1 Getting Started

This chapter describes how to connect your Newton device 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 device 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 device.
- Use your computer's keyboard to enter information on your Newton device.
- Import information from your computer to your Newton device and export information from your Newton device to your computer.
- Import information from your computer to your Newton Works application on your Newton device and export Newton Works information from your Newton device to your computer. (Not available if you're using the Newton 2.0 operating system.)
- Keep your applications synchronized by updating information on both your computer and your Newton device.

- Automatically back up and synchronize your information when you connect your Newton device to your desktop computer using the Auto Dock feature. (Not available if you're using the Newton 2.0 operating system.)

The Newton Connection Utilities work with the Newton 2.0 and 2.1 operating system. If your Newton device has the Newton 2.0 operating system, the Auto Dock feature, transferring information to and from Newton Works will not work.

Installation requirements

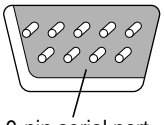
To use the Newton Connection Utilities, you need the following:

- An IBM PC or compatible computer with an Intel 80486 DX2-166 or later version microprocessor
- A VGA display or better
- Windows 3.1, Windows NT 3.5x, or Windows 95
- 8 megabytes (MB) of total RAM
- A hard disk drive with 12 MB of available disk space
- An available serial (COM) port
- A serial cable (9-pin or 25-pin corresponding to the available serial port). This cable is not included with the Newton Connection Utilities package. See "Connecting a Newton Device to Your Computer," next, for more information about obtaining a cable. If you have a MessagePad 2000 or 2100, you also must use the Newton Serial Adapter.

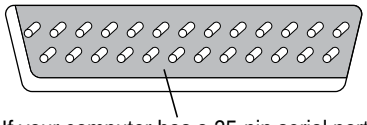
Connecting a Newton device to your computer

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

PC serial ports come in two sizes—9-pin or 25-pin. On some computers a serial port may be labeled COM1, COM2, COM3, COM4, or SERIAL.



9-pin serial port



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

To connect your Newton device to your PC, you need a serial cable with an 8-pin to 9-pin connector. If your computer's serial port has a 25-pin connector, you also need a 9-pin to 25-pin adapter.

If you don't have the serial cable you need, you can purchase one from an Apple-authorized dealer.

Attaching the cable

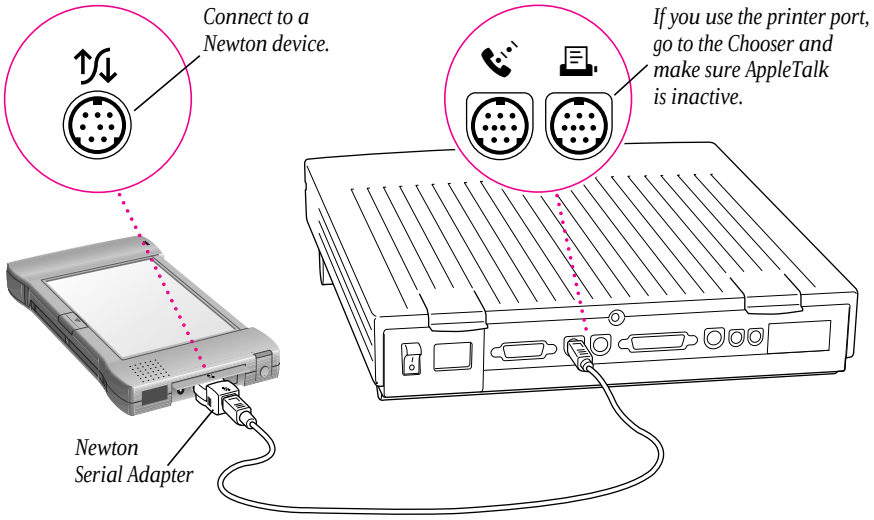
To connect your Newton device and PC by cable, follow these steps:

1. **Turn off your computer and your Newton device.**
2. **Choose an available serial port on your PC.**
3. **Connect the end of the cable with 9 holes to the appropriate port on your PC.**

   If you have a 25-pin serial port, attach the adapter to the cable. Then plug the larger end of the adapter into the serial port.

4 **Plug the other (eight-pin) end of the serial cable into the Newton InterConnect port (or Communication port).**

If you are using a MessagePad 2000 or 2100, you must use the Newton Serial Adapter to connect your cable to the Newton InterConnect port. Be sure to connect the cable to the serial adapter first and then connect the adapter to your MessagePad 2000 or 2100. Otherwise your MessagePad may not establish a connection properly.



That's it! You've connected your Newton device to your computer.

Installing the Newton Connection Utilities

Before your computer can communicate with your Newton device, you need to install the Newton Connection Utilities on your computer. You'll need the disks that came with this manual.

The Newton Connection Utilities installation program, Setup.exe, installs the Newton Connection Utilities software. For more information about the files installed on your computer, see the Readme file that's installed with the Newton Connection Utilities software.

To install the Newton Connection Utilities software, follow these steps:

1 **Insert the *Setup 1* disk for the Newton Connection Utilities into a floppy disk drive.**

2 **In Windows 95, click the Start button and then select Run. (If you're in the Program Manager of Windows, select Run from the File menu.)**

IMPORTANT The illustrations used in this manual show the Windows 95 versions of the application. If you are using a different version of Windows, the windows you see may look different, but the procedures are the same.

A window appears.

3 **Type A:\Setup and press Enter.**

Enter the drive letter (usually A: or B:) corresponding to the disk drive that holds the installation disk.

4 **Follow the on-screen instructions.**

Depending on the version of Windows that you're using, you may be asked to restart Windows. When installation is complete, the Newton Connection Utilities program group appears in the Explorer or Program Manager, and the Newton Connection Utilities program (Ncu.exe) is installed in the NCU directory.

IMPORTANT Don't move the Newton Connection Utilities software or Backups directory from the NCU directory. The application and Backups directory must remain in this location to create backup files automatically. You can change the location where backup files are stored from within the Newton Connection Utilities, using the Settings command in the Newton menu. See "Changing the Location of the Backups Directory" in Chapter 2, "Backing Up and Restoring Information." If you're running Windows 95, you can also use a shortcut to access the application from a different location.

Preparing your computer

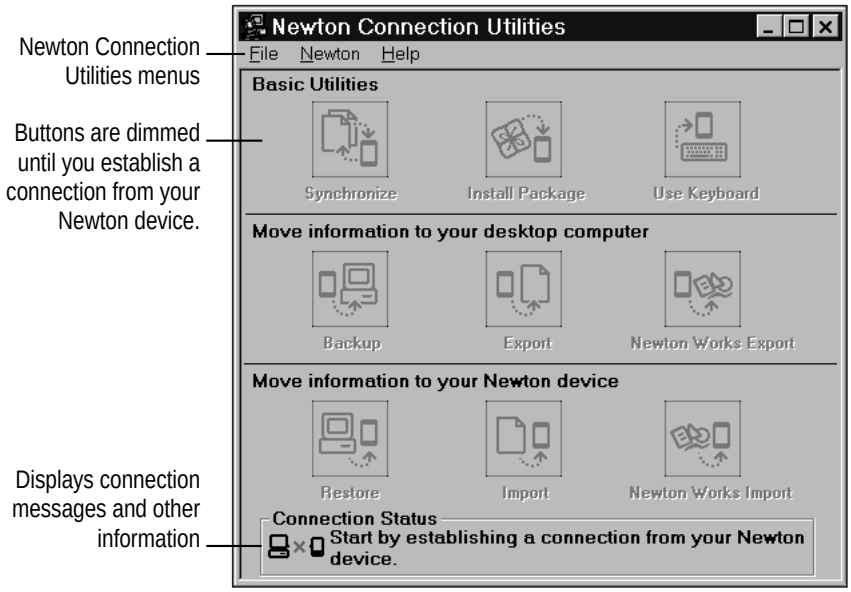
To prepare your computer for communication with a Newton device, follow these steps.

Opening the Newton Connection Utilities

To open the utilities, follow these steps:

1 **On your computer, open the Newton Connection Utilities program group and double-click the Newton Connection Utilities icon.**

The Newton Connection Utilities window appears on your computer.



Next a window appears explaining that you must make some communications settings to complete your setup.

2 **Click OK and continue following the procedure in “Selecting the Type of Connection on Your Computer,” next.**

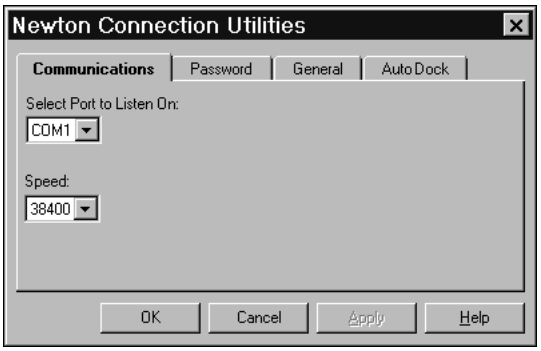
Selecting the type of connection on your computer

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

Note: If the Settings window already appears on your screen, skip to step 2.

1 **To open the Settings window, choose Settings from the Newton menu.**

2 **Click the Communications tab.**



3 **Select the COM port to which the Newton’s serial cable is connected, using the “Select Port to Listen On” drop-down list.**

If the port is already in use by another device, its name will not appear in the list.

Note: If you have trouble establishing or maintaining a connection between your computer and Newton device, you may need to select a lower communication speed. See “Problems Establishing a Connection” in Chapter 12, “Troubleshooting.”

4 **Click OK.**

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

Preparing your Newton device

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

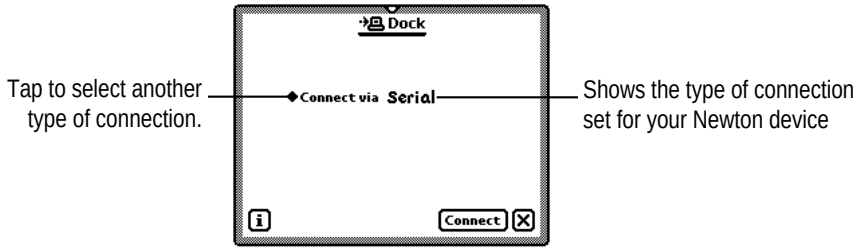
IMPORTANT Make sure you follow the setup instructions on your Newton device to enter your name and other owner information. The computer uses this name when it creates a backup file. See your Newton device user's manual to learn how to enter your name. Also, it's a good idea to name the storage cards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

Selecting the type of connection on your Newton device

1 **Tap Dock on your Newton screen.**

Note: If you have a MessagePad 120 or 130 that uses the Newton 2.0 operating system, you use the Connection application in the Extras Drawer to select a connection type and establish a connection. On your Newton screen, tap Extras, then tap Connection. You may have to show all icons to see the Connection icon. (Tap the Extras folder tab and then tap All Icons.) Then follow the remaining steps in the procedures for selecting settings and establishing a connection provided here.

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

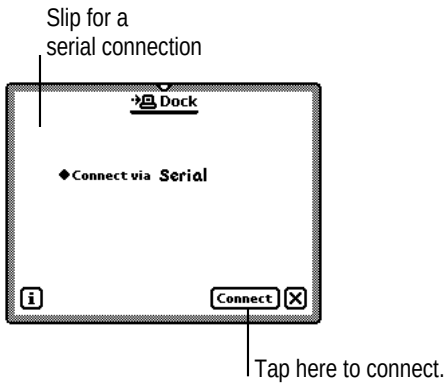


2 **If necessary, tap "Connect via" to change the type of connection and choose Serial.**

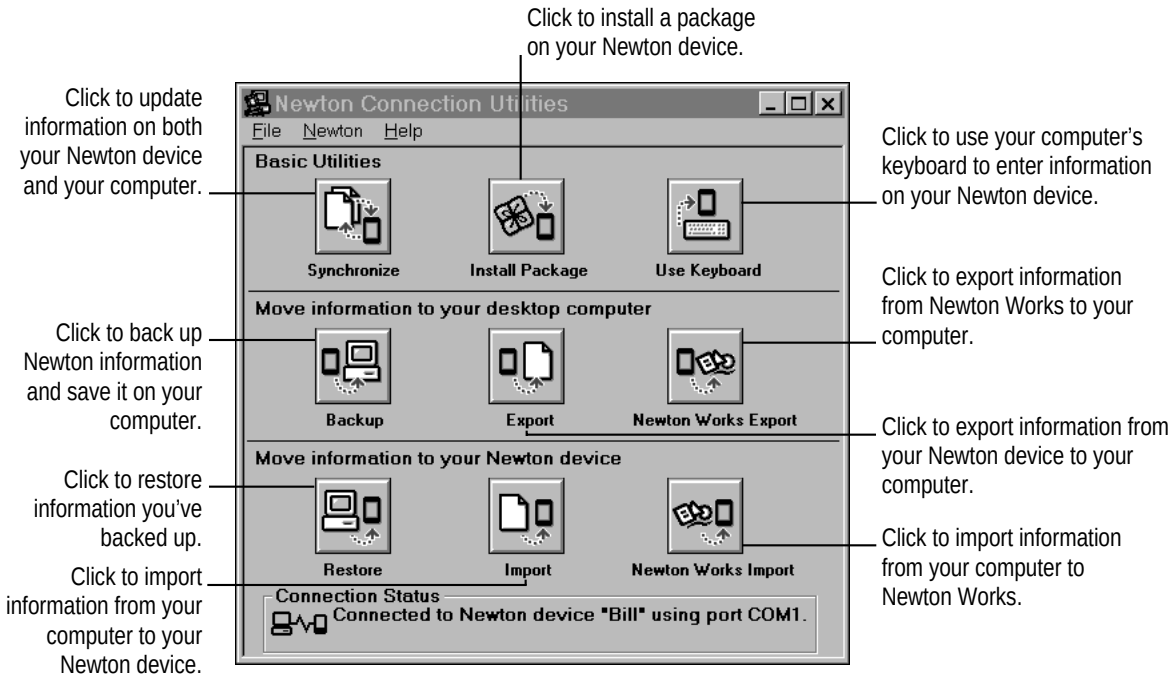
Establishing a connection

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

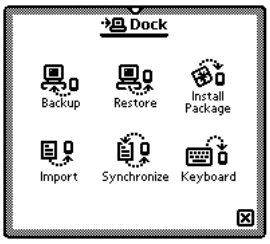
- **Tap Connect in the Dock or Connection slip.**



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



Newton Connection Utilities buttons also appear on your Newton screen.



You can use these buttons to select a utility. (However, exporting and transferring information to or from Newton Works are available only from your computer.)

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 device. See Chapter 11, “Using the Utilities From Your Newton Device,” for more information.

Creating your first backup

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

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

To create your first backup, follow these steps:

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

Because this is your first backup, the Newton Connection Utilities automatically create a full backup of all your Newton information and packages. If you have a storage card inserted in your Newton device, 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 directory on your computer.**

When you back up your Newton device, a backup file for your Newton's internal memory and one for any storage card that's inserted are created and placed in a directory named *Backups*. By default, the Backups directory is located in the NCU directory.

For more information about backup files and directories, including how to change the location of the Backups directory, see Chapter 2, "Backing Up and Restoring Information."

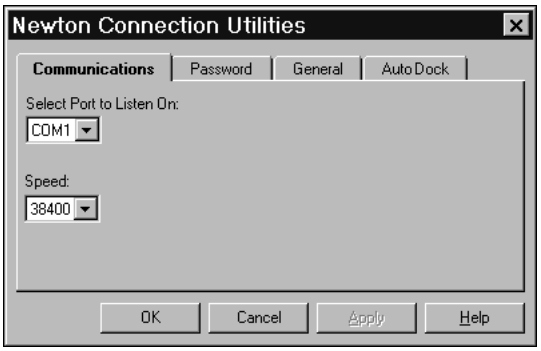
Setting a connection password

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.

To set a connection password, follow these steps:

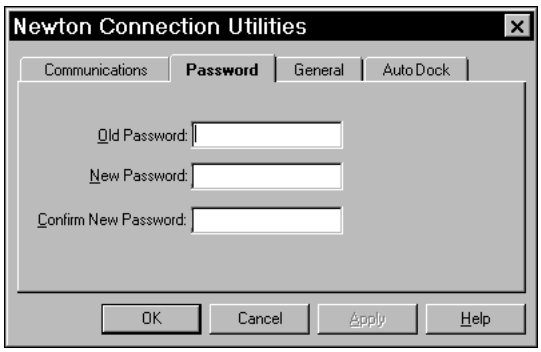
1 **Open the Newton Connection Utilities and select Settings from the Newton menu.**

The Settings window appears.



2 **Click the Password tab.**

The password options appear.



3 **Type your old password, if you set one, in the Old Password box. If you haven't set a password, leave this box blank. Type a new password in the New Password box. Then type the new password again in the Confirm New Password box to verify the spelling of the new password.**

4 **Click OK.**

The window disappears.

The next time you establish a connection between your Newton device and your computer, a prompt appears on your Newton device 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 device.

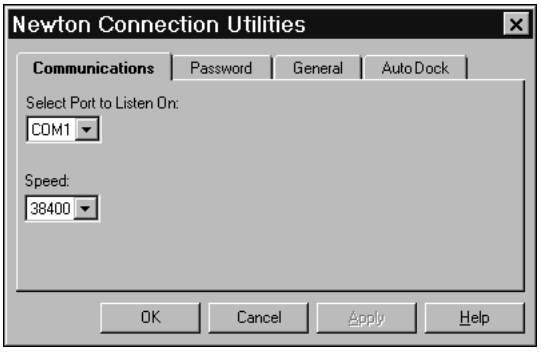
Setting up for Auto Dock

You can set up the Newton Connection Utilities to automatically back up or synchronize your Newton device when it's connected to your computer. (The Auto Dock feature is not available on Newton devices that use the Newton 2.0 operating system.)

To set up Auto Dock, follow these steps:

1 **Open the Newton Connection Utilities and select Settings from the Newton menu.**

The Settings window appears.



2 **Click the Auto Dock tab.**

The Auto Dock options appear.

3 **Select the options you want.**

- Click the Backup checkbox to indicate that you want to back up all the information on your Newton device during an Auto Dock session.
- Click the Allow Selective Backup checkbox to indicate that you want to select the information to back up during an Auto Dock session.
- Click the Synchronize checkbox to have the Newton Connection Utilities perform a synchronization.

You can have the Newton Connection Utilities perform both a backup and a synchronization by selecting both options.

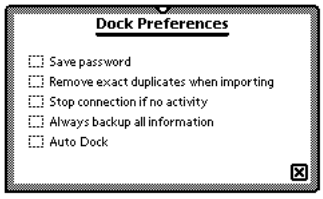
4 **Click OK.**

The window disappears.

To turn on Auto Dock, you must also set preferences on your Newton device.

5 **On your Newton device, tap Dock, tap the Information button ;, and in the list that appears, tap Prefs.**

A slip appears.



6 **Tap the Auto Dock checkbox.**

You can also select the checkbox labeled “Always backup all information” to have your Newton device back up all your information during an Auto Dock session. If this box is not checked, a slip appears when you dock that allows you to back up selected applications using your connection software.

7 **Tap ☒ to close the slip.**

To turn on Auto Dock, you must also make settings in the Prefs area of your Newton device.

8 **Tap Extras, and then tap Prefs.**

9 **Tap Auto Dock in the Preferences slip.**

10 **Tap the checkbox labeled “Enable Auto Docking” to select it.**

11 **Tap all ☒ icons to close the slips.**

To perform an Auto Dock session, start up the Newton Connection Utilities. Next connect the cable (and Newton Serial Adapter, if you have a MessagePad 2000) to your Newton device. A slip appears on the Newton device that enables you to begin the Auto Dock procedure. The Newton Connection Utilities perform a backup or synchronization according to your selected preferences.

Exiting the Newton Connection Utilities

To end a connection and exit the Newton Connection Utilities:

- Select Exit from the File menu on your computer screen.

The connection ends and the Newton Connection Utilities window disappears.

You can also end a connection from your Newton device 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.

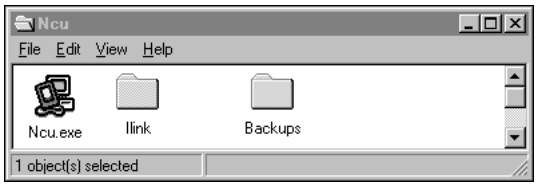
About backup files

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

With the Newton Connection Utilities you can back up all information on your Newton device or you can choose information to back up.

The first time you create a backup, the Newton Connection Utilities back up all information on your Newton device (including any storage cards you've inserted) and store the information in a directory named *Backups* in the NCU directory.

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



By default, the Backups directory is located in the NCU directory. You can change the location of this directory. See "Changing the Location of the Backups Directory" 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 named your card, the file is called *Card.nbk*. If you back up more than one unnamed card, the backup files are named *Card.nbk*, *Card2.nbk*, *Card3.nbk*, and so on.

Note: To avoid potential confusion and loss of information, you should name your storage cards. For more information on naming storage cards, see the user's manual that came with your Newton device.

Previous backups

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

For example, if the owner's name for your Newton device is Mike Chen, the Newton Connection Utilities create a file named *Mike_Chen.nbk* the first time you back up. The next time you back up, the Newton Connection Utilities copy the original file and place it in the Previous directory within the Backups directory. Then the utilities create a new backup, again called *Mike_Chen.nbk*.

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

Creating backup files

You can back up all information and packages on your Newton device, 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 device is connected to your computer. For instructions, see Chapter 1, “Getting Started.”

To back up all information on your Newton device, follow these steps:

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

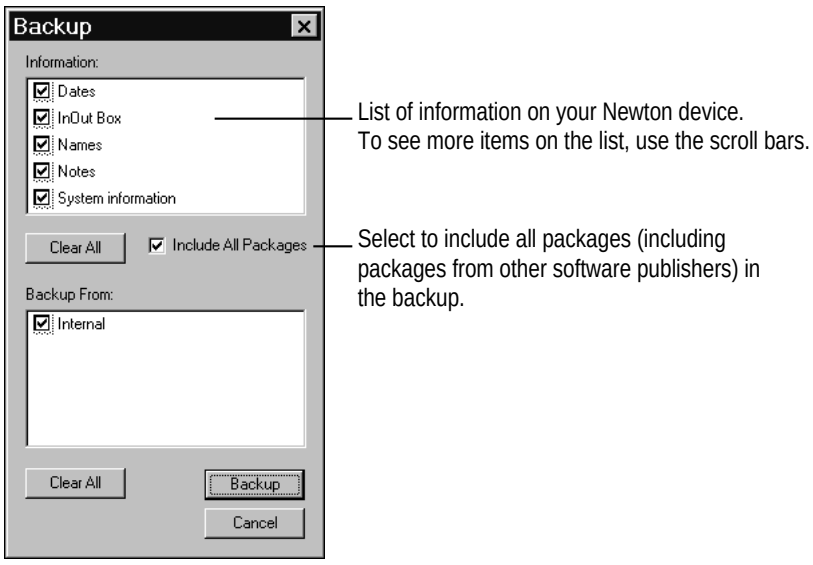
   To open the Newton Connection Utilities, double-click the Newton Connection Utilities icon in the Explorer.

2. **Establish a connection from your Newton device.**

   See Chapter 1, “Getting Started,” for instructions.

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

A window appears with a list of items to back up.



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

4 **Click Select All.**

Select All selects all information. If a Clear All button appears instead of Select All, all information is already selected.

5 **Click the box labeled "Include all packages" to put a mark in it.**

Doing so will select all your packages for backup.

6 **Click Backup.**

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

When the window disappears, 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 device. However, if you've only added information to one or two applications, you can select specific applications and information to back up. For example, you can choose to back up only the 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 and your previous backup file doesn't change.

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

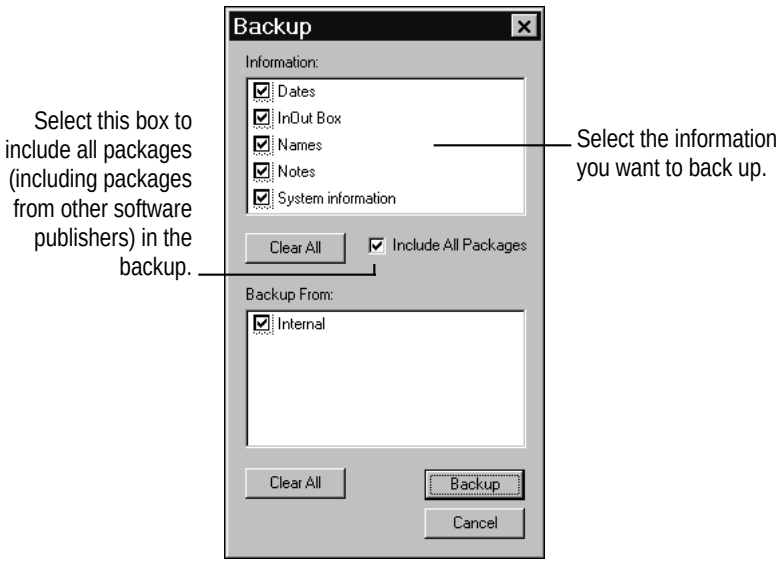
To back up selected information on your Newton device, follow these steps:

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

See Chapter 1, "Getting Started," for instructions.

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

A window 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 so that you see a checkmark. Only checkmarked items are 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.

When the window disappears, the information you selected is added to your latest backup file.

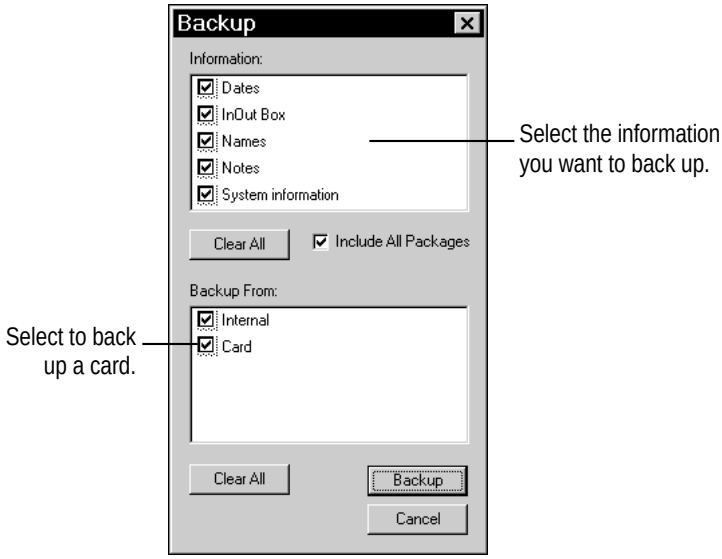
Backing up a storage card

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

To back up a storage card, follow these steps:

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

   The Backup window appears. The bottom of the window includes a list of cards currently inserted in your Newton device.



4. **Make sure the card you want to back up is selected.**

   To select an item to back up, click the box next to it so that you see a checkmark.

5. **Click Backup.**

   A backup file with the name of the card appears in your Backups directory.

Changing the location of the Backups directory

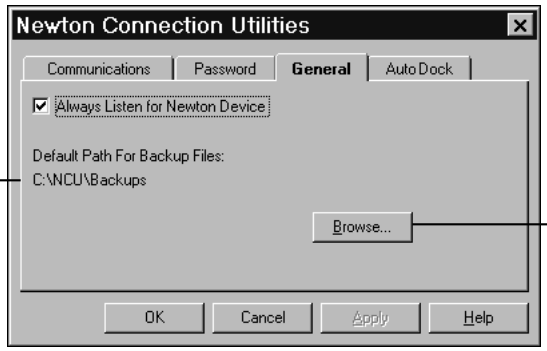
By default, the Backups directory is originally created in the NCU directory on your computer.

You can create a Backups directory in another location:

1. **Open the Newton Connection Utilities.**
2. **Choose Settings from the Newton menu.**

   The Settings window appears.
3. **Click the General tab.**

   The General options appear.



4. **Click the Browse button and select a new location for your Backups directory.**
5. **Click OK.**

   The new location you specified is saved and the window disappears. From now on, when you back up your Newton device, the backup files will appear in the directory location you chose. The original Backups directory and its contents do not change.

   Note: To avoid confusion, you may want to remove or rename older backup files you've stored in other locations.

Restoring information and packages

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

You can restore all information in a backup file or choose specific information to restore. You can also restore information from storage cards you've backed up.

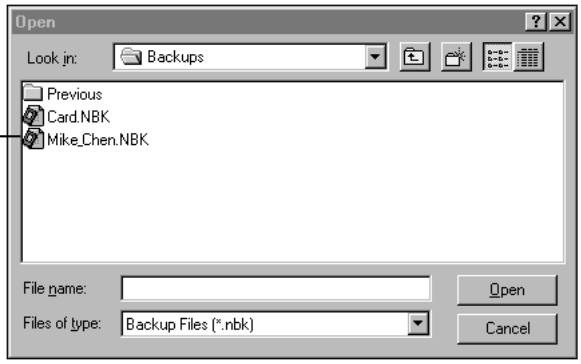
WARNING Restoring replaces information on your Newton device with information from a backup file on your computer. Make sure you select the correct information to restore or you may lose information you need.

Before you begin, make sure your Newton device is connected to your computer. For instructions, see Chapter 1, "Getting Started."

To restore information, follow these steps:

1. **Open the Newton Connection Utilities and establish a connection.**
2. **Click the Restore button.**

3 **In the window that appears, select the file that contains the information you want to restore.**



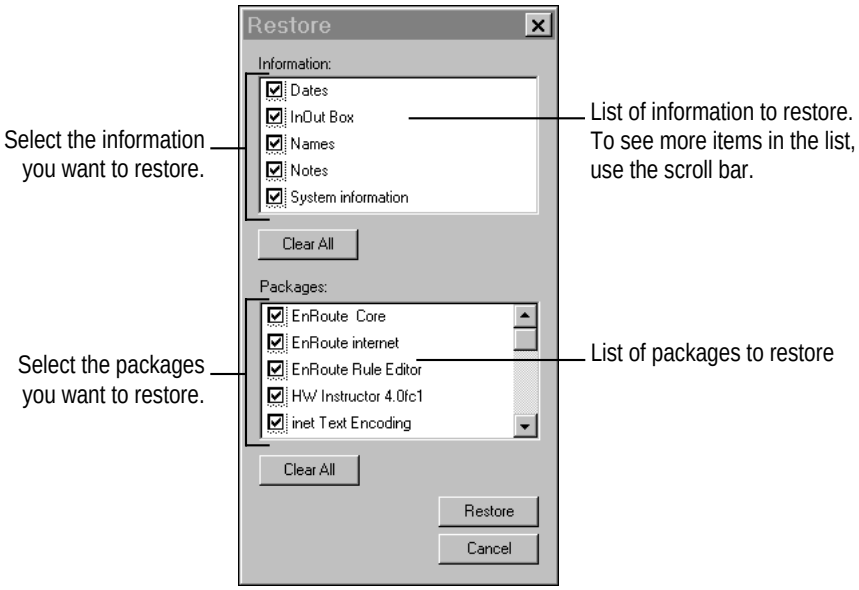
Select the latest backup file for your Newton device.

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

WARNING If you selectively back up, be careful when you restore information. You may lose information that has not been backed up. Apple recommends you restore 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 you can restore all the items. To select an item, click the box next to it so that you see a checkmark.



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 device.

7 **Click OK.**

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

When you restore, only information and packages on your Newton device that correspond to information and packages in the backup file are replaced. For example, if your backup file contains Names and Dates, and your Newton device contains Names, Dates, and Notes, the Names and Dates files on your Newton device are replaced by the Names and Dates information from the backup file, but the Notes file on your Newton device is not replaced.

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

8 **Tap Restart.**

Your Newton device restarts.

Note: If you have a personal identification number (PIN) assigned to your Newton device, the number is not restored. You'll need to assign a new PIN. For more information on assigning a PIN, see the user's manual that came with your Newton device.

Tips on managing backups

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

- 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 Directory" 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 later backups. 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 device or on a storage card.

Installing a package on your Newton device

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

Before you begin, make sure your Newton device is connected to your computer. For instructions, see Chapter 1, "Getting Started."

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

To install a package, follow these steps:

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 in the Explorer or Program Manager.**

   The Newton Connection Utilities window appears on your computer.

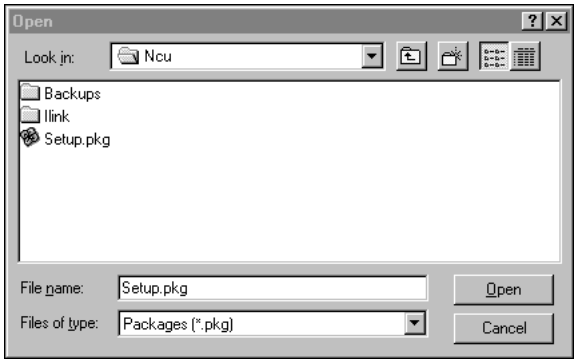
3 **On your Newton device, establish a connection.**

See Chapter 1, “Getting Started,” for instructions.

4 **Click the Install Package button.**

Install Package

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



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

Note: If you stop a package installation, the connection between your Newton device and your computer ends. You'll need to reestablish the connection from your Newton device.

Installing packages by dragging

You can install packages by dragging package icons to the NCU icon in your NCU directory or onto the Install Package button in the Newton Connection Utilities window.

Note: If you are using Windows 95, you cannot drag package icons onto the application icon to install packages.

To install a package by dragging, follow these steps:

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 NCU icon in your NCU directory or onto the Install Package button in the Newton Connection Utilities window.**

Installing a package on a storage card

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

To install a package on a storage card, follow these steps:

1. **Insert the card in your Newton device.**
2. **In the slip that appears, select "Save new info and packages on this card."**
3. **Follow the steps described in the section, "Installing a Package On Your Newton Device," earlier in this chapter.**

With the option "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 device.

About keyboard entry

With the Newton Connection Utilities, text you type on your computer's keyboard can appear on your Newton device. For example, you can open a new Name slip on your Newton device 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 device.

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

Starting a keyboard session

To start a keyboard session, follow these steps:

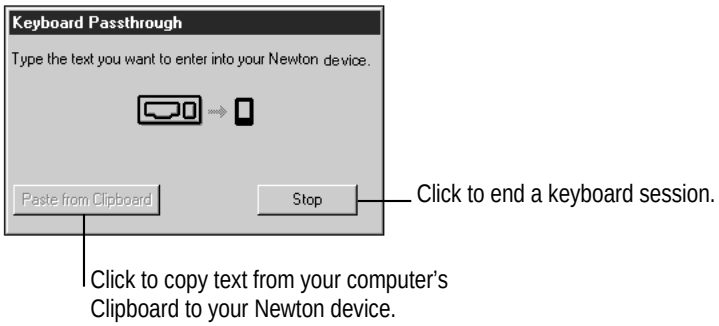
1 **Open the Newton Connection Utilities and establish a connection from your Newton device.**

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

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

Use Keyboard

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

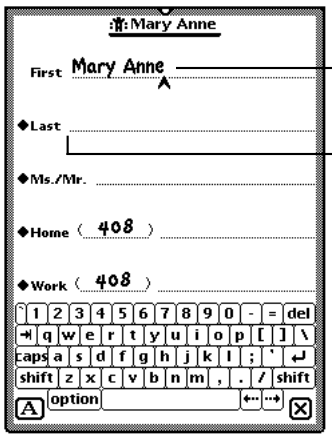


3 **On your Newton device, open the stationery or slip you want to add information to.**

You can navigate as usual on your Newton device, using the pen to open applications, specify where text will appear, and so on.

4 Begin typing on your computer's keyboard.

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



You can use all standard alphabetic and numeric keys on your keyboard to enter information on your Newton device. 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 device as desired, open or quit applications, and so on.

During a keyboard session, characters appear on your Newton device 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 device.

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 device, 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 device.

To copy text from the Clipboard, follow these steps:

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 device.**

4. **Click the "Paste from Clipboard" button in the Keyboard status window.**

   Text from the Clipboard appears on your Newton device.

   Note: You can also paste text from the Clipboard by typing Control-V on your computer's keyboard.

When you copy text to your Newton device:

- 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 device.

5 Importing Information to Your Newton Device

This chapter describes how to import information from a file on your computer to an application on your Newton device. For information about importing information into your Newton Works application, see Chapter 8, "Importing Into Newton Works."

About importing

You can import information from your computer to your Newton device 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 device.

  For a list of translators included with the Newton Connection Utilities, see the Readme file installed with the Newton Connection Utilities software.

- *Text files:* Many applications can create delimited text files for use with Newton applications. 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 device before you import. For more information on backing up your Newton device, see Chapter 2, "Backing Up and Restoring Information."

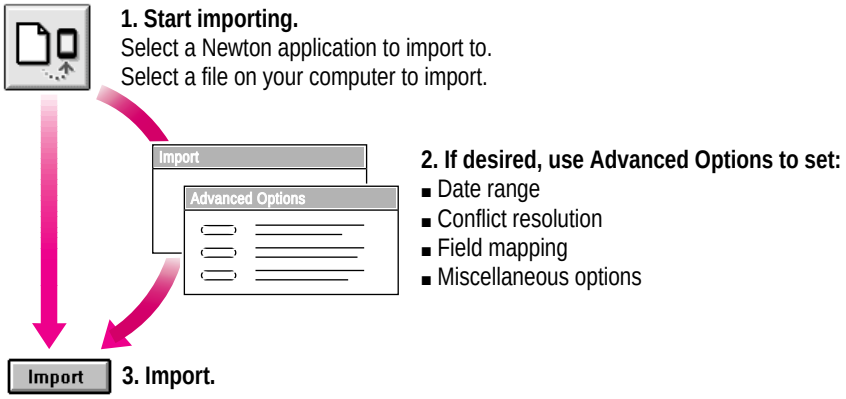
Choosing when to import

Typically, you import when you want to transfer a large amount of information from your computer to your Newton device. 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 device 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 10, “Setting Advanced Options,” describes how to set advanced options when you import.



Importing

Importing a file

Note: Before you import, make sure the file you're importing is in a format supported by the Newton Connection Utilities. See the Readme file installed with the Newton Connection Utilities software for a list of file formats supported by the Newton Connection Utilities.

To import a file, follow these steps:

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

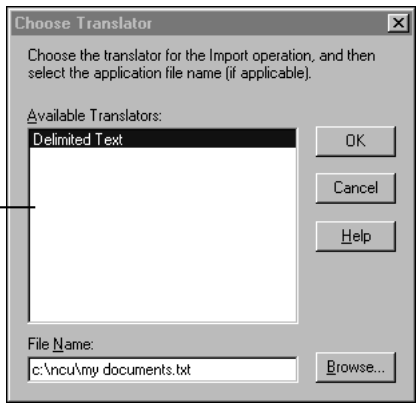
   For instructions, see Chapter 1, "Getting Started."

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

   A window appears.

3. **Select a Newton application to receive the information and click OK.**

   A window appears.

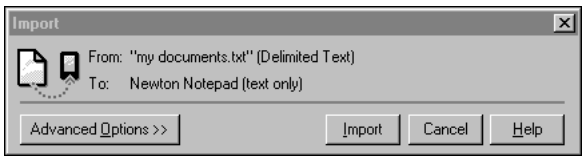


A list of available translators appears here.

4 **Select the type of file you're importing from the translator list.**

5 **Select or enter the name of a file to import and click OK.**

Depending on the type of file that you're importing, a window similar to the following appears.



6 **Click Import.**

Importing a text file

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

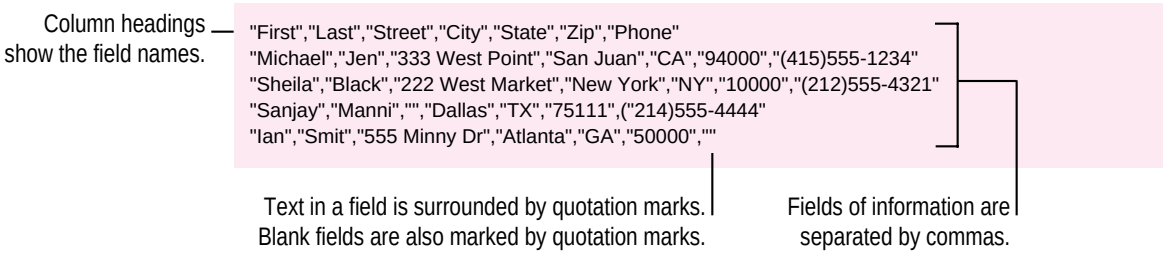
Applications, such as database managers, that store information organized in records and fields, can often save information as a delimited text file. In this file, individual items or fields of information are separated by delimiters, special characters such as commas or tabs. Records within the text file are separated by return characters. These delimiters maintain the organization of the records and fields in the file. An application that can read delimited text files can import the delimited text into the fields and records of its own files.

A plain text file does not use delimiters 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. You might import such a plain text file into the Newton Notepad application.

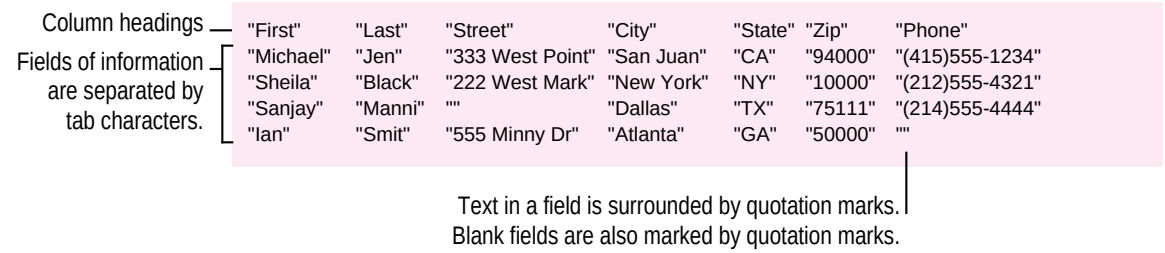
When you import a delimited text file, you can specify the characters that separate information in the file. For example, fields of information might be separated by commas (,) and entries (records) might be separated by returns.

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. You can change these settings to import other formats. See “Setting Miscellaneous Options” in Chapter 10, “Setting Advanced Options,” for more information.



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



Changing how information is imported

When you import information to your Newton device, the information is transferred using a *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 change the field map to include custom fields in your computer's application.

You can further refine importing of information by choosing a date range for calendar information, specifying how conflicting information is handled, and setting application-specific options. See Chapter 10, "Setting Advanced Options."

6 Exporting Information From Your Newton Device

This chapter describes how to transfer information from an application on your Newton device to a file on your computer. For information about exporting Newton Works information to your computer, see Chapter 9, "Exporting From Newton Works."

About exporting

You can export information from your Newton device 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, (personal information manager) applications.

  For a list of translators included with the Newton Connection Utilities, see the Readme file installed with the Newton Connection Utilities software.

- *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.

You can export all the information from a Newton application or you can export selected information. See "Exporting All Information" and "Exporting Selected Information" later in this chapter.

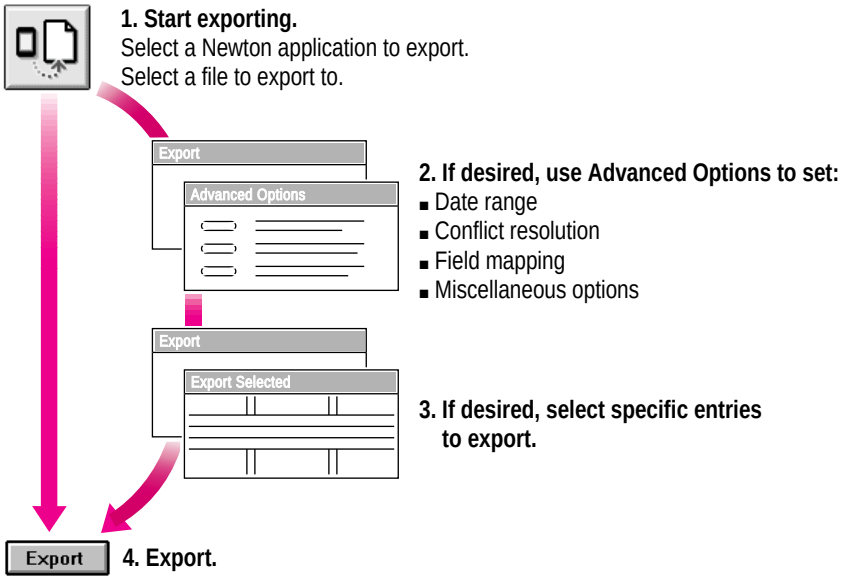
Choosing when to export

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

If you have information you want to keep current on both your Newton device 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 10, "Setting Advanced Options," describes how to set advanced options when you export.



Exporting all information

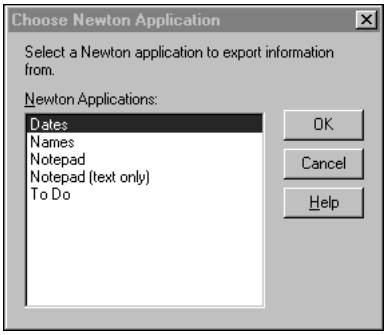
To export all information from a Newton application, follow these steps:

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

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

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

A window appears.



You can choose to export your Notepad information as a file containing text and graphics, or as a text file only. You can export just your Notepad text when the computer application receiving your information does not support graphics.

3 **Select an application and click OK.**

A window appears.

A list of available translators appears here.

4 **Select the type of file you're exporting.**

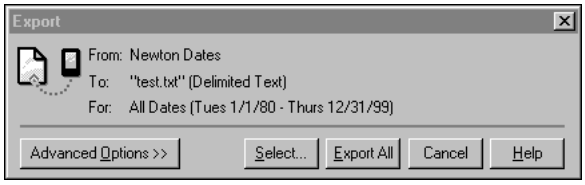
5 **Type the name of the file you're exporting to.**

When you export, the utilities create a new file with the name you entered. You can also export to an existing file. If you export to an existing file, the utilities will use your conflict resolution settings to update information in the existing file. See "Resolving Transfer Conflicts" in Chapter 10, "Setting Advanced Options," for more information.

The window also lists file formats for your Newton information. If a translator doesn't exist for the type of file you want to export, you can export a text file.

6 **Click OK.**

The Export window appears.



See Chapter 10, "Setting Advanced Options," for more information about setting advanced options.

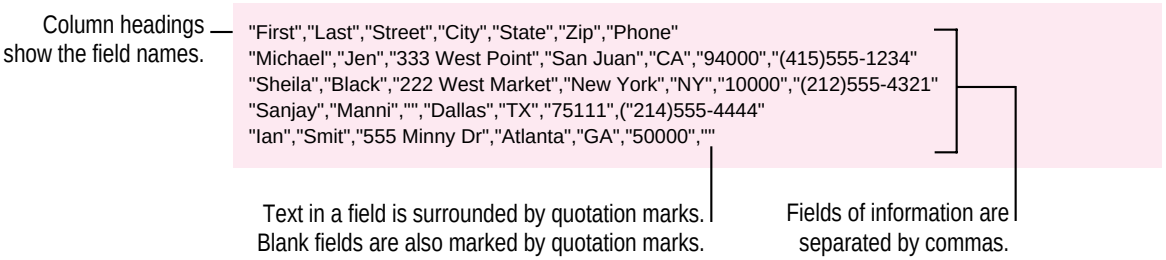
Note: The contents of this window depend on the type of file you're exporting and the application you're exporting from.

7 **Click Export All.**

All information is exported from your Newton application to a file on your computer. If you changed the settings in Advanced Options, the information is exported according to your settings.

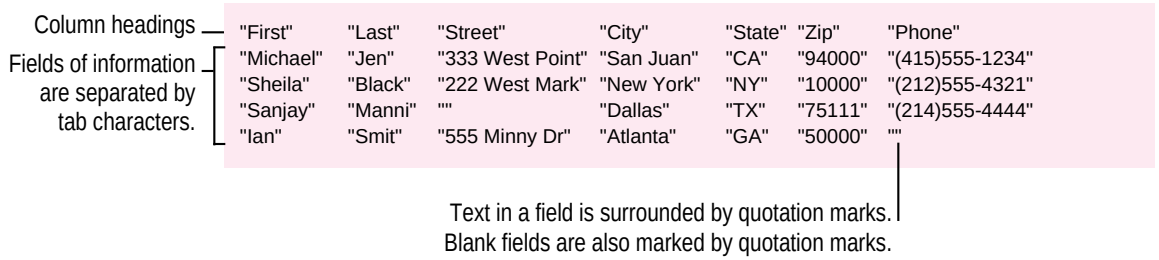
Exporting a text file

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



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 10, “Setting Advanced Options,” for more information.

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



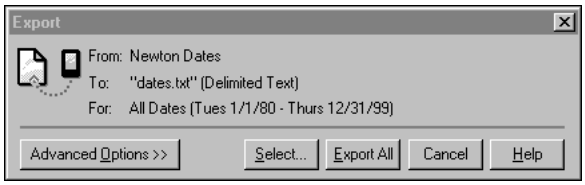
Exporting selected information

In addition to exporting all information in a Newton application, you can select specific information to export. 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, follow these steps:

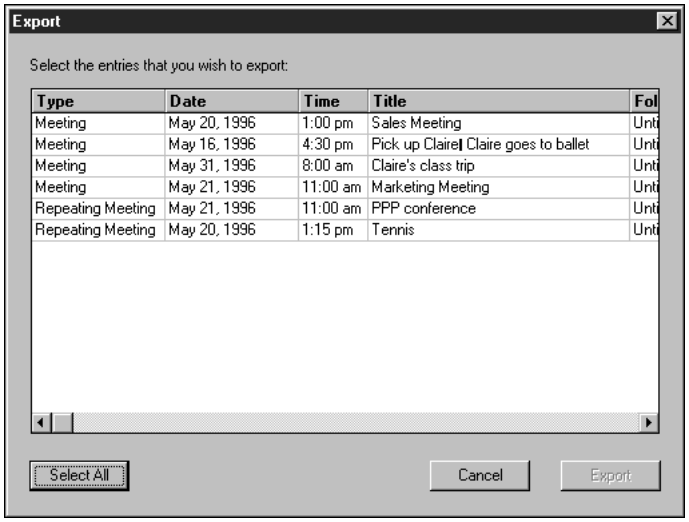
1. **Follow steps 1 to 6 in the previous section, "Exporting All Information," earlier in this chapter.**

2. **When the Export window appears, click Select.**



A window appears with a list of information to export.

3. **Select the entries you want to export.**



You can select groups of entries by using Shift-click or Control-click. Click Select All to select all entries in the window.

You can rearrange columns by clicking the column heading and dragging 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 the date range chosen in Advanced Options.

Changing how information is exported

When you export information from your Newton device, the information is transferred using a *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 change the field map to include custom fields you created in your computer's application.

You can further refine exporting information by choosing a date range for calendar information and setting application-specific options. See Chapter 10, "Setting Advanced Options."

7 Synchronizing Information

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

About synchronization

Synchronization lets you keep applications on your Newton device 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 Dates application.

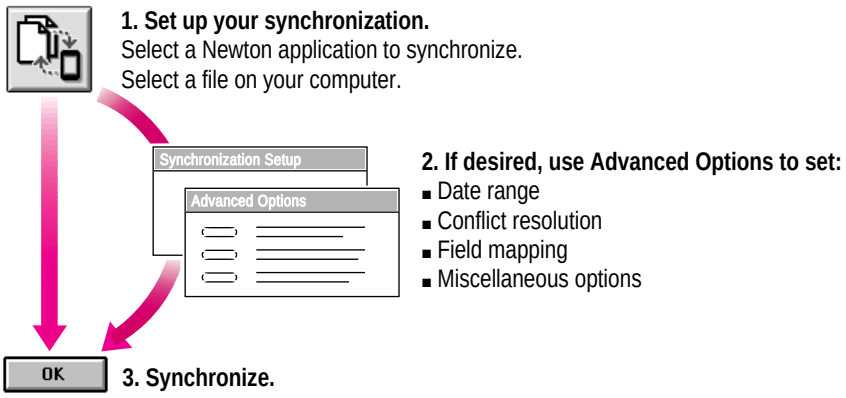
When you synchronize, the Newton Connection Utilities compare information from a file on your computer with information in your Newton application. Then the information in both places is combined and updated based on the latest changes.

You can synchronize your Newton applications with a number of popular PIM (personal information manager) applications. For a list of applications you can use to synchronize, see the Readme file installed with the Newton Connection Utilities software.

Your Newton device cannot synchronize files created by word-processing applications. You can use the import or export features to transfer information between your Newton device 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 10, “Setting Advanced Options,” describes how to set advanced options when you synchronize.



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

Preparing to synchronize

Before you synchronize, follow these steps:

1 **Make a backup of information on your Newton device.**

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 or select the file you want to synchronize with.**

See the Readme file installed with the Newton Connection Utilities software 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, follow these steps:

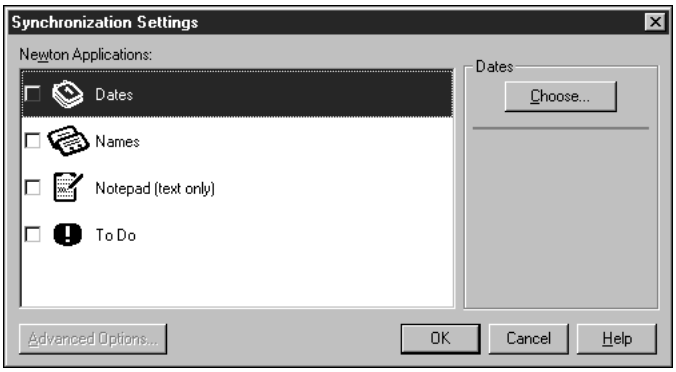
1 **Open the Newton Connection Utilities and establish a connection from your Newton device.**

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

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

Synchronize

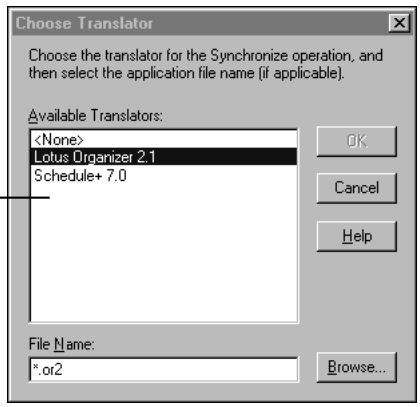
When you synchronize for the first time, the Synchronization Setup window appears automatically.



3 **Select the Newton application you want to synchronize.**

4 **Click Choose.**

A window appears with a list of translators you can use.



A list of available translators appears here.

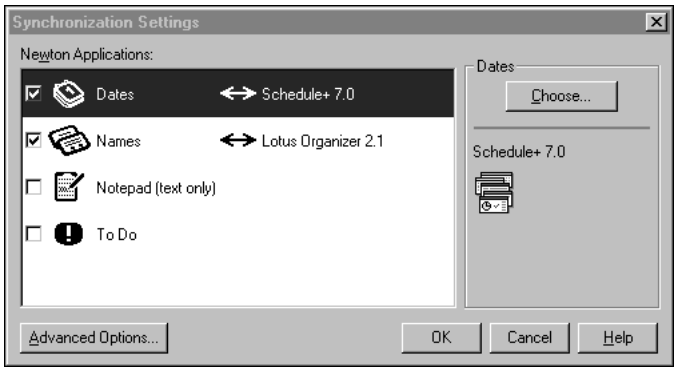
5 **Select the file you want to synchronize.**

6 **Click OK.**

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

7 **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 click this box to turn synchronization on and off. If a mark appears in the box, the application will be synchronized.



8 **Repeat steps 3 to 7 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.

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

The Synchronization Settings 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 device 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 10.

Resynchronizing your information

Whenever you change information on your Newton device 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 device.

To resynchronize information, follow these steps:

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

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

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

An alert box appears reminding you that if you synchronize using a storage card, you should be sure the card is inserted in the Newton device before synchronizing, or you risk losing information.

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

3 **Click Proceed.**

Your Newton applications are resynchronized based on information in the Synchronization Settings 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 device when you synchronize, the appropriate information on the card is included in the synchronization. For example, if you're synchronizing the Newton Name File, 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 device is the same card you inserted when you last synchronized. Otherwise, you may lose information.

Changing synchronization settings

To change synchronization settings, follow these steps:

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

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

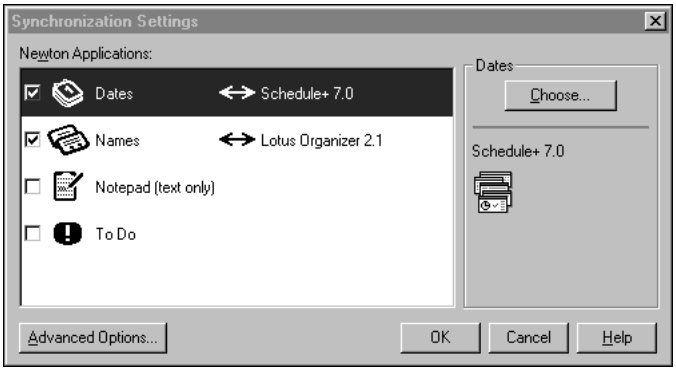
2. **Choose Synchronization Settings from the File menu.**

   The Synchronization Settings 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. You can also set advanced options (see Chapter 10, “Setting Advanced Options,” for more information).



5. **When you’ve finished making changes, click OK.**

   The Synchronize Settings window disappears and your changes are saved.

6. **Click Synchronize.**

   An alert box appears reminding you that if you synchronize using a storage card, you should be sure the card is inserted in the Newton device before synchronizing, or you risk losing information.

7. **Insert your storage card, if necessary, and click Proceed.**

   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 *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.

You can further refine synchronizing information by choosing a date range for calendar information, specifying how conflicting information is handled, and setting application-specific options. See Chapter 10, “Setting Advanced Options,” for more information.

8 Importing Into Newton Works

This chapter describes how to import information from a file on your computer into the Newton Works application on your Newton device. For information about importing into other applications on your Newton device, see Chapter 5, “Importing Information To Your Newton Device.”

Note: You cannot import Newton Works files on MessagePads that use the Newton 2.0 operating system.

About importing

You can import text and drawings into Newton Works on your Newton device. You can only import information from files in a format that the Newton Connection Utilities can translate. After importing a file into Newton Works on your Newton device, you can use Newton Works to open and change the file.

Importing a file

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

To import a file into Newton Works, follow these steps:

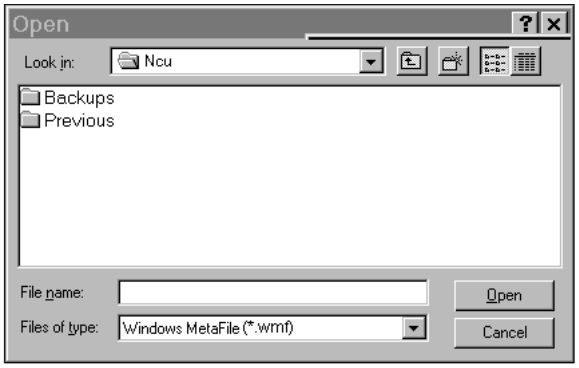
1. **Open the Newton Connection Utilities and establish a connection from your Newton device.**

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

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

Newton Works Import

A window appears in which you can select the file to be imported.



3. **Select the type of file you're importing from the translator list.**

4. **Select or enter the name of a file to import and click Open.**

   The Newton Connection Utilities translate the file and import it as a Newton Works document.

9 Exporting From Newton Works

This chapter describes how to export Newton Works information on your Newton device to a file on your computer. For information about exporting information from other Newton applications, see Chapter 6, “Exporting Information From Your Newton Device.”

Note: You cannot export Newton Works files on Newton devices that use the Newton 2.0 operating system.

About exporting

You can export Newton Works documents to your computer by selecting the file and specifying the format the new computer file should have. You can only export information into a format that the Newton Connection Utilities can translate. After exporting a file from Newton Works, you can use an application on your computer to open and change the file.

Exporting a file

Before you export, make sure your computer application can read the file format that you select for the Newton Works document. See the Readme file installed with the Newton Connection Utilities software for a list of file formats (translators) supported by the Newton Connection Utilities. Check your application's manual for information about file formats that the application can read.

To export a file from Newton Works, follow these steps:

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

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

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

Newton Works Export

A window appears in which you can select Newton Works files to be exported.

3 **Select the file that you want to export and click Export.**

A window appears in which you can specify a name and file type for the new computer file.

4 **Enter the file name, select a file type, and click Save.**

The window reappears for each document you selected. The Newton Connection Utilities translate the file and export it to your computer.

10 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 device and your computer. For information about importing or exporting Newton Works information, see Chapter 8, "Importing Into Newton Works" and Chapter 9, "Exporting From Newton Works."

Note: When you initiate a synchronization from your Newton device, the Newton Connection Utilities use the settings selected with the 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 device 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.

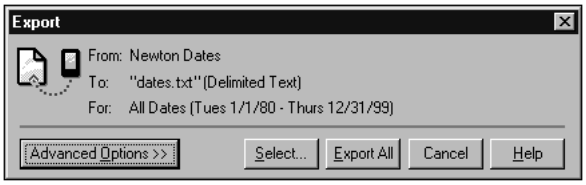
The following section shows you how to set a date range when you export information from your Newton device, but you can use it as a model for specifying dates when you import or synchronize.

To change the date range, follow these steps:

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

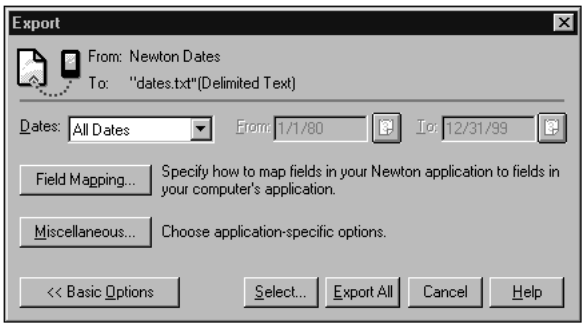
For instructions, see Chapter 6, "Exporting Information From Your Newton Device."

The Export window appears.



2 **Click Advanced Options.**

The Export window expands to show advanced options.



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 drop-down menu.**

If you select 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.

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 device 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 device. Because other information in other fields is not the same, in this case the phone number, the utilities must then determine what to do with the conflicting information—whether to keep the phone number from the computer file or from the Newton device.

You can determine how the Newton Connection Utilities handle conflicting entries. For example, if you usually make changes on your Newton device and always want to keep those changes or transfer them 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 device.

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

When importing or exporting, you can have the information in your computer files replace information on your Newton device, or vice versa, but keep specific information that resides only on your Newton device. 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 into your Newton device 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 to your birthday field (the birthday field is unmapped). You can then choose the Merge conflict resolution. Information from your computer file is imported into your Newton device 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 device. Thus the utilities ignore the differences in information and maintain both the computer and Newton device 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 you set up for your computer and Newton device files is important. For more information about setting up field maps, see "Using Field Maps" later in this chapter.

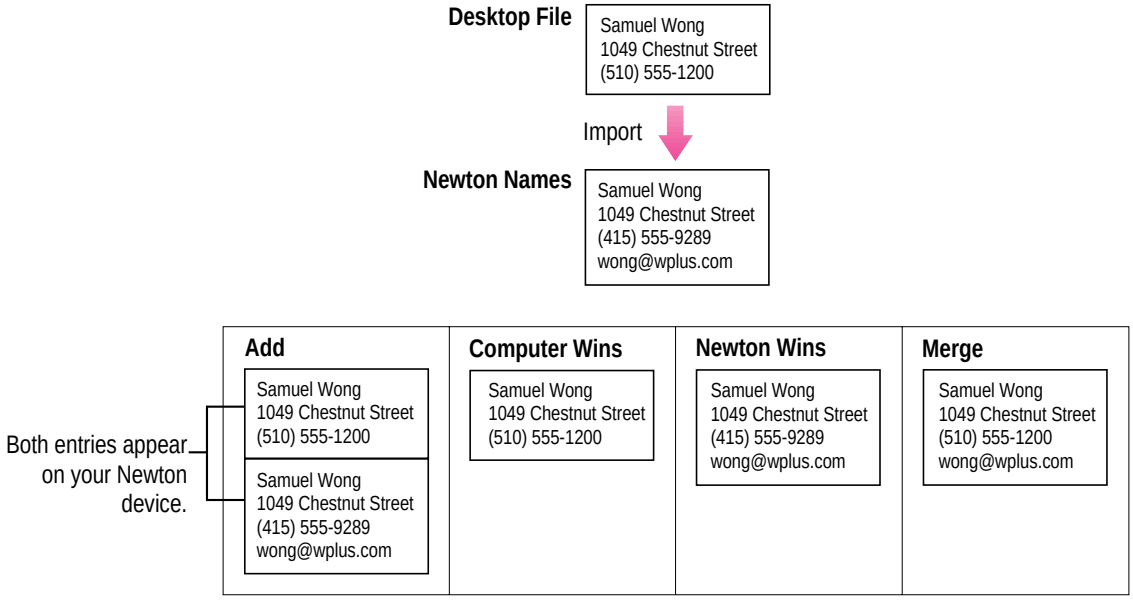
Conflict resolution for importing or exporting

When you import or export, your choices for conflict resolution are

- *Add:* When importing, all conflicting entries from your computer's application are added to entries in your Newton application. When exporting, all conflicting entries from your Newton application are added to entries in your computer's application.
- *Computer Wins:* Entries from your computer's file replace conflicting entries in your Newton application.
- *Newton Device Wins:* Entries from your computer application do not replace conflicting entries in your Newton application.

- *Merge:* When importing, entries in your computer's application replace conflicting entries in your Newton application, without changing unmapped fields in your Newton application. When exporting, entries in your Newton application replace conflicting entries in your computer application, without changing unmapped fields in your Newton application. Only the fields that conflict are replaced. All other unmapped or nonconflicting fields are left unchanged.

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.

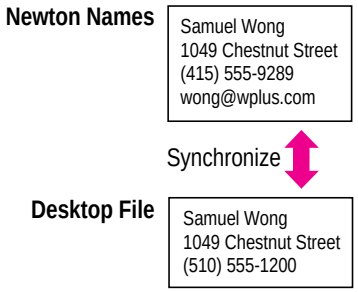


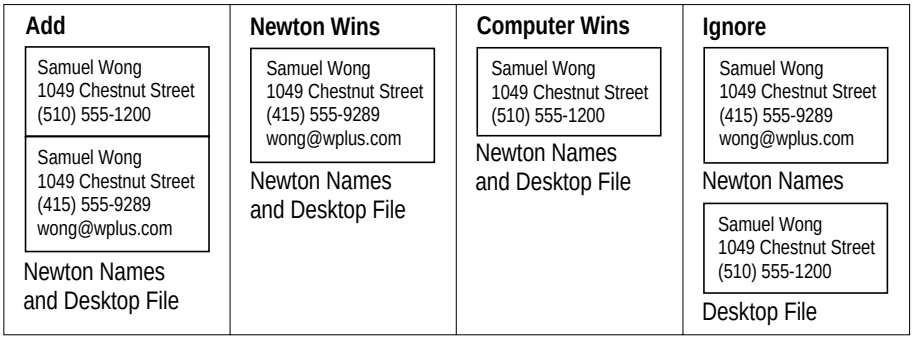
Conflict resolution for synchronizing

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

- *Add:* Entries on your Newton device are added to entries on your computer and vice versa. Exact duplicates are not added.
- *Newton Wins:* Entries on your Newton device update entries on your computer.
- *Computer Wins:* Entries on your computer update entries on your Newton device.
- *Ignore:* Differences in entries on your computer and entries on your Newton device are ignored. Entries are left unchanged.

The following illustration shows how a conflict is resolved when a calendar application on your computer is synchronized with your Newton Date Book.





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

Choosing a conflict resolution

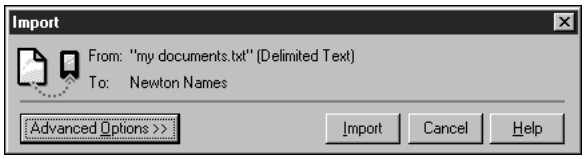
The following section describes how to choose a conflict resolution when you import information, but you can also use it as an example for resolving conflicts when you export or synchronize.

To choose a conflict resolution, follow these steps:

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

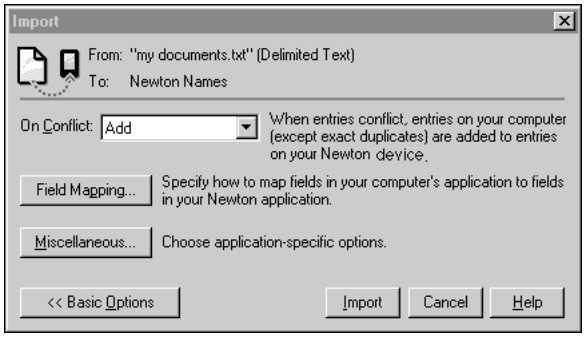
For instructions, see Chapter 5, “Importing Information to Your Newton Device.”

The Import window appears.



2 **Click Advanced Options.**

The Import window expands to show advanced options. This window contains a drop-down menu with a choice of conflict resolutions.



3 **Choose the desired conflict resolution from the On Conflict menu.**

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

After you set the 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 appear in one application, but not another.

When you import, export, or synchronize information on your Newton device, 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 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 also 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, follow these steps:

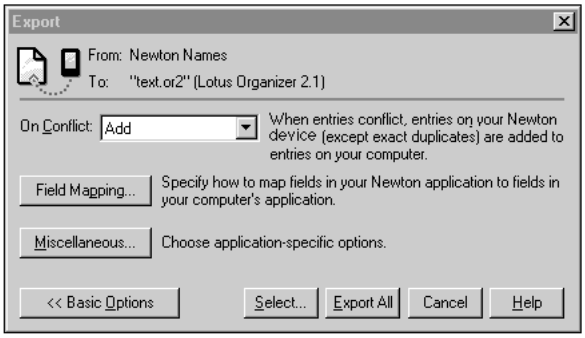
1 **Open the Newton Connection Utilities and follow the steps to export.**

For instructions, see Chapter 6, "Exporting Information From Your Newton Device."

The Export window appears.

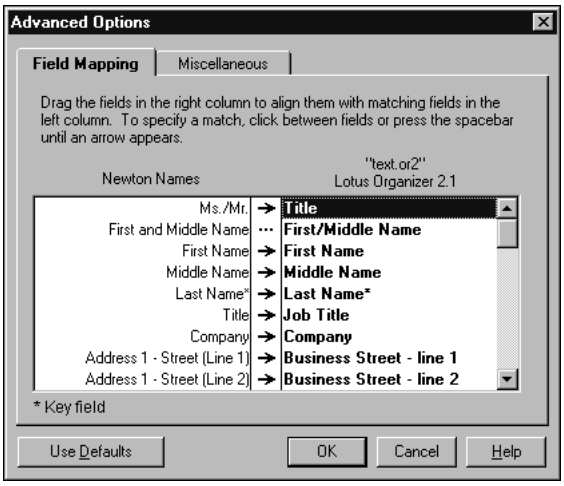
2 **Click Advanced Options.**

The Export window expands to show advanced options.



3 **Click Field Mapping.**

The Field Mapping window appears. The contents of this window may 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.

Note: Fields that show asterisks are key fields that must be mapped for transfer.

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

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

5 **Select the fields you want to transfer.**

To select a field, click in the arrow column until you see an arrow. To deselect a field, click an arrow to remove it. 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 window disappears.

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

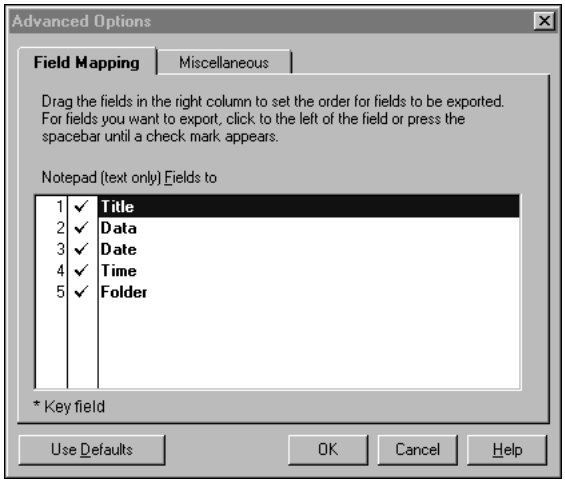
7 **Click Export All.**

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 is slightly different from that used for transferring information from another type of file.

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



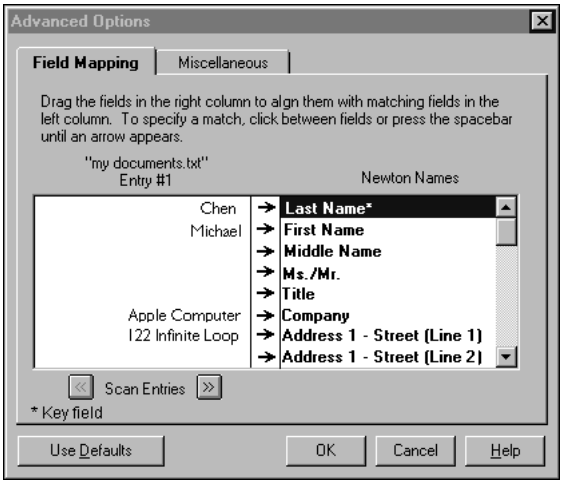
One column shows the application you're exporting from and lists the fields in your Newton application.

The numbered column indicates the order in which fields will appear in the text file. A checkmark indicates the field will be exported.

You can rearrange field names 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. To deselect a field, click to remove the checkmark. Unchecked fields will not be exported.

When you import a delimited 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 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 transferred.

Miscellaneous options are also 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.

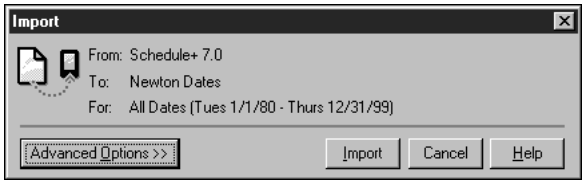
The following example shows you how to set miscellaneous options when you're importing information, but you can also use it as a model for setting miscellaneous options when you're exporting or synchronizing.

To set miscellaneous options, follow these steps:

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

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

The Import window appears.

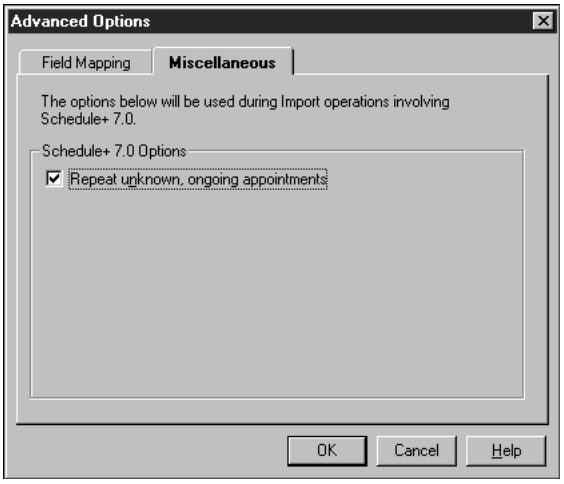


2 **Click Advanced Options.**

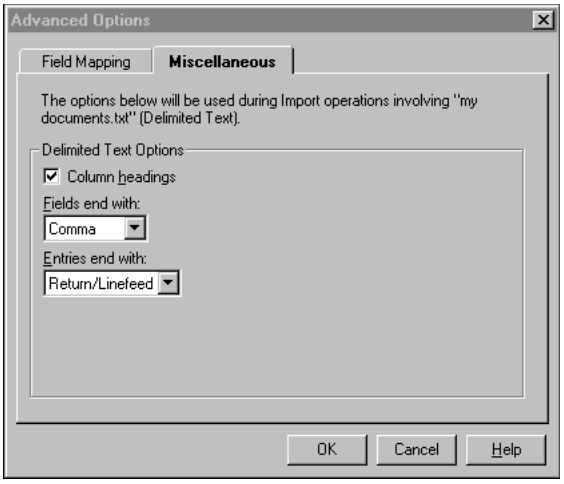
The Import window expands to show advanced options.

3 **Click Miscellaneous.**

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



This example of the Miscellaneous window shows options available when you're importing information from a calendar application.



This example of the Miscellaneous window shows options available when you're exporting to a delimited 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 Some computer calendar applications don't support ongoing meetings, and if you transfer all occurrences of unknown, ongoing meetings to the computer application, the computer application may treat each occurrence as a separate meeting. To remove the meetings, you may have to delete each one 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 window 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.

11 Using the Utilities From Your Newton Device

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

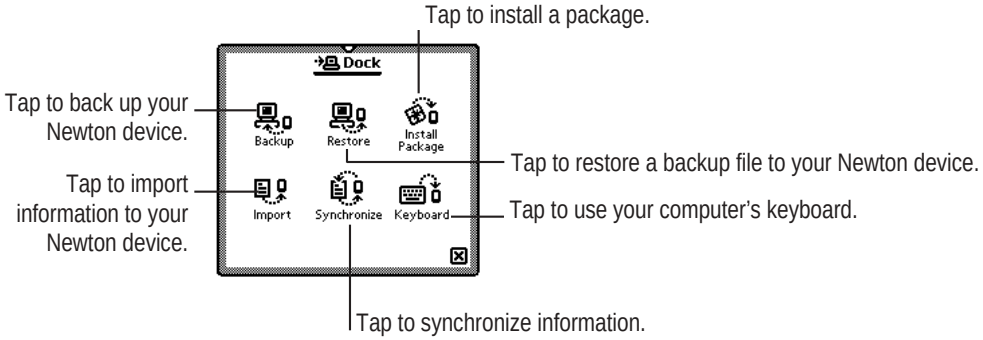
Using the utilities

To use the Newton Connection Utilities from your Newton device:

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

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

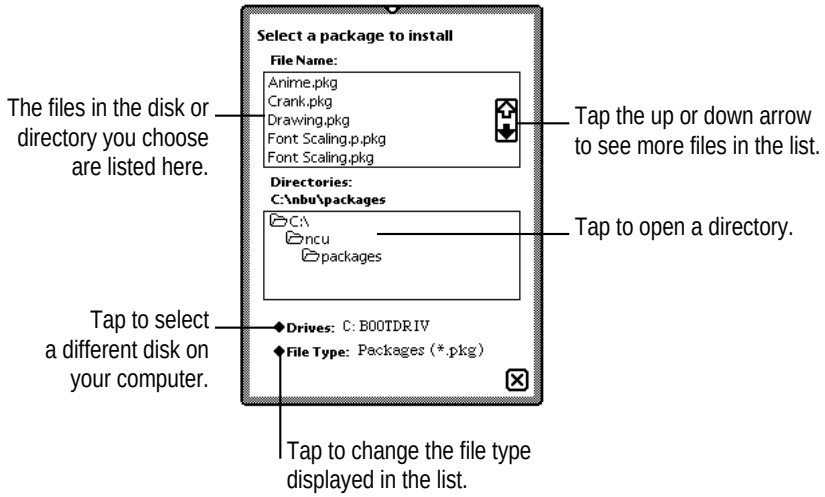
The Newton Connection Utilities buttons appear on your Newton screen. You can use these buttons to select a utility.



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

Finding files on your computer

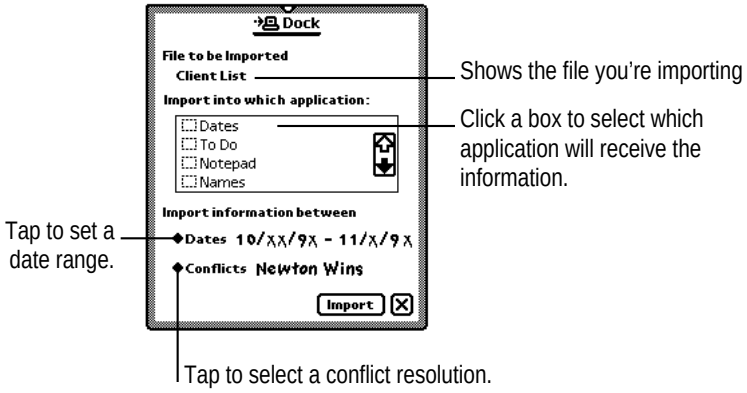
When you need to select a file on your computer (for example, when you restore files or install packages), a slip appears with a list of files. You locate files from your Newton device just as you would from your computer.



Importing information

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

When you're ready to import, the import slip looks something like this (depending on the type of file you're importing):

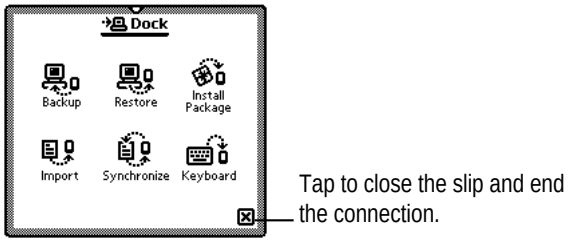


Changing Dock preferences

To change Dock preferences on your Newton device, follow these steps:

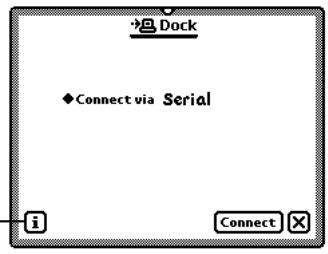
1 **If necessary, tap ☒ to close the Newton Connection Utilities slip and end the connection.**

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



2 **On your Newton screen, tap Dock (or Connection) .**

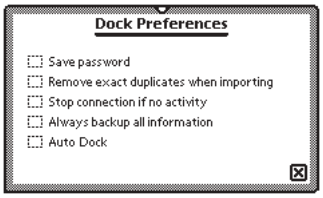
A slip appears.



Tap to change connection preferences.

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

A slip appears with a list of Dock preferences.



4 **Select the desired Dock preferences.**

Dock preferences include the following:

- *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, "Getting Started."
- *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 device and your computer is stopped after a period of inactivity and your Newton device goes to sleep (according to the Sleep preferences you've set).

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

- *Always backup all information:* Automatically backs up all information and packages when you tap Backup.
- *Auto Dock:* When this option is selected, the MessagePad automatically performs a backup or synchronization of its information with your files on your computer. You must first start up the Newton Connection Utilities. You connect your cable to the computer and the other end of the cable and Newton Serial Adapter to the MessagePad. A slip appears that allows you to automatically backup or synchronize information between your computer and the MessagePad. Your MessagePad backs up or synchronizes according to the settings you selected in the Newton Connection Utilities.

5 **Tap ☒ to close the slip.**

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

12 Troubleshooting

This chapter describes some problems you may encounter when using the Newton Connection Utilities. For problems related to your Newton device, see the user's manual that came with your Newton device. For the latest product and troubleshooting information, check the Readme 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, "Getting Started."
- If you have a virus-protection program on your computer, you may need to temporarily turn off the program to install the Newton Connection Utilities. After you install the Newton Connection Utilities, you can reactivate the virus-protection program.

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 directory. If you moved the application out of the directory, put it back in the directory. You can move the entire directory to a new location, but the application must remain within the directory.

Problems establishing a connection

I can't establish a serial connection from my Newton device.

- Check that your cables are connected properly. See "Connecting a Newton Device to Your Computer" in Chapter 1, "Getting Started."
- 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 device. See "Preparing Your Newton Device" in Chapter 1.
- If you can't establish a connection or the connection drops unexpectedly, check the communication speed set for your computer. Some computer hardware cannot support the Newton Connection Utilities default connection speed (38400 baud). See the Readme file that was installed with the Newton Connection Utilities software for more information about solutions to this problem.

I can't select 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 device. See "Establishing a Connection" in Chapter 1, "Getting Started."

Problems backing up and restoring information

I can't create a backup file.

- Make sure your Newton device is connected to your computer and you've selected the correct type of connection on your computer. See Chapter 1, "Getting Started."
- Make sure you've selected the correct type of connection on your Newton device. See "Preparing Your Newton Device" in Chapter 1.
- Make sure you've established a connection from your Newton device. 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 NCU directory.

- You may have changed the location of backup files to another directory. See "Changing the Location of the Backups Directory" in Chapter 2, "Backing Up and Restoring Information."

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 window. See "Backing Up All Information and Packages" in Chapter 2, "Backing Up and Restoring Information."
- The Newton Connection Utilities do not back up packages on a storage card if you're using a Newton device with the Newton 2.1 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 2.1 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 the Newton Connection Kit 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 directory. See "Previous Backups" in Chapter 2, "Backing Up and Restoring Information."

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

- Delete items you no longer use from your Newton device 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 in your computer or turn on virtual memory. For more information about file swapping, see the manual that came with your computer.

When I restore information from a Newton device that uses an earlier version of the Newton operating system to a device that uses the Newton 2.1 operating system, my To Do list disappears.

- You may have set the wrong date on your Newton device. Reset the date by opening the Setup application in the Setup folder of the Extras Drawer. Then try restoring again.

Problems installing packages

I can't install a package.

- You may not have enough free storage space on your storage card or Newton device. Try deleting packages you don't need.
- Contact the software publisher to make sure the package is compatible with the Newton 2.1 operating system.

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

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

When I restore a package to my Newton device, 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 device 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 in plain or delimited text format instead of another format.
- Make sure you've specified the correct field and entry separators in the file. See "Setting Miscellaneous Options" in Chapter 10, "Setting Advanced Options."

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, "Synchronizing Information."
- Make sure the box to the left of the application is selected in the Synchronization Settings window. 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 10, "Setting Advanced Options."

When I synchronize or export information, I don't see all the data transferred to my computer files.

- Check that you have selected all the fields of information that you want transferred in the Field Map window. If some fields are not selected, their data is not transferred. See "Changing a Field Map" in Chapter 10, "Setting Advanced Options."

When I synchronize, some data appears duplicated in my files.

- Check for slight differences in the information. If the Newton Connection Utilities detect differences, you may have set it up to maintain information by setting conflict resolution options.

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 10, "Setting Advanced Options."

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

- Some types of calendar applications don't support ongoing meetings, so if you transfer repeating meetings to the computer, they may be treated as many separate meetings instead of a repeated occurrence of a single event. To prevent an infinite amount of ongoing meetings being transferred, a limit is set for how many meetings are transferred. For example, if a daily repeating meeting is 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 "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 device again, the original items will not appear in place of the asterisks.

Appendix
Working With Translators

You can use translators to import, export, or synchronize information in your Newton device and applications on your computer. See the Readme file installed with the software to find out what translators are available for the Newton Connection Utilities.

Here are some tips to follow when working with translators. (These tips do not apply to importing and exporting information into Newton Works. See the Readme file to find out more about importing and exporting to the Newton Works application.)

- When you export notes, one file is created on your computer, even if you have several notes on your Newton device.
- 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.
- If you export mixed text and graphics (for example, a drawing with text labels), the information is converted to a graphic on your computer.
- If you import graphics that are wider or taller than the Newton screen, the upper-left corner of the graphic appears on your Newton device.

- Some translators may turn repeating meetings into individual meetings. In this case, you can specify whether to transfer only the first instance or all instances of this meeting. For more information, see “Setting Miscellaneous Options” in Chapter 10, “Setting Advanced Options.”
- You cannot synchronize with files created by word-processing applications (for example, Microsoft Word).

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Newton

Newton Connection Utilities User's Manual

for Windows

Apple Computer, Inc.

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Where to Find More Information

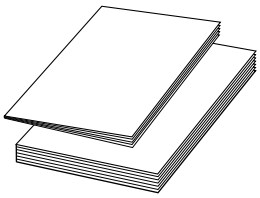
This book describes how to install and use the Newton Connection Utilities. In addition to this book, you can get answers about the Newton Connection Utilities from the following sources:

On your computer's hard disk

In the Readme document

The Readme file that comes with your Newton Connection Utilities contains late-breaking information about using the utilities, using translators for transferring information, and solving common problems.

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.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.)

The Apple Publishing System

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