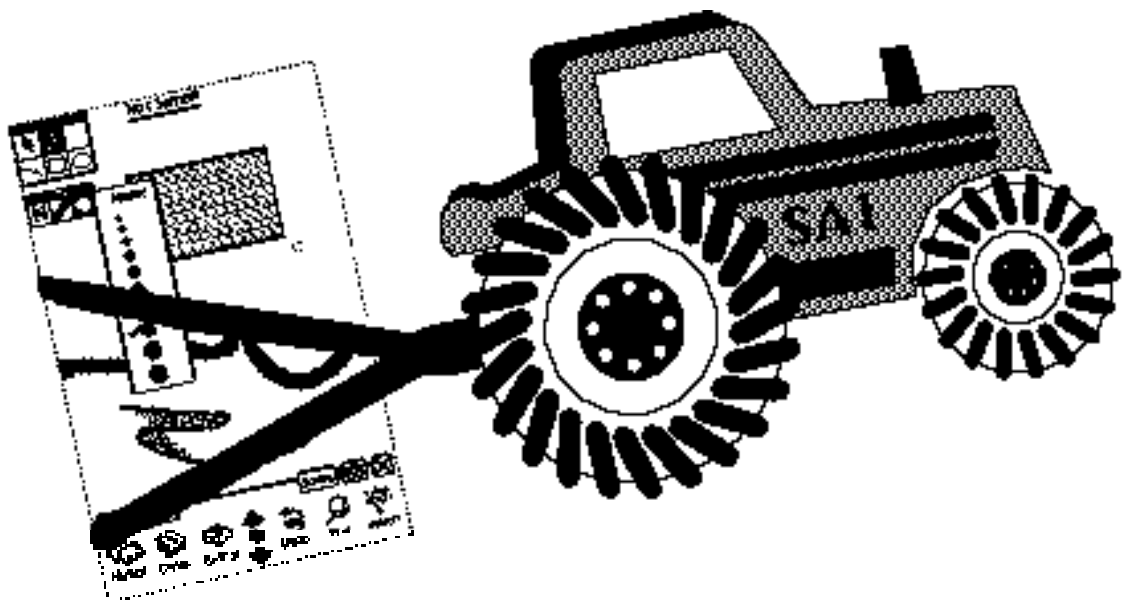


# Stationery Construction Kit



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# Reference Manual

## Introduction and Installation

Stationery Construction Kit lets you build stationery right on your Newton! You have the ability to customize your stationery the way you want. You will have access to two separate palettes one for drawing the other for items (labels, checkboxes, buttons, label input lines, name input lines, date input lines, time input lines, radio buttons, plain fields, and lists) all of which you can edit to fit your needs exactly! Custom Stationery supports, beaming, mailing, faxing, printing.

### To install Stationery Construction Kit:

1. Open the Newton Backup Utility  on your Desktop machine.

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

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



# Palettes

Stationery Construction Kit provides two sets of palettes: the *Drawing palettes* and the *View palette*. The drawing palettes are for drawing shapes, lines, and setting the styles of what you draw. The

**Views** palette is for dragging out new views. A view is any item you may place in your stationery: labels, checkboxes, buttons, input lines, plain fields, and lists are all views.

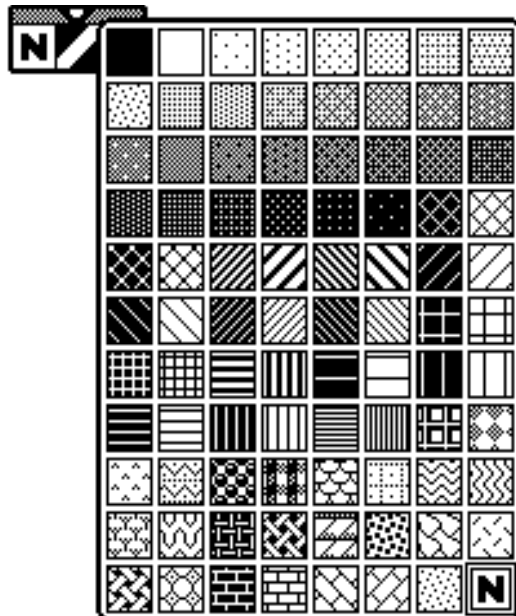
Only one set of palettes is shown on the screen at a time. To switch between the drawing palettes and the view palettes, click on the "Tool" button near the lower left corner of the screen. The palettes can be dragged around the screen with the button on the top of the palette.

## The Drawing Palettes

There are two drawing palettes: The *styles palette* and the *shapes palette*.

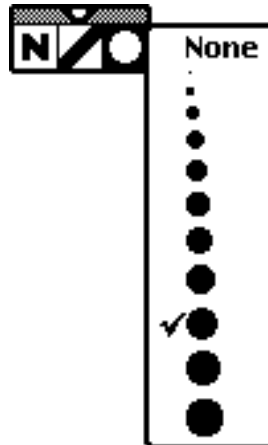


The styles palette has three options. The leftmost choice is the *fill pattern*, the center choice is the *line pattern*, and the right choice is the *line thickness*. Clicking on either of these will bring up the pattern palette:

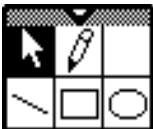


Clicking on a choice will select a fill pattern. The "N" choice is for no fill.

The rightmost choice will bring up the pen size palette:



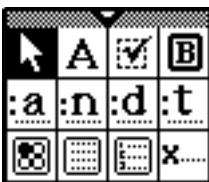
Use this palette to select the pen thickness.



The shapes pattern has five options. The first option on the first row (the arrow) is the selection arrow. Use this to select views. The second selection (the pencil) is for freehand drawing.

The second row is the drawing tools: The line tool, the rectangle tool, and the oval tool. These are used to draw lines, rectangles, and ovals.

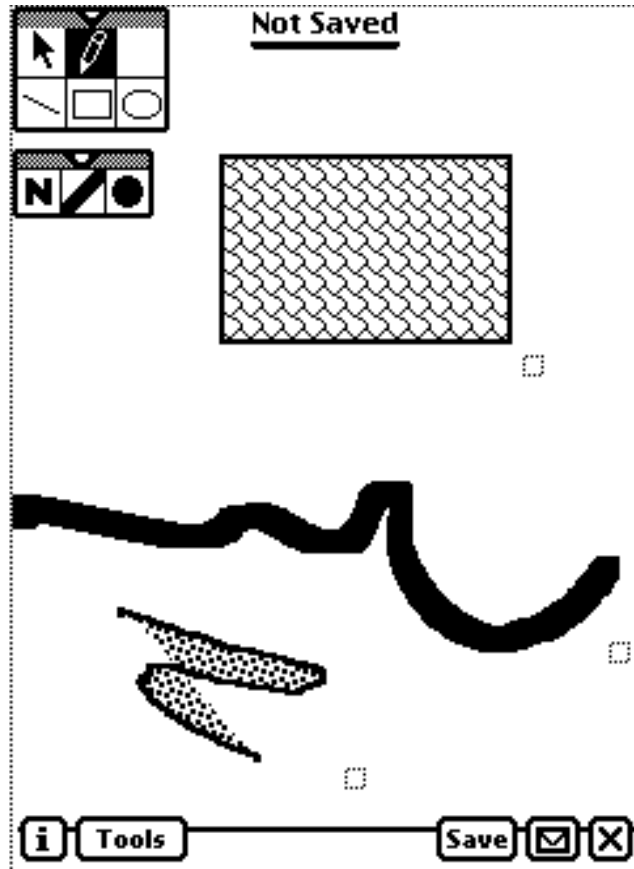
## The View Palette



The View palette has twelve options. They are, from left to right, and top to bottom: selection arrow, label tool, checkbox tool, button tool, label input line, name input line, date input line, time input line, radio button tool, notepad field, list tool, and signature field. These are explained in detail in the next section.


# Drawing & Layouts








## Drawing Images


Use the drawing palette to draw on the background of your piece of stationery.

 The *selection tool* is used to select more than one item to perform actions on. Drawing a rectangle with the selection tool will result in the selection of any item within the rectangle.

 The *freehand drawing tool* draws wherever you draw on the background. The thickness of the line is determined by the pen size palette. If a fill pattern is set, it will fill in whatever shape is drawn. If the endpoints are not connected, it will fill it in as if they were. Choosing "N" as the fill pattern will prevent any filling.

 The *lines tool* is used to draw lines. To draw a line, tap on where you want the line to start. Hold the pen down and move it to where you want the line to end, and release (the line will be shown as you draw it).

 To draw rectangles, select the *rectangle tool* and tap on hold where you want one corner of the rectangle to be. Hold the pen down and drag the rectangle out to the size you want it to be.

 The *ellipse tool* works the same way as the rectangle tool, except that an ellipse is drawn instead of a rectangle.

If a fill pattern is set, the rectangle, ellipse, or freehand shape will be filled with that pattern. The width and style of the lines are determined by the pen style options of the styles palette.

In addition, text and pictures can be drag and dropped from the notepad in the same manner you would drag and drop text between notes.

When you draw a freehand object or a shape, a small rectangle appears at the lower right hand corner of what is drawn. Use this to resize the object.


To move an object, tap and hold on the object, then drag it to where you want it to be.

Tapping on an object will open up the "View Settings" menu, explained in detail below.


## Creating Views

To create a new view, Select the view type you want by tapping on it's icon from the views palette. Drag out the view where you want it on the screen. The view will have a resizing button like shapes do, and can be dragged around in the same way. Tapping on the view will also bring you to the view settings. The view types are:


### **Label Text**

 **Label:** A section of text which will not be able to be changed in any way once the stationery is built.

### **Untitled Checkbox**

 **Checkbox:** A box which may be checked, followed by a label.


### **Button**

 **Button:** Places a functional button on the stationery which


you can either write a script for (experts only!) or choose from a variety

of pre-made scripts. This is described in detail in the "Button Click Script" section.


**Label** .....  
.....  
.....

 *Label Input Line*: This has a label, followed by lines which can be written in after the stationery is built. Tapping on the label will bring up a list of pre-made choices to be placed on the line, if any. If there are any entries in the pre-made choices list, the label will have a diamond next to it.


◆ **Name** .....

 *Name Input Line*: Like the label input line, but tapping on the "Name" picker opens up a window which allows you to pick a person's name, with additional information as set in the "Label Commands" setting (described below).

◆ **Date** .....

 *Date Input Line*: Like the label input line, but tapping on the "Date" picker opens up a window that allows you to select the date.

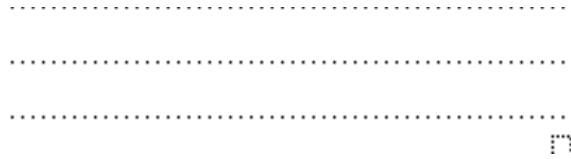
◆ **Time** .....


 *Time Input Line*: Like the label input line, but tapping on the "Time" picker opens up a window that allows you to select a time.

radio button 00     radio button 01


radio button 10     radio button 11

 *Radio Buttons*: A set of buttons, out of which only one can be selected at a time.



 *NotePad Field*: A field which looks like the standard lined notepad field.

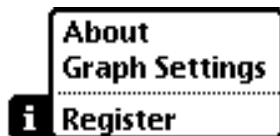


 *List*: Gives you a list field. After the stationery is built, the user will have a scrollable list of items with checkboxes. Changing the settings will allow you to have a menu that performs actions on the list.



 *Signature*: A field with a signature label and a field for entering a signature.

## The Info Button

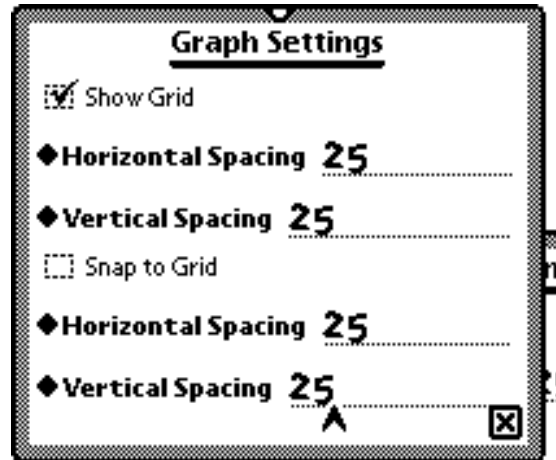


with several choices:

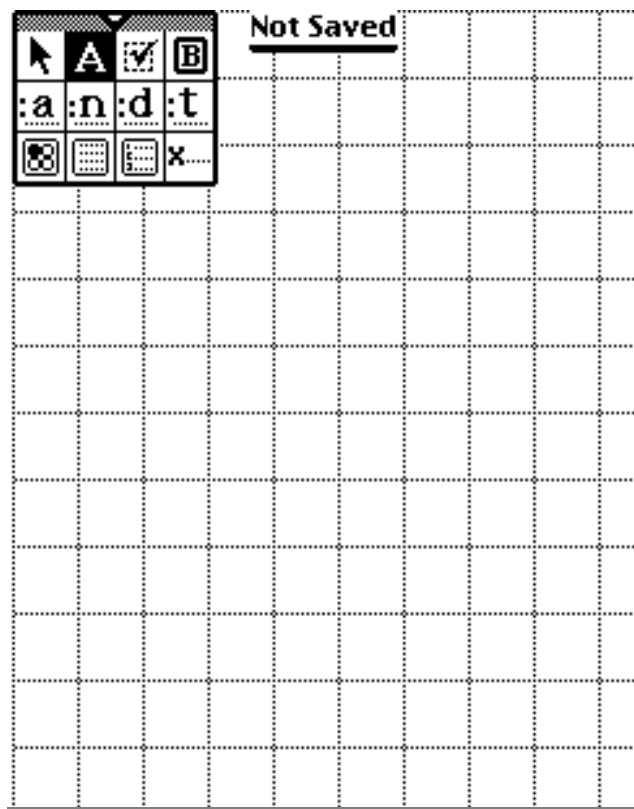
Clicking on the "i" button gives you a menu

**About:** Shows some info about Stationery Construction Kit, including contact info and the current version number.

**Graph Settings:** Allows you to set the options for having a grid on the screen when you create stationery. The grid will not show up in the built stationery, but is just for lining things up.



The first setting tells Stationery Construction Kit whether or not to show the grid. The next two are the horizontal and vertical spacing of the lines.



If "snap to grid" is checked, items drawn will be forced to match with the grid. The next set of horizontal and vertical spacing settings will allow you to change the place where items snap to.



**Register:** Choosing "Register" will allow you enter a password to Register Stationery Construction Kit. For more info on registering Stationery Construction Kit, call us at: (773)477-2492, email us at: [info@standalone.com](mailto:info@standalone.com), or visit our web page at: <http://www.stanalone.com/newton>

## The Action Button

The action menu appears when you click on the envelope button. The standard action menu has four options: Build Layout, Edit Icon, Clean Up All, and Clear/New:



If any view is selected, the menu has three additional options: Duplicate Selected, Clean Up Selected, and Delete Selected:



If you have a saved layout, the menu will have the "Delete" option:



**Build Layout:** Building a layout will build a completed piece of stationery. If the layout has been saved, you will be given the "Build Layout" menu:

A dialog box titled 'Build Layout' with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Name: My Layout
- Symbol: My Layout: Erik
- Description: (empty)
- ◆ Default Height: 200
- ◆ Background Lines: None
- Background Line Spacing: 10
- Activate background
- Build button
- Close button (X)



The Name is the name that the stationery will have when it is built. This is the name that will show up when you make a new piece of stationery.

The next input line is Symbol. Each package on your Newton must have a unique symbol, so make sure to put a unique name here, or any package with that name will be overwritten, even if it not stationery.

The description is the stationery description that will appear at the top of each piece of stationery.

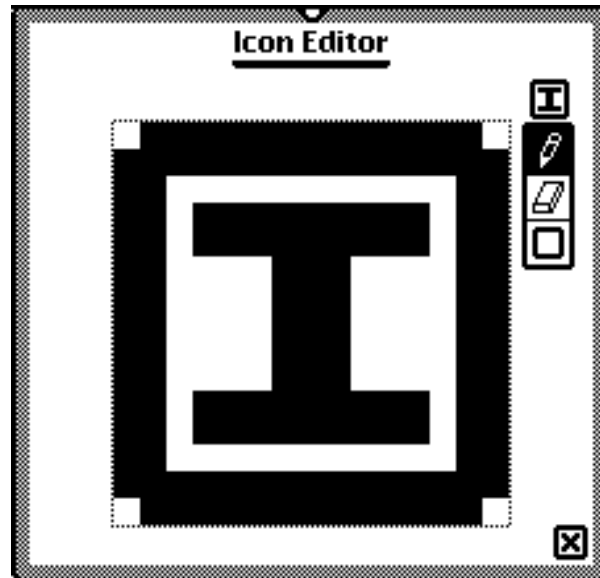
The default height is the default height of a new piece of your stationery, in pixels.

If "Activate background" is checked, then you will be able to write on the background of the stationery. You may also add lines to this background. Use the "Background Lines" and "Background Line Spacing" options to add these lines. note that these will only be active if "Activate background" is checked.

Click on "build" to build the piece of stationery.



After you click on build, Stationery Construction Kit will pop up a window while it builds the new piece of stationery. Click on "stop" to abort the building of a piece of stationery. The building process will take about five minutes.



**Edit Icon:** Lets you create the piece of stationery's NotePad icon. There are three buttons on the side: draw, erase, and box. Tapping on draw (the pencil) will put you into draw mode. Tapping on erase (the eraser) will put you into erase mode. Tapping on box will clear the icon and draw a box around the border of the icon.

**Clean Up All:** Tapping on this will make Stationery Construction Kit "Clean Up" your layout, by lining up items, and moving items that overlap.

**Duplicate Selected:** Will create a duplicate copy of any selected items. These will appear slightly offset from the original items. These can then be dragged to a new location. These duplicate items become the selected items.

**Clean Up Selected:** Like "Clean Up All", but only the selected items are cleaned up.

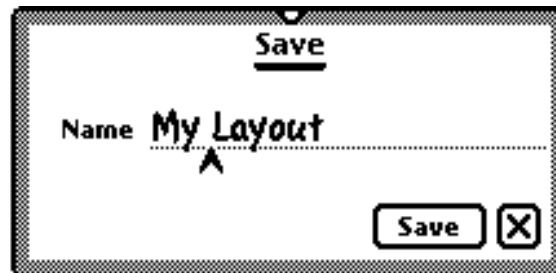
**Delete:** The selected items are deleted.

**Clear / New:** Will clear out the current layout and create a new, empty layout.

**Delete Layout:** Will Clear out the current layout, and delete it from your Newton.


**Save Layout**

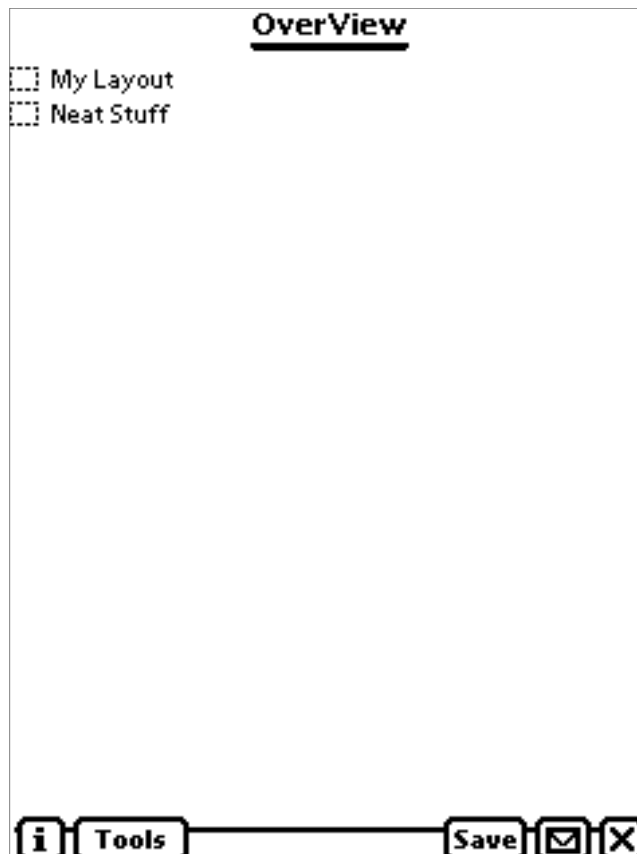
Clicking on the "Save" button on the status bar will open up the save window:



Enter the name of the layout to save. This will not save it as a new piece of stationery (use "Build Layout" for that), but will save it so you can work on it later.

## Load Layout

Tapping on the  (overview) button will bring up a list of all saved stationery:



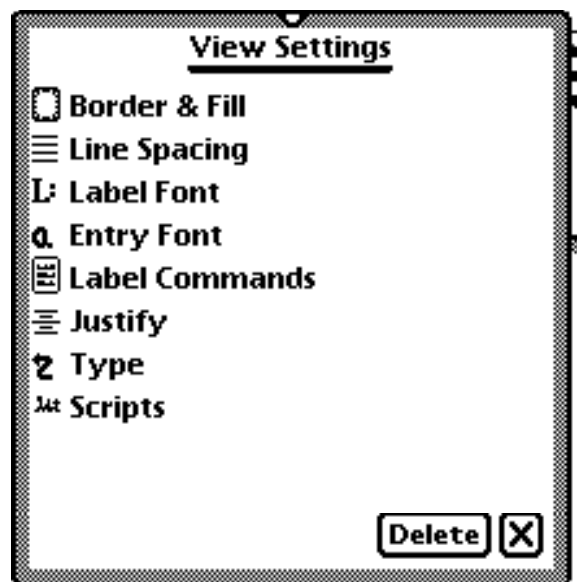
Tapping on the name (not the checkbox) of a piece of stationery will open that piece of stationery.

To delete one or more saved layouts, check off those items, then tap on the envelope button, then on the "Delete" button that appears.

## View Settings

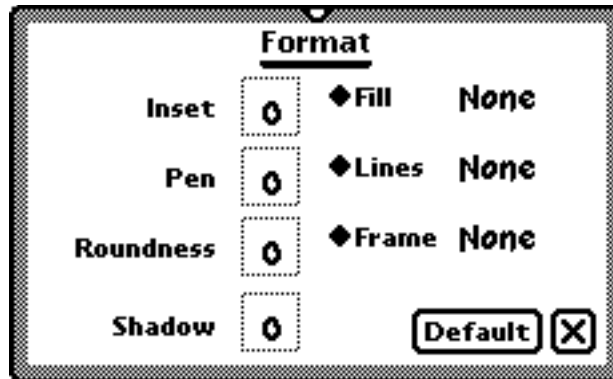
Tapping on a view will open up the "View Settings" menu. From here almost any aspect of a view can be customized.

When the menu appears, it will have several options:



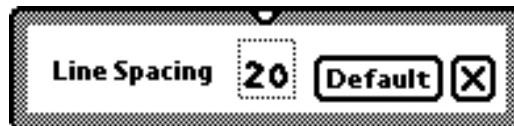
There will be different options depending on what type of view is chosen (These are the view setting for a Label Input Line). Tapping on one of the options will bring up a window allowing you to set that option. The options that maybe there are:

**Border & Fill** : This window is used specify the border and fill pattern of the window:



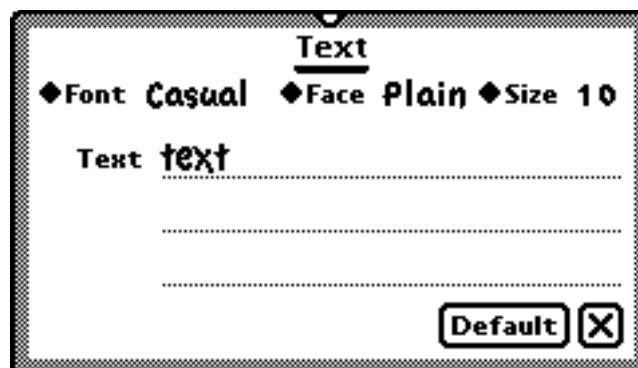
"Inset" is the number of pixels from the border the contents are. "Pen" is the thickness of the border. "Roundness" specifies the roundness of the corners, and "Shadow" is the width, in pixels, of the shadow below the view. "Fill", "Lines", and "Frame" are used to select the color of the fill pattern, background lines, and border.

**≡ Line Spacing** : If a view has lines to write on (like NotePad field and input lines), this is used to set the line spacing.



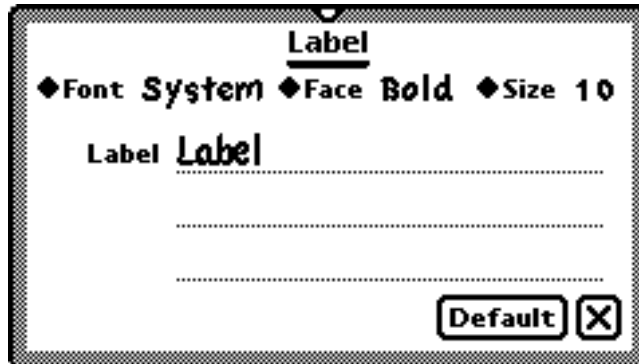
Write in the appropriate line spacing in the line spacing box, or click on default to choose the default line spacing.

**Q Font** : This is used to changed the text and font of the text on a view:



Use this menu to change the font, face, and size of the text, and write your text in the text lines below that.

**T: Label Font** : This is used to enter the font and text of the label of label input lines:



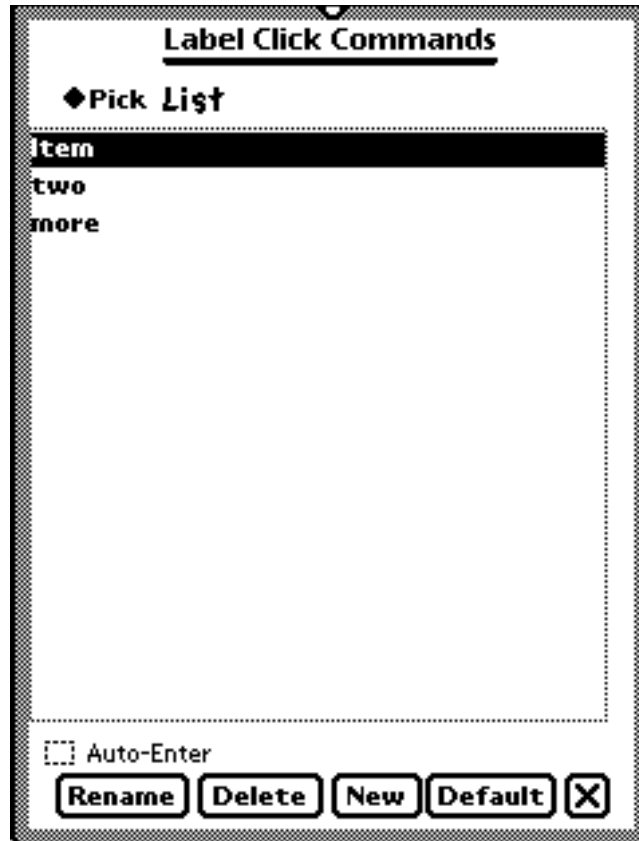
This menu works the same as the regular font menu.

**☰ Label Commands** : There are four types of label commands: List, Date, Time, and People. After the stationery is built, the label commands determine what happens when the label of an input line is clicked on. When you choose this option the Label Click Commands window opens:

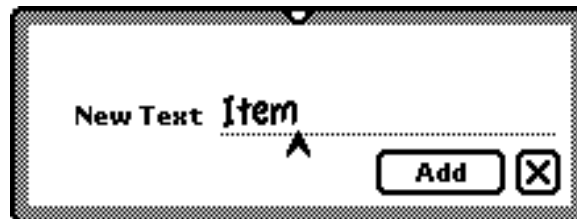


Selecting one of the items will set the label click command to that type of picker, and open up the appropriate window. The default choice for the current type of input line will automatically be selected.

*List*: This options is for creating a list of items that the user will choose from when the picker is selected:



The large window contains the items currently in the list. There are four buttons at the bottom: Rename, Delete, New, and Default.



Tapping on "New Item" opens up the New Item window. You can enter the text of the list item here and tap on "Add" to add it.

"Delete" will delete the selected items, and "Rename" will allow you to change the text of an item.

If "Auto-Enter" is checked off, the first item in the list will automatically be entered when a new piece of stationery is created.

Date: This will set the type of picker to a Date picker, and allow



you to select the format which the date is displayed:

**◆Pick Date**

Wednesday, July 22, 1992

Wed, July 22, 1992

July 22, 1992

7/22/96

If "Auto-Enter" is checked off, the current date will automatically be entered.

*Time:* This will set the type of picker to a Time picker, and allow you to select the format which the time is displayed:

**◆Pick Time**

10:40:59 AM

10:40 AM

10:40

If "Auto-Enter" is checked off, the current time will automatically be entered.

*People:* This will set the type of picker to a people picker. After the stationery is built, tapping on the label will bring up a list of people in the Names file, along with other information. This menu allows you to select what additional information is displayed:

**◆Pick People**

Erik Wiessmann

Erik Wiessmann, erik@standalone.com

erik@standalone.com


Erik Wiessmann, (312)477-2579 F

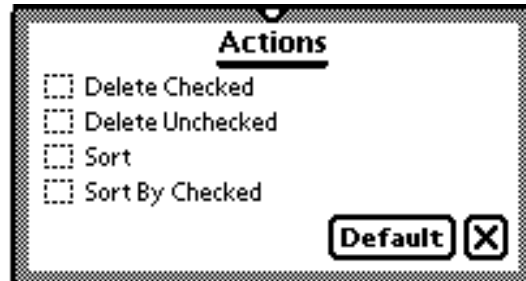
(312)477-2579 F

Erik Wiessmann, (312)477-2492


(312)477-2492

"Auto-Enter" does not have any effect if People is selected.

 **Action** : This is used to set what actions are available for a list:




Checking off choices will add that action to the action menu of a list. These actions can be performed on a list after the stationery is built.

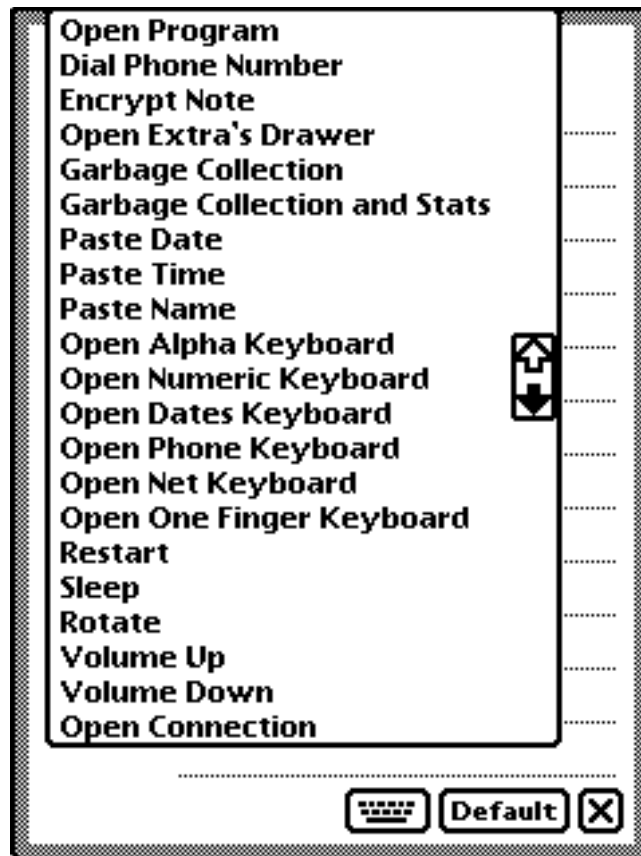
 **Justify** : Allows you to set the justification of the view:



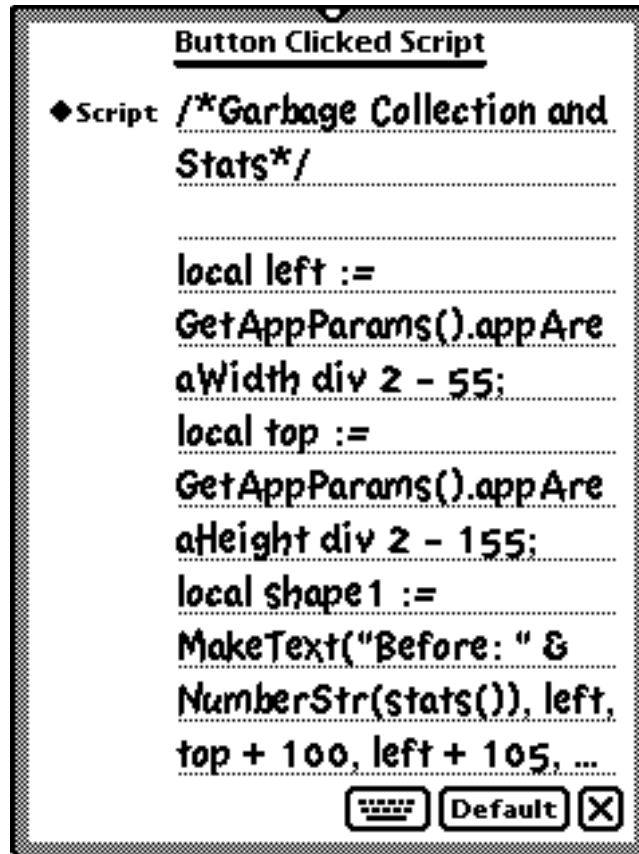
Select "Left" to align everything on the left edge of the view. Selecting "Full" will make both the right and left edges be justified. Tapping on the "Long" button will make the height of the window very long.

 **Button Click** : This is used to determine what will happen when a button is clicked. Choosing this will give you a blank button click script:





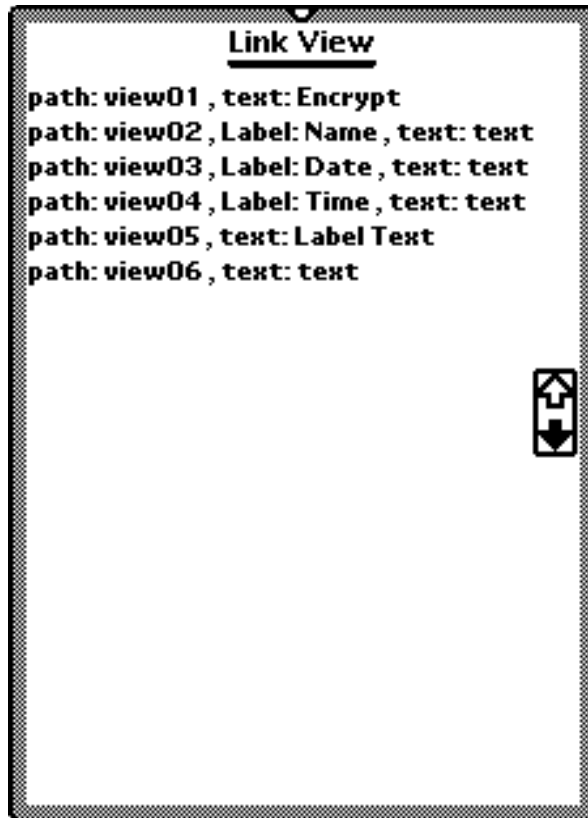
Tapping on one will select that script. After it is selected, that script will appear in the script area (in most cases.)



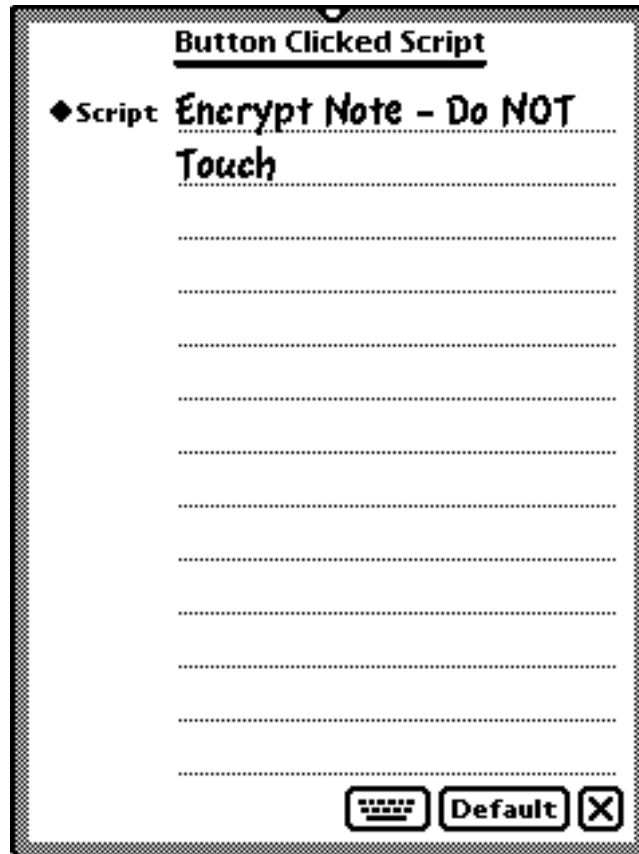
The built in scripts are:

Open Program - When you select this, a list of applications will pop up. Select one, and the script will be set up so that the selected application is run when the button is tapped.

Dial Phone Number - This will pop up a list of windows in your layout. Choose the view that contains the number to be dialed. When the button is pressed, that phone number will be dialed.



Encrypt Note - This button will bring up a popup window that allows you to encrypt or decrypt the note. Note that when this is chosen, the script will not be shown:



Open Extras Drawer - Tapping on the button will open the extras drawer.

Garbage Collection - Performs a garbage collection, freeing heap on the Newton.

Garbage Collection and Stats - Performs a garbage collection and reports the free heap before and after.

Paste Date - Pastes the current date at the caret.

Paste Time - Pastes the current time at the caret.

Paste Name - Pastes your name at the caret.

Open Alpha Keyboard - Opens the standard keyboard.

Open Numeric Keyboard - Opens the numeric keyboard.

Open Date Keyboard - Opens the date keyboard.



Open Phone Keyboard - Opens the phone keyboard.

Open Net Keyboard - Opens the **KeyMan** net keyboard (note: KeyMan must be installed for this to work)

Open One Finger Keyboard - Opens the **KeyMan** one-finger keyboard (note: KeyMan must be installed for this to work).

Restart - Restarts the Newton.

Sleep - Puts the Newton to sleep.

Rotate - Rotates the Newton screen.

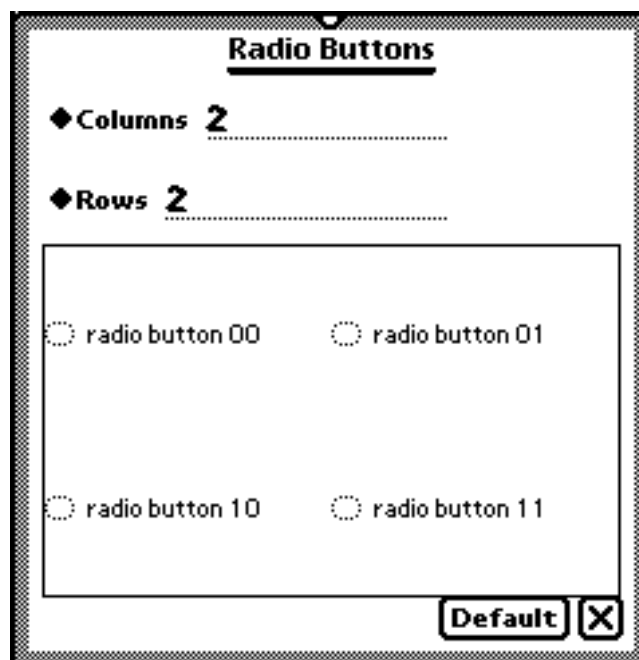
Volume Up - Increases the Newton's volume

Volume Down - Decreases the Newton's volume.

Open Connection - Opens the connection application.

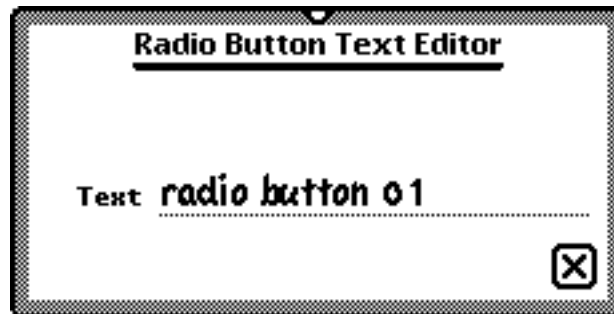
Close All - Close all open applications.

 **Radio Buttons** : This is used to set up radio buttons:



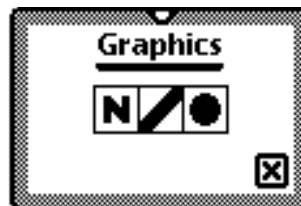
"Columns" and "Rows" sets up the number of columns and rows of

radio buttons. Tapping on one of the buttons will bring up the Radio Button Text Editor:




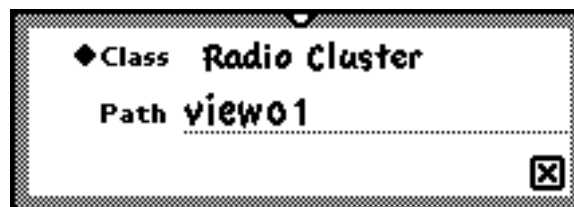
This allows you to change the text of the radio buttons.

 **Graphics Fill** : This is used to set the graphics fill of the view:



The style palette here works the same as the drawing style palette.

 **Type** : This is used to set the type of view to any of the other types of views, as well as the path. The path is used to reference the view (such as when referencing a view for the "Dial Phone Number" button click script).



Tapping on the "Class" label allows you to select which class you want the view to be:

◆ Class	Button
	Checkbox
	Edit View
	Label Input Line
	List
	✓ Radio Cluster
	Static Text
	Signature

This section gives you a step by step tutorial which will help you build your first few pieces of stationery. From there, you can read the rest of the manual to find out about all the features and build an endless variety of stationery types.

**⌘ Scripts** : You use this to add scripts to a view, similar to the button click script. (Warning: NewtonScript experts only!). The "Slot" input line is where you specify the name of the slot the script will be in. Enter in the script on the lines below.

# Tutorial

## Blank Stationery

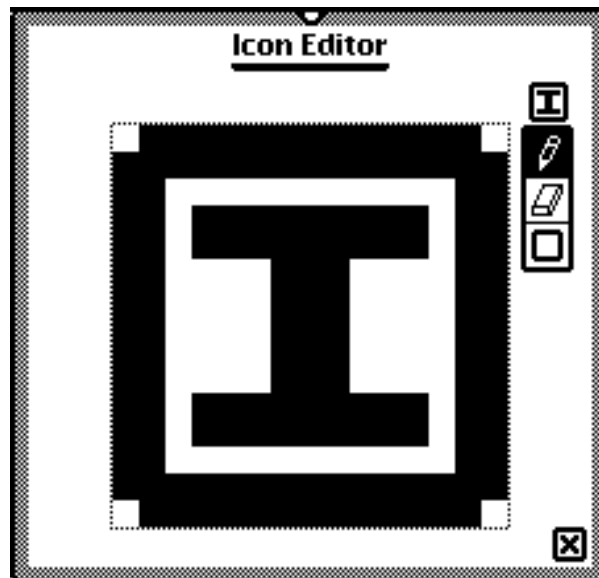
Blank Stationery is the simplest type of stationery. Going through this will help you through the building process


Start with an empty layout. We are going to build this into a piece of blank stationery. To do this:

First, Tap action button  to get this menu:



Select "Edit Icon" by tapping on it. This will bring you to the Icon Editor:

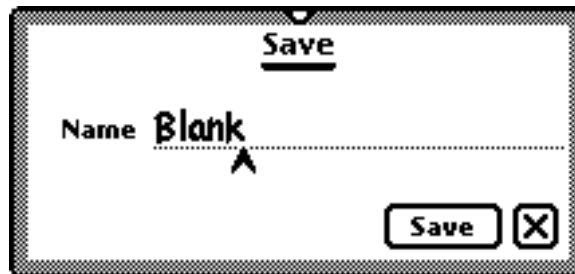


First click on the box  button to create a box around the border. Then draw in an icon in the space provided using the pencil and

eraser tools. When you are done tap on the close box.



Next, tap on the **Save** button. This will bring up the Save window:



Enter a name and tap save. This will save the layout.

Next, tap a the action button  again. Select "Build Layout" by tapping on it.

Set your name, package symbol, description, default height. The name will be the name of the built piece of stationery. The symbol is a unique symbol your Newton will use to keep track of your stationery, so make sure not to give it the same symbol as anything else on your Newton. The description is optional and is a short description of your piece of stationery. The default height is the height a piece of stationery is set at when it is created.



Set background line to None. This tells Stationery Construction Kit not to print any background lines. Set line spacing to 20. This tells the NotePad how far apart to place text when you are writing.

Make sure that Activate Background is checked. This tells Stationery Construction Kit to make the background of the stationery usable. If this was not checked off, you would only be able to write on views you had drawn out.

Once you have done all of this, tap "Build". This will start building and saving your package. You will get this screen as it builds:



The building process will take about five minutes. After it is done, you can go into the NotePad and use your new stationery type!

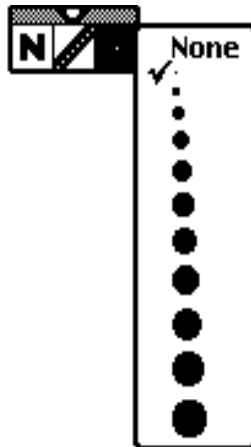
## Graph Paper

Graph Paper is another simple type of stationery type that will let you play around with the drawing palettes and grid options.

The default palette is the views palette. Tap on the **Tools** button to get the drawing palette:

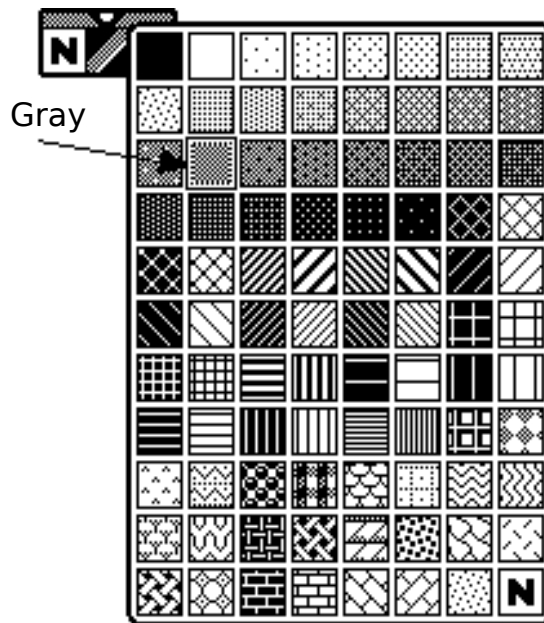
(put the drawing palette here!)

The top palette is the shapes palette, and the lower palette is the styles palette. Tap on the rightmost choice of the styles palette to get change the pen thickness:




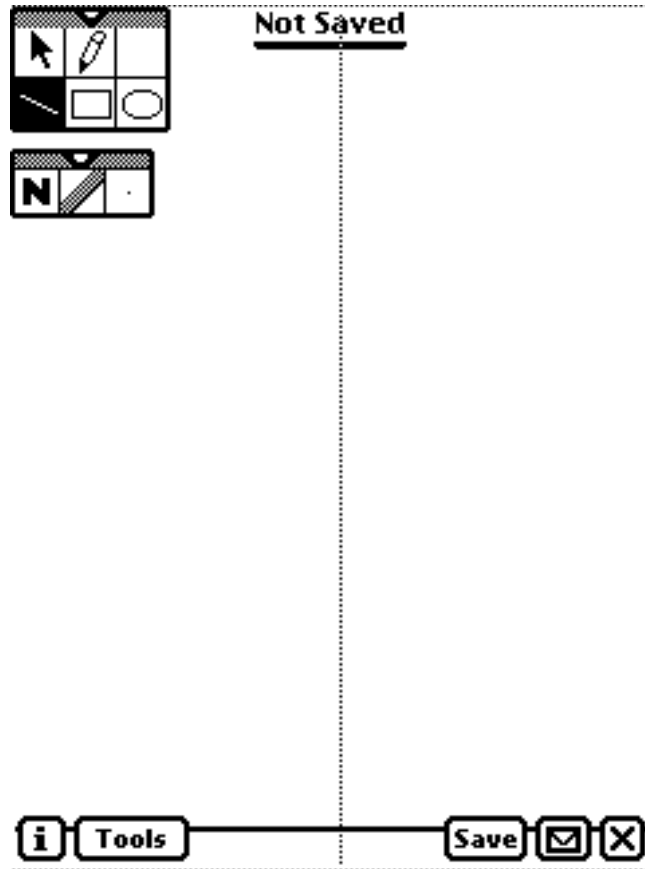
Select the thinnest pen thickness.


Now to choose the line color. Select the "Line Style" option of the style palette to bring up the line styles palette:



Choose gray for the line style.

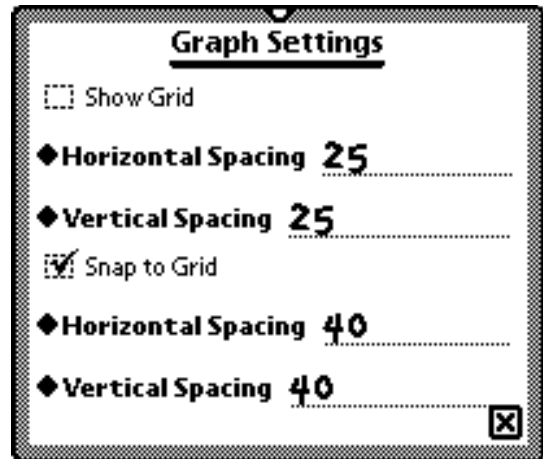
Now select line  from the shapes palette and draw a line down the middle from the top to the bottom of the screen:



Duplicate this line by tapping the selection arrow  and drawing out a box over some part of the line. Then tap on the envelope to open the action menu. Select "Duplicate Selected". Repeat this process until you have five vertical lines. Don't worry about the spacing just yet, we will fix that with the help of the graph settings.

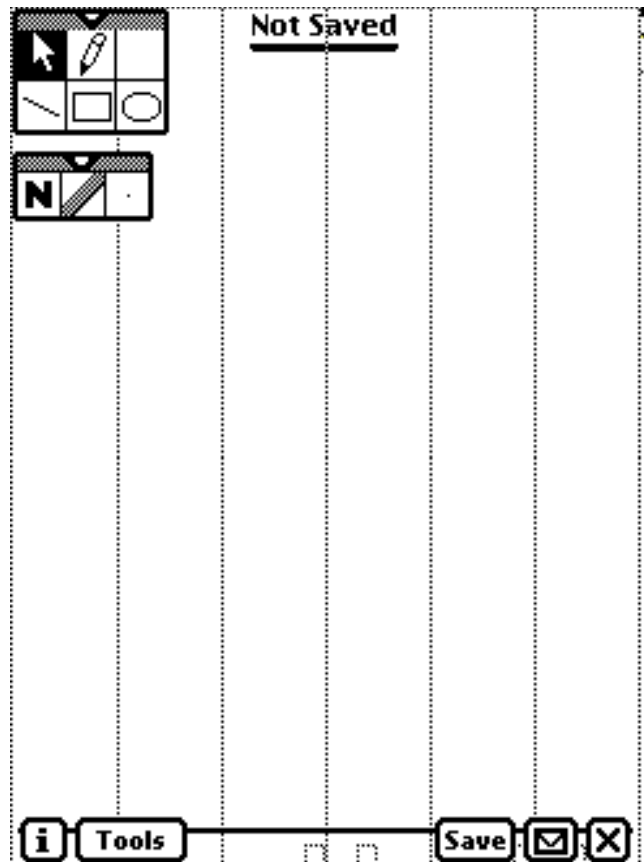
Now to set the graph settings. This will allow you to show a grid on the screen for drawing purposes (this will not be part of the stationery after it is built), and/or set a distance to which views and other items will "snap-to" when drawn or moved. If the grid spacing and "snap-to" spacing are the same, then views will snap to the grid.

To open the Graph Settings menu, tap on the "i" button and select "Graph Settings". This will bring up the menu:



We don't need a grid, so make sure that "Show Grid" is not checked off. We want to snap to a spacing, so check "Snap to Grid". Now set the "Snap To" spacing. This is the second set of spacing options. Set them both to 40. Close the menu when you are done.

Now that the lines will snap, space the four lines you drew across the screen equal lengths apart with the help of the snap-to settings:






Now we can start building the stationery. Save the stationery and draw an icon the same way you did when you made blank stationery. Then tap on the action menu and select "Build Layout". Set your name, package symbol, description, default height the way you did for Blank Stationery. Make sure "Activate background" is checked off. Now set background line to Gray. This tells Stationery Construction Kit to make horizontal lines, and to make them gray. Set line spacing to 40, so that these horizontal lines will be the same distance apart as the vertical ones.

Tap on "Build". Remember the building and saving of stationery will take about five minutes. After it is done, you can go into the NotePad and use your new piece of stationery!

## Control Paper

Making Control Paper will help you learn to use the built-in button scripts, and to play around a little with the View Settings of a view.

Control Paper will be a stationery type that, after it is built, will allow you to control various features of the Newton.

Start with an empty layout. Select the button icon  from the Views Palette.

Draw out a button  somewhere on the layout.

Now tap on the button you drew to get the buttons View Settings:

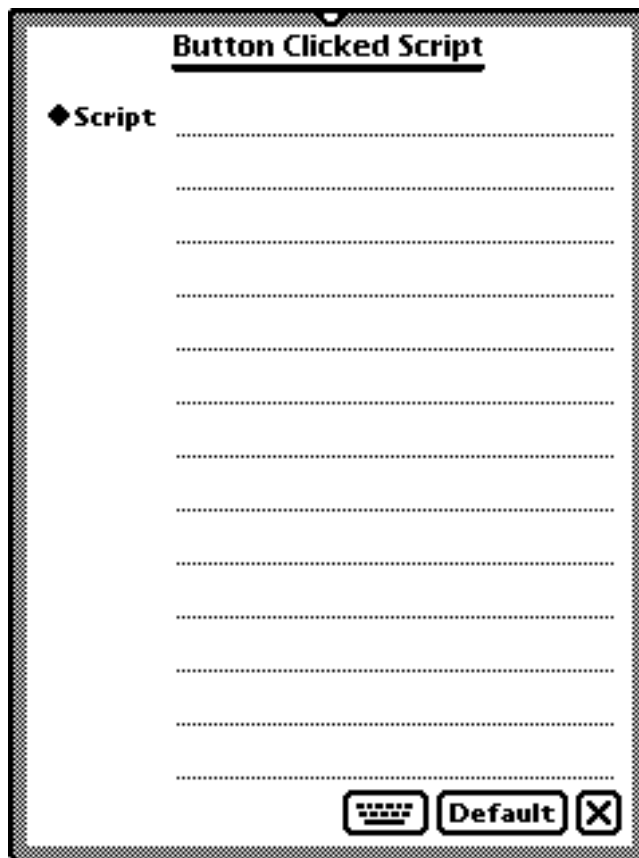
### View Settings

- Border & Fill
- Font
- Button Click
- Type

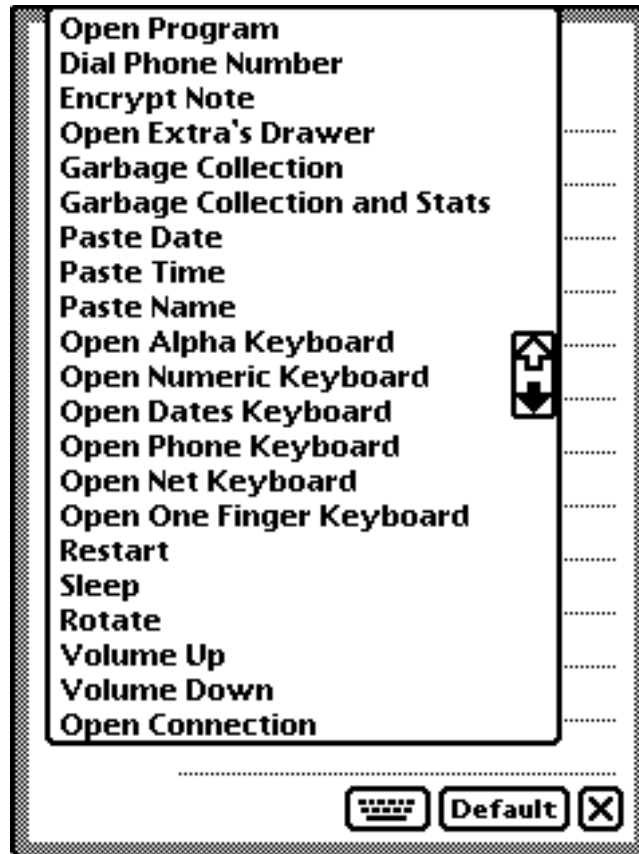
Delete



This will let you change almost any attribute of a view. For now we only want to change the Button Click script, so tap on "Button Click". This will bring up the Button Clicked Script menu:



On this screen you can either write your own script or select from one of the many built-in scripts. Don't worry about writing your own scripts unless you are an expert Newton user. Tap on the "script" label to bring up a list of built-in scripts.



Choose any one you want. After you choose one, the script will appear in the space to the right of the label (in most cases). The button itself will then change to reflect what it does.

Now draw out several more buttons and do the same thing. Don't worry how neat it is, we will clean it up shortly.

After you have drawn out all the buttons you want, tap on the action button:



Select "Clean Up All". This will line up the views and make sure none are overlapping.

Now we can start building the stationery. Save the stationery and


draw an icon the same way you did when you made blank

stationery. Then tap on the action menu and select "Build Layout". et your name, package symbol, description, default height the way you did for Blank Stationery. Make sure "Activate background" is checked off. Now set background line to Gray.

Tap on "Build". Remember the building and saving of stationery will take about five minutes. After it is done, you can go into the NotePad and use your new piece of stationery!

## New List Type

New List Type will be a stationery piece with a different type of checklist. Making this will help you learn to use label input lines and view settings.

Start with an empty layout. Select label input line  from the Views Palette. Draw a label at the top of the screen:

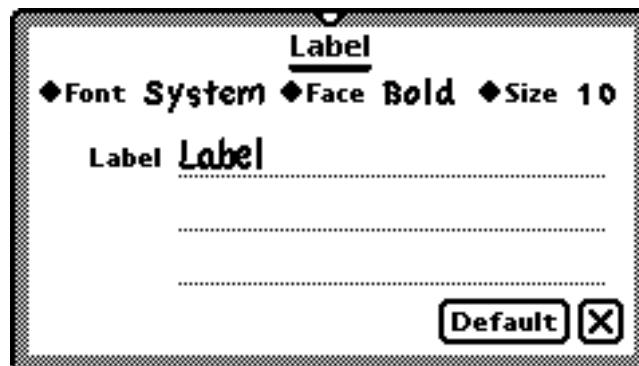
**Label** .....

.....

..... 

Tap on the view to get to the view settings.

From the view settings, select **I: Label Font** :



The user will be able to write the name of the list at the top of the piece of stationery. So for the label, write in "List Name".

Change the font size to 12 pt.

Now close the view settings for the Label.

Choose list view  from view palette.

Draw out the list view from the label to about half way down the page:



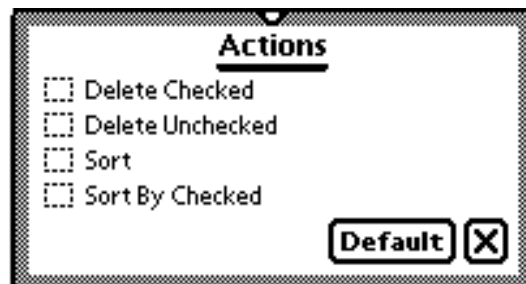
Tap on the view to get the view settings.

Tap on Justify to get the "Justify View" menu:



Choose "Full". This will make the view the width of the screen.

Now select  Action from the view Settings:



Check off all four choices. This will allow the user of the built stationery to perform these actions on their lists.

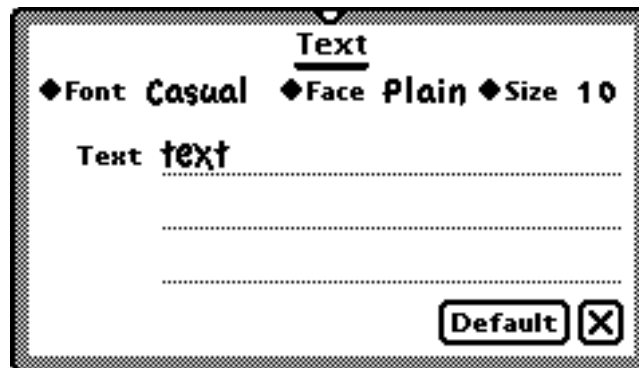
Now close the View Settings of the list.

Choose label text  from the Views Palette.

Now draw out a label under the list:

**Label Text** 

Tap on the label to get the view settings. From the view settings, select **Font**:



We want to add space where the user can write in notes about the list. In the text space, write in "Notes".

Now we can start building the stationery. Save the stationery and draw an icon the same way you did when you made blank stationery. Then tap on the action menu and select "Build Layout". Set your name, package symbol, description, default height the way you did for Blank Stationery. Make sure "Activate background" is checked off. Now set background line to Gray.

Tap on "Build". Remember the building and saving of stationery will take about five minutes. After it is done, you can go into the NotePad and use your new piece of stationery!