



Newton Press
User's Guide
For Windows



 **Apple Computer, Inc.**

© 1996 Apple Computer, Inc. All rights reserved.

Under the copyright laws, this manual may not be copied, in whole or in part, without the written consent of Apple. Your rights to the software are governed by the accompanying software license agreement.

The Apple logo is a trademark of Apple Computer, Inc., registered in the US and other countries. Use of the “keyboard” Apple logo (Option-Shift-K) for commercial purposes without the prior written consent of Apple may constitute trademark infringement and unfair competition in violation of federal and state laws.

Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

Apple Computer, Inc.
1 Infinite Loop
Cupertino, CA 95014-2084
(408) 996-1010

Apple, the Apple logo, LaserWriter, LocalTalk, Macintosh, Message Pad, and Newton are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

The light bulb logo is a trademark of Apple Computer, Inc.

Adobe, Adobe Illustrator, Adobe Photoshop, and PostScript are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions.

Helvetica and Times are registered trademarks of Linotype Company.

PC Paintbrush is a registered trademark of ZSoft Corporation.

QMS is a registered trademark of QMS, Inc.

QuarkXPress is a registered trademark of Quark, Inc.

Tektronix is a registered trademark of Tektronix, Inc.

Windows is a trademark of Microsoft Corporation.

Simultaneously published in the United States and Canada.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.



Newton Press

About Newton Press

What is Newton Press?	vii
What is a Newton book?	viii
How do I create a book?	x
Reading the book on a Newton PDA	xii

1 Getting Started 1

In this package	1
System requirements	2
Connecting your Newton PDA to your computer	3
Attaching the cable	3
Installing Newton Press	5
Installation troubleshooting	6
Starting Newton Press	7
Getting your computer ready	7
Creating a book	9
Getting your Newton PDA ready	12
Locating the new book	13
Problems?	13

Exiting Newton Press	14
2 Creating a Book	15
Dragging and dropping a book onto a Newton PDA	16
Creating a new book	17
Navigating your document	18
Copying and pasting	19
Bringing documents into a book	19
Adding a new document	20
Dragging and dropping a document for editing	22
Adding multiple documents into a book file	23
Bringing graphics into a book	23
Naming and identifying a book	26
Saving and opening your work in progress	27
Saving your work in progress	27
Opening your work in progress	28
3 Formatting Your Newton Book	29
About the Newton Press application window	30
Inserting a page break	31
Removing a page break	32
Creating a header	33
Using fonts	34
Adding documents that use different fonts	35
Aligning text	36
Using tabs	38
Creating tables	40
Creating borders	41
Inverting text	42

4	Creating a Table of Contents	43
	Using the Table of Contents window	44
	Adding topics to the table of contents	45
	Viewing topic markers in a book	46
	Adding topics automatically	46
	Editing topics in the Table of Contents window	46
	Deleting topics from the Table of Contents window	47
5	Linking	49
	Creating links	50
	Breaking links	52
	Checking links	52
6	Saving and Installing Book Packages	53
	Creating a book package	53
	Installing a package on a Newton PDA	54
	Preparing the computer	55
	Preparing the Newton PDA	55
7	Setting Preferences	57
	Selecting preference settings	58
	Text preferences	58
	Import preferences	59
	Install preferences	61
	Location for saved packages	62

8	Viewing Your Book on a Newton PDA	63
	Opening a book on a Newton PDA	64
	Viewing pages	65
	Using a table of contents	65
	Using Newton Book Reader controls	66
	Going to a specific page	67
	Copying parts of a book	70
	Annotating books	72
	Printing and faxing a book	73
	Closing a Newton Book	74
9	Troubleshooting	75
	Problems installing the software	75
	Problems editing and formatting a book	75
	Problems adding documents to a book	76
	Problems installing a book package on a Newton PDA	77
	General questions	78
Appendix A	Setting up Windows 3.1 for Newton Press	79
	Index	XX



About Newton Press



What is Newton Press?

Newton Press is an ideal application for creating and distributing electronic documents as Newton books that can be reviewed and annotated on a Newton PDA. With Newton Press, you can create read-only electronic documents, complete with text and graphics, that anyone with a Newton PDA can use.

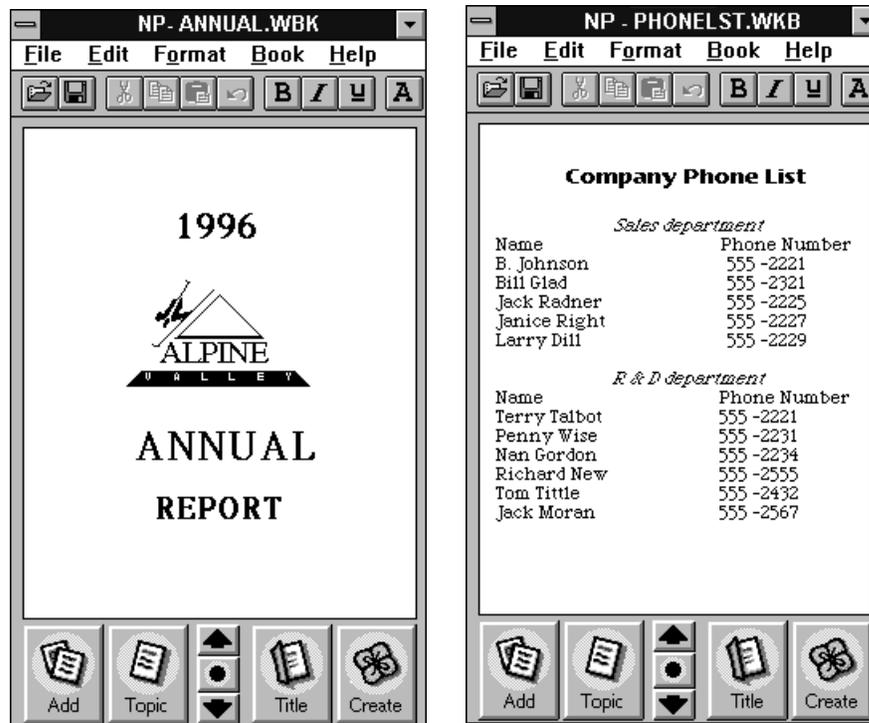
You can quickly create Newton books by combining text and graphics from other applications into your Newton Press documents. You can also type and edit text as you create a Newton book and easily format it to match the screen-size and display characteristics of Newton PDAs.

After creating an electronic document on your computer, you can save it as a book package and install it on Newton PDAs. You can use the Newton Press application or use other Newton applications, such as the Newton Backup Utility to install your packages on Newton PDAs. In fact, Newton Press provides ways to quickly create books and install them on a Newton PDA automatically without typing or formatting documents yourself. So if you just want to move information from your computer onto your Newton PDA, you can do so in a few easy steps.

What is a Newton book?

A Newton book is an electronic document created for viewing on a Newton PDA. With Newton Press, you can create and publish a variety of documents such as business reports, reference materials, price sheets, product listings and tables for display on Newton PDAs.

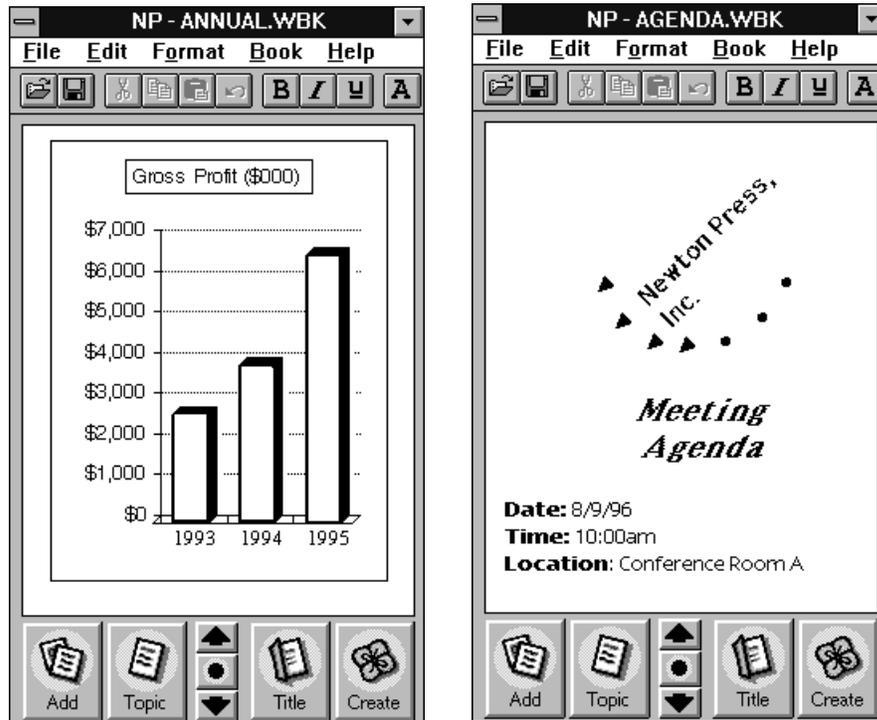
You can create company reports and documents that someone with a Newton PDA can keep for easy reference. You can also distribute Newton books to employees with reference tables of prices, products, or other lists of information.



You can create company directories and other lists that Newton PDA users can refer to on the job or in the field, taking advantage of the portability of the Newton PDA.



And you can create documents with graphics and charts that provide Newton PDA users with effective and persuasive visual tools for communicating information.



Newton Press enables you to create a wide variety of books that can effectively convey your information.

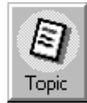
How do I create a book?

Creating a book is roughly a four-step process:

- You first open the Newton Press application and type or add the content of your book. You can then format the book to look the way you want it.



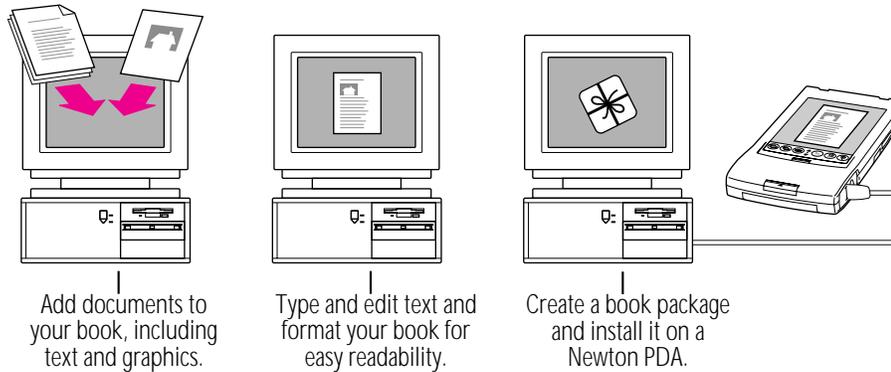
- You can create a table of contents that readers can use to move about the different topics of a book.



- You can name and record identifying information about your book.



- And last, you save the book as a package that you can install on a Newton PDA.



With Newton Press, you can easily take the text and graphics from many commonly used applications on your computer and place them in a new book. Documents that you frequently use can most often be converted to Newton books.

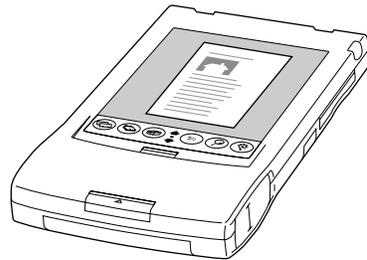
If you find it easier, you can format your documents in your computer application to use the fonts and line widths that fit a Newton PDA screen before bringing them into Newton Press.

As you work with a book in Newton Press, you can see how it will appear on a Newton PDA screen. You can then edit and format the book to give it a polished look that's easy to read. You can also create books that have special features such as tables of contents and linked pages that let readers quickly jump to the information they want to see.

Once your book is complete, you then save the book as a package. By connecting a Newton PDA to your computer, you can transfer your book package to the Newton PDA where readers can open and view it at any time.

Reading the book on a Newton PDA

When you install a book on a Newton PDA, users can open books, view and annotate pages, and even fax and print the document.



For more information about using the Newton Book reader, see Chapter 8, “Viewing Your Book on a Newton PDA.”

1

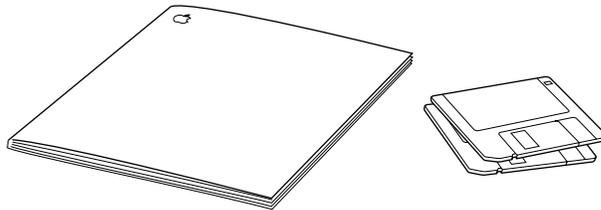
Getting Started



This chapter explains how to install and set up the Newton Press software. It also provides instructions for connecting your computer and Newton PDA and trying out the Newton Press application.

In This Package

Check the contents of your Newton Press package. You'll find:



System Requirements

To install the Newton Press application and use it with a Newton PDA, you need

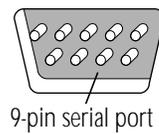
- An IBM PC or a compatible computer with Intel 80386 or later version microprocessor
- A VGA display or better
- Windows 3.1, or Windows NT 3.5 or later version, or Windows 95. (If you are using Windows 3.1, you must turn on your computer's filesharing and virtual memory functions. If they are not already on, see Appendix A for information about turning on these functions.
- 2 megabytes (MB) of free random access memory (RAM) available
- a hard disk drive with 3 MB of available disk space
- an available serial port
- a serial cable (9-pin or 25-pin corresponding to the available serial port). This cable is not included with the Newton Press package. See "Connecting A Newton PDA to Your Computer" for more information about obtaining a cable.
- a Newton PDA

A mouse or pointing device is recommended.

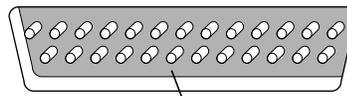
Connecting Your Newton to Your Computer

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

PC serial ports come in two sizes—9-pin and 25-pin. On some computers a serial port may be labeled COM1, COM2, COM3, COM4, or SERIAL. For more information on setting serial port settings, see “Setting a Type of Connection” later in this chapter.



9-pin serial port



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

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

If you do not have a cable or adapter, Apple can provide one for you. See an Apple-authorized dealer for more information.

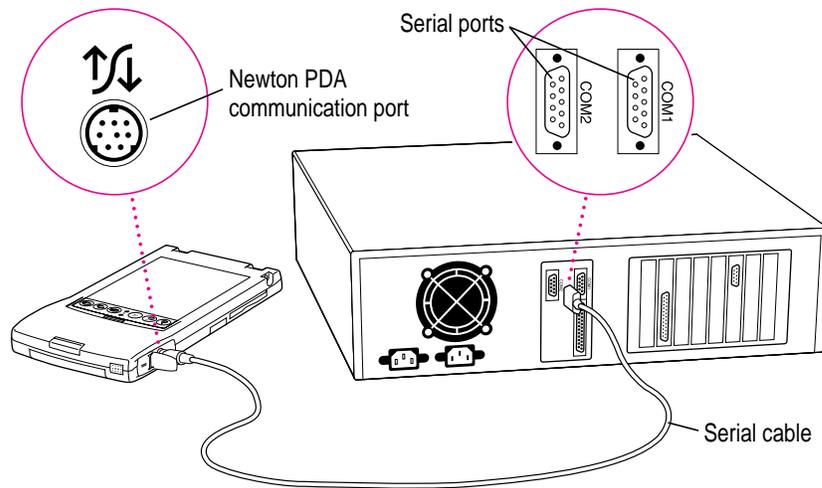
Attaching the cable

To connect your Newton PDA and PC by cable:

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

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

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



That's it! You can go on to “Installing Newton Press,” next.

IMPORTANT You can use the Newton Press application to create and format books on your computer without connecting a Newton PDA to your computer. To install a book package on a Newton PDA, however, you must connect it. To complete the installation procedure given here and to test whether Newton Press is installed correctly, be sure to follow the connection instructions given next.

Installing Newton Press

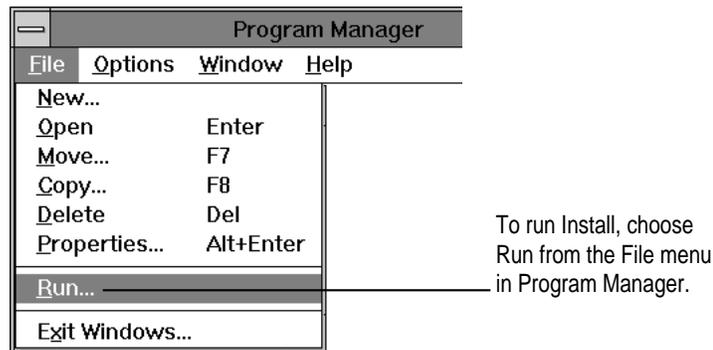
Before your computer can communicate with your Newton PDA, you need to install Newton Press on your computer. You'll need the disks that came with this manual.

The Newton Press installation program, SETUPEXE, installs the Newton Press files. For information about the files installed on your hard disk, see the Readme file installed with your Newton Press software.

Before you begin to install the Newton Press software, you should verify that your system meets the necessary minimum requirements. For a list of system requirements, see "System Requirements" earlier in this chapter.

To install the Newton Press software:

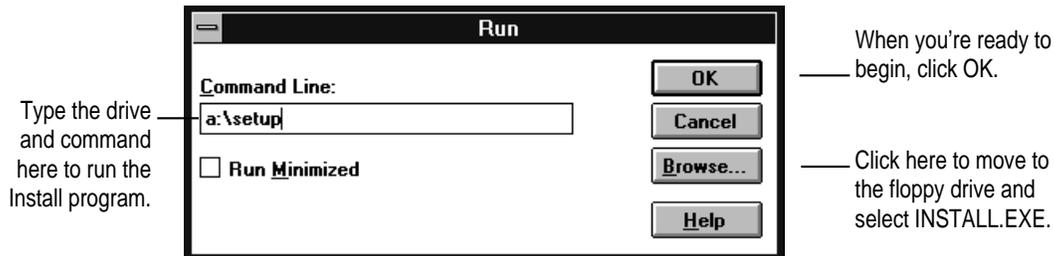
- 1** Place the *Install* disk in the appropriate floppy drive.
- 2** In Program Manager, choose Run from the File menu, or if you have Windows 95, click the Start button and then choose Run.



A window appears.

3 Type a:\setup and choose OK.

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



4 Follow the on-screen instructions.

Newton Press is installed in the Press directory. Depending on the version of Windows that you're using, you may be asked to restart Windows. It's important that you restart Windows so that communications can work properly.

You'll find a directory named Press on your hard disk.

Installation troubleshooting

If the Installer can't complete the installation, you'll see a message. Here are some ways to fix some common problems.

- Make sure that you have the correct hardware or system software. (If you don't, the Installer tells you what you're missing.)
- Make sure you have enough free disk space on your hard disk. If necessary, delete old files you no longer need to make more room. The Newton Press application requires 3 MB of free hard disk space.

Starting Newton Press

Now that you've installed the computer software, you must set your computer software and the Newton PDA to communicate.

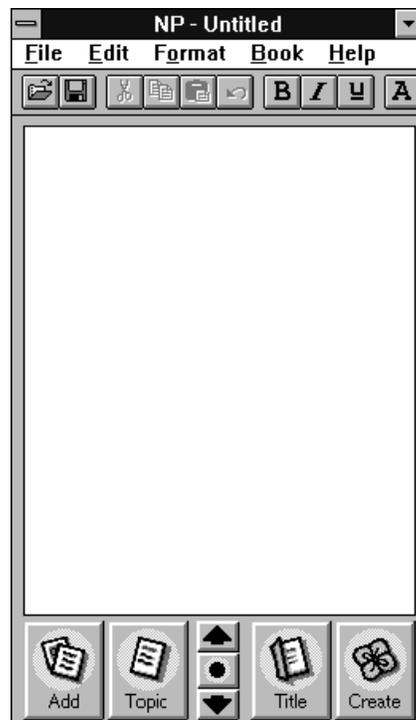
Getting your computer ready

After connecting your computer and Newton PDA, you next must open the Newton Press application program and specify the communications port that you have used. You don't need to specify the port again unless you change to a different port later.

To set the Newton Press connection preferences:

- 1 **Double-click the Newton Press icon to open the application.**

The Newton Press screen appears.



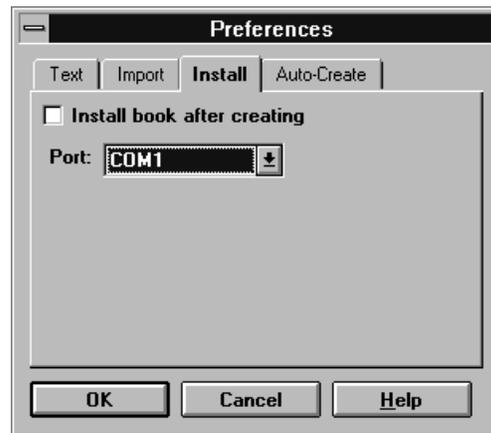
- 2 Choose Preferences from the Edit menu.

The Preferences window appears.



- 3 Click the Install tab.

The Install options appear.



- 4 If the Port option isn't set to the correct port, click the Port drop-down list and select the communications port you want to use.
- 5 Click OK.

You've now set up the Newton Press application to communicate over your selected communications port.

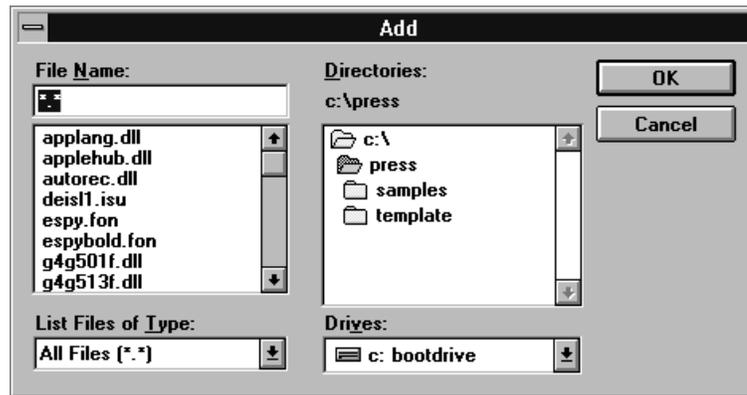
Next, let's start creating a book by adding some text to an empty document.

Creating a book

- 1 Click the Add button in the Newton Press window.

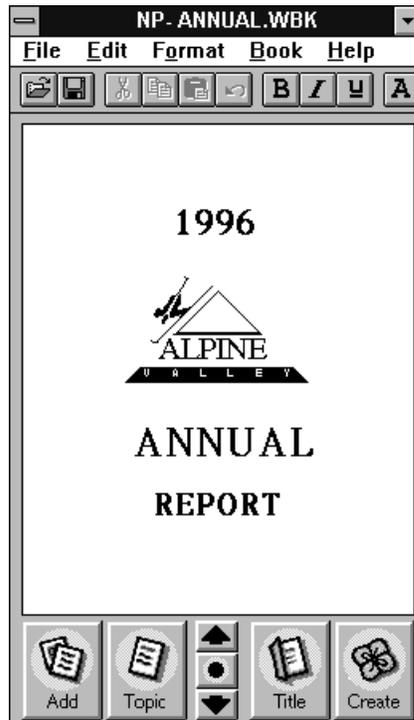


The Add window appears.



- 2 Select the Annual file in the Samples directory and click OK.

Newton Press adds the Annual Report file to the book, formatting it for display on a Newton PDA screen.



- 3 Inspect the newly added text by clicking the Up and Down arrows on the Newton Press window to move from page to page.

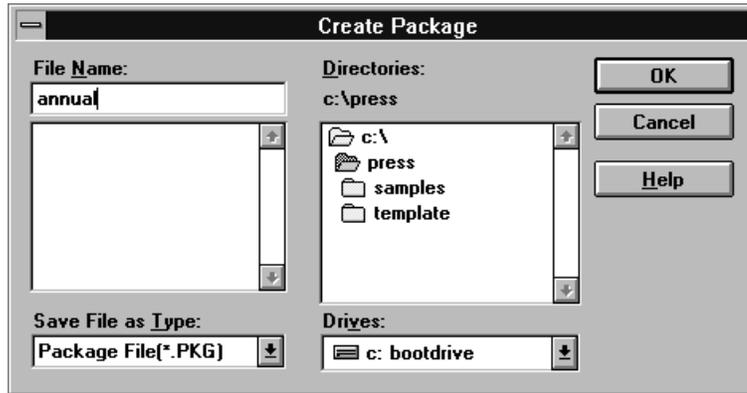
You can browse the information that you've added to this book.

The information that appears on the screen, however, is not yet a Newton package that can be installed on a Newton PDA. Now you'll save the book as a package and then install it on your Newton PDA

- 4 Click the Create button.



The Create window appears.



- 5 Type a new name for the package, or use the one that already appears in the File Name box, and click OK.

Newton Press saves the Newton book as a package in the Press directory. It also automatically prepares to install the package on your Newton PDA. (You can turn this automatic installation feature off, if you wish. See Chapter 9, “Setting Preferences” for more information.)

You’re now ready to set up the Newton PDA to communicate with the computer.

Getting your Newton PDA ready

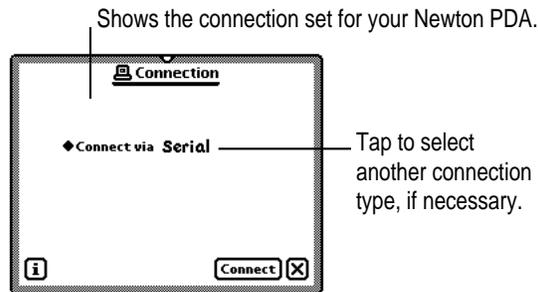
To get your Newton PDA ready to receive a new package, you must specify the type of connection you've made between the device and your computer.

To set up and open a connection on the Newton PDA:

- 1 Turn on the Newton PDA.
- 2 Tap the Extras drawer .
- 3 In the Extras Drawer, tap Connection .

You may have to show all icons to see the Connection icon.

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



Note: If your Newton PDA uses a version of the Newton operating system earlier than 2.0, the slip may appear different.

- 4 If the type of connection that appears in the slip is not correct, tap “Connect via” to change the connection. If it is correct, skip to step 6.

A list of connections appears.

- 5 Choose Serial.

IMPORTANT If your Newton PDA uses a version of the Newton operating system earlier than 2.0, choose the “Macintosh Serial” option. *Do not* choose the “DOS or Windows PC” option.

- 6 Tap Connect.

Your computer and Newton PDA establish a connection, and Newton Press installs the new Newton Book package in the Extras Drawer.

Locating the new book

You can now open and view the new book package on your Newton PDA.

1 On the Newton PDA, tap the Extras Drawer.

A new book with the title you gave it appears in the extras drawer.

2 Tap the book to open it.

Congratulations! You've created and installed your first book on a Newton PDA.

Review the Readme file for important late-breaking information about Newton Press. For more information about how to review the book, see Chapter 8, "Viewing Your Book on a Newton PDA."

Problems?

If the Newton book didn't transfer to your Newton, make sure that:

- the connections between your Newton PDA and the computer are properly attached
- you installed the software and set up the computer and Newton PDA correctly, as described earlier in this chapter
- you have specified the correct port in the Preferences window in the Newton Press application on your computer, as explained in "Getting Your Computer Ready"
- you have opened a connection using the Newton PDA, as explained in "Getting Your Newton PDA Ready"

If problems persist, see Chapter 9, "Troubleshooting," for solutions to common problems encountered when installing software or installing books on a Newton PDA.

Exiting Newton Press

When you no longer want to use Newton Press, you can exit the application and unplug the Newton PDA from its connection to the computer or network.

To exit the Newton Press application:

- **On your computer, choose Exit from the File menu to close the Newton Press application.**

If you have a book open that you haven't saved, the application displays an alert box asking if you want to save your work. Click Save to save your work or Don't Save to discard the book.

To unplug the Newton PDA:

- 1 To disconnect cables, turn off the computer and the Newton PDA**
- 2 Turn off the Newton PDA and unplug the end of the cable connected to the device.**

You can also unplug the cable from the computer connection, if you want.

2

Creating a Book



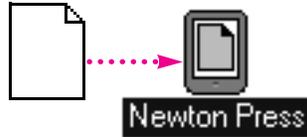
Newton Press provides fast and flexible ways of creating Newton books. With the Newton Press application you can

- Create books automatically by dragging and dropping documents onto the Newton Press icon and have them automatically installed onto a Newton PDA
- Create an empty Newton Press document to start a new book
- Move from page to page through a book or jump to a specific page
- Edit a book and copy and paste text and graphics
- Add documents from your computer applications to a book
- Add graphics, including charts, clip art, company logos, and more, to a book
- Record information about a book, including a title, author, and unique ID number or ISBN number
- Save and open your work in progress

For information about formatting books, see Chapter 3, “Formatting Your Newton Book.”

Dragging and dropping a book onto a Newton PDA

Once your computer and Newton PDA are connected, you can quickly move information from your computer to your Newton PDA. Drag a document onto the Newton Press application icon. The application automatically creates a fully formatted book. After creating the book, the application installs it as a package on the Newton PDA.



IMPORTANT You must have the “Install package after Create” option selected in the Preferences window to create books by dragging and dropping. For more information, see Chapter 7, “Setting Preferences.”

To drag and drop a document onto a Newton PDA:

- 1** Connect the Newton PDA to the computer.
- 2** On your computer, drag a document onto the Newton Press icon.

The Newton Press application opens, adds the document to a book, and then prepares to install the book. A message appears telling you to establish a connection using your Newton PDA.

- 3** On your Newton PDA, set up the connection by opening the Extras Drawer and tapping Connection.
- 4** Specify the type of connection used by the Newton PDA and tap Connect.

The Newton PDA and computer establish a connection and you see a progress message as the book package is transferred to the Newton PDA.

You can also select several documents in the File Manager and drag them onto the application all at once.

Creating a new book

In addition to dragging and dropping information on the application, you can create new books by opening the Newton Press application. When the application opens, it creates a new empty document.

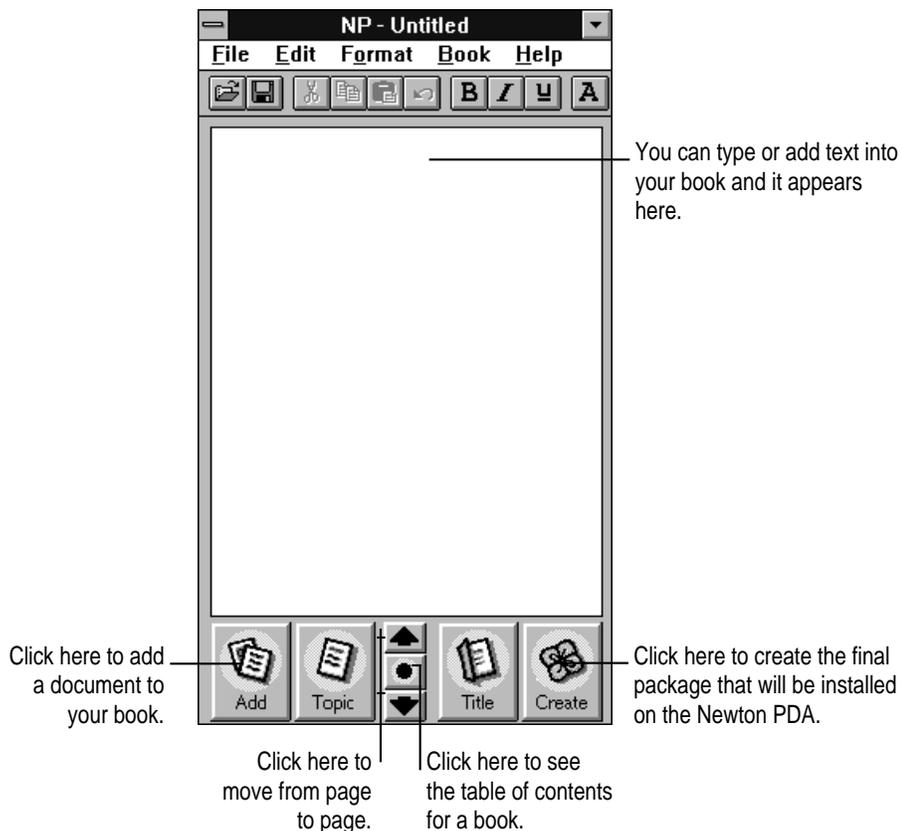
If Newton Press is already open, and you have a Newton book open, you save the current book and then open a new one.

To create a new empty book when Newton Press has a document open:

- **Choose New from the File menu.**

If you haven't saved your changes, Newton Press asks if you want to save your work. Click Save to save the currently open document.

The new book appears in an untitled empty window.



Text you type appears at the insertion point. Text is automatically formatted to fit the size of a Newton PDA screen, providing an accurate picture of how your book will look.

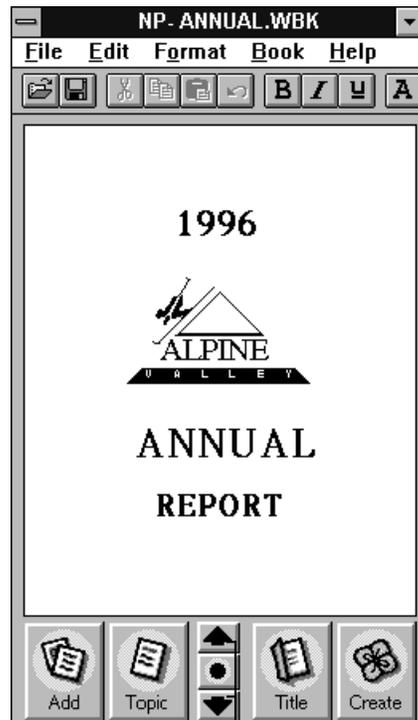
You can select and edit text using standard editing procedures. You can select an entire document and change its font characteristics and text alignment by choosing the Select All command in the Edit menu. You can cut, copy, and paste text and graphics and choose font characteristics, alignment, and other formatting options. For more information about formatting your document, see Chapter 3, “Formatting Your Newton Book.”

To edit text:

- Select the text you want to change and type or choose commands from the menus to change it.

Navigating in your document

As you create a document, the application automatically divides it into pages that fit within a Newton PDA's screen. You can move from page to page or jump directly to the page you want.



Click these arrows to move forward or backward page by page.

To move from page to page:

- Click the down or up arrow to move to the next or previous page.

To move to a specific page:

- 1** Choose **Go To Page** from the **Book** menu.

The **Go to Page** window appears.

- 2** Type a page number and click **Go To**.

You can also click the **Last Page** button to go to the end of the document.

If you have created a table of contents, you can also use it to go to specific pages. For more information about creating and using a table of contents, see Chapter 4, “Creating a Table of Contents.”

