

Calendar Folders

Folder Filing System for Calendar Information

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1 Welcome and Registration

1.1 About Calendar Folders

Welcome to Calendar Folders, an enhancement that lets you file calendar information in folders. Any information that you file using calendar folders is compatible with any application that uses information from the Dates soup.

Included in this archive are the following packages:

- CalendarFolders.pkg

This is the software package that you need to install on your Newton

- CalendarFolders.pdf

This is the users' manual for Calendar Folders. You are reading it right now.

- CalendarFolders.txt

This is a text only format of the users' manual. If at all possible, use the pdf version of the manual as it has layout and graphics that cannot be included in the text version. The pdf version of the manual is viewed using Adobe® Acrobat Reader®. This can be obtained free of charge at www.adobe.com.

- SASstuff.txt

A list of all of the software available from Stand Alone Inc.

- SArege.pkg

If there isn't a registration option under the  button, install this package to register your software.

1.2 System Requirements

Calendar Folders requires Newton OS 2.0 or 2.1, and a Message Pad 120, Message Pad 130, Message Pad 2000, Message Pad 2100, or eMate.

1.3 Registering Calendar Folders

The Calendar Folders Demo will work for a 30 day trial period. At the end of the 30 Days, it will stop working. To avert this tragedy, you will need to get in touch with Stand Alone to register your software. You can register with us by several different methods.

You will need to include the following information, no matter how you choose to register. Most importantly, you need to include your name EXACTLY as it is entered in your Newton, including spaces. We use this to generate your password, so it must be precise. You will need to specify which programs you wish to register, and include payment for each of them. We accept Visa, Mastercard, and American Express. If you are using normal mail, you can send us a check as well. Make sure to include your card number, the expiration date, and what type of card you are using. You also need to give us a way to get in touch with you. Email is the preferred way, followed by your address and phone number. An Email address is not strictly necessary, but it will result in much faster service.

For instant gratification, register by phone, and pay using Visa or Mastercard. To do so, call (773) 477-2492 and we will give you a password right over the phone.

Alternatively, you can send us a check to the address below.

You can also Email us one of several ways. The application has a Register section under the  button. Tap on that to open up a registration slip. If you fill out that slip, and have an Email client on your Newton, it will automatically Email us and we will send you a registration code. You could also just Email us the relevant information from your Newton or a desktop machine, and we'll send you a code. If you are registering through Compuserve, use, GO SWREG.

Once you register, you will receive a password from us. You can install this password one of two ways. There is an option to Enter Password under the  menu. Tap on it to bring up a screen that has a space to enter the password. Alternatively, just install the SA Register package enclosed in the Calendar Folders archive. Select “Calendar Folders” from the pop-up menu at the top, and enter the password. You should get a message confirming the password. Afterwards, you may remove the SAS Register application from your Newton.

1.4 Contacting Stand Alone Inc.

There are several ways to get in touch with us here at Stand Alone, Inc. Email is the preferred form of communication, but whatever works for you is fine. If you have any questions, comments, suggestions or compliments, please don't hesitate to contact us through any of the methods listed below.

1.4.1 Business Hours

Stand Alone is open from 9 AM to 9 PM Monday to Friday, and 10 AM to 4 PM Saturday and Sunday. These times are CST and GMT -5.

1.4.2 Email
internet: info@standalone.com
AOL: Std Alone
CompuServe: 76342,3057

1.4.3 Phone
Voice: (773) 477-2492
Fax: (773) 477-2579

1.4.4 Regular Mail
Stand Alone
3171 N. Hudson, Suite 1
Chicago, IL, 60657, USA

1.4.5 World Wide Web
<http://www.standalone.com>

1.5 Reporting Bugs

If you find a bug in our software, it would be helpful if you reported the bug to us. To report a bug, please Email us with Bug Report Request in the subject line. In the Email, include the following information:

- What type of Newton you are using (i.e. MP 2000)
- The version number of the system software (i.e. Newton OS 2.1)
- The software name and version number (i.e. Calendar Folders 1.03)
- The error number
- A brief description of how we can recreate the error
- Your name and Email address so we can contact you when the bug is fixed

When reporting bugs, it is best to Email us, rather than calling, so that the programmers have a written record of the information they need to solve the problem. As soon as we receive your Email, the programmer will examine the problem, and fix it.. Because our programmers are busy creating software, it can take a while for them to reply, but they will release a new version of the software that fixes the bug as soon as they can.

1.6 Version History

Version	Date	Notes
1.0	January 20, 1998	First public release

2 Installation

The first thing that you need to do to get your software up and running is to install it on your Newton. To do this, you need to have Newton Backup Utility, or Newton Connection Utilities, set up to talk to your Newton. If you have problems with this part of the installation, please consult the documentation that came with your Newton. Once Newton Backup Utility is set up, just follow the steps listed below to for each of the packages you wish to install.

1. Open the Newton Backup Utility , or Newton Connection Utilities



on your Desktop machine.

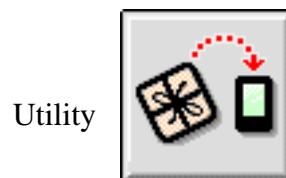
2. On your Newton, go to the Extras Drawer  and tap the Connection icon



3. Once the Newton Backup Utility has loaded on your desktop machine, make sure your cables are connected and tap the **Connect** button on your Newton.

4. For each of the packages you wish to install, do the following:

- Tap the Install Package button in the Newton Backup



- Go to the folder where your packages are, and select the desired package.

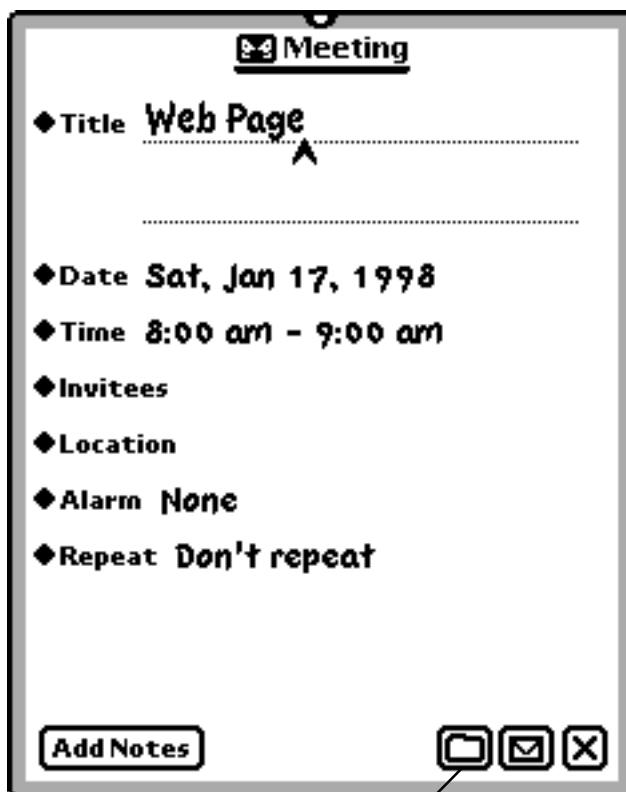
- Click on the “Install” button

3 Using Calendar Folders

Calendar Folders lets you file calendar items into folders. This makes it easy to organize your information, and lets you choose to only view information from a specific folder. It works with any application that uses information from the Dates soup.

3.1 Filing Information

The examples of filing information come from the internal Dates application. When you select a calendar item, you normally only have the option of filing the item to internal memory, or to any cards that you have installed. With Calendar Folders, you have the option to file the item in any of your folders.



The procedure for filing calendar items is the same as for filing other items in the Newton.



3.2 Viewing Specific Folders

To view a specific folder, go to the folder tab at the top of the application that uses calendar items. Then, select the folder who's items you wish to view. Only information from that folder will be shown.

