



Newtourage 0.3b2 User's Guide

Thank you for downloading and evaluating this beta of Newtourage. Newtourage will allow you to synchronize your Newton's Names, To-Do's, Calendar & Notes applications with Microsoft Entourage (part of Microsoft Office:mac 2001).

Important Information About This Beta:

- *Only Names Synchronization has been implemented.* Additional functionality is under development
- *This beta is time limited and will expire.* Please see the beta's About Box for the actual date.
- To download the latest Newtourage Beta's please visit DelCann Software at <http://www.zbzoom.net/~jdpizzo>. Send all comments to delcannsoft@yahoo.com.
- There is one known bug. See the section on connecting below.

System Requirements (you must be able to run Entourage & Newtourage simultaneously)

- Microsoft Entourage
 - Macintosh OS 8.1 (8.5 Recommended)
 - Any PowerPC Processor (120 Mhz or higher Recommended)
 - 32 MB RAM for systems prior to 9.0, 48 MB RAM for 9.0 and later
- Newton MessagePad or Compatible Device
 - NOS 2.0/2.1
 - Serial or AppleTalk connection (AppleTalk Recommended)
- Newtourage
 - 5 MB RAM
 - 3 MB Hard Drive Space
 - AppleScript

Note: This beta has only been tested on an upgraded MP2000. It *should* work on MP2000's, 130's and 120/2.0's, but has not been tested.

-IMPORTANT-

READ THIS FILE. It's not long and will help you avoid giving yourself a major headache!

-IMPORTANT-

BACKUP all Newton & Entourage Data BEFORE using this beta. While Newtourage does its best to prevent you from losing your data, this is beta level software. DelCann Software accepts no liability for any damage or loss that may result from using this software.



Using Newtourage

What Contact Information Newtourage Synchronizes:

Entourage	Newton	Entourage	Newton
Name	Name	Phones	Phones
First	First	Work	1 st work phone
Last	Last	Work 2	2 nd work phone
Title	Mr./Mrs.	Work fax	Fax
Company	Company	Home	1 st home phone
Job title	Title	Home 2	2 nd home phone
Addresses	Addresses	Home fax	Home Fax
Default address flag	Custom 10	Mobile phone	Car/Cellular
Work street add 1	Street Line 1 (1 st or 2 nd)	Pager	1 st pager
Work street add 2	Street Line 2 (1 st or 2 nd)	Personal Information	Personal Information
Work city	City (1 st or 2 nd)	Birthday	Dates: Birthday
Work state	State (1 st or 2 nd)	Anniversary	Dates: Anniversary
Work zip	Zip Code (1 st or 2 nd)	Spouse	Affiliate: First Name, Last Name, Title: Spouse
Work country	Street Line 1 (1 st or 2 nd)	Child 1	Affiliate: First Name, Last Name, Title: Child
Home street add 1	Street Line 2 (1 st or 2 nd)	Child 2	2 nd Child Affiliate
Home street add 2	City (1 st or 2 nd)	Child 3	3 rd Child Affiliate
Home city	State (1 st or 2 nd)	Custom Fields	Custom Fields
Home state	Zip Code (1 st or 2 nd)	Custom 1	Custom 1
Home zip	Country (1 st or 2 nd)	Custom 2	Custom 2
Home country	Street Line 1 (1 st or 2 nd)	Custom 3	Custom 3
Email	Email	Custom 4	Custom 4
Work/home/other email 1	1 st email	Custom 5	Custom 5
Work/home/other email 2	2 nd email	Custom 8	Affiliate: First Name, Last Name, Title: Assistant

Note: Newtourage does not sync the Newton Owner Record with the Entourage Me Record.

Note: Newtourage currently only syncs Person & Company records (not groups), ignores the Sync with Palm Checkbox on each Entourage record, and does not sync categories/folders.

Understanding How Newtourage Works

When you run Newtourage for the first time, you'll need to *Initialize the Databases*. This process embeds certain information into each Newton Name record so that it can be definitively matched to its counterpart on Entourage. Initializing also records the active Entourage Identity, so that you don't sync with the wrong one - and thereby accidentally delete your entire address book. (For more on Identities, see Entourage's help system.)

When you initialize, you choose which application holds the master record (Entourage or Newton)



and use that to overwrite the existing data in the other application. **NOTE: ALL CONTACT DATA ON THE NON-MASTER APPLICATION WILL BE DESTROYED.** Make sure whichever application you choose to use as the master record has all the information you need. It is during this process that Newtourage embeds its information into the Newton Names records.

Once you have initialized the databases, you may add, remove or modify any contact record on either the Newton or Entourage and those changes will be mirrored when you next synchronize.

FYI: Newtourage does not directly access Entourage's data files. Instead it uses a series of AppleScripts to tell Entourage what to add, remove or modify. A big advantage to this is that Newtourage should work with future versions of Entourage even if the file format changes. A disadvantage is speed. If you are initializing from the Newton to the Entourage and have a lot of contacts, you may want to get a cup of coffee. However, initializing from Entourage to the Newton is very fast. Since syncing doesn't require writing every record to Entourage, it is also very fast.

Preparing Your Data

One of the wonderful things about the Newton is that its data structure is very flexible... for example; you could list a dozen addresses in a single contact record. Entourage, on the other hand, has specific places for specific pieces of information. Therefore, in order to sync/initialize properly, you'll need to apply some structure to your Newton data. The changes are described here.

Newton Names Custom Field 10/ Entourage Default Address

Entourage has a set of fields for the home address and the work address. The Newton can store multiple addresses, but makes no such home/work distinction. Therefore, Newtourage will sync the first two addresses on the Newton with Entourage and look in the 10th (last) custom field in each names record to learn where to put which. If the word "work" is present, Newtourage makes the Newton's first address the work address. Likewise if the word "home" is present, the first address becomes the home address. If the field is empty, Newtourage won't sync your addresses. This is intentional so you know this field needs to be set. Going the other direction, Newtourage will read the Default Address Checkbox in Entourage, make that address the first one listed in the Newton and place "home" or "work" into the Names Custom Field 10. This way you have the choice, on a contact-by-contact basis, as to whether the Newton shows the home or work address in the card view. If you are Initializing from the Newton to Entourage, you will need to set this field for each record. However, if you are syncing from Entourage to the Newton, you just need to set the label (see box).

To Initially Set the Custom 10/Default Address Field:

- Open your names application and select any names card.
- Tap on Add
- Tap on Custom
- Tap on the last item in the list that appears and enter a label that will help you remember what this field is for... like "Default Address"
- When the data entry slip shows, enter work or home.

From then on, you'll be able to open the data entry slip by tapping on your label from the Add popup. You'll also be able to tap on the diamond next to the field name in the data entry slip to choose home or work after the first time you've entered them.



Newton Names Assistant/ Entourage Custom Field 8

For person contacts, the Newton allows you to enter certain "Affiliates". Affiliates are people related to the contact like children, a spouse or an assistant. Unfortunately, Entourage does not provide an Assistant field, so Newtourage uses Entourage's Custom Field 8. Before Initializing the Databases, you will want to make sure Entourage's Custom Field 8 is empty of any other information. We also recommend, changing the label to Assistant to avoid future confusion. To change the label, simply open any contact record, click on the "Other" tab, click on "Custom 8" and enter a new name in the window.

Phone Number Labels on the Newton

Entourage has slots for home numbers, work numbers, mobile numbers, pagers, etc. However, Entourage does not have a place for non-specific phone numbers. Therefore, phone numbers on the Newton cannot use the generic "Phone" label. Any numbers with this label will be ignored.

FYI: The Newton also has slots for Car and Cellular phones. Entourage simply has one slot for a mobile phone. Newtourage will sync the first number marked Car or Cellular on the Newton with the Mobile Phone slot in Entourage.

Area Code Formats on Entourage

This is a result of a quirk on the Newton side. When phone numbers are transferred from Entourage to the Newton, the area code needs to be surrounded by parentheses. If, for example, the phone number looks like 724-555-1212 instead of (724) 555-1212, the Newton will consider the entire number, including area code, part of the phone number. This means when you use your Newton to dial or view the Names overview, the Newton will place the default area code in front of the number. Instead of seeing, (724) 555-1212, you'll get (610) 724-555-1212. You'll need to change the default phone number format for Entourage by going into Edit->Preferences->General. Then choose the Address Book Tab and choose the first or second format from the pop-up. Unfortunately, while this will make sure all new phone numbers are entered in the correct format, older numbers won't be. In the Newtourage Folder, you'll also find a "down-n-dirty" utility called, Phone Fixer, which will reset numbers in the xxx-xxx-xxxx format to (xxx) xxx-xxxx. If you use one of the other formats, you'll have to write an AppleScript or fix them manually.... at least until DelCann Software does something more formal.

A Special Note for Palm Users

I also have a Palm Vx that I had been using for a while. I noticed that the syncing conduit provided by Microsoft does something odd with the addresses. It takes whatever address is not marked as default and places it in the Notes field for the name record. So if you entered a work and home address for John Smith and work was the default, the conduit will empty the home addresses fields and place them in Notes. If you'd like to sync this address with your Newton, you'll have to put it back in either the work or home address fields. You don't have to... but Newtourage won't sync it otherwise. DelCann Software may write a utility at some point to address this issue.

Making Your Connection

Newtourage currently supports AppleTalk and Serial connections between the Desktop and your handheld. If you use the serial method:

- Newtourage only listens on the modem port (this will be addressed at a later date)



- If you attempt to connect via Serial and AppleTalk is active, **IT WILL CRASH YOUR DESKTOP**. To use the serial connection, **DISABLE APPLE TALK**. This bug is under investigation and will be fixed in a future release.

Initialize & Sync

Once your data has been prepared and you've made your connection, using the Newtourage is simple. First, choose how to initialize the Databases – the Newton Overwrites Entourage or Entourage Overwrites the Newton – and click on the button “Initialize Databases” button. Once complete, syncing is as easy as clicking on the sync button.

FYI: Since Newtourage uses AppleScript to communicate with Entourage, Entourage will open automatically once you've begun the syncing/initializing process. Since Entourage is open, you can watch it adding data to itself by switching to Entourage and making sure the Address Book is open.

Quick Notes

A Note About Custom Fields on the Newton:

Although a Newton Names Custom Field may have data in it, if its label is not set it will not appear in the “Show All Info” view. If you've synced and can't see your Custom field data, open any Name card, tap Add and then Custom. Pick the field that has your data (Custom Field 1 on Entourage is the first Custom Field on the Newton, etc.) tap on the two dotted lines and enter a label. When the data entry slip appears, it should contain your data. You will only have to do this once for each Custom field.

A Note About Entering Affiliates

For person contacts, the Newton allows you to enter certain “Affiliates”. Affiliates are people related to the contact like children, a spouse or an assistant. Newtourage will sync the first three Children, the first spouse (do you really have more than one?) and the first assistant. In order for Newtourage to know they are there, you have to set the Title field for each person to the appropriate relationship... Child, Spouse, Assistant. The Newton allows you to enter additional Titles, but Newtourage won't see these (and would have no place on Entourage to put them if it did.)

Contact Information

Thanks for trying Newtourage. Please remember this is early stage software. If you find any bugs or have requests/suggestions, send them to delcannsoft@yahoo.com. The latest version of Newtourage can be found at <http://www.zbzoom.net/~jdpizzo>.

The Future

Calendar, Noted & To-Do syncing are in development. Time-limited beta versions will be made available on a regular basis for no charge. The final 1.0 version will be available for a small shareware fee.

Acknowledgements

Special thanks to Thomas Tempelmann for porting the Newton DIL's to RealBasic, his patience with all of my questions and his assistance in writing this application.