


# Works Better

An Enhancement for Newton Works

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# 1 Welcome and Registration

## 1.1 About Works Better

Welcome to Works Better, an enhancement for Newton Works. It adds many new features to the Newton's basic word processor, including headers/footers, columns, and complete style options. It also includes a handwriting recognition feature, so you can write or type text into Newton Works. This manual goes through each of the enhanced features, and is not intended to cover every aspect of Newton Works, and only discusses the enhancements included with Works Better. If you have any questions about the basic functions of the word processing application, please refer to the manual that came with Newton Works. To use Works Better, just open Newton Works as you normally would, and Works Better automatically activates to enhance the basic Newton Works features.

Included in this archive are the following packages:

- Works Better.pkg

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

- Works Better.pdf

This is the users' manual for Works Better. You are reading it right now.


- Works Better.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](http://www.adobe.com).

- SAStuff.txt

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

- SA reg.pkg

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

## 1.2 System Requirements

Works Better requires Newton OS 2.1, and a Message Pad 2000, or an eMate. It also requires Newton Works to be installed on the machine. If Newton Works is frozen, Works Better will not run. However, you can keep Newton Works frozen until you want to use it.


## 1.3 Registering Works Better


The Works Better 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 Works Better archive. Select "Works Better" 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 you 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. Works Better 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
1.2	June 7, 1997	Minor bug fixes, expanded prefs
1.0	April 26, 1997	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

Utility



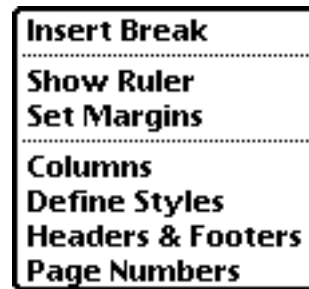
- Go to the folder where your packages are, and select the desired package.
- Click on the “Install” button



# 3 Format Enhancements

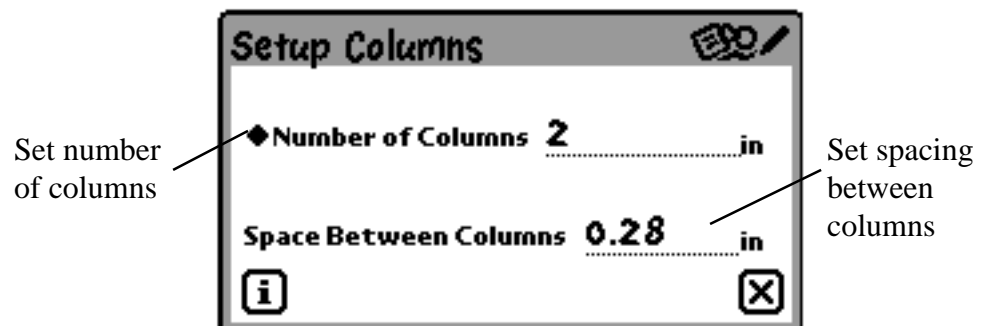
Works Better has a number of enhancements for Newton Works. The enhancements are separated by menu, and are explained in the following chapters.

The Format menu is the first menu to be examined. Works Better adds columns, header and footers, includes page number in the paper, and can define styles for the entire paper.



## 3.1 Columns

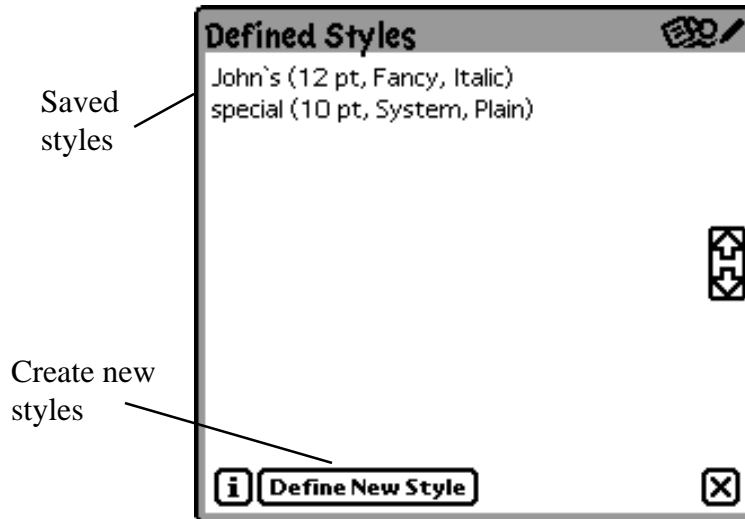
The Columns screen lets you format a document to include up to four columns. By tapping the Number of Columns line, you can have between one and four columns. If you wish the paper to be formatted normally, set the columns choice to one. The next line controls how much space is placed between the columns. When using columns in a paper, it is important to realize that the columns will not be visible on the screen, but will take effect when the document is printed. The only way to see how the document will look when using columns is to use the Preview option before printing. Also, before using the Preview function, make sure that the format is set to Formatted Paper. When printing a document, it is also necessary to set the format settings to Formatted Paper. Please refer to Section 3.5 for more information on printing.



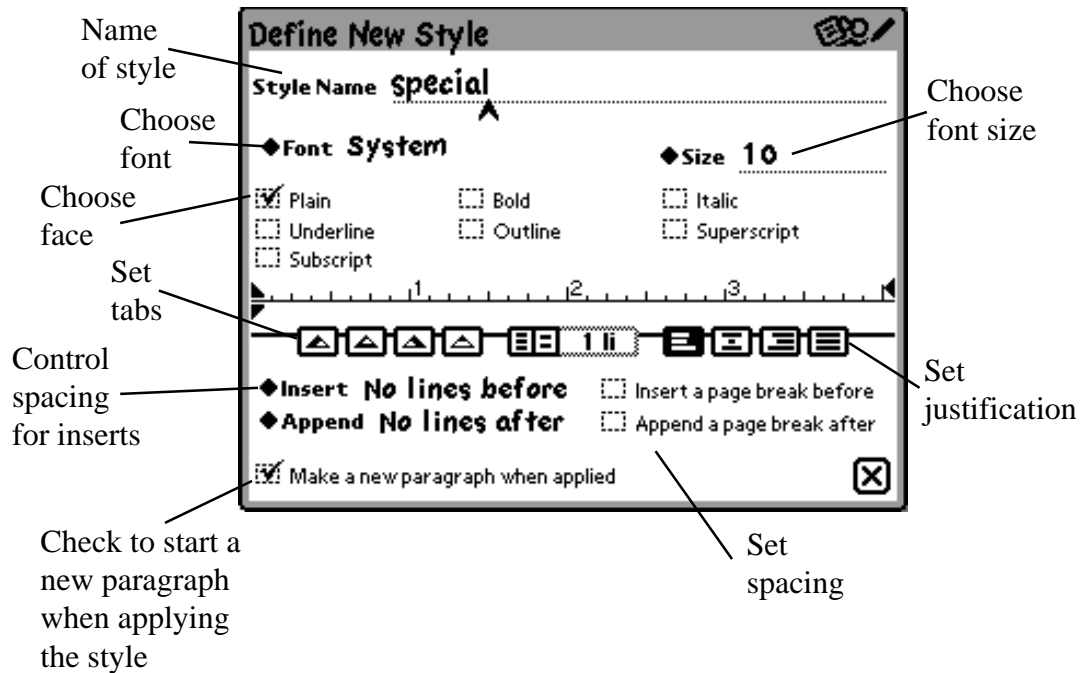
## 3.2 Define Styles

You can define the style of text for the entire paper using Define Styles. If you have a set way that you prefer the fonts, margins, tabs, etc., you just need to create a style using Define Styles, and select the style whenever you open a new document. When Define Styles is tapped, a screen appears with a list of previously

defined styles. To choose an old style, just tap on the style name. Styles can be removed from the list by selecting the style to be removed and tapping the Remove button.

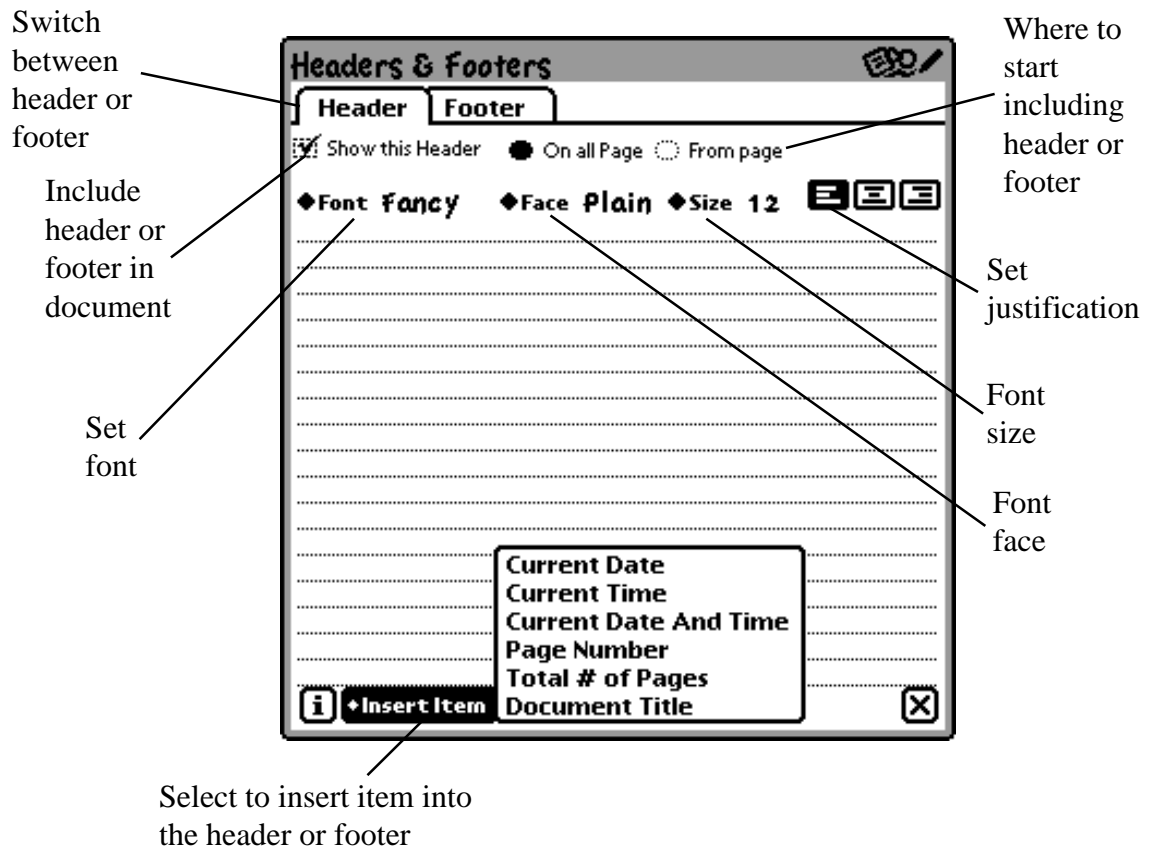


To define a new style, tap the Define New Style button. A new window appears where you define the style.



### 3.3 Headers and Footers

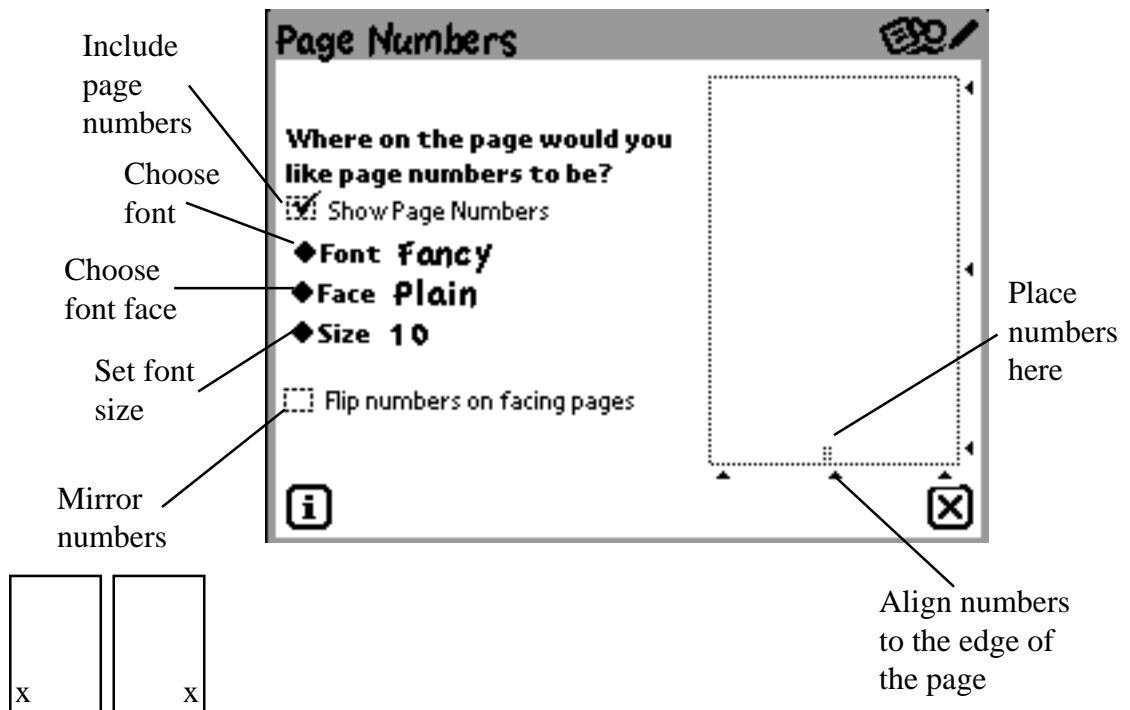
This function lets you set a section of text to be printed at the top or bottom of the pages of the document. The pickers at the top determine the font type, size, and face. It also gives you the option of showing or not showing the text, and if you want the information on all the pages, or just after a certain page. The Insert Item button at the bottom lets you insert information, such as the current date, time, page numbers, or total number of pages.



If you use the Insert Item button to add information to a header or footer, a section of text appears in the header or footer screen. Do not change this text, or the added information will not appear correctly.

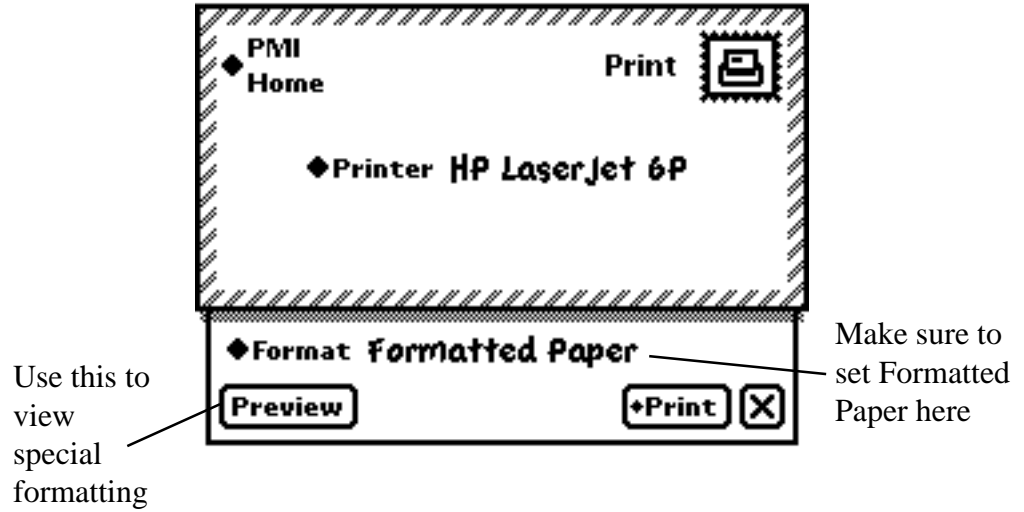
### 3.4 Page Numbers

You can include page numbers in a document in two ways. The first way is through a header or footer as described in Section 3.3. Alternatively, you can use the Page Numbers choice in the Format menu. Page Numbers sets the font, face, and size, as well as the number's position on the page. It will also flip the numbers for facing pages, so, for example, a document with left and right pages can always have the page number in the lower outside corner. The screen on the right arranges the number on the page. Place the small shaded box where you wish the page number to appear.



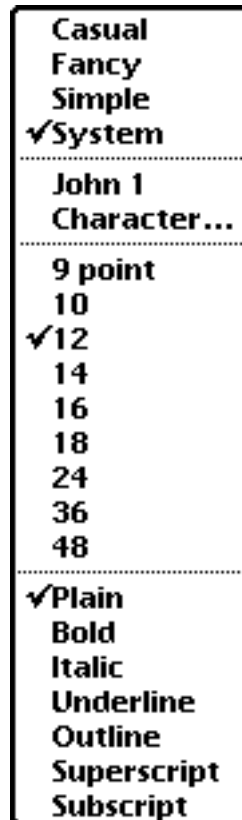
### 3.5 Special Printing Instructions

To print a document using headers, footers, page numbers, or columns, you need to set the Format option on the Print screen to Formatted Paper. If you set it to Formatted Paper, the Preview button will show you how your paper will look after being printed.



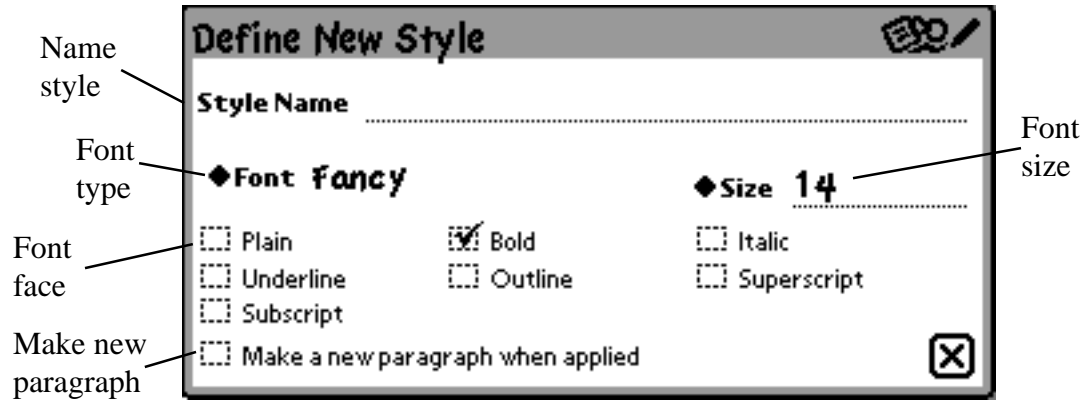
# 4 Font Menu Enhancements

Works Better gives a number of new choices in the Fonts menu. It includes a new font, new font sizes, and subscripts and superscripts. You can also access any of your defined styles through the Font menu.



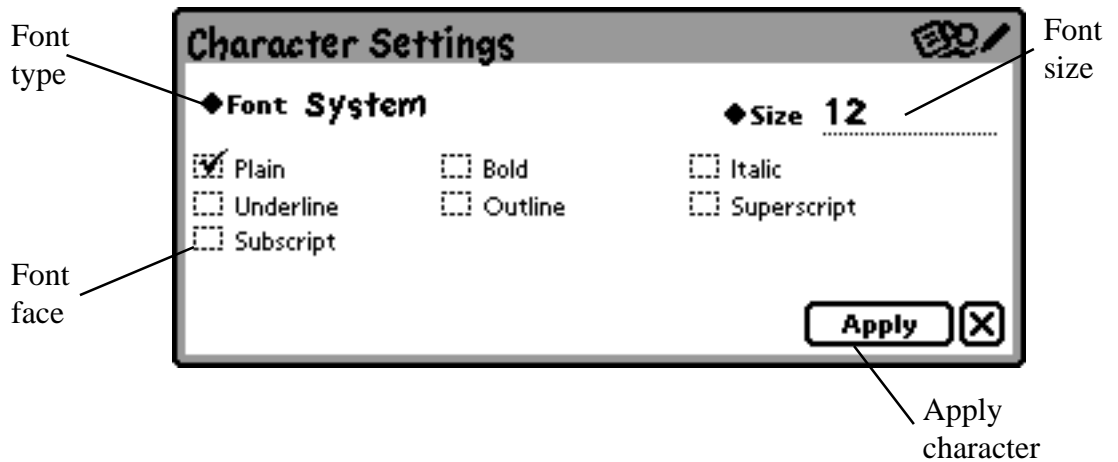
### 4.1 Instant Style

You can quickly create a new style through the Instant Style screen. It has fewer options than the Define Styles menu, but it is faster to use. The Instant style is based on the style at the current position of the caret.



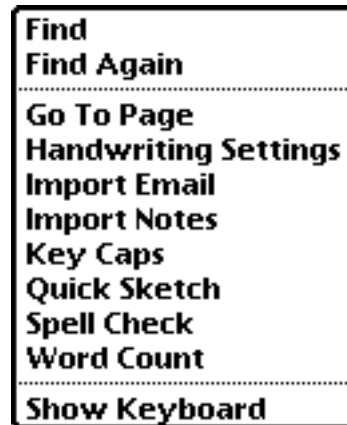
### 4.2 Character

Character lets you quickly format a block of text. To use it, select the text that you wish to format, and then choose Character. The Character Settings screen then appears, where you can format the text.



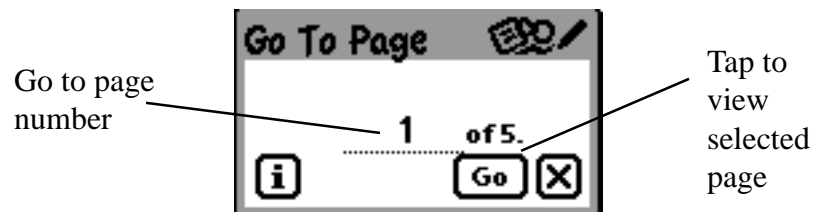
# 5 Tools Menu Enhancements

When you bring up the Tools menu, there are several new choices. These include Go to Page, Import Notes, Key Caps, and Word Count.



## 5.1 Go to Page

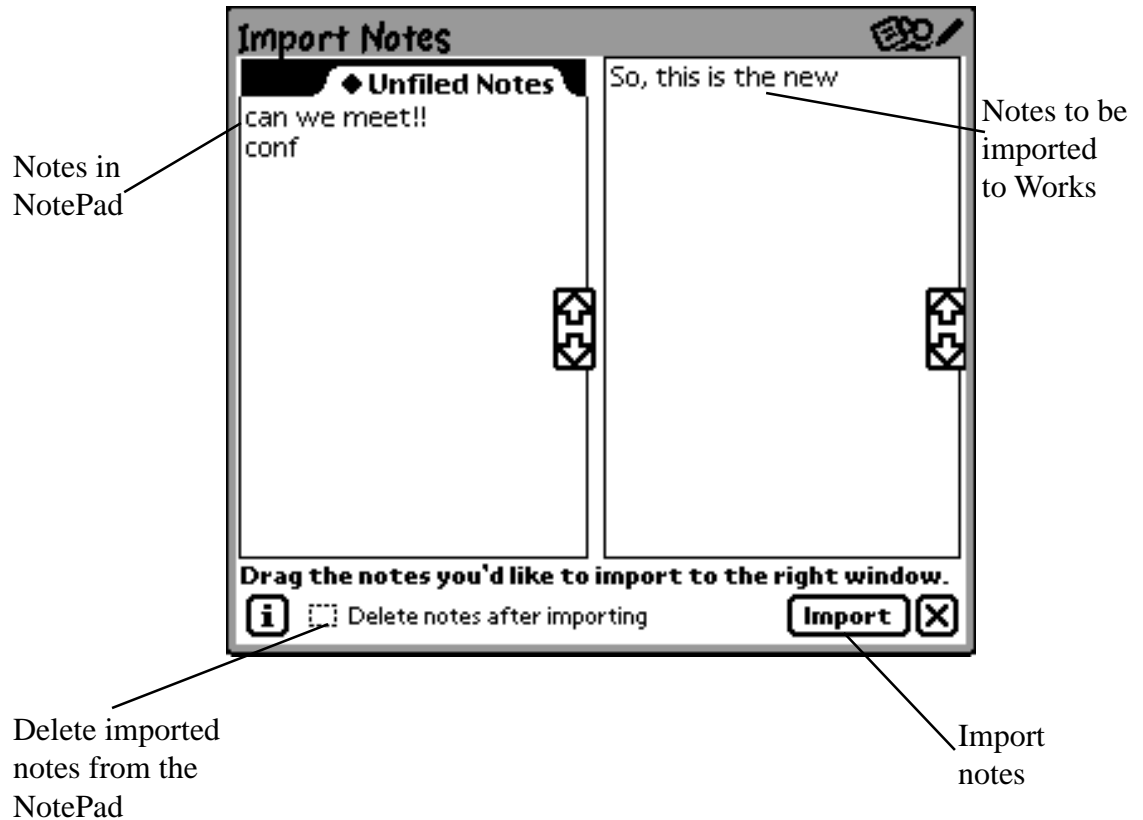
Go to Page lets you jump from page to page within a document. Just write in the number of the page that you wish to view and tap Go.





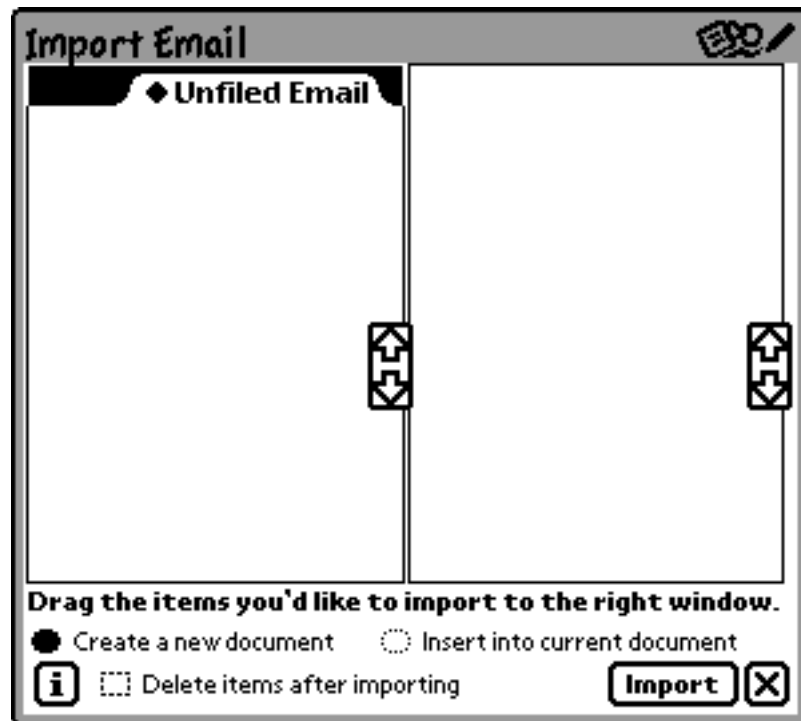
## 5.2 Import Notes

You can import notes from the NotePad into the Works program. To move notes into the Works program, select the note you wish to import from the left screen and drag it onto the screen to the right. When you have all the notes that you want to import dragged onto the right screen, tap Import. You may select whether or not to delete the notes that you are importing from the NotePad. Lastly, you can rearrange the notes in the import window. Notes are imported into Works in the order they are listed.



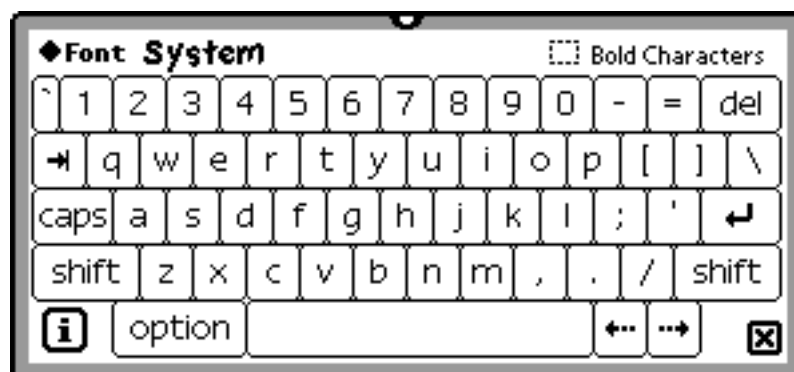
### 5.3 Import Email

This function is essentially the same as Import Notes. It uses a similar screen, except that it imports Email rather than notes. Follow the directions for Import Notes when using this feature.



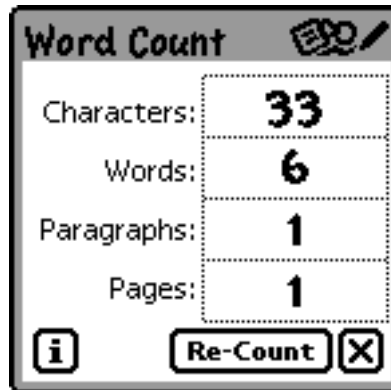
### 5.4 Key Caps

The key caps feature gives you quick access to the more unusual characters of a keyboard. It shows you what will be entered with a key stroke if Option or Shift (or both) are held down. It is also a fully functioning keyboard, and anything you type will appear on the screen at the text caret. The Bold Characters box makes the font on the keyboard Bold, so it is easier to read.



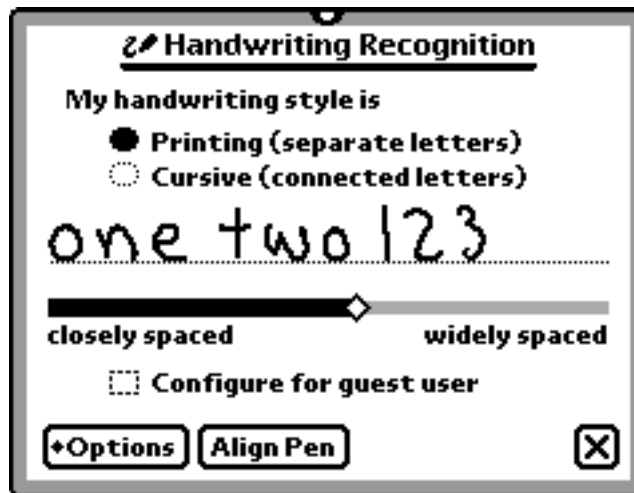
### 5.5 Word Count

Selecting Word Count automatically performs a count for the current document. It counts characters, words, paragraphs, and pages.



### 5.6 Handwriting Settings

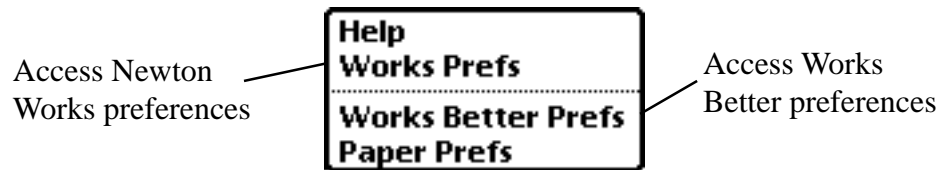
The Handwriting Setting access the internal handwriting preferences screen of the Newton OS.



# 6 Preferences

## 6.1 The **i** button

Accessing the **i** menu is slightly different than usual. If you tap the **i** button on the main screen you will see the following menu.

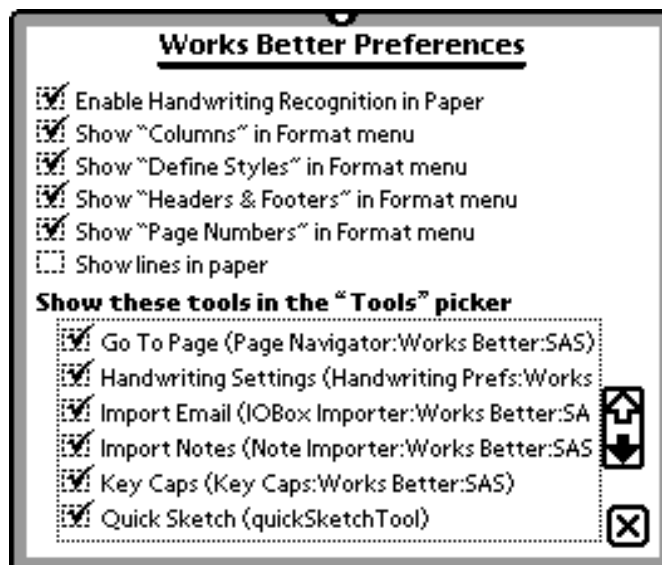


Works Better Preferences is the only option that allows you to reach the Preferences section of Works Better. However, any of the **i** buttons found in the Works Better sub-menus directly address the Works Better Preferences. The sub-menus that have the Works Better **i** button are: Columns, Define Styles, Headers & Footers, Page Numbers, Go to Page, Key Caps, and Import Notes.

The **i** menu gives you access to About, Preferences, and Enter Password. About gives you information on how to contact us, as well as a brief description of Works Better.

## 6.2 Preferences

The Preferences Menu lets you customize Works Better



- 6.2.1 **Handwriting Recognition**  
Checking the Enable Handwriting Recognition box lets you enter text into Newton Works with handwriting as well as by keyboard.
- 6.2.2 **Format Menu Preferences.**  
The next four preferences let you set what options are shown in the Format menu. This way, you only need to include the options that you use, and can leave out any features that you don't want.
- 6.2.3 **Show Lines in Paper**  
Checking Show lines in paper put lines in the background of the Works Better document. These lines look identical to lines found in the NotePad.
- 6.2.4 **Tools Menu Preferences**  
Checking any of the boxes in the section labeled "Show these tools in the 'Tools' picker" includes the options in the Tools picker.