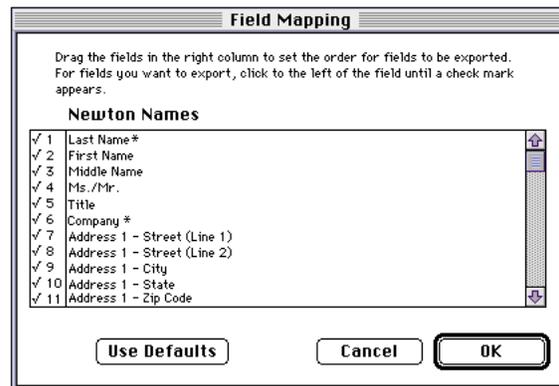
7 Click Export All.

The information from your source application is exported to your target application using the field map you defined. This field map remains in effect until you change it.

Changing a field map for a text file

When you import or export a text file, the field map has a slightly different look than when you're transferring information from another type of file.

When you export a text file, the field map looks like the following:



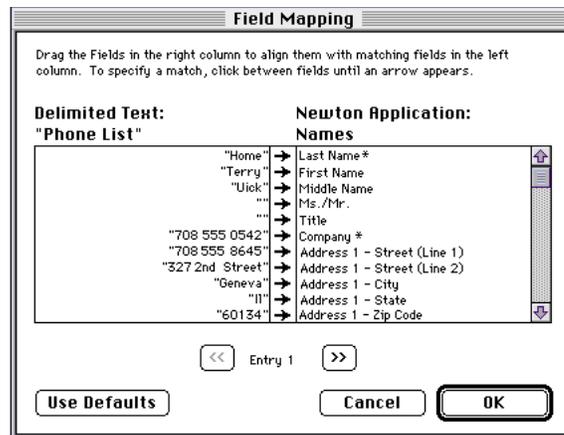
The right column shows which application you're exporting from and lists the fields in your Newton application

The numbered column indicates the order in which fields will appear in the text file. The "1" field appears first, the "2" field appears next, and so on. A checkmark indicates the field will be exported.

You can rearrange fields in the Newton application column to change the order of fields in the text file.

You can select which fields will be exported. To select a field for export, click in the numbers column until a checkmark appears. Unchecked fields will not be exported.

When you import a text file, the field map looks like the following:



Instead of field names, one column shows entries in the file you're importing. You can move backward and forward through entries in the file by clicking the Scan Entries buttons.

The other column shows the Newton application you're importing into and lists the fields in your Newton application.

The column of arrows indicates how the information in the left column will be transferred to the fields in the right column. If no arrow appears, the information will not be imported.

Note: If you're importing a text file with column headings, the column headings appear when you display Entry 1.

Use the field map to make sure information in the source file is mapped to the correct fields in the Newton application. You can drag to rearrange fields in the Newton column.

You can also click between columns to determine which information is imported. An arrow indicates the information will be imported. If no arrow appears, the information will not be imported.

Setting miscellaneous options

To further refine how information is transferred, you can set miscellaneous options. Miscellaneous options include options that are specific to the type of information you're transferring. For example, a calendar application might have miscellaneous options you select to control how ongoing meetings are handled.

Miscellaneous options also include options that are specific to the translation program used to transfer the information. For example, if you're exporting an application to a text file, you can specify whether the text file includes column headings and what characters are used to separate fields.

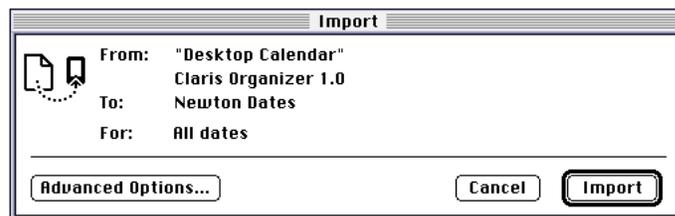
The following example shows you how to set miscellaneous options when you're importing information, but you can use it as a model for setting miscellaneous options when you're exporting or synchronizing.

To set miscellaneous options:

- 1 **Open the Newton Connection Utilities and follow the steps to import.**

See Chapter 5, "Importing Information to Your Newton PDA," for more information.

The Import dialog box appears.



- 2 **Click Advanced Options.**

The Import dialog box expands to show advanced options.

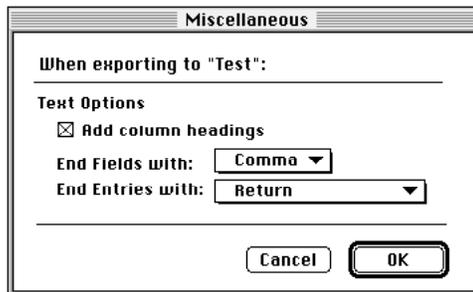


3 Click Miscellaneous.

The Miscellaneous dialog box appears. The contents of the dialog box vary depending on which application you're using to transfer the information. The following are some examples:



The above example of the Miscellaneous dialog box appears when you're exporting information from a calendar application



The above example of the Miscellaneous dialog box appears when you're exporting to a text file.

The options that appear are specific to the text translator. Use these options to specify how fields and entries are separated in the text file.

4 Select the desired options.

Typical items you can set in Miscellaneous options include:

- *Repeat unknown, ongoing appointments:* Some calendar applications have rules for ongoing appointments that are not supported in the target application. For example, you might have a meeting that occurs every third Thursday of the month.

Select this option if you want all occurrences of this meeting to be transferred. If you don't select this option, only the first occurrence of this meeting will be transferred.

IMPORTANT With some computer calendar applications that don't support ongoing meetings, if you transfer all occurrences of unknown, ongoing meetings to the computer application, you may not be able to remove them easily. The computer application may treat each occurrence as a separate meeting instead of repeated occurrences of a single event. To remove a meeting, you have to delete each instance of the meeting individually.

- *Include completed To Do items:* Select this option if you want to include completed items when you transfer information in a To Do list.
- *Column headings:* If you're exporting information to a text file, select this option to include field names in the first line of the text file. If you're importing information from a text file, select this option if field names are included in the first line of the text file.

TIP If your file has column headings and you set the Column headings option to indicate the existence of the headings, the Newton Connection Utilities can create more accurate default field-maps.

- *End Fields with or Fields end with:* If you're exporting information to a text file, choose the character you want to use to separate fields in the text file. If you're importing information from a text file, choose the character that separates fields in the text file.

- *End Entries with* or *Entries end with*: If you're exporting information to a text file, choose the character you want to use to separate entries in the text file. If you're importing information to a text file, choose the character that separates entries in the text file.

5 Click OK.

The Miscellaneous dialog box disappears. The options you selected remain in effect until you change them.

After you set miscellaneous options, you can import or you can set other advanced options.

6 Click Import.

The information is imported using the miscellaneous options you selected.



9

Using the Utilities From Your Newton PDA



This chapter describes how to use the Newton Connection Utilities from your Newton PDA instead of from your computer.

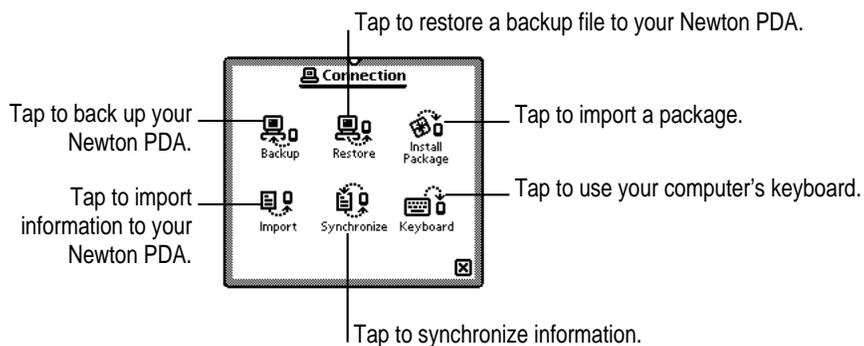
Using the utilities

To use the Newton Connection Utilities from your Newton PDA:

- **Open the Newton Connection Utilities and establish a connection from your Newton PDA.**

For instructions, see Chapter 1, “Getting Started.”

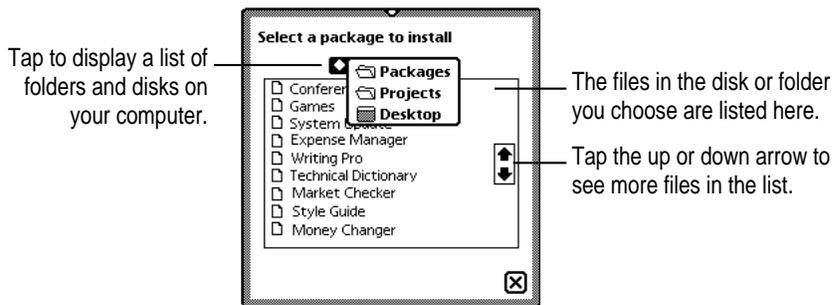
The Newton Connection Utilities buttons appear on your Newton screen. You can use these buttons to select a utility.



The connection utilities work the same way on your Newton PDA as on your computer with the exception of export. To export information from your Newton PDA, use the Newton Connection Utilities window on your computer. When you use the Newton PDA to initiate synchronization with your computer, the utilities use the setting previously selected on your computer. Use the Newton Connection Utilities on your computer to changes these settings, if necessary.

Finding files on your computer

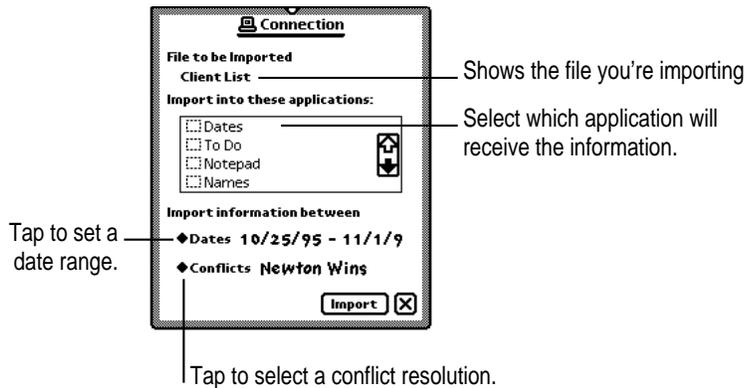
When you need to select a file on your computer (for example, when you restore files or install packages), a slip appears with a list of files. You locate files from your Newton PDA just as you would from your computer.



Importing information

When you import information, a slip appears asking you to select a file to import and, if necessary, choose a translator for the file.

When you're ready to import, the import slip looks like the following (your Newton slip may appear different depending on the type of file your importing):

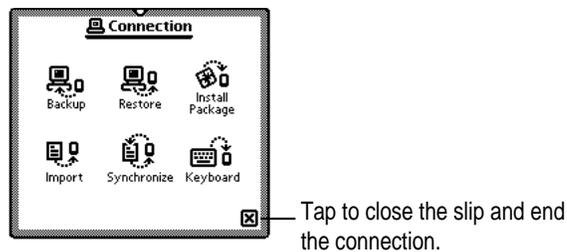


Changing connection preferences

To change connection preferences on your Newton PDA:

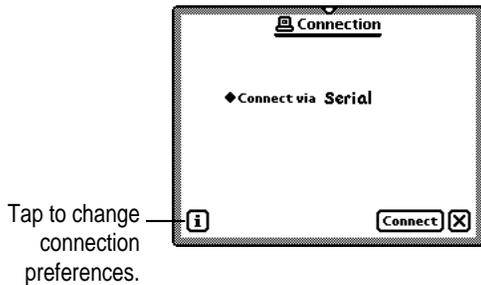
- 1 If necessary, tap to close the Newton Connection Utilities slip and end the connection.

You cannot change connection preferences while a connection is established between your Newton PDA and your computer.



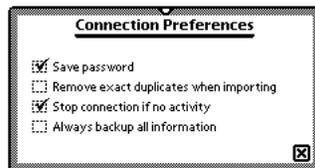
- 2 On your Newton screen, tap Extras .
- 3 In the Extras Drawer, tap Connection .

A slip appears.



4 Tap the information button and choose Prefs from the list of choices.

A slip appears with a list of connection preferences.



5 Select the desired connection preferences.

Connection preferences include:

- *Save password*: Saves the password you've set for the Newton Connection Utilities. If this item is selected, you only need to enter the password once rather than every time you connect to the Newton Connection Utilities. For more information on setting a password, see "Setting a Connection Password" in Chapter 1.
- *Remove exact duplicates when importing*: Used by other connection products to prevent duplicate entries when you import. The Newton Connection Utilities automatically prevent exact duplicates when you import.
- *Stop connection if no activity*: A connection you've established between your Newton PDA and your computer is stopped after a period of inactivity and your Newton PDA goes to sleep (according to the Sleep preferences you've set).

This option applies only if you're using your Newton PDA with battery power.

- *Always backup all information:* Automatically backs up all information and packages when you tap Backup.

6 Tap  to close the slip.

Your connection preferences are saved and will be used when you connect your Newton PDA to your computer.



10

Troubleshooting



This chapter describes some common problems you may encounter when using the Newton Connection Utilities. For problems related to your Newton PDA, see the handbook that came with your Newton PDA. For the latest product and troubleshooting information, check the Read Me file located in the Newton Connection Utilities folder or see Apple's Newton site on the World Wide Web (<http://newton.info.apple.com>).

Problems installing the utilities

An error message appears when I try to install the Newton Connection Utilities.

- Make sure your computer meets the installation requirements. See “Installation Requirements” in Chapter 1.

I moved the application to a new location on my computer and now it won't work.

- The Newton Connection Utilities must have access to the files stored in the Newton Connection Utilities folder. If you moved the application out of the folder, replace it within the folder. You can move the entire folder to a new location, but the application must remain within the folder. You can use an alias if you want to access the application from a different location.

Problems establishing a connection

I can't establish an AppleTalk or serial connection from my Newton PDA.

- Check your connection cables to make sure they're connected properly. See "Connecting a Newton PDA to Your Computer" in Chapter 1.
- If you're connected via an AppleTalk network, make sure AppleTalk is active. See "Connecting Over an AppleTalk Network" in Chapter 1.
- Make sure you've selected the correct type of connection on your computer. See "Preparing Your Computer" in Chapter 1.
- Make sure you've selected the correct type of connection on your Newton PDA. See "Preparing Your Newton PDA" in Chapter 1.

I can't choose menu commands or click buttons in the Newton Connection Utilities window.

- Most menu commands and buttons are dimmed in the Newton Connection Utilities until you establish a connection from your Newton PDA. See "Establishing a Connection" in Chapter 1.

I can't use the Newton Connection Utilities because I forgot my password for the utilities.

- Remove the Newton Connection Utilities Preferences file. This file is located in the Preferences folder in your System folder. After you remove the file, you'll need to re-enter preferences for the Newton Connection Utilities. "See Preparing Your Computer" in Chapter 1.

Problems backing up and restoring information

I can't create a backup file.

- If you're using an AppleTalk or serial connection, make sure your Newton PDA is connected to your computer and you've selected the correct type of connection on your computer. See Chapter 1.
- Make sure you've selected the correct type of connection on your Newton PDA. See "Preparing Your Newton PDA" in Chapter 1.
- Make sure you've established a connection from your Newton PDA. See "Establishing a Connection" in Chapter 1.
- Make sure you have enough disk space on your hard disk for the backup file.

I can't locate backup files in the Newton Connection Utilities folder.

- You may have changed the location of backup files to another folder. See “Changing the Location of the Backups Folder” in Chapter 2.

When I back up a storage card, the information on the card is backed up, but not the packages.

- Make sure you’ve selected “Include all packages” in the Backup dialog box. See “Backing Up All Information and Packages” in Chapter 2.
- The Newton Connection Utilities do not back up packages on a storage card if you’re using a Newton PDA with the Newton 2.0 operating system and the storage card is formatted for an earlier version of the Newton operating system. If the storage card is formatted for the Newton 2.0 operating system, packages are backed up.

I can’t restore backup files created with the Newton Connection Kit 2.0 or 1.0.

- The Newton Connection Utilities do not read files created with Newton Connection 2.0 or 1.0.

I can’t restore because the most recent backup file is damaged or lost.

- Use a previous backup from the Previous Backups folder. See “Previous Backups” in Chapter 2.

I can’t restore a backup file because there’s not enough memory available on my Newton PDA.

- Delete items you no longer use from your Newton PDA and try restoring again.

I can’t restore a backup file because there’s not enough memory available on my computer.

- You may have to increase the amount of memory allocated to the Newton Connection Utilities. For more information about increasing memory for an application, see the manual that came with your computer.

When I restore information from a Newton PDA that uses an earlier version of the Newton operating system to a Newton PDA that uses the Newton 2.0 operating system, my To Do list disappears.

- You may have set the wrong date on your Newton PDA. Correct the date and try restoring again.

My backup file on my Macintosh is increasing in size even though I've eliminated information that I'm backing up from the Newton PDA.

- Try moving your backup file to a different location, then make a new backup file. The new backup files should be smaller. You can then erase the old backup file and use the new smaller one.

Problems installing packages

I can't install a package.

- You may not have enough free storage space on your storage card or Newton PDA. Try deleting packages you don't need.
- Contact the software publisher to make sure the package is compatible with the Newton 2.0 operating system.

A package I installed on my Newton PDA takes up less memory than on my computer.

- Some packages are compressed when you install them on your Newton PDA. The package will work properly.

I can't establish a serial connection from my PowerBook or PowerBook Duo.

- Choose the Chooser from the Apple (🍏) menu and make sure AppleTalk is inactive.
- Open the PowerBook Setup control panel and make sure Modem is set to Normal.

When I restore a package to my Newton PDA, an "X" appears on top of the package.

- An "X" means the package is not activated or is a duplicate. To activate the package, restart your Newton PDA or open the package by tapping its icon.

Problems importing, exporting, and synchronizing

I can't import a text file.

- Make sure the file is a plain or delimited text format instead of another format. You can only import plain text files into the Newton Notepad.
- Make sure you've specified the correct field and entry separators in the file. See "Setting Miscellaneous Options" in Chapter 8.

My application is not synchronizing when I click the Synchronize button.

- Make sure you've selected a file to synchronize. See "Synchronizing for the First Time" in Chapter 7.
- Make sure the box to the left of the application is selected in Synchronization Setup dialog box. See "Synchronizing for the First Time" in Chapter 7.

Information in my source application is not mapping correctly to information in my target application.

- You may need to change the field map for the applications. See "Changing a Field Map" in Chapter 8.

I can't set a custom date range.

- Make sure you've selected Custom from the Dates pop-up menu. See "Changing the Date Range" in Chapter 8.

When I export calendar items that represent repeating meetings, I only see meetings into the future, not meetings already past.

- Some types of calendar applications don't support on-going meetings, so if you transfer all occurrences of unknown, ongoing meetings to the computer, they may be treated as many separate meetings (in to the future) instead of a repeated occurrence of a single event. To prevent an infinite amount of on-going meetings being transferred, a limit is set for how many meetings are transferred. For example, if a daily meeting is being transferred, a month's worth of meetings are set up on the computer. Meetings that occurred in the past are generally not exported, unless the number of meetings has been set in a date range.

Information on my Newton Notepad doesn't look the same when I transfer the information to my computer.

- Some information in your Newton Notepad may not translate directly to an application on your computer and vice versa. See "Tips on Working With Translators" in the Appendix.
- Ink text, drawings, and shapes are converted to asterisks when exported to a file on your computer. The asterisk shows the location of the original item. If the file is imported to the Newton PDA again, the original items will not appear in place of the asterisks.





Appendix Translators for the Newton Connection Utilities

The Newton Connection Utilities includes the following translators. You can use these translators to import, export, or synchronize information between your Newton PDA and applications on your computer.

List of translators

This appendix lists translators currently supported by the Newton Connection Utilities. For the latest information on translators, contact your authorized Apple distributor or see Apple's Newton site on the World Wide Web (<http://info.apple.com>).

Newton PDA	Mac OS-based computer
Dates & To Do	Claris Organizer 1.0 Now Up-to-Date 3.0, 3.5 Now DateBook Pro 4.01 Delimited text
Names	Claris Organizer 1.0 Now Contact 3.0, 3.5 Now TouchBase Pro 4.01 Delimited text

Notepad (text only)	Claris Organizer 1.0 (notes) Now Contact 3.0, 3.5 (notes) Now Datebook (memos)
Notepad	Rich Text Format Delimited text Plain text (import only)

Tips on working with translators

- When you export notes, one file is created on your computer even if you have several notes on your Newton PDA.
- When you export notes that contain full paragraphs of ink, each ink paragraph is converted to a graphic on your computer.
- When you export notes that contain paragraphs with mixed ink and text, only the text is exported, unless you export to a file using the RTF format.
- If you export mixed text and graphics (for example, a drawing with text labels) from your Newton PDA, the information is converted to an RTF file with graphics included as PICT files.
- If you import graphics that are wider or taller than the Newton screen, the upper left corner of the graphic appears on your Newton PDA.
- Some translators may divide repeating meetings into individual meetings. In this case, you can specify whether only the first instance of this meeting is transferred or all instances of this meeting. For more information, see “Setting Miscellaneous Options” in Chapter 8.
- You cannot synchronize with files created by word-processing applications (for example, Microsoft Word). You can synchronize to a word-processing file that has been saved as a plain or delimited text file, however.