Newton

Welcome to Newton!
Installing Your Newton Software

The Apple Employee Bundle includes two floppy disks containing the following Newton software:

- NewtonMail Modules — send, receive, and reply to your electronic mail more efficiently
- Notion: The Newton List Manager — create and manage a wide variety of lists
- Solitaire — relax with a favorite card game
- ExpensePlus — manage your expenses and easily fill out business expense reports by transferring information from your Newton to your Macintosh

    Note for Apple employees: Several special Newton extras for Apple employees are available on AppleLink, including Linker (which lets you use your Newton to connect to AppleLink), the Apple Directory, and the Apple Facts reference book on Apple products. For more information, see "Employee Bundle Promo" in the World of Newton folder in the Newton area on AppleLink.

Installing the Newton applications on your hard disk

To install items on your hard disk, you will need:

- the floppy disks that came with your Employee Bundle
- the serial cable that came with your Newton Connection Kit (or any standard serial cable, such as the cable connecting your printer to your Macintosh)
- your Newton
- a Macintosh computer running System 7 or higher

    Note: Your Employee Bundle includes a Newton 1 MB storage card (PCMCIA card). You can install some of the software in the Employee Bundle on this card. If you want to install all the software, you will need to purchase an additional storage card. You can purchase 2 MB and 4 MB storage cards at the Apple Company Store or at any Apple-authorized Newton dealer.

Installing from the Newton Applications disk

Follow these instructions to install the software:

1 Insert the floppy disk labeled Newton Applications into the disk drive.
2 Open the disk icon if necessary, then double-click the "Newton Applications.sit" icon.
3 Click Continue in the dialog box that appears.
4 In the Install dialog box, choose a location for the items you're installing.
5 Click Install.
6 When installation is finished, click Quit.

Three folders are installed on your hard disk:

- NewtonMail Mods 1.0 folder
- Notion 1.1
- Solitaire 1.0

    Note: The Notion 1.1 folder may contain a file called "Notion 1.1 sea." You won't need this file; you can throw it away to save disk space.

Viewing the electronic manuals

The Notion and Solitaire folders contain manuals in Common Ground format. To view a manual, simply double-click the file labeled "Manual CG-Mac" to open it. You move through the manual using the Page menu. You can also print the manual.

Installing from the ExpensePlus disk

Follow these instructions to install ExpensePlus on your hard disk.

Note: AppleScript is installed during this procedure, unless it's already installed. (ExpensePlus uses AppleScript to transfer information.)

1 Insert the ExpensePlus disk. If necessary, double-click the disk icon to open it.

2 Quit any open application programs on your Macintosh.

3 Double-click the Installer icon to open it.

4 Click OK in the dialog box that appears.

The Easy Install dialog box appears.

5 Make sure that your startup disk is named in the box. If not, click the Switch Disk button until the correct disk name appears.

You need to install the ExpensePlus software on your startup disk to take advantage of the automatic transfer capabilities.

6 Click Install.

7 When installation is finished, restart your computer.

8 Open the ExpensePlus folder on your hard disk.

9 Double-click any files labeled "sea" to expand them. Choose a location for the expanded files, then click Extract.

What's installed with ExpensePlus

Installation places the following items on your hard disk:

■ ExpensePlus folder containing the ExpensePlus for Newton package, the ExpensePlus Receiver application program, the Newton Package Installer, aliases for using ExpensePlus with other applications, and information about customizing ExpensePlus reports.

If you have the Informed Manager, Microsoft Excel, or FileMaker Pro applications, aliases for them appear in your ExpensePlus folder, and expense report templates are installed in the applications' folders.

Important Do not remove the aliases. The AppleScript files for ExpensePlus rely on them.

■ Extensions (installed in the Extensions folder): AppleScript, Apple Modem Tool, AppleTalk ADSP Tool, Apple Event Manager, and Serial Tool

■ Scripts for use with Informed Manager, Excel, and FileMaker (installed in an ExpensePlus folder created in the Preferences folder); an alias for the scripts, labeled "AppleScripts," is in the ExpensePlus folder

Installing packages on your Newton

Newton applications are also called packages. There are two ways to install packages on your Newton:

- Use Newton Package Installer (included when you install ExpensePlus)
- Use Newton Connection Kit (included in your Employee Bundle)

To use Newton Connection Kit, see the documentation that came with it.

The following instructions describe how to install applications using Newton Package Installer and a serial cable.

1 Connect the cable that came with Newton Connection Kit (or any serial cable, such as the cable that connects your printer to your Macintosh) to the communication port on the Newton.

The communication port has a cover marked with this icon: 🔀

2 Connect the serial cable to the modem port ☎ on your Macintosh.

You can also connect the cable to the printer port. If you do so, open the Chooser and make sure AppleTalk is turned off.

3 If you are installing packages on a storage card, insert the card in your Newton.

For instructions, see your Newton handbook.

4 If you're installing on a card, tap Extras 🗄 to open the Extras Drawer, tap Card ⬚, and make sure that "Store new items on card" is checked. (If not, tap it to check it.)

5 On the Macintosh, locate the Newton Package Installer icon (inside the ExpensePlus folder) and the icon of the package you want to install.

If you wish, you can install more than one package at a time.

6 Drag the package icon to the Newton Package Installer icon.

Or if you are installing ExpensePlus, double-click the "ExpensePlus for Newton" icon in the ExpensePlus folder.

Newton Package Installer opens. Click the information box to close it.

7 The first time you use Newton Package Installer, a dialog box appears asking you to select the kind of connection you're using. Make sure "Connect via Serial" is selected and click the port your Newton is connected to. Then click OK.

If you later change the kind of connection you're using, use the Preferences command in the Edit menu to specify the new connection.

8 On your Newton, tap Extras 🗄 to open the Extras Drawer.

9 Tap Connection 💻 then tap "Macintosh serial."

The package is installed on your Newton. When you're finished, you can install additional packages or quit the Newton Package Installer.

Using Apple's ExpensePlus Script
(For Apple employees only)

Apple employees can use Apple's ExpensePlus Script to transfer information directly from the Newton to the Informed Manager expense report. You'll need to make sure of the following:

■ The AppleScripts alias (which points to the ExpensePlus folder in the Preferences folder) must be inside the ExpensePlus folder on your hard disk.

■ The file labeled "Apple's ExpensePlus Script" must be installed. You can install the file by dragging it to the AppleScripts alias in the ExpensePlus folder.

The file is available on AppleLink in the Newton area. Open the World of Newton folder, then open the Employee Bundle Promo folder.

■ The Weekly Expense Report–94 form must be in the same folder as the Informed Manager application.

Follow these steps to transfer information:

1 On your Macintosh, open the ExpensePlus folder.

2 Double-click the ExpensePlus Receiver icon to open it.

3 In the pop-up menu, select Apple's ExpensePlus Script.

4 Connect your Newton to your Macintosh using the cable that came with Newton Connection Kit (or any standard serial cable).

If you want to use LocalTalk cables, see your Newton handbook. Your Newton and your Macintosh must be in the same AppleTalk zone to transfer information via AppleTalk.

5 On your Newton, tap Extras 📦 to open the Extras Drawer.

6 Tap Connection 💻.

7 Tap "Macintosh serial."

The information is transferred automatically.