Super Names

Fast Finds and New Screen for the Newton's Names File

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1 Welcome and Registration

1.1   About Super Names

Welcome to Super Names, an enhancement for the Newton OS, 2.0 and later, that enhances your Names file. It gives you new ways to view your Names cards, and quick ways to find a name. Super Names also has a special system of filters and tags that helps you organize your Names file.

The following packages are included in the archive:

•Super Names.pkg
  This is the software package that you need to install on
  your Newton

•Super Names.pdf
  This is the users' manual for Super Names. You are reading it right now.

•Super Names.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®, which can be obtained free of
  charge at 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

Super Names requires a Message Pad 120, Message Pad 130, Message Pad 2000, or eMate using Newton OS 2.0 or 2.1.

1.3   Registering Super Names

The Super Names 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 [i] 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 [i] 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 Super Names archive. Select "Super Names" 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. Super Names 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 pro-
gramers have a written record of the information they need to solve the problem.
As soon as we receive your Email, the programer will examine the problem, and
fix it.. It can sometimes take awhile for us to reply, but please be assured that we
give all reported bugs our attention.

1.6   Version History

Version	Date	Notes
1.0	February 6, 1996	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 Utilites, set up to talk to your Newton. If you have problems with this part of the installation, pleast contact 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 Utilties

 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 Using Super Names

Super Names enhances the Names section of your Newton. This chapter discusses the new ways that you can view your Name cards using Super Names. This manual explains only Super Name's new enhancements, and not the basic functions of the Names file.

3.1   Card View

Super Name's card view is similar to the card view using the Newton's normal Names file. However, it includes five new enhancements that are examined below.

Magnifying glass

Folder tab

Date/ Time bar

Card button

Tag button

3.1.1   Magnifying Glass
The magnifying glass is a fast link to Super Names' search window. Tapping on the magnifying glass brings you to the Search View, where you have access to the search engine is detailed in Chapter 4.

3.1.2   Date and Time Bar
The black bar at the top of the name card shows you the date and time. If you tap on it, it brings up the Newton's clock. If Super Names is unregistered, the time/ date bar shows you different information. Instead of the time and date, it tells you how many days you have left in the demo period. If you tap on the bar and the program is unregistered, a screen pops up where you can enter a password.

3.1.3   Card Type Button
Tap on the card type button to change your name cards' layout.

3.1.4   Tag Button
Tap on the tag button to create new tags, modify existing tags, or assign tags to the name card. Filters and tags are explained in Chapter 5.

3.1.5   Folder Tag
The folder tag is just like the regular Names folder tag, except that it includes options to make new filters, modify existing filters, and run searches using your filters. Filters and tags are examined in Chapter 5.

3.2   Card and Notes View
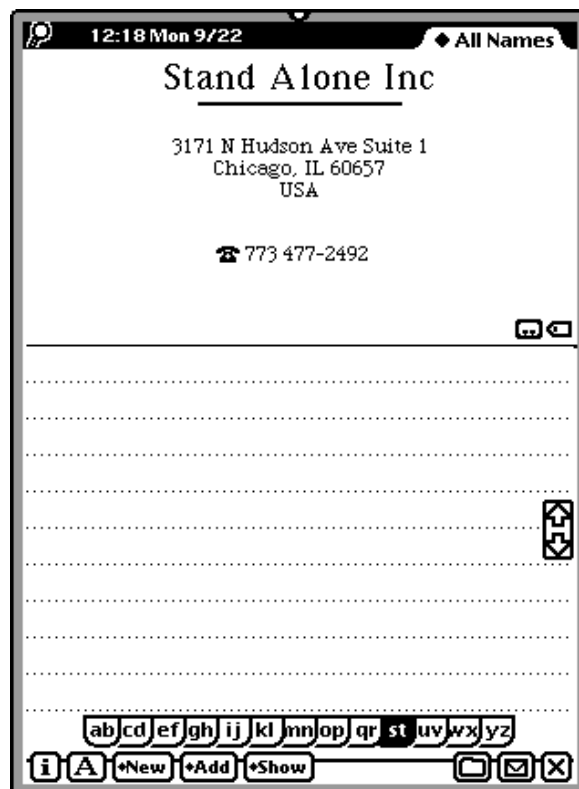
The card and Notes view contains all the information that the card view has, but it also has half of the screen dedicated to a note. If you want to add notes to the card, write the information onto the note below the name card.

3.3   Search View
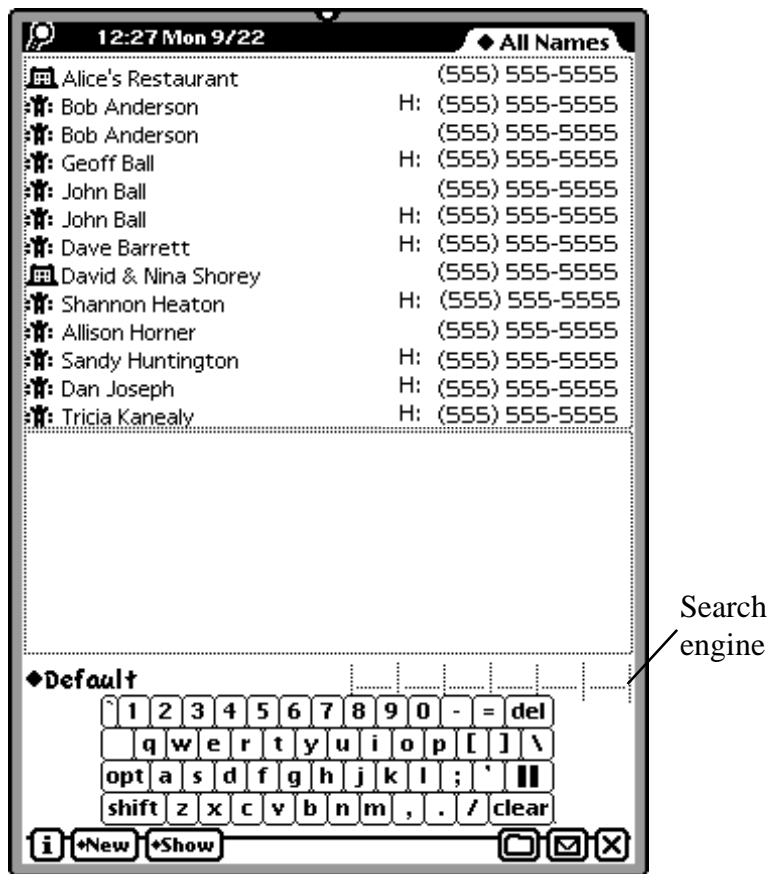
Search engine

The search window includes all the information normally included in the Names overview. In addition, it includes a search engine that makes it easy to find names. For more information on the search engine, please refer to Chapter 4.

### 3.4   All Info

The All Info screen is similar to the normal All Info screen, except for five new enhancements: the magnifying glass, the Date/Time bar, the Card button, the tag button and the enhanced folder tab. These enhancements are identical to the enhancements in the Super Names card view, and are explained in Section 3.1.

Magnifying glass

Folder tab

Date/ Time bar

Card button

Tag button
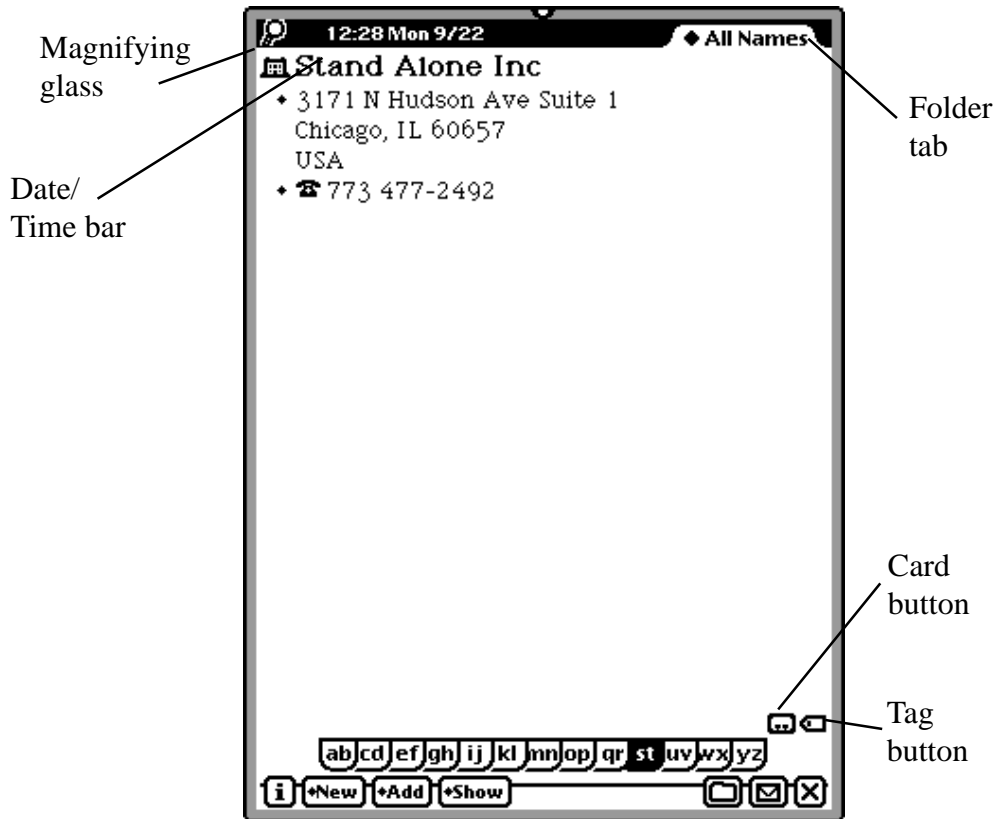
3.5   Small View

All of the previous views were shown in the Full View mode. You can also shrink the Names card down to the Small View. It is almost identical to the Super Names Card View, only smaller. The buttons are all the same, only their names are reduced to save space.
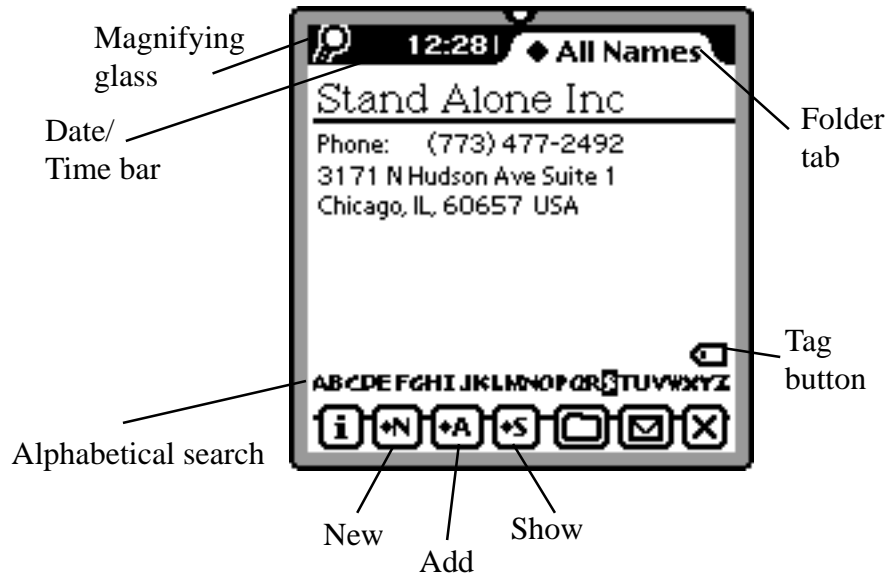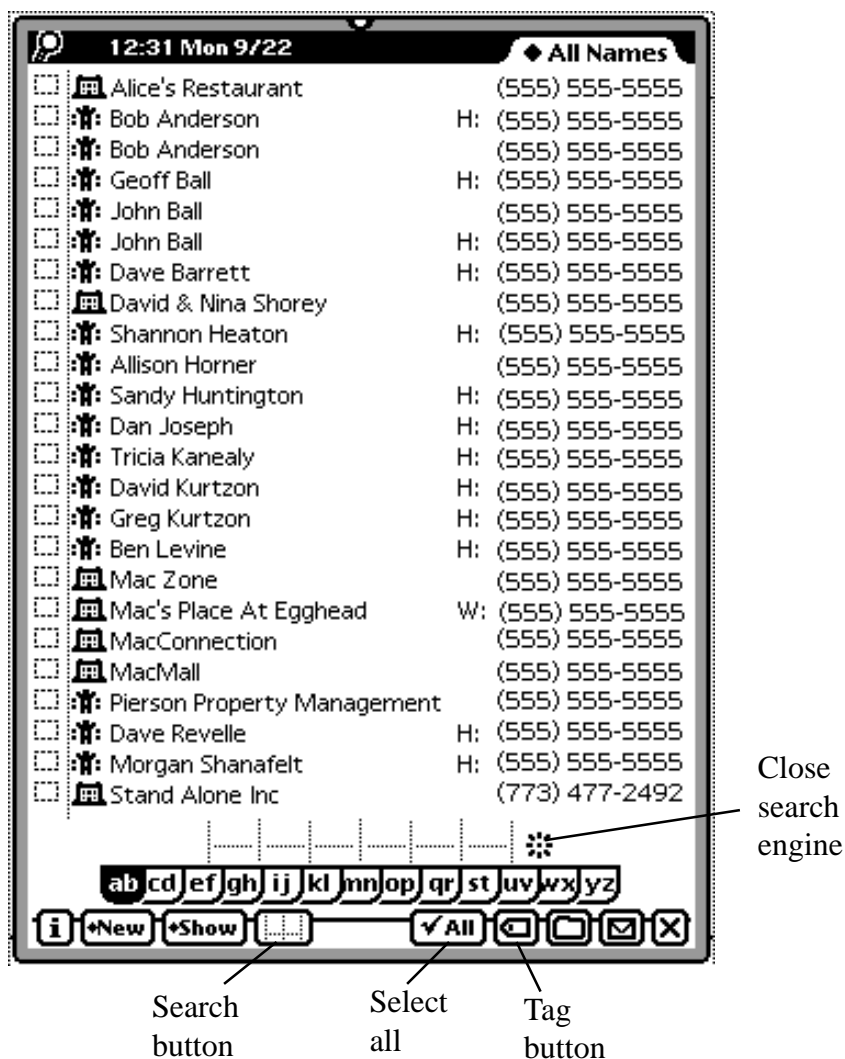

There is also a small Overview window that shows only names and phone numbers

3.6   Overview

The overview is accessed by tapping on the overview dot next to the scroll arrows on the button bar. It is similar to the normal Names overview, but it includes a number of new features as well.

Close search engine

Search button

Select all

Tag button

3.6.1   Search Button
Tapping on the search button brings up the search engine's letter boxes. Details on how to use the search engine are found in Chapter 4. If you tap on it while the letter boxes are open, it will close them.

3.6.2   Tag Button
The tag button is just like the tag button found in the card view. Details on both tags and filters can be found in Chapter 5.

3.6.3   Check All
The check all button selects or unselects all of the names in the overview when it is tapped.

4   Super Names Searches

The Super Names search engine is a powerful tool for finding names quickly. It lets you search by name, or by the first letters of a name.

4.1   Search Engine Accessibility

There are two screens in Super Names where you can use the search engine to find names. One is the Search view. The second is the overview. The search engine in the Search view works slightly differently from the one in the overview.

4.2   Using the Search Engine to find Names in the Search view.

You can use the search engine in the Search view to find names quickly.

Sort picker
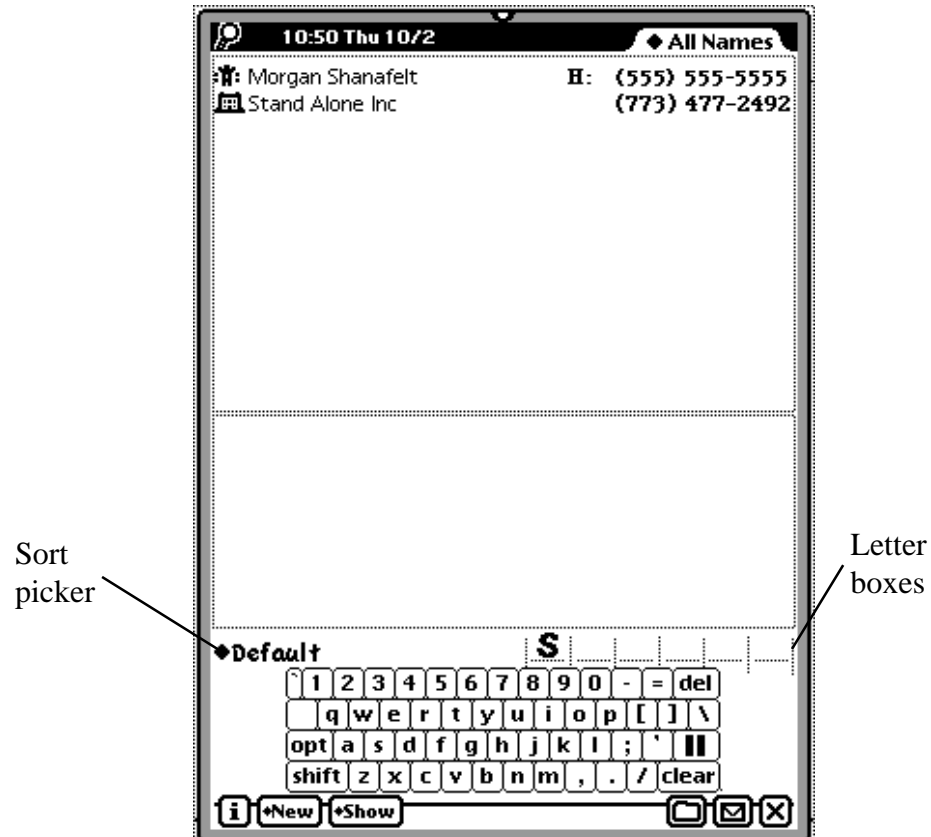
Letter boxes

4.2.1   Sort Picker
Use the Sort picker to set the search engine to look for first names, last names, or companies. If it is set to the default setting, the search engine will look for either a last name, or a company.

4.2.2   Letter Boxes
The letter boxes are where you enter the letter or name for which you are searching. You can enter letters with either the keyboard, or by writing them into the spaces. You can enter an entire name (up to six letters), or just the first letter or letters. If, for example, you enter an "s" into the first space, Super Names shows you all of the names that begin with "s." You set whether Super Names looks for first names, last names, or companies using the default picker explained in section 4.2.1. You can edit specific letters in the letter boxes by tapping on them. When you tap on a letter, a picker will appear with choices to replace or clear the letter.

4.3   The Search Engine in the Overview

Tap to close boxes

Search button
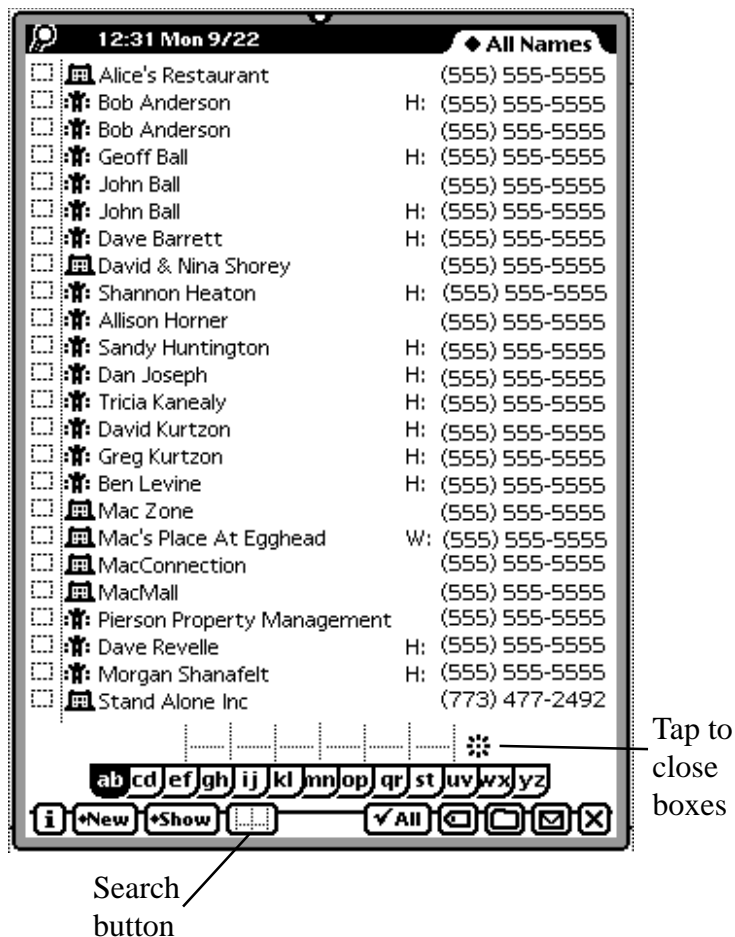
The search engine works almost identically in the overview as it does in the Search view. The main difference is that you only have access to the letter boxes,
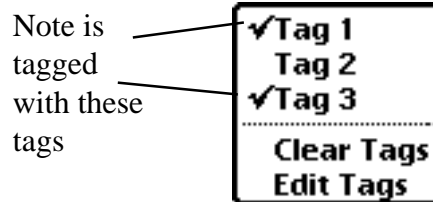
and not the default picker or the keyboard. To use the search engine from the overview, first go to the overview by tapping on the overview button. Next, tap on the search engine button to bring up the letter boxes. Once the letter boxes are appear, enter the letters for which you wish to search. To clear the letter boxes, tap the symbol to the right of the boxes.

5   Tags and Filters

Super Names has two special features that make it easy to perform fast searches through your Names.

5.1   Tags

Tags are labels that make it easier to perform searches. To create tags and attach them to Names, follow the procedure detailed below. When you tap on the Tags button, a screen appears that contains a number of choices for the Name.

Note is
tagged
with these
tags

> ✓Tag 1
> Tag 2
> ✓Tag 3
> ·······························
> **Clear Tags**
> **Edit Tags**

5.1.1   Assigning Tags
The upper section contains tags that you have created. If any of the tags have a check next to them, then they are assigned to that particular Name. To attach a tag to a Name, just tap on the tag you wish to attach, and a check mark will appear. To remove a tag from a Name, reverse the process by tapping on a checked tag to make the check mark disappear.

5.1.2   Clearing Tags
The last section lets you clear or edit tags. Choosing the Clear Tag option removes all tags associated with the current Name.

5.1.3   Editing Tags
Edit tags lets you change and remove individual tags, or create new ones. When you tap on this, the Name Card Screen appears with each of your tags listed.

Tap to
edit tags

Tap to
create a
new
tag

Close
window
without
altering
tags

If you tap on one of your current tags, you have the option of renaming or removing the tag.
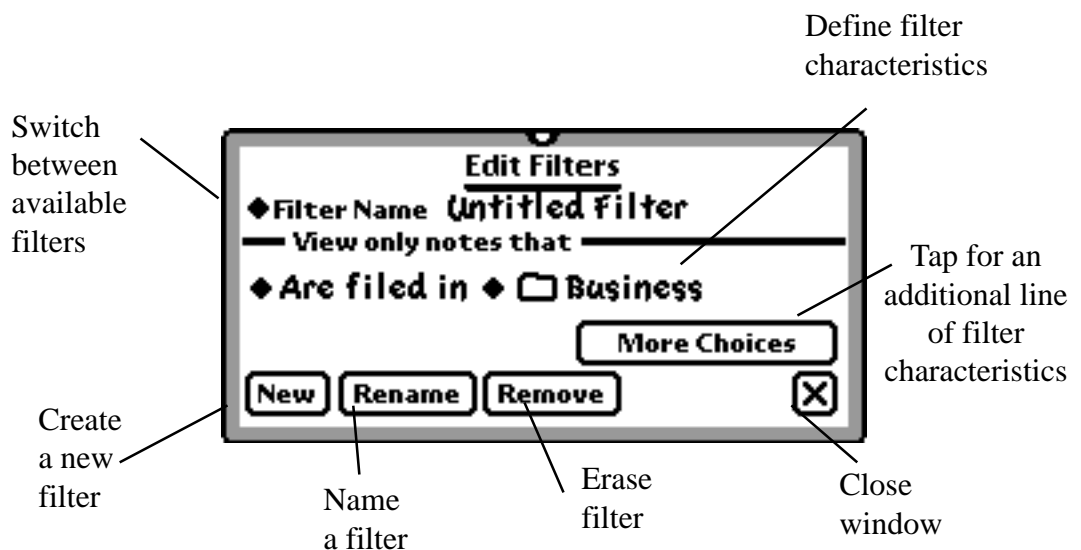
To rename a tag, replace the old name with the new one. To remove the tag from the list, tap the remove button. Tapping the New button lets you name a new tag. Tapping Remove removes the newly created tag before it reaches the list.

Name
a tag

Close the
window
without
making
modifications

Remove
the tag
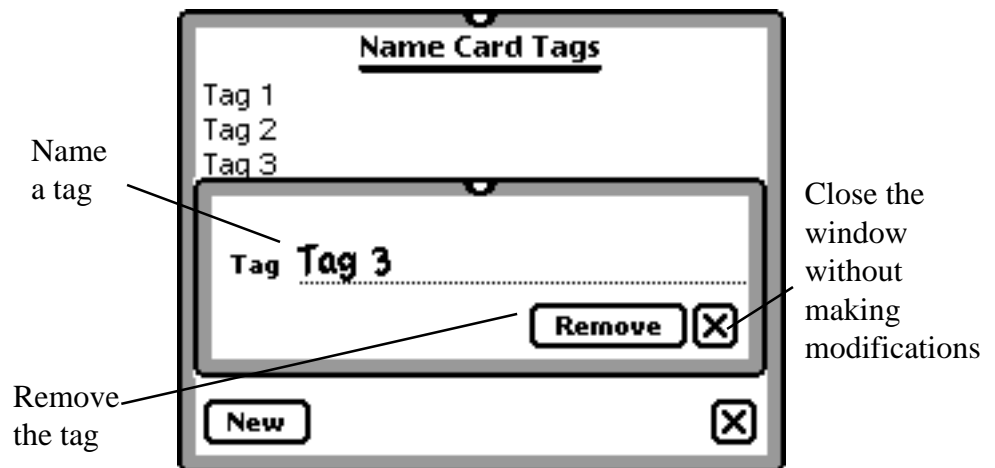
5.2   **Filters**

Super Names lets you design your own filters to speed your searches through your names. To understand how filters work, start by tapping on the folder tab. When the folder tab is tapped, you'll see a list of all the folders on the Newton. In many ways, filters work just like the Newton's folders. You start with the option All Names, which displays all of the names in the Names file. To help you organize your names, you can files them different places, such as Business, or Personal. Then, when you open a folder, you don't have to look through all of your names at once, but only the ones that are filed together in the same folder. Filters work much the same way. They limit the names you are searching through, so you can find what you need faster. They not only limit searches by what folder a Name is filed under, but they can also search by any tags that are attached to a name.

When you set up a filter, you go through the following steps. First, you need to select the Edit Filters choice under the Folder Tab, and the Edit Filters window will appear.

Define filter
characteristics

Switch
between
available
filters

Edit Filters

◆ Filter Name **Untitled Filter**
— **View only notes that** —
◆ **Are filed in** ◆ ☐ **Business**

Tap for an
additional line
of filter
characteristics

More Choices

[**New**] [**Rename**] [**Remove**] ☒

Create
a new
filter
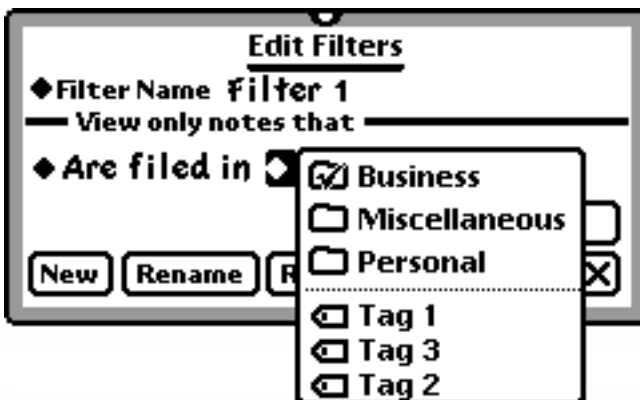
Name
a filter

Erase
filter

Close
window

When you are working in the Edit filters window, you first need to name the filter. If you do not want to work with an existing filter, you may choose to start a new filter by tapping the New button. You can also jump between the different filters on your Newton by selecting the filter you wish to view with the Filter Name picker. To enter a new name for the filter, tap the Rename button.

Once you have selected the filter with which you are working, you need to define the filter's characteristics. When defining the characteristics of the filter, there are two parts of the definition. The first part gives you the following choices: are

filed in, are not filed in, and can be filed in.
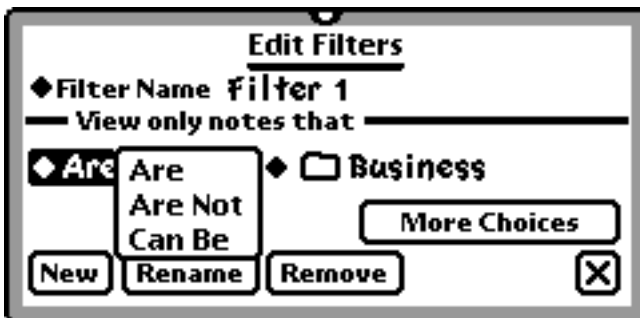
The second part of the definition is where you set what folders or tags are in-cluded. You may also have more than one definition in the same filter, to further limit the search.

As an example, say you want to search for names filed under Personal. You can do several different things. First, you can just go to the Folders Tab and select

Personal. A second way would be to use a filter. You would select a new filter, and give it a name. Then, you would set the definition to Are filed in Personal. Close the window and tap on the folder tab. Select the filter, and it will show all the names in Personal.

Filters are more powerful when combined with Tags. You can place tags on any number of names, in any folder. Say for example, you tag names with a tag called Tag 1. You then place some names in the Business folder, some in the Personal folder, and leave some unfiled. You can then create a filter with the definition of Are tagged with Tag 1. This filter then will find all names with Tag 1.

You can also further limit the search by adding a second definition. Say, for example, you only want the names that are tagged with Tag 1 that are not in the Business folder. You would then add a second line the filter by tapping More Choices. You decide to set the second line to say Are not filed in Business. This filter then returns all the names that are tagged with Tag 1, and are not in the Business folder.

Edit Filters

◆Filter Name filter
── View only notes that ──
◆ Are tagged with ◆ ⌧ Tag 1
◆ Are not filed in ◆ ☐ Business

[Fewer Choices] [More Choices]
[New] [Rename] [Remove]   ☒

You can remove a filter from the Newton at any time with the Remove button.

One last way to set up filters is to use the Can Be choice in the definition line. Can Be is used to have a filter search through multiple folders. It is especially useful because a name can only be filed under one folder. Say that you want to search for all Names filed under Business or Personal. Setting up the filter with Are filed under Personal and Are filed under Business won't show any names. This is because it tells the filter to show all the names filed in both the Business and Personal folders. Because a Name can only be filed in one folder at a time, the filter shows no Names. Set the filter to Can Be filed under Personal and Can Be filed under Business, and it shows all the names in both folders.

6 Super Names Preferences

Super Names has four sets of preferences that make it easy to fine tune the program to you needs.

6.1   Formats

The Formats preference lets you choose the format of phone numbers, names, and companies. There is a picker for each of them. Tap on the picker for either phone format, name format, or company format, and select the format that you wish to use.
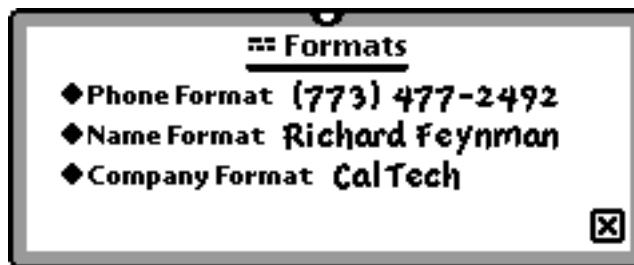
6.2   Fonts

The fonts preference lets you set the font for both main and secondary fonts. Using the pickers, you can set the font, style, and size. The main font is used for the names in the overview. The secondary font is used for the phone number.
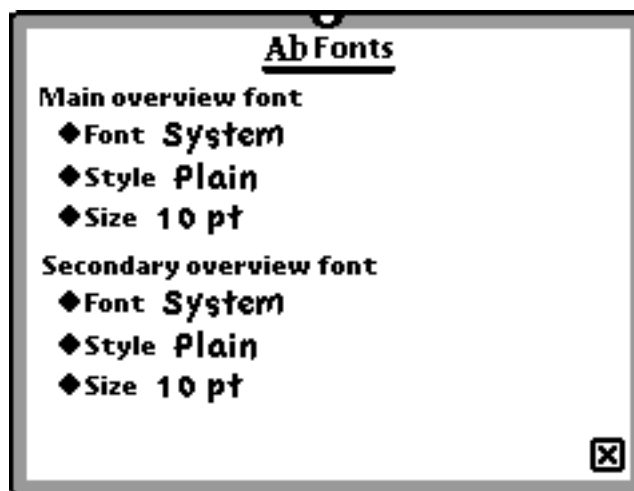
6.3   Miscellaneous

The miscellaneous preferences lets you control a variety of options. Check the box next to an option to included it. Using the Open to Folder picker, you set which folder Super Names uses when you open the Names file.

The Update button is also included in the Miscellaneous preferences. You only need to use this button when you are updating Super Names from an older version. Tap it as the last step in the updating process.

6.4   Names

The Names preference lets you decide whether or not to show lines in the card notes. Check this option if you want to have lines in your notes.
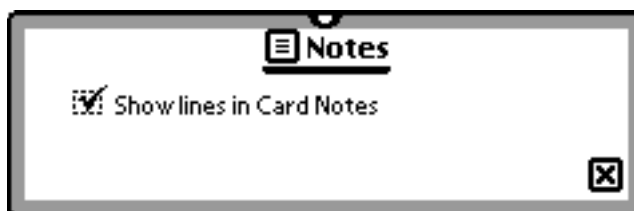
7   Do Not Freeze Super Names

One last important piece of information about Super Names is that you should not freeze Super Names. Because it makes modifications to the Names soup, it should either be kept unfrozen on your Newton, or removed entirely.