


# **Route to Works**

Routes Documents to the NotePad or NewtWorks

# Table of Contents

<b>1</b>	<b>Welcome and Registration .....</b>	<b>1</b>
1.1	About Route to Works .....	1
1.2	System Requirements .....	1
1.3	Registering Route to Works .....	1
1.4	Contacting Stand Alone Inc. ....	2
1.4.1	Business Hours .....	2
1.4.2	Email .....	3
1.4.3	Phone .....	3
1.4.4	Regular Mail .....	3
1.4.5	World Wide Web .....	3
1.5	Reporting Bugs .....	3
1.6	Version History .....	3
<b>2</b>	<b>Installation .....</b>	<b>4</b>
<b>3</b>	<b>Using Route to Works .....</b>	<b>5</b>
3.1	Routing Button  .....	5
3.2	Routing Slip .....	5
3.2.1	Destination .....	6
3.2.2	Folder .....	6
3.2.3	Append to .....	6
3.2.4	Font .....	6
3.2.5	Size .....	6

# 1 Welcome and Registration

## 1.1 About Route to Works

Welcome to Route to Works, a program that lets you route documents to either the NotePad or NewtWorks.

Included in this archive are the following packages:

- RtoW.pkg

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

- RtoW.pdf

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


- RtoW.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).

- SASuff.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

Route to Works requires Newton OS 2.0 or 2.1, and a Message Pad 120, Message Pad 130, Message Pad 2000, Message Pad 2100, or eMate. Route to Works requires the Newton OS 2.1 to route to Newton Works.


## 1.3 Registering Route to Works


The Route to Works 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 Route to Works archive. Select "Route to Works" 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. Route to Works 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	December 15, 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.

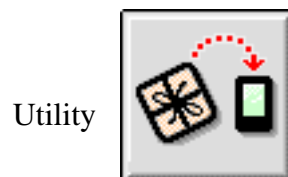
2. On your Newton, go to the Extras Drawer  and tap the Connection icon



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





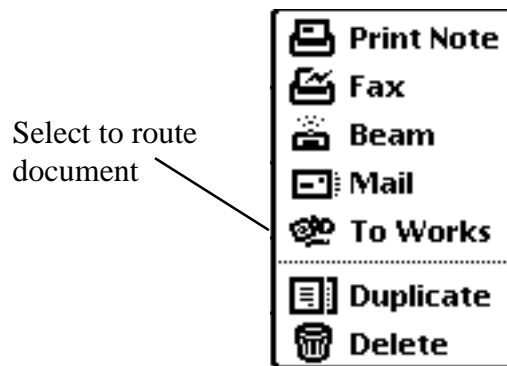
- Go to the folder where your packages are, and select the desired package.
- Click on the “Install” button

## 3 Using Route to Works

Route to Works is a program for the Newton OS that routes text information to either NewtWorks or the NotePad. It can be used to move notes into NewtWorks, NewtWorks into the NotePad. It can also be used to route other documents such as a card in the Names file, to either the NotePad or NewtWorks.

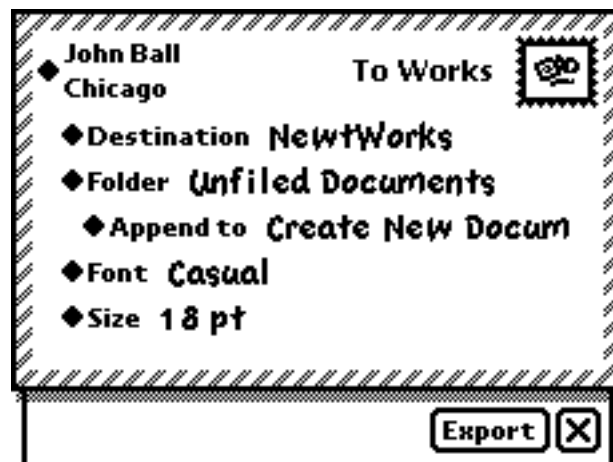
### 3.1 Routing Button

Any document that has a routing  button can be routed into either the NotePad or NewtWorks using Route to Works. When you tap on the routing  button, a special option appears in the menu. Select To Works to route the document.




### 3.2 Routing Slip


When you select To Works, a routing slip appears that has all of the options you need to route your document. The following sections describe the information unique to the Route to Works routing slip.



**John Ball**  
**Chicago**

**To Works** 

- ◆ Destination **NewtWorks**
- ◆ Folder **Unfiled Documents**
  - ◆ Append to **Create New Docum**
- ◆ Font **Casual**
- ◆ Size **18 pt**

**Export** 

## 3.2.1 Destination

By tapping on the Destination picker, you can choose where the document will be routed. You can choose to route documents to either the NotePad, or to NewtWorks.



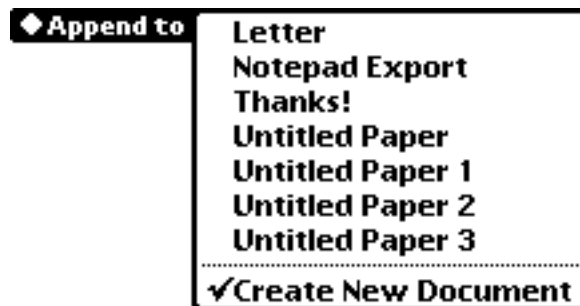
## 3.2.2 Folder

The Folder picker determines where the routed document is filed. When you tap it, it shows you a list of all the folders available on your Newton.



## 3.2.3 Append to

When you route a document, you have the choice of appending it to a document that already exists at the destination, or of creating a new document. Tapping on this picker gives you a list of all documents at the destination location. Select one of them to add the routed document. Otherwise, select Create New Document to have the routed document appear by itself as a new document.



## 3.2.4 Font

Font lets you set the font for the routed document at its new location.

## 3.2.5 Size

Size determines the font size for the routed document at its new location.