Newton

MessagePad Handbook

MessagePad Handbook

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C O N T E N T S

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Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple's instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the device and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult your Apple-authorized reseller or an experienced radio/television technician for additional suggestions. You may find helpful the following booklet, prepared by the Federal Communications Commission: Interference Handbook (stock number 004-000-00345-4). This booklet is available from the U.S. Government Printing Office, Washington, DC 20402.

IMPORTANT Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC Certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of shielded cables and connectors between system components. It is important that you use shielded cables and connectors to reduce the possibility of causing interference to radios, television sets, and other electronic devices. For Apple peripheral devices, you can obtain the proper shielded cables from your Apple-authorized reseller. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

1

Introduction

This handbook is a reference guide for the Newton MessagePad device. It contains detailed instructions about using Newton.

This book helps answer specific questions. To learn the fundamentals, read the *MessagePad Setup Guide*.

SAFETY, CARE, AND MAINTENANCE

As you work with your Newton device, follow these safeguards to protect yourself and the device. Failure to comply with these safeguards may cause injury and resulting damage to the device may not be covered by warranty.

■ Take care not to break the glass screen. Don't drop Newton. Don't subject it to any strong impact. Don't put it into your back pocket, because if you sit on it, the glass may break. Always store Newton in a case that has a stiff plate that can protect the screen.

■ Don't press too hard on the screen when writing, drawing, or tapping buttons.

1

- Keep the device away from extreme heat. Don't leave it on the dashboard or in the trunk of a car or near a heater.

- Use the device only in environments where the temperature is between 32° F and 104° F (0° C–40° C).

- Don't leave the device anyplace that is extremely dusty, damp, or wet.

- Be careful not to scratch the screen. Use only plastic-tipped pens intended for use with a touch-sensitive screen. Don't use ink pens or any other sharp object.

- Never leave the card slot empty. If you haven't put a storage or application card in it, leave the plastic protection card installed.

- Turn off the device when you're not using it.

- In normal circumstances, turn off Newton only by using the power switch. To disconnect power completely, unplug the adapter.

- Always turn off Newton before changing the batteries.

- To avoid battery leakage or lost data, replace the batteries as soon as they become weak (Ch. 23).

- Clean the screen only with a soft dry cloth. Do not use solvents.

- Clean the painted surfaces only with isopropyl alcohol (rubbing alcohol) and a soft dry cloth. Do not use other solvents.

- Keep the ports covered when you're not using them.

- Do not use cables that are frayed or otherwise damaged. Hold a cable only by its connector—the plug, not the cord—when connecting or disconnecting it.

- Never force a connector into a port if the connector and port do not join easily. Make sure that the connector matches the port and that it's right side up before you attach it.

CARING FOR BATTERIES

- Always handle batteries carefully.

- When replacing the lithium backup battery, follow the instructions in Chapter 23. Be especially careful to insert the battery + side up as failing to do so could be hazardous.

- Do not short-circuit the battery terminals—that is, do not touch both terminals with a metal object. Doing so may cause an explosion or a fire.

- Do not drop, puncture, disassemble, mutilate, or incinerate the batteries.

- Recharge only rechargeable batteries, and then only as directed in the manual.

- Do not leave batteries in hot locations.

2

Handwriting, Text, and Drawing

This chapter describes how to write and draw on Newton. Here are the main features:

Original handwritten text

Typed text

Original drawing

Recognized drawing

Recognizer buttons:

Shape

Text

Keyboard

Undo button

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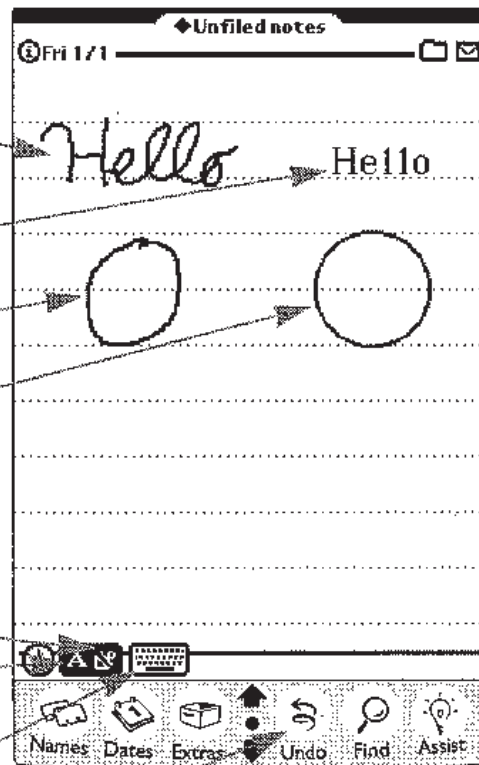
THE RECOGNIZER BUTTONS

You tap recognizer buttons to turn them on and off. While they're on, they turn your handwriting into text and clean up your drawings. Recognition is controlled by settings in the Recognizers preferences area, described later in this chapter.

You can turn the recognizer buttons on and off in these combinations:

Best for recognizing text

Best for cleaning up drawings

Most flexible

No changes to writing or shapes; best for keeping your original handwriting.

USING THE TEXT AND SHAPE RECOGNIZERS

STEP	TEXT EXAMPLE	DRAWING EXAMPLE
1 Turn on the appropriate recognizer.	**A** A on off	on off
2 Write or draw.	*Hello*	◯
3 Check the result.	Hello.	◯
4 If necessary, correct or modify the result. Tap the word twice to correct it (see the next section). Tap the Undo button or delete the shape by scrubbing it out (described later in this chapter).	Hello	Undo

CORRECTING A MISINTERPRETED WORD OR CHANGING IT BACK TO HANDWRITING

To correct a word, you can either tap it twice to see a list of choices or change individual letters:

- To see a correction list, tap the misinterpreted word twice, and choose as follows:

If you see the correct word, tap it.

```
and
And
unit
cure
Carl
card
```

If you want to keep the original handwritten form, tap it.
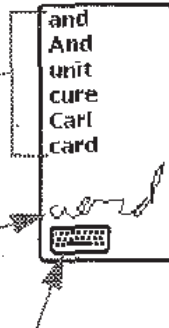
If you don't see the correct word, tap here to display the keyboard (see the next section).

- To correct a word by changing individual letters, wait until Newton interprets the word, then write the correct letter over the incorrect one. Correct only one letter at a time.

  - To change *litter* to *letter*

    lëtter

  - To change *live* to *alive*

    alive

USING THE ON-SCREEN KEYBOARD

You can use the keyboard to correct misinterpreted words, to "type" when you'd rather not write by hand, and to add words to Newton's word lists.

To use the keyboard:

1 Display the keyboard (see the next section).

2 Choose where you want to type. To add new text, tap where it should go. To replace existing text, select the text you want to replace. See "Choosing Where to Type" later in this chapter.

3 Type as you like, and if requested, decide whether to add new words to the word list. See "Typing on the On-Screen Keyboard" later in this chapter.

4 Close the keyboard by tapping the big X button.

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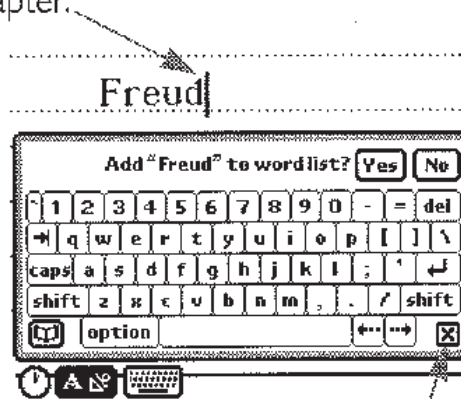
Displaying the keyboard

You can display several different keyboards—a typewriter keyboard, a telephone keypad, a calculator keypad, or a special keypad for times and dates. Newton makes an intelligent guess about which keyboard you need.

You can display the keyboard in several ways:

- Tap a misinterpreted word twice, then tap the keyboard button in the correction list that opens up.
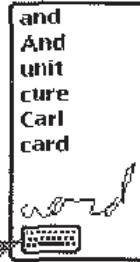
- Tap twice anywhere you want to enter text, including the Notepad, the Name File, the Date Book, or any blank you need to fill in.

- Tap the keyboard button at the bottom of the Notepad. You can tap the keyboard button repeatedly until you get the keyboard you want.

Choosing where to type

1 Move the keyboard so you can see where you want to type. To move the keyboard, hold the pen on the gray border and drag it where you want it.
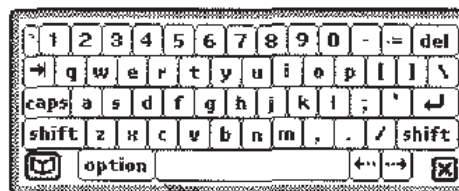
2 Do one of the following:

■ To insert or add
new text, tap
where you want to
start typing. A blinking line will appear.

Fra|ud

■ To replace
words, select them
("Detail Selection"
later in this chapter).

Fraud

■ To move the
blinking line, either
tap the arrow keys
on the keyboard
or tap where you
want the blinking
line to be.

Typing on the on-screen keyboard

Once you've chosen where you want to type (see the previous section), tap the keys on the keyboard, which works like a standard computer keyboard.

This section describes the special features of the keyboard.

For information about teaching Newton new words, see "Adding to the Word List While Using the Keyboard" later in this chapter.

For information about the option key, see "Entering Symbols and Other Special Characters" later in this chapter.

Tap this button to review your word list ("Reviewing Your List of Words" later in this chapter).

Tap these arrows to move the blinking line.

Tap this X when you're finished using the keyboard.
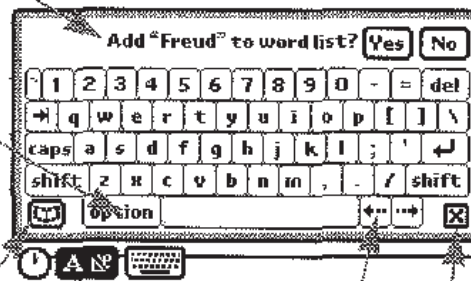
Here's what the special keys on the keyboard do:

⊞ (tab key) moves to the next text column.

caps capitalizes all letters until you tap it again.

shift capitalizes the next character you type.

option shows special characters; tapping option and then shift shows more special characters.

arrows move the blinking line one character forward or backward.

⏎ (return) moves to the next line.

del deletes the character to the left of the blinking line.

Entering symbols and other special characters

Newton can't recognize some special characters, but you can use the on-screen keyboard to enter them.

Note Don't add words with special characters to the word list. Newton won't be able to recognize those words when you write them by hand.

You can see special characters by tapping option…

…or by tapping option and then tapping shift.
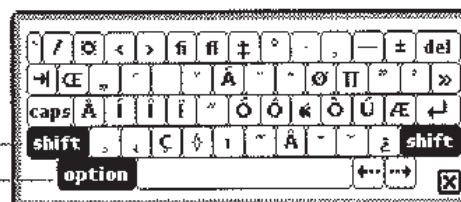
How to enter some characters for non-English alphabets:

FOR THIS CHARACTER	TAP THIS
á, é, í, ó, ú	option + e + any vowel
ñ, ã, õ	option + n + letter
ä, ë, ï, ö, ü, ÿ	option + u + any vowel or y
â, ê, î, ô, û	option + i + any vowel
à, è, ì, ò, ù	option + ` + any vowel

Adding to the word list while using the keyboard

As you type on the keyboard, Newton checks to see if it already knows the word. If not, it asks if you want to add the word to the word list.
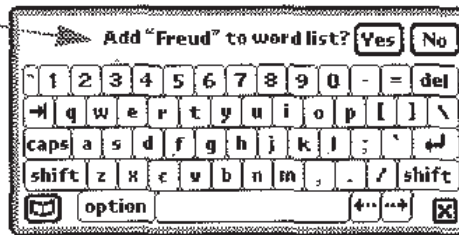
Here's why you might want to say yes or no:

Yes Newton will be able to recognize the word in the future. If you use this word frequently, you'll save time.
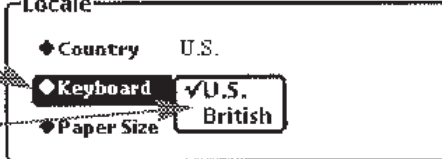
No If you add many short words to the word list, it slows down Newton's text recognizer and increases the chance of mistakes. If possible, avoid adding abbreviations, initials, and acronyms that are only two-letters long.

The capitalization you use when you type the word affects how it will be displayed on the screen when it is recognized:

- Words in all lowercase letters (for example, "jet") will be capitalized according to context.

- Words with the first letter capitalized (for example, "Jet") will always be capitalized.

- Words with all capital letters (for example, "JET") will always be displayed in all capitals.
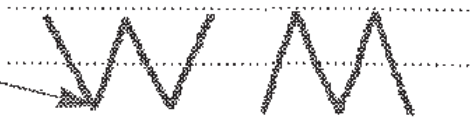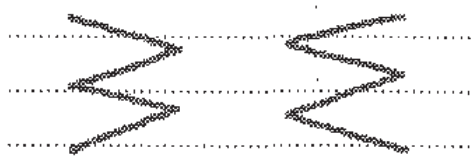
Changing the keyboard layout for different countries

Different countries use different keyboard layouts. To select a different layout, follow these steps:

1 Tap this button to open the Extras Drawer.

2 Tap Prefs.

Prefs

3 Tap Locale. ● Locale

4 Tap Keyboard.

5 Tap your choice of keyboards.


```
┌Locale────────────────────┐
│ ◆ Country    U.S.         │
│ ◆ Keyboard  ┌─────────┐   │
│             │ ✓U.S.   │   │
│ ◆ Paper Size│  British│   │
│             └─────────┘   │
└───────────────────────────┘
```

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ERASING

To erase, use a zigzag scrub mark, like a W.

- Draw the zigzag with sharp corners.

- You can draw the zigzag in any of these four orientations.

- Make each line of the zigzag about the same length.

- The zigzag must have at least four lines, like a W, but it may have more. The bigger the thing you're erasing, the more lines the zigzag should have. Unless the thing you want to erase is selected, you should cover at least half of it with the scrub mark.

- Don't draw the scrub mark so it loops or crosses over itself.

Here are some examples:

Scrubbing out a
   single word

one word

Scrubbing out a
   group of words (if
   the group is wide,
   use a zigzag with more lines)

many words
at a time

Scrubbing out a
   whole shape

Scrubbing out part of
   a shape

Scrubbing out a
   number of things
   at once

words
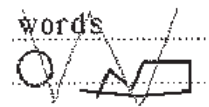
Scrubbing out a
   selection (make
   sure you begin the
   scrub mark outside
   the selection box
   to avoid moving
   the selection)

lots of
text
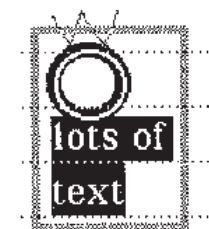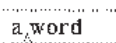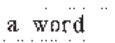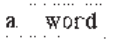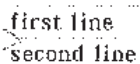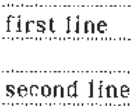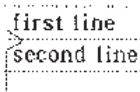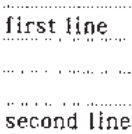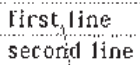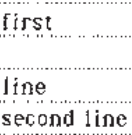
Scrubbing out a
   single character
   (scrub four times over the character)

fiend

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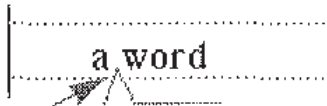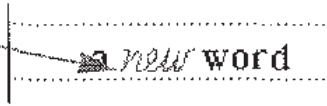
To insert space, draw marks like the ones shown in this table. The top of the mark should be even with the bottom of the letters.
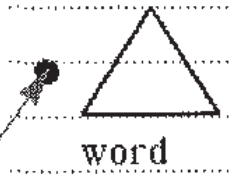
		BEFORE		AFTER
∧	Insert a single space	a word	———▶	a word
∧�	Insert this much space	a word	———▶	a word
≻	Insert a blank line	first line second line	———▶	first line second line
≻	Insert this many blank lines	first line second line	———▶	first line second line
↖	Break the line and insert this many blank lines	first line second line	———▶	first line second line

INSERTING TEXT

1 Insert enough blank space for the new text (see the previous section).

a word

2 Write the new text. After a few moments, Newton will remove any extra space around the new word.

a new word

SELECTING THINGS

Before you manipulate text, shapes, or handwriting, you need to select them. To select things, you draw a special highlighting mark in about the same way you would use a pen to highlight things on a piece of paper.

To select using the highlighting mark, hold the pen in one place until you see a heavy mark,

word

then move the pen to highlight things. The next two sections give examples of selecting things.

Detail selection

To select individual words, lines, paragraphs, or parts of drawings, use any of the following techniques:

To select words, draw the highlighting mark across them.

To select text that's on more than one line, draw the highlighting mark from the beginning of the first word to the end of the last word.

To select several whole lines of text, draw the highlighting mark vertically through the lines of text.

To select lines in a shape, draw the highlighting mark along the lines.

Box selection

To select groups of text or drawings, circle them with the highlighting mark. It's called *box selection* because Newton puts a box around the things you select.

To put a box around a paragraph, circle it with the highlighting mark.
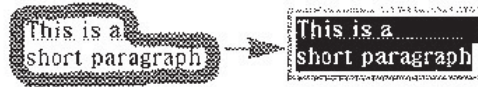
To put a box around a drawing, circle it with the highlighting mark.

Note The highlighting mark doesn't need to be very close to the items you're selecting, as long as it encloses them completely and doesn't enclose anything else.

Selecting more than one thing

To select more than one thing in the same note, use one of these two methods:

Circle everything with the highlighting mark.
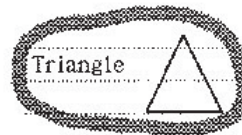
Select one item at a time. Other items remain selected when you select a new item.

Unselecting everything

Tap briefly to
unselect
everything.

CHANGING THE CAPITALIZATION OF WORDS

1 Select the word or words you want to change.

2 Draw a line through the word: upward for uppercase, downward for lowercase, at the beginning of the word for the first letter only, and in the middle of the word for the whole word. Be careful to start the stroke outside the selected text. Here are some examples:

- to turn "apple" to "Apple"
- to turn "Apple" to "apple"
- to turn "apple" to "APPLE"
- to turn "APPLE" to "apple"

3 Unselect the word by tapping outside it.

CHANGING THE STYLE OF TEXT

You can change the style and size of text in each paragraph.

1 Do one of the following:

■ To change the style of existing text, select the text you want to change (described earlier in this chapter).

Apple

■ To change the style of the text before starting a

Apple

new paragraph, make sure no text is selected.

2 Tap this button to open the Extras Drawer.

3 Tap the Styles button.

4 If you want to move the Styles box, hold the pen on the gray border and drag it where you like.

5 Tap your choices.
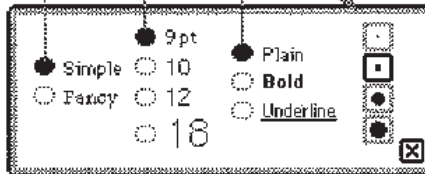
6 Tap the X.

Note Changing the text style may change how the lines of text break in a paragraph.

CHANGING PARAGRAPH MARGINS

1 Select the paragraph as explained in "Box Selection," earlier in this chapter.

2 Drag the left or right side of the box with the pen.

> Now is the time for all good people to come to the aid of their planet.
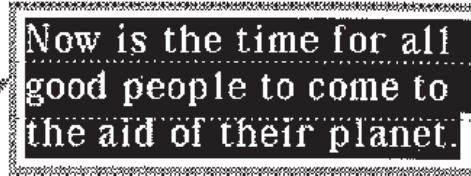
INDENTING AND USING TABS

You can indent a paragraph by leaving at least a half-inch (1.3 cm) of space at the beginning of the first line. This technique works with all paragraphs except for the first one you write in any particular place. To insert a tab in the first paragraph or anywhere else, display the keyboard and tap the tab key. (See "Using the On-Screen Keyboard" earlier in this chapter.)

WRITING LISTS

To make a list, write a dash in front of each line. (If all the lines of your list are shorter than half the width of the screen, you may skip the dash.)

REMOVING EXTRA SPACE FROM PARAGRAPHS

1 Select the paragraphs as explained in "Box Selection," earlier in this chapter.

2 Tap the border of the box.

> Ask Emily   about
>
> Chicago sales.
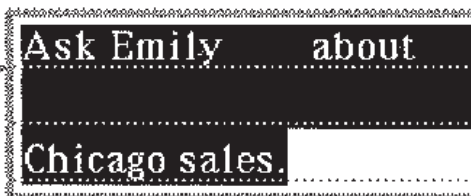
DUPLICATING TEXT OR SHAPES

1 Select the text or shapes you want to duplicate (described earlier in this chapter).

2 Quickly tap the selected item twice in the same place, but don't lift the pen after the second tap.
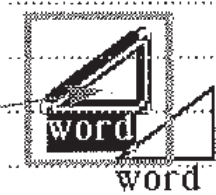
3 Keeping the pen down, drag the item where you want it to go.

MODIFYING SHAPES

1 Put a selection box around the shapes you want to modify.

2 Modify the shapes as follows:

   ■ Drag the end of a line to move it.

   ■ Drag the middle to move the whole drawing.
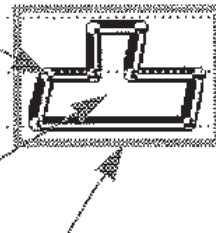
   ■ Drag a corner or edge of the box to stretch, shrink, or distort the whole picture.

1 Do one of the following:

   ■ To change the thickness of an existing line or shape, select it.
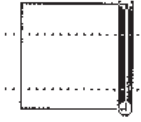
   ■ To use a different thickness for what you're about to draw, make sure nothing is selected.
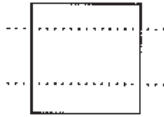
2 Tap this button to open the Extras Drawer.

   Extras

3 Tap the Styles button.

   Styles

4 Tap your choice.

   9 pt

   ● Simple   ○ 10   ● Plain
   ○ Fancy   ○ 12   ○ Bold
              ○ 18   ○ Underline
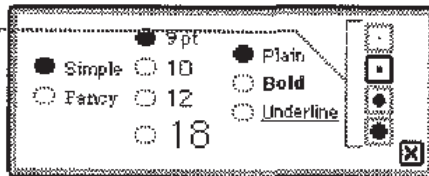
5 Tap the X.

MOVING THINGS ON A PAGE

1 Select what you want to move, as described earlier in this chapter.

2 Hold the pen inside the selection and drag it where you like.
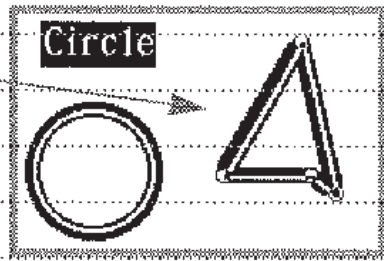
MOVING THINGS TO A DIFFERENT AREA

1 Select what you want to move, as described earlier in this chapter.
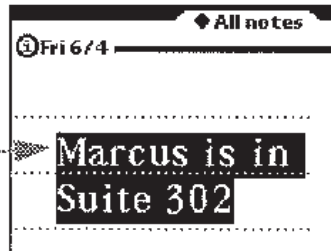
2 Hold the pen inside the selection and drag it to the top, left, or right of the screen. The item becomes small.
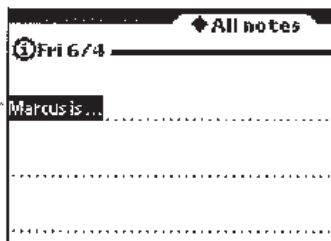
3 Go where you want to put the item.

4 Hold the pen on the small item at the edge of the screen and drag it where you want it. The item expands.
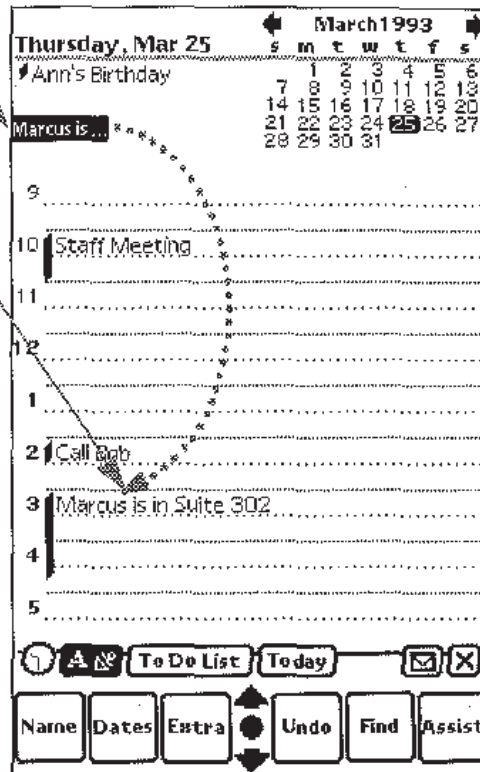
UNDOING CHANGES

If you make a mistake or want to cancel a recent action, tap the Undo button. You

can Undo your last two actions. The first tap undoes the most recent action. The second tap undoes the second most recent.

SETTING WRITING AND DRAWING PREFERENCES

You can fine-tune Newton's recognizers to handle your own writing and drawing style by setting these preferences, as discussed in the next sections.

Preferences
• Personal
• Date and Time
• Locale
• Sound
• Sleep
• Memory
• Pen Alignment
• Recognizers
• Handwriting Style
• Letter Styles
• Handwriting Practice
• Beam
• Modem
• Mail
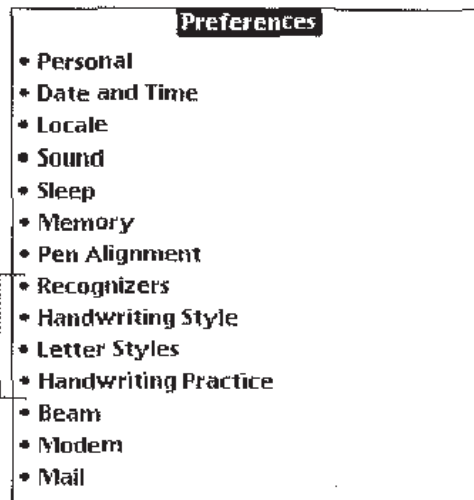
Recognition preferences

Use the Recognition preferences to specify which combinations of characters the text recognizer should consider, and how the shape recognizer will modify shapes. Follow the steps to specify your preferences; see the table after the steps for a description of the options.

1 Tap here twice quickly to go to the Recognizers preferences area.

2 Check only the options you need. (See the following table for descriptions.)
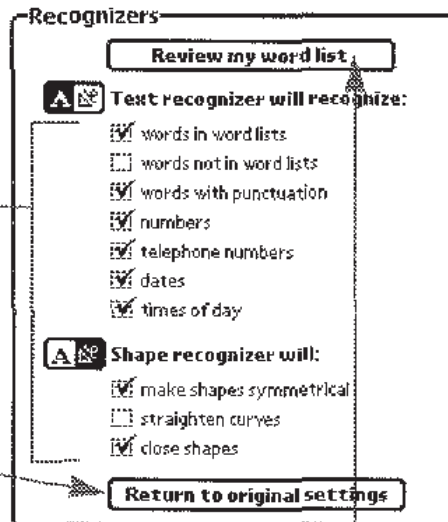
Tap here to return to the original factory settings.

See "Reviewing Your List of Words" later in this chapter for details on this button.

Words in word lists

ON   Compares handwritten words with Newton's word lists

OFF   Ignores word lists when recognizing text

Words not in word lists

ON   Allows combinations of characters not in the word lists

OFF   Only considers words in the word lists; improves speed and accuracy

Words with punctuation

ON   Includes punctuation marks in text. Newton recognizes these marks:

. , ' " ! - ? : ; ( ) * + / = $ % @ # &

OFF   Prevents Newton from misinterpreting small drawings or punctuation marks

Numbers, telephone numbers, dates, and times of day

ON   Recognizes these items in handwritten text. See the Appendix for formats of dates and times.

OFF   Improves speed and accuracy when text doesn't include these items

Make shapes symmetrical

ON   Tries to make your shapes regular—helping you draw things like squares

OFF   Doesn't try to make your shapes regular.

Straighten curves

ON   Interprets your shapes as having only straight edges

OFF   Allows your shapes to have curves (such as circles and arcs)

Close shapes

ON   Tries to connect your shapes

OFF   Doesn't try to connect your shapes

Handwriting Style preferences

Use Handwriting Style preferences to teach Newton your writing style and to improve the speed and accuracy of the text recognizer.

Follow these steps to specify your preferences; see the list after the steps for a description of the options.

1 Go to the Handwriting Style preferences area by opening the Extras Drawer, tapping Prefs, then tapping Handwriting Style.

2 Use the pen to slide these diamonds and mark these boxes and buttons, as explained below.

Handwriting Style

My handwriting style is
- ○ Cursive Only
- ○ Printed Only
- ● Mixed Cursive & Printed

My words are
widely spaced   closely spaced

Recognize my handwriting
slowly, more   fast, less
accurately   accurately

Transform my handwriting
immediately   after a delay

Configure for guest user ▢

My handwriting style is Tap the button that best describes how you write. "Cursive" means your letters are connected. "Printed" means they are separate. Unless your writing style is very consistent, choose "Mixed."

My words are Slide the diamond to indicate how close together you write your words.

Recognize my handwriting If you have neat handwriting that the recognizer does well with, slide the diamond toward the "fast" side. If the text recognizer makes too many mistakes, slide it toward the "more accurately" side.

Transform my handwriting If you prefer to see the recognizer transform your writing quickly, slide the diamond toward "immediately." If your words are broken into pieces when recognized, slide the diamond toward "after a delay."

Configure for guest user Before you let someone else use your Newton, tap this box to put a mark in it. It tells Newton not to use their writing style to analyze yours. When you start using your Newton again, uncheck this box and Newton will remember your handwriting style.

Letter Styles preferences

Use Letter Styles to tell Newton how you write specific characters and to learn how to write letters so Newton can recognize them.

Follow these steps to specify your preferences:

1 Make sure you've set your preference for printed and cursive letters in the Handwriting Style preferences area. (See the previous section.)

2 Go to the Letter Styles preferences area by opening the Extras Drawer, tapping Prefs, and then tapping Letter Styles.

3 Make your choices:

- To indicate how you write the characters, tap a letter form, watch how it's stroked, then tap Sometimes or Rarely to indicate how often you write it this way. (If more than one form is boxed, your choice will affect all the forms in the box.)

- To see other characters, tap here.

- If you wish to discard all the Letter Styles preferences you've set and everything Newton has learned about your handwriting, tap here to return to the original factory settings.
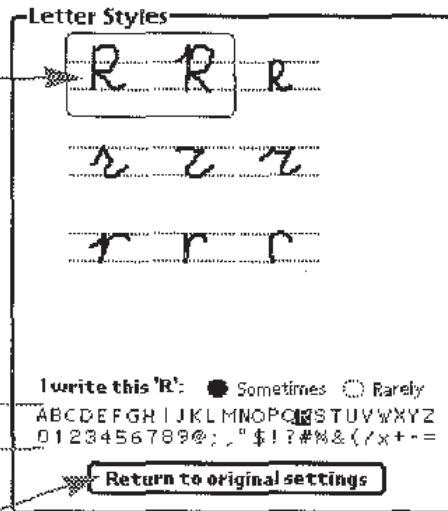
Handwriting Practice preferences

Use Handwriting Practice to see how well Newton can interpret your writing. By practicing in this area, you may be able to change your writing style to improve text recognition.

As you write in this area and elsewhere, Newton analyzes your handwriting and uses the information to make recognition faster and more accurate. After about 150 words, Newton will be fully trained to recognize your letters.

Follow these steps to practice writing:

1 Go to the Handwriting Practice preferences area by opening the Extras Drawer, tapping Prefs, and then tapping Handwriting Practice.

2 Write this word in the box below.

3 Wait a moment to see how Newton interprets the word. You can try again with the same word by tapping the box to clear it.

┌─Handwriting Practice─────────────┐
│ **Write the word "uncle":** │
│ ┌──────────────────────────────┐ │
│ │   _uncle_   │ │
│ └──────────────────────────────┘ │
│   │
│ **Word Matched   Confidence in Match** │
│   uncle   90% ████████████ │
│   unite   82% ██████████   │
│   curb   73% █████████   │
│   │
│ **Try a new word that is recognized...** │
│   [Easily] [With Difficulty] │
└───────────────────────────────────┘
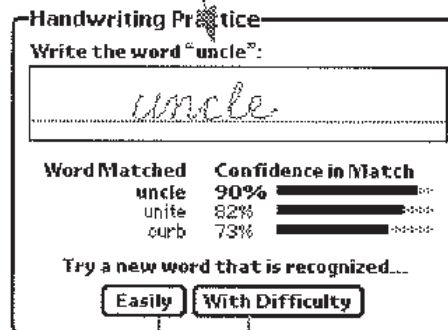
4 To try writing another word, tap one of these buttons.

Understanding the percentage information

The percentage reflects Newton's confidence in its guess. When practicing, try to increase the percentage of the correct choice while decreasing the percentage of the second guess. The most important thing is to have the correct guess first in the list.

IMPROVING TEXT RECOGNITION

To help improve the speed and accuracy of Newton's text recognition, try the following:

- Follow the hints for better handwriting (next section).

- Tell Newton how fast it should interpret your writing and how widely you space your words ("Handwriting Style Preferences," earlier in this chapter).

- Allow Newton to learn your handwriting style as you write by making sure the "Configure for guest user" box is not checked. ("Handwriting Style Preferences," earlier in this chapter).

- Practice your handwriting ("Handwriting Practice Preferences," earlier in this chapter).

- Teach Newton how you draw your letters ("Letter Styles Preferences," earlier in this chapter).

- Set your preferences as follows ("Recognition Preferences," earlier in this chapter): Turn on "words in word lists" and turn off "words not in word lists." Turn off as many of the following as possible: "numbers," "telephone numbers," "dates," and "times of day."

- Reviewing your list of words, which Newton uses to recognize words. Removing words you don't use—especially short ones—speeds up recognition. To save the effort of correcting words while you're taking notes, add them to the word list ahead of time ("Reviewing Your Word List" later in this chapter).

Hints for better handwriting

- Write capital letters and tall letters (such as *t* and *l*) so they use the whole height of the line. Other letters should be half as high.

- Put several characters' width of space between words.

- Write from left to right on the ruled lines.

- When dotting your *i*'s, keep the dot close to and above the *i*. Make sure it doesn't look like an accent mark.

- When you cross *t*'s, make sure you don't cross any other tall letters. Make the cross horizontal, not slanted.

- Don't crowd words at the edge of the screen.

- Make parentheses bigger than tall letters.

- Don't go back to a letter you've already written to improve it (except for dotting *i*'s and crossing *t*'s and *x*'s).

- Don't pause in the middle of writing a word.

- Keep punctuation close to the word. If it turns into a letter, you're leaving too much space between the word and the punctuation.

- Write colons and semicolons from top to bottom and make them half as tall as capital letters.

- Write exclamation points the same size as tall letters.

- Make slashes long and slanted.

HINTS FOR BETTER DRAWING

- To avoid having shapes mistaken for letters, turn off the text recognizer while you're drawing.

- To draw circles, use a single stroke and make sure the starting and ending points are close together.

- To draw lines at perpendicular angles, use two separate strokes.

- To draw straight-edged polygons, you can use a single stroke for the whole shape, stopping briefly at each corner, or a separate line for each edge.

- To draw shapes that have both straight edges and curves, use separate strokes for the curved lines and the straight ones.

REVIEWING YOUR LIST OF WORDS

Every time you use the on-screen keyboard, Newton checks whether the words you type are in its list of words. If not, Newton asks if you want to add them to the list so they can be recognized.

You can add words to the list to ensure that Newton can recognize them. But you may want to remove words from time to time. The longer the list gets and the more short words it contains, the more slowly recognition works.

1 Tap here twice quickly to go to the Recognition preferences.

2 Tap this button.

Recognizers

Review my word list

Text recognizer will recognize:
- ☑ words in word lists
- ☐ words not in word lists

3 Review, add, and remove words as you like.

Personal Word List

nino
Swartz

ABCDEFGHIJKLMNOPQRSTUVWXYZ
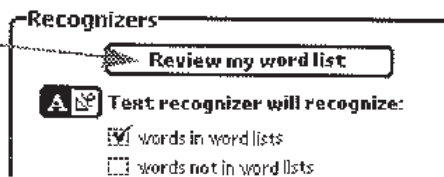
- To remove a word, tap it, then tap Remove.

- To add a word, type it on the keyboard, then tap Add.

- To move to a different part of the list, tap a letter.

4 When you're finished, tap the X.

[Remove] [Add] [X]
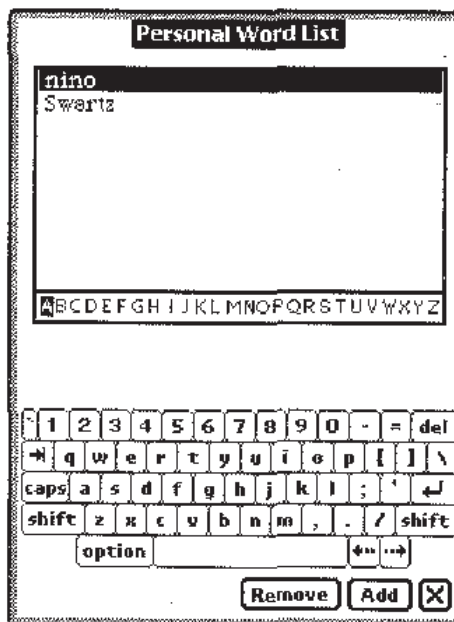
The capitalization of the words in the list affects how the words will be displayed after recognition. See "Adding to the Word List While Using the Keyboard" earlier in this chapter.

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3

Notepad

Use the Notepad to write and draw notes.

To print, send, delete, or duplicate notes, tap here.

Write and draw notes in the lined area.

Start a new note by drawing a separator bar.

Tap here to organize notes by category (Ch. 7).

See more notes by tapping the arrows.

See a list of all notes by tapping the dot.

41
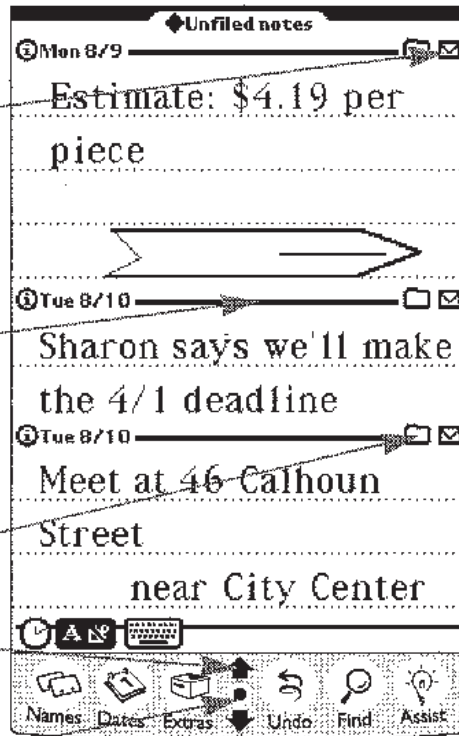
Going to the notepad

The Notepad is always open, though it may be hidden underneath other things.

To see the Notepad, you must close everything else. To close something, tap the X.
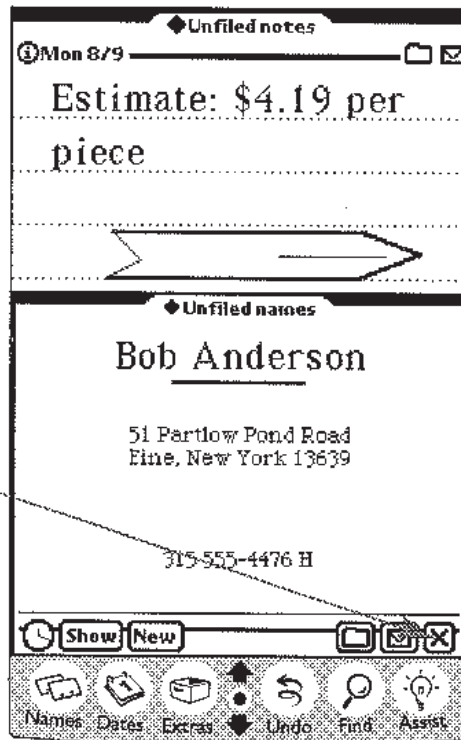
Viewing different notes

To see other notes tap the arrows. Tap up to see older notes; tap down to see newer ones.

SEEING AND USING THE LIST OF NOTES

1 To see a list of all your notes, tap the dot.

2 Do one of the following:

■ To go to a particular note, tap its title.

■ To close the list of notes, tap the X.

■ To see more of the list (if it's longer than one screen), tap the arrows—the down arrow moves you closer to the end of the list.

◆ All notes

Thu 3/25
■ Estimate = $4.19 per ...
■ Suki says we'll make t...
Fri 3/26
■ Spare parts on order?
■ Discount from V17?

Names Dates Extras Undo Find Assist
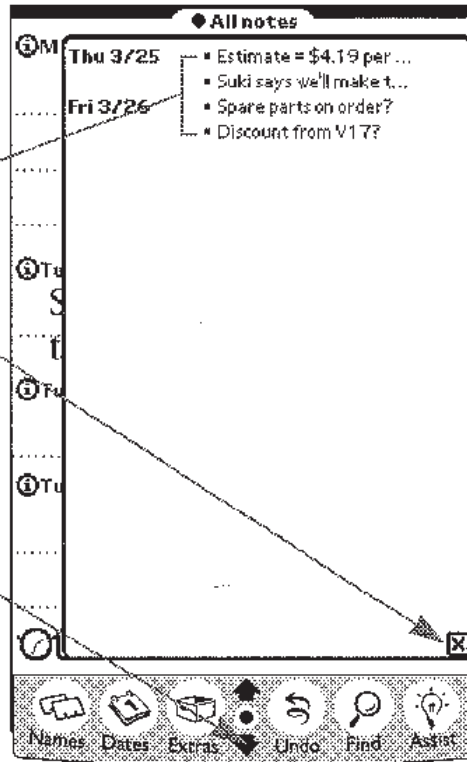
STARTING A NEW NOTE

You should start a new note for each new bit of information. Newton works better with lots of short notes, rather than a few long ones.

To begin a new note, draw a line like this all the way across the screen.

ⓘTue 8/10 ━━━━━━━━━ □ ☑
Sharon says we'll make
the 4/1 deadline
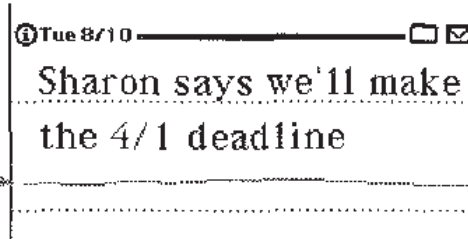
The line becomes a separator bar.

(If it turns into a plain line, tap Undo and try again.)

ⓘTue 8/10 ━━━━━━━━━ □ ☑
Sharon says we'll make
the 4/1 deadline
ⓘTue 8/10 ━━━━━━━━━ □ ☑
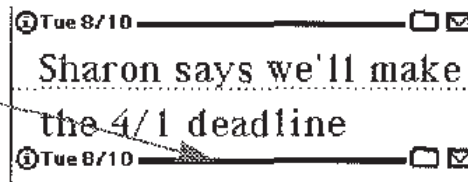
GETTING INFORMATION FROM THE SEPARATOR BAR

The separator bar at the top of each note gives you information about the note.

Tap the ⓘ to see more information.
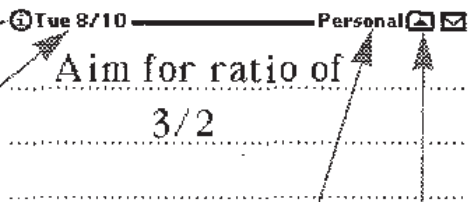
Date and day the note was created

ⓘTue 8/10 ━━━━━━ Personal ▣ ☑
Aim for ratio of
3/2

The folder the note is stored in (visible only when viewing all folders; see Ch. 7).

When the note is stored on a storage card, the folder button has a triangle inside it.

Here's the information you get from tapping the (i):

Date and time the note was created.

`(i) Tue 8/10/93 12:27 pm 41 bytes`

Amount of memory the note takes up.

ADDING INFORMATION TO A NOTE

If you have enough room, write or draw as you like.

If you need more room, use the pen to move the separator bar. Hold the pen on the bar and move it down.

◆Unfiled notes

(i) Mon 8/9

Estimate: $4.19 per piece

(i) Tue 8/10

Sharon says we'll make the 4/1 deadline

(i) Tue 8/10

Meet at 46 Calhoun Street

near City Center
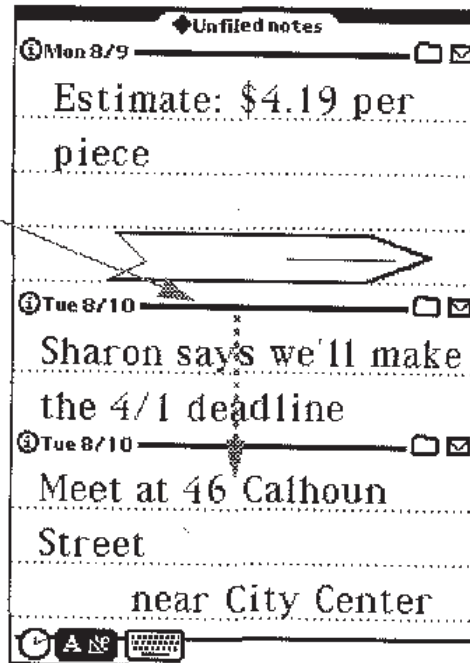
To print, fax, send, delete, or duplicate notes, use the Action button:

1 Tap the Action button above the note you're interested in. (The Action button controls the note below it.)

2 Proceed according to the choices below:

To print Tap Print Note and see Chapter 8.

To fax Tap Fax and see Chapter 9.

To beam Tap Beam and see Chapter 10.

To send e-mail Tap Mail and see Chapter 11.

To duplicate Tap Duplicate. A copy of this note appears at the end of the Notepad.

To delete Tap Delete. This note is erased. (To get it back, tap Undo before doing anything else.)
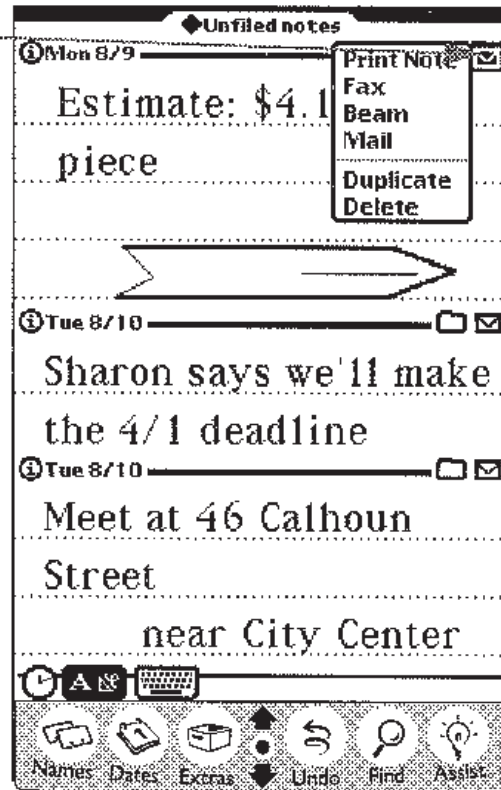
Example To print a note in the form of a letter, follow
these steps. (1) Go to the note that contains the letter;
(2) tap the Action button; (3) tap Print Note;
(4) choose the letter format; (5) proceed as described
in Chapter 8.

OTHER TOPICS OF INTEREST

- Writing and drawing, Chapter 2
- Moving text and pictures, Chapter 2
- Searching for words, Chapter 6
- Organizing and viewing notes by category, Chapter 7
- Making requests of the assistant, Chapter 15
- Moving notes to and from a storage card, Chapter 24
- Troubleshooting, Chapter 30

4

Name File

**Use the Name File as an address book to store
addresses, phone numbers, and notes.**

Organize cards by
category (Ch. 7).

Dial phone numbers
(Ch. 14).

Add a new card.

Add notes or change
information.

See an alphabetical
list of all the cards.

Print, send, duplicate,
or delete the card.

Close the Name File.

◆ Unfiled names

Bob Anderson

51 Partlow Pond Road
Fine, New York 13639

315 555-4476 H

Show New

Names Dates Extras Undo Find Assist

49
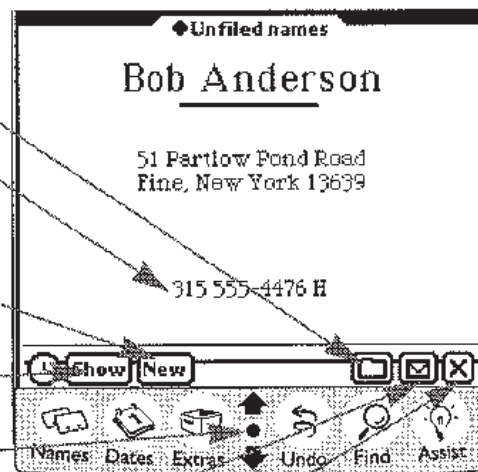
GOING TO THE NAME FILE

Tap the Names
button to open
the Name File.

Names

VIEWING THE CARDS

Tap the arrows to
see the cards one
at a time.

SEEING AND USING THE LIST OF NAMES

1 Tap the dot to
see a list of all
the cards in the
Name File.

2 Here's how you move around in the list:

- Tap a name to
see its card.

- Tap a phone
number to dial the
number (Ch. 14).

- Tap a letter
to go to that part
of the list.

- Tap the dot
to return to the
cards.

◆ All names

Ace Dot Company	315 555-7226
Jane Doe	617 555-1234 W
Mary Hill	502 555-6244
Yushi Lee	203 555-6841

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ☒

Names Dates Extras Undo Find Assist
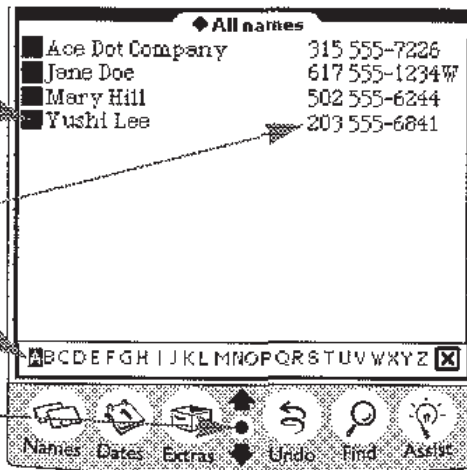
ADDING A NEW NAME AND ADDRESS CARD
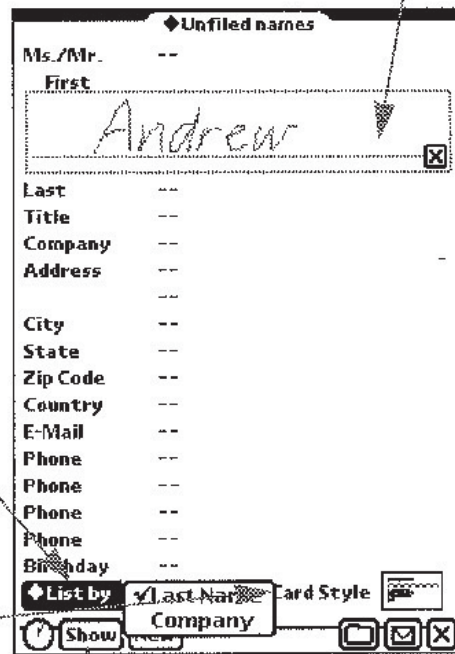
1 Tap New.----------➤ **New**

2 Tap each area you want to fill in. Write in the box that opens (or tap twice in the box to use the keyboard). See the notes that follow.

3 Choose how to alphabetize the card. Tap "List by," then tap your choice.

4 Choose how the card should look. Tap Card Style, then tap your choice.

5 Return to the cards: tap Show, then tap Card.

```
◆ Unfiled names
Ms./Mr.    --
First

  Andrew                      ▼
                                    ⊠
Last       --
Title      --
Company    --
Address    --
           --
City       --
State      --
Zip Code   --
Country    --
E-Mail     --
Phone      --
Phone      --
Phone      --
Phone      --
Birthday   --
◆ List by  ✓ Last Name  Card Style 
           Company
⊘ Show                    ▭ ☑ ☒
```
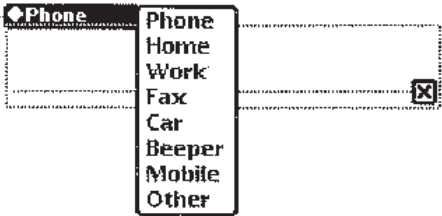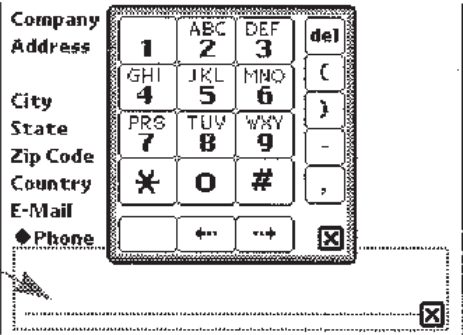
Notes

■ If you see a diamond in the box you're filling in, tap it to see choices.

■ If you want to use a keyboard to enter information (Ch. 2), tap twice in any box. A keyboard opens automatically when you tap E-Mail.

■ For phone numbers, tap the diamond to indicate which phone it is—work, home, fax, or other. To record an extension, write it next to the phone number.

THREE WAYS TO LOOK AT A CARD

To change views, tap Show, then tap the view you want.

Card view shows the name, address, and phone number.
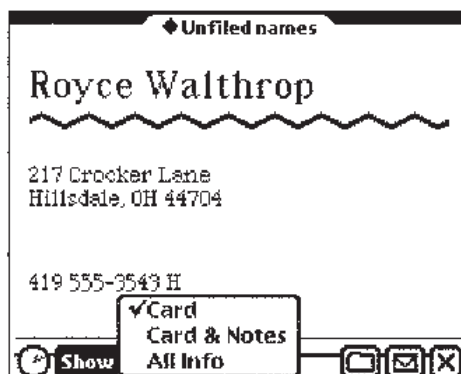
Card & Notes view shows the card view plus an area for you to write notes.

```
◆Unfiled names
Royce Walthrop
~~~~~~~~~~~~~~~~

217 Crocker Lane
Hillsdale, OH 44704


419 555-3543 H
.................................
.................................
     Excellent  price
     4/94
.................................
.................................
.................................
              ┌─────────────────┐
              │   Card          │
              │ ✓Card & Notes   │
 ⏱ Show       │   All Info      │ [▭][✉][☒]
              └─────────────────┘
```
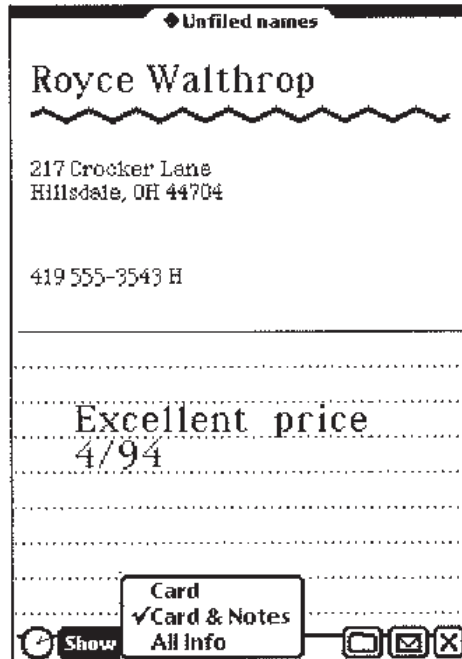
All Info view shows all the information on the card. Use this view to change or add information. (Shortcut: you can go to the All Info view by tapping the card twice.)

```
          ◆Unfiled names
Ms./Mr.    --
First      Royce
Last       Walthrop
Title      --
Company    --
Address    2 17 Crocker Lane I
           --
City       Hillsdale
State      OH
Zip Code   44704
Country    --
E-Mail     --
Home       419 555-3543
Phone      --
Phone      --
Phone      --
Birthday   --


◆List by ┌──────────────┐ rd Style [▤▤]
         │  Card        │
         │  Card & Notes│
 ⏱ Show  │ ✓All Info    │ [▭][✉][☒]
         └──────────────┘
```
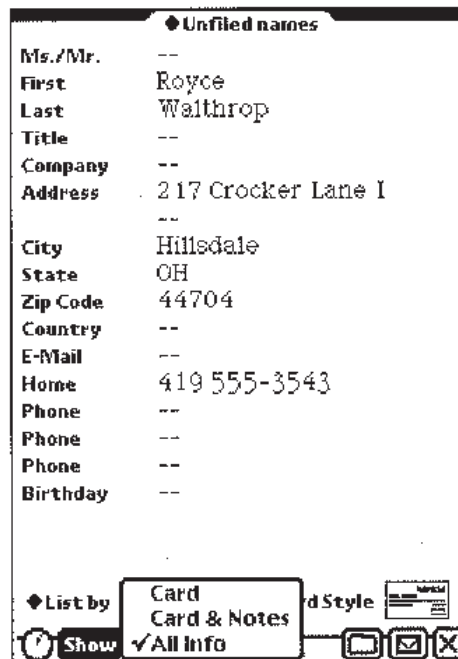
CHANGING OR ADDING INFORMATION ON A CARD

1 Go to the All Info view: Tap Show, then tap All Info (or, as a shortcut, tap the card twice).

2 Tap what you want to change. A box appears.

3 Delete and insert text as usual (Ch. 2).

4 Return to the Card view: tap Show, then tap Card.
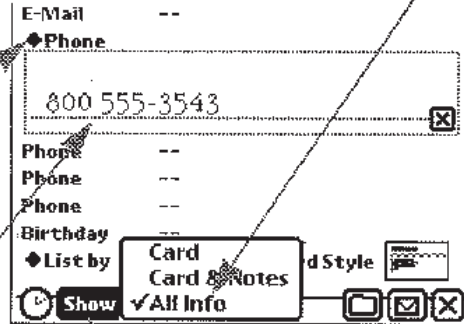
ADDING AND VIEWING NOTES

1 Go to the "Card & Notes" view: Tap Show, then tap "Card & Notes."

2 Write or draw in the notes area.
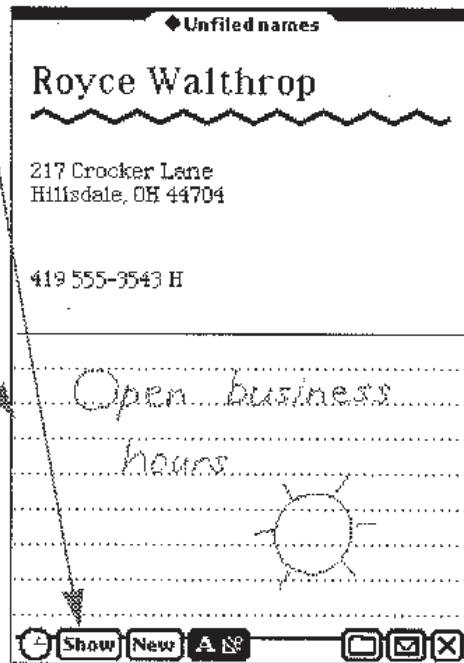
DIALING A PHONE NUMBER

To dial a number, tap
it, then follow the
instructions in
Chapter 14.
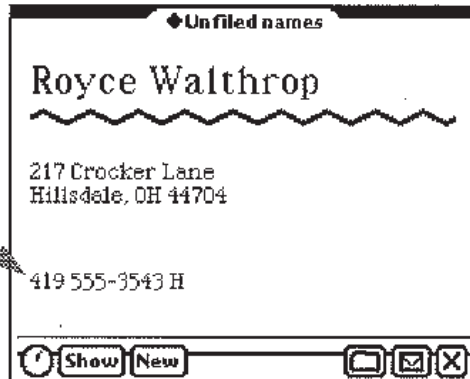
FINDING A CARD

**You can look for a
card in any of
these ways:**

- Tap Find, then
  write the name
  you're looking for
  (Ch. 6).

- Tap the arrows
  to look at cards
  one at a time.

- Tap the dot to see a list of all the cards (described
  earlier in this chapter).
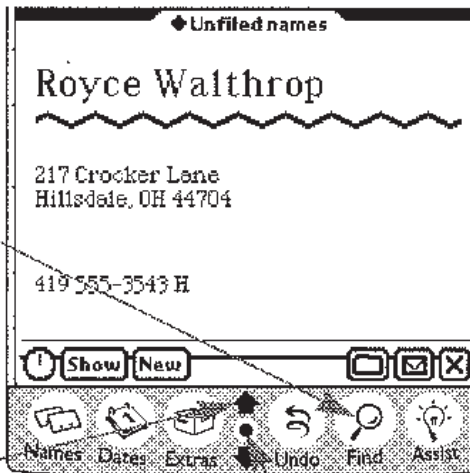
PRINTING, SENDING, DUPLICATING, AND DELETING CARDS

1 Go to the card.

2 Tap the Action button. You see a list of things you can do.

3 Tap your choice, as follows:

◆ Unfiled names

Royce Walthrop

217 Crocker Lane
Hillsdale, OH 44704

419 555-3543 H

Show | New
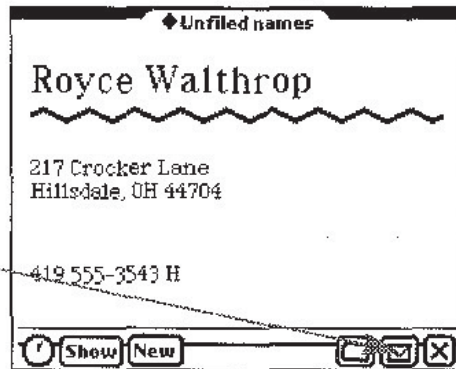
To print Tap Print Card and see Chapter 8. You can print one card, all cards, all cards including notes, all names and phone numbers, or a summary of all cards.

To fax Tap Fax and see Chapter 9.

To beam Tap Beam and see Chapter 10.

To send e-mail Tap Mail and see Chapter 11.

To duplicate Tap Duplicate. A copy of this card is inserted immediately after this one.

To delete Tap Delete. This card is erased. (Tap Undo to get it back.)

Printing the whole Name File

To print the whole Name File, tap Print (see previous section). In the print slip, tap any of these formats.

```
♦ Printer  Apple StyleWriter
♦ Format  √Single card
           "Cards
Preview    Cards and notes    Print  ⊠
           ..Summary
```
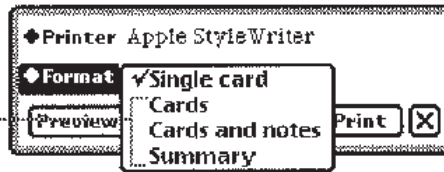
Other topics of interest

- Writing and drawing, Chapter 2.
- Organizing and viewing cards by category, Chapter 7.
- Making requests to the assistant, Chapter 15.
- Moving name cards to and from a storage card, Chapter 24.
- Troubleshooting, Chapter 30.

5

Date Book:
Calendar and To Do List

The Date Book has two parts: a calendar for
appointments, anniversaries, and notes; and a daily
to-do list, which forwards unfinished items to the
current date.

GOING TO THE DATE BOOK

Tap the Dates
   button to open
   the Date Book.
   When you open
   the Date Book,
   you see the Calendar.
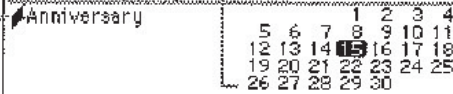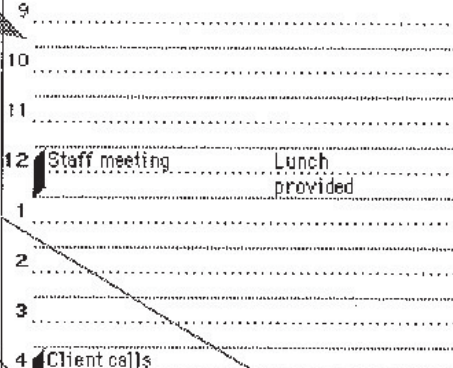
Switching between the Calendar and the To Do List
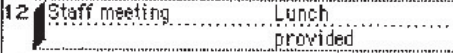
- To go to the To Do List, tap this button at the bottom of the Calendar.

- To go to the Calendar, tap this button at the bottom of the To Do List.
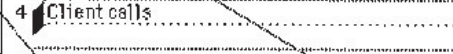
Summary of the Calendar

View different days.

Write notes.

Make appointments (Times in plain text are A.M.; times in bold are P.M.)

Print, send, or delete.

Tell Newton to recognize text and shapes (Ch. 2).

See a one-week overview.

See more hours in the day.

September 1993

Wednesday, Sep 15

Anniversary

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9

10

11

12 Staff meeting   Lunch provided

1

2

3

4 Client calls

5

To Do List   Today

Names   Dates   Extras   Undo   Find   Assist

SUMMARY OF THE TO DO LIST

View different days.

Each to-do item has
its own marker.

Check off
completed items.

Set priorities.

Use these markers
to move, erase, or
add space to the
item.

Tell Newton to
recognize text and
shapes (Ch. 2).

See a week's worth
of to-do items.

See more items by tapping the arrows.

Sunday, Aug 1

| August 1993 |
| s m t w t f s |
| 1 2 3 4 5 6 7 |
| 8 9 10 11 12 13 14 |
| 15 16 17 18 19 20 21 |
| 22 23 24 25 26 27 28 |
| 29 30 31 |

1 Call Mom

2 Make doctor's appointment

2 Write Joyce & Al
3 Order tickets for new Broadway show,
next Saturday night

Calendar   Today

Names Dates Extras   Undo Find Assist

67
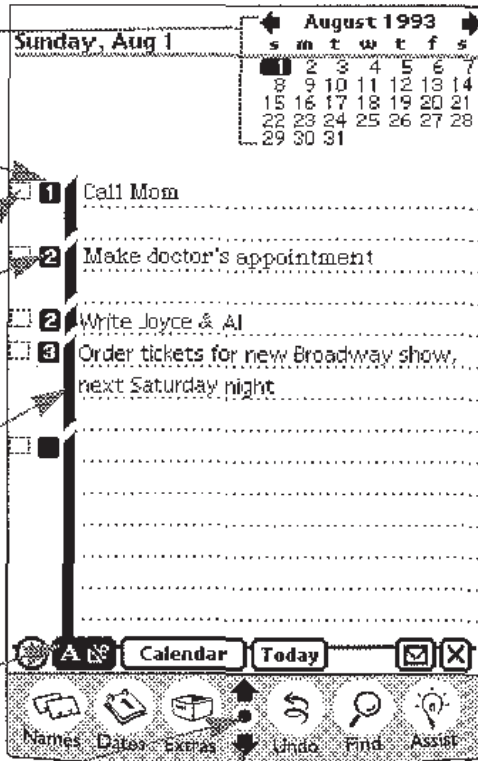
VIEWING DIFFERENT DAYS (CALENDAR, TO DO LIST)

1 Go to the Calendar or To Do List.

2 To see a date in the previous or next month, tap these arrows.

3 To see a particular day, tap that date.

Sunday, Oct 17	◀ October 1993 ▶
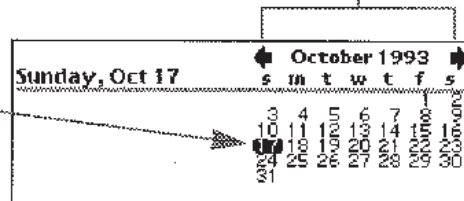
Note To return to today's date, tap this button.

Today

VIEWING A DISTANT DATE (CALENDAR, TO DO LIST)

To see a date several months in the past or the future, you can use this shortcut (instead of repeatedly tapping the arrows):

1 Go to the Calendar or To Do list.

2 Tap the year.

```
                              ◄ Octo▶er 1993  ➤
Sunday, Oct 17               s  m  t  w  t  f  s
                                            1  2
                              3  4  5  6  7  8  9
                             10 11 12 13 14 15 16
                             17 18 19 20 21 22 23
                             24 25 26 27 28 29 30
                             31
```
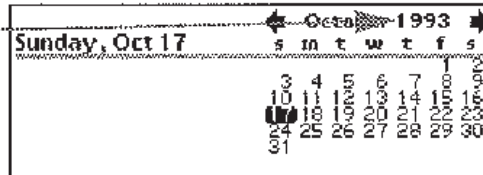
3 To see more months, tap the arrows at the bottom of the screen.

4 Tap the date you want to see.

```
     August 1993              September 1993
s  m  t  w  t  f  s      s  m  t  w  t  f  s
1  2  3  4  5  6  7               1  2  3  4
8  9 10 11 12 13 14      5  6  7  8  9 10 11
15 16 17 18 19 20 21    12 13 14 15 16 17 18
22 23 24 25 26 27 28    19 20 21 22 23 24 25
29 30 31                26 27 28 29 30

     October 1993             November 1993
s  m  t  w  t  f  s      s  m  t  w  t  f  s
               1  2         1  2  3  4  5  6
3  4  5  6  7  8  9      7  8  9 10 11 12 13
10 11 12 13 14 15 16    14 15 16 17 18 19 20
17 18 19 20 21 22 23    21 22 23 24 25 26 27
24 25 26 27 28 29 30    28 29 30
31

     December 1993            January 1994
s  m  t  w  t  f  s      s  m  t  w  t  f  s
         1  2  3  4                        1
5  6  7  8  9 10 11      2  3  4  5  6  7  8
12 13 14 15 16 17 18     9 10 11 12 13 14 15
19 20 21 22 23 24 25    16 17 18 19 20 21 22
26 27 28 29 30 31       23 24 25 26 27 28 29
                        30 31

     February 1994            March 1994
s  m  t  w  t  f  s      s  m  t  w  t  f  s
      1  2  3  4  5            1  2  3  4  5
6  7  8  9 10 11 12      6  7  8  9 10 11 12
13 14 15 16 17 18 19    13 14 15 16 17 18 19
20 21 22 23 24 25 26    20 21 22 23 24 25 26
27 28                   27 28 29 30 31
```

```
[⏻] [A ℕ?] [ To Do List ] [ Today ]   [✉] [✕]
```

```
 📇        📅        📦     ▲    ↺        🔍       💡
         •
Names    Dates   Extras   ▼  Undo    Find    Assist
```

Viewing several days at a time (Calendar, To Do List)

To see several days at a time...

	Mon	Tue	Wed
9			
10		Deliver contract	
11			Planning session
12			
1	Staff mtg		
2			

...select dates horizontally

◄ November 1993 ►
```
 s  m  t  w  t  f  s
    1  2  3  4  5  6
 7  9  9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
```

...or vertically

◄ November 1993 ►
```
 s  m  t  w  t  f  s
    1  2  3  4  5  6
 7  8  9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
```

To see a month at a time (where the dark bands represent appointments)...

```
 s   m   t   w   t   f   s
 1   2   3   4   5   6   7

 8   9  10  11  12  13  14
```

...tap the name of the month in the calendar.

◄ August 1993 ►
```
 s  m  t  w  t  f  s
 1  2  3  4  5  6  7
 8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
```

To see 8 months at a time...

October 1993
```
 s  m  t  w  t  f  s
             1  2
 3  4  5  6  7  8  9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
```

November 1993
```
 s  m  t  w  t  f  s
    1  2  3  4  5  6
 7  8  9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
```

December 1993
```
 s  m  t  w  t  f  s
          1  2  3  4
 5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
```

January 1994
```
 s  m  t  w  t  f  s
                   1
 2  3  4  5  6  7  8
 9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
```

...tap the year.

◄ December 1993 ►
```
 s  m  t  w  t  f  s
          1  2  3  4
 5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
```

To see a one-week agenda...   **...tap the dot.**

Sun 8/1	10:00 am	Staff Meeting
	2:00 pm	Call Bob
Mon 8/2	10:00 am	Fred Ito
	12:30 pm	Jack Quik
	3:00 pm	Shannon Top
Tue 8/3	9:30 am	Walk-a-thon
	3:00 pm	Review mtg
Wed 8/4	12:00 pm	lunch with Charl...
	4:00 pm	Quality time wit...
Thu 8/5	9:00 am	All day session

MAKING AN APPOINTMENT (CALENDAR)

1 Go to the date you want (described earlier in this chapter).

Tuesday, Oct 5   ◀ **October 1993** ▶
s m t w t f s

9
10
11
12
1
2 *Weekly staff meeting*
4
5

🔘 A ✎ To Do List Today ✉ ✕
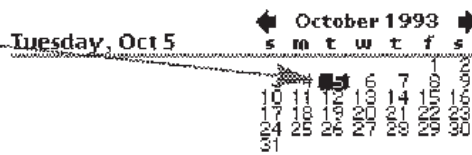
2 If you don't see the time of day you want, tap the arrows at the bottom of the screen—plain text for A.M.; bold text for P.M.

3 Write the name of the appointment next to its starting time. A vertical bar appears to mark the duration of the appointment. (You may also draw a vertical line from the starting time to the ending time before you write the appointment.)

See the following sections for other options:

- Adding Notes to an Appointment
- Setting an Alarm
- Making Events Repeat

ADDING NOTES TO AN APPOINTMENT (CALENDAR)

1 Tap this marker to open the appointment slip.

> 2 Weekly staff meeting
> 3
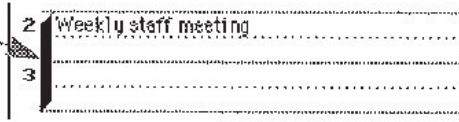
2 Write and draw notes in the lined area.

3 Tap the X when you're finished.

> **Title:** Weekly staff meeting
>
> **From:** 2:00 pm **To:** 4:00 pm
>
> [Alarm] [Frequency] [Delete] [X]
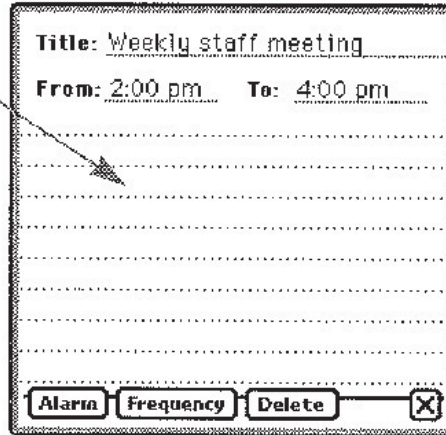
SETTING AN ALARM (CALENDAR)

You can set an alarm for an appointment or for a day note (see "Day Notes" later in this chapter).

1 Tap this marker to open the appointment slip.

> 2 Weekly staff meeting
> 3

2 Tap this button.

[Alarm]

3 Tap the "Alarm on" box to turn on the alarm.
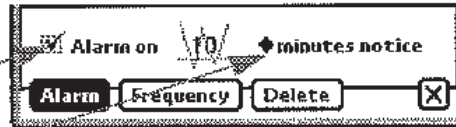
4 Tap here to choose whether you want the alarm to go off minutes, hours, or days ahead of time. (Day note alarms always go off at 9:00 A.M., so it always says "days notice" for day notes.)

5 To change the number, scrub out the 10 and write how many minutes, hours, or days ahead of time the alarm should go off. (If you want it to go off at the starting time, write 0.)

6 Tap the X.

Note **If an alarm goes off while Newton is turned off, Newton will turn on and display a reminder.**

How does the alarm notify me?

When the alarm goes off, a message appears on your screen. Newton can also play a sound when the alarm goes off, if you turn on Sound Alarm Effects in the Sound preferences area. (See Chapter 16.)

MAKING EVENTS REPEAT (CALENDAR)

1 Tap this marker to open the appointment slip.
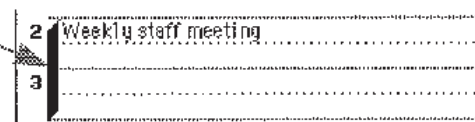
2 Tap this button in the box that appears.

3 Tap one of these choices. See the list that follows for more details.

4 Look here for options related to your choice.

This box summarizes your choices.

5 If the meetings only repeat for a limited time, write the date of the last meeting here.

6 Tap the X.

○ Don't repeat	☐ first
○ Every week	☒ second
○ Every other week	☐ third
○ Every month	☐ fourth
○ Every year	☐ last
● Week in month	

The Second Tuesday of every month

No meetings after

[Alarm] [Frequency] [Delete] [X]

How often appointments repeat:

Every week For appointments that recur at the same time every week. Select as many different days of the week as you like.

Every other week For appointments that recur at the same time every other week. Select as many different days of the week as you like.

Every month For appointments that happen at the same time every month.

Every year For appointments that happen on the same date every year.

Week in month For appointments that recur every month, always on the same day of the week, for example the first Friday of the month. Select which week or weeks the appointment occurs on.

Examples of repeating events

Example Yearly event on April 26th.

```
○ Don't repeat              ◆April
○ Every week                    1   2   3   4
○ Every other week      5   6   7   8   9  10  11
○ Every month          12  13  14  15  16  17  18
                       19  20  21  22  23  24  25
● Every year           [26] 27  28  29  30
○ Week in month

┌─────────────────────────────────────┐
│           Every April 26            │
└─────────────────────────────────────┘

No meetings after
```

Example Wednesday and Friday weekly meeting until the end of November.

```
○ Don't repeat
● Every week          [s][m][t][w][t][f][s]
○ Every other week
○ Every month
○ Every year
○ Week in month

┌─────────────────────────────────────┐
│      Every Wednesday and Friday     │
└─────────────────────────────────────┘

No meetings after    11/30/93
```

Example Monthly meeting on the second Monday each month.

```
○ Don't repeat          ☐ first
○ Every week            ☑ second
○ Every other week      ☐ third
○ Every month           ☐ fourth
○ Every year            ☐ last
● Week in month

┌─────────────────────────────────────┐
│   The Second Monday of every month  │
└─────────────────────────────────────┘

No meetings after
```

CHANGING AN APPOINTMENT TIME (CALENDAR)

Change the starting time or length of an appointment by moving this marker, as described here:

2	Weekly staff meeting ....
3	
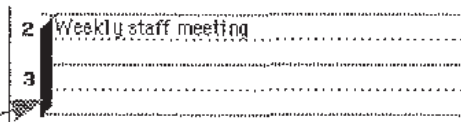
To change the starting time Hold the pen on the marker until it turns white, then move it to the correct time. To avoid waiting until the marker turns white, use the pen to drag it to the right, then move it to the new starting time.

To change the length of the appointment Drag the bottom end of the marker to the correct ending time.

To change the date See "Moving Things to a Different Date" later in this chapter.

Note **You can also change the time for an appointment by tapping the marker, then writing the new starting and ending times in the appointment slip that opens.**

You can add three kinds of notes to the Calendar:

- A day note, for events such as holidays that don't happen at a specific time. You can make day notes repeat or set a 9:00 A.M. alarm for them.

- A plain note, which may include text or shapes.

- A note attached to an appointment.
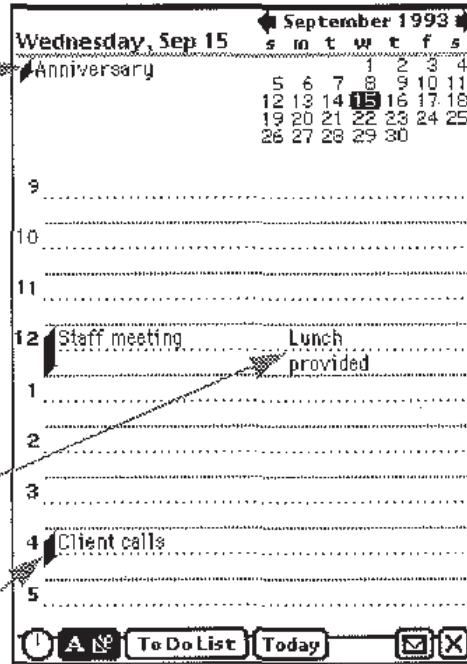
See the next three sections for details on creating these types of notes.

Day notes

1 Go to the day you want.

2 Write the note here.

3 Tap this bar to make the note repeat or to set an alarm. (See the sections earlier in this chapter.)
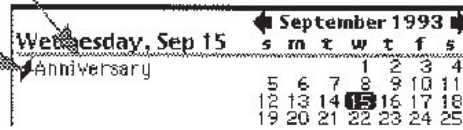
You can set alarms for day notes, make them repeat, and move them as you would an appointment.

Plain notes

You can write or draw plain notes in the right half of the calendar page.
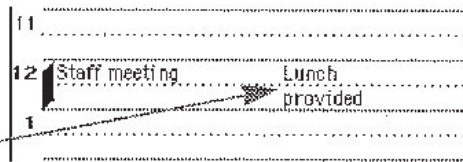
Notes attached to appointments

You can attach notes to an appointment by tapping its marker (described earlier in this chapter).

Overlapping appointments (Calendar)

You can set two appointments for overlapping times by placing them side-by-side. There are two ways to do this, as shown in the next two sections.

Draw a bar for the second appointment

1 Create the first appointment as usual.

2 Draw a vertical line to the right of the first appointment to mark the time for the second appointment.
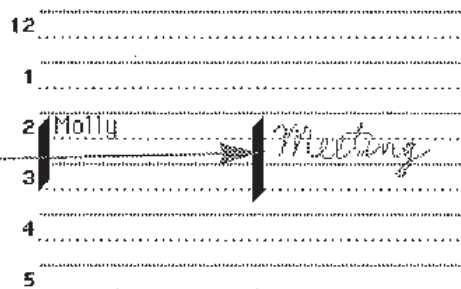
3 Write the name of the appointment next to the marker you just created.

Note You can add notes, set an alarm, or make the appointment repeat just like any other appointment.

Move the second appointment next to the first

1 Create both appointments as usual, but at different times.

2 Hold the pen on the marker until it turns white, then move it to the correct time, but to the right half of the page.
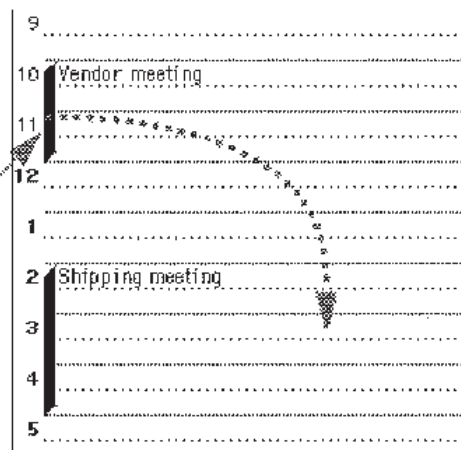
CREATING A TO-DO ITEM

1 Go to the day you
   want in the To Do
   List.
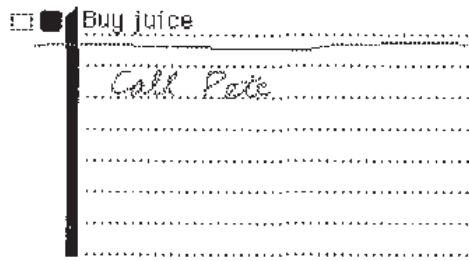
2 Draw a line across
   the screen to
   create a new item.

3 Write the new
   to-do item.

4 Tap the black box
   to set the priority
   of the to-do item.
   The highest
   priority is 1.
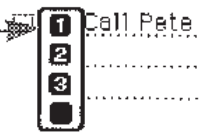
5 When you're finished with the To Do List, tap the
   Calendar button.

ADDING TEXT TO A TO-DO ITEM

1 Add more space
   for the item by
   dragging the
   bottom end of the
   marker down.
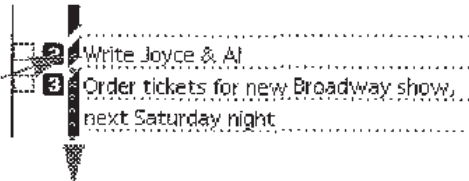
2 Write the additional text.

CHECKING OFF A COMPLETED TO-DO ITEM

Mark the box by tapping it. ⟶ ☑ ◼ | Call Mom
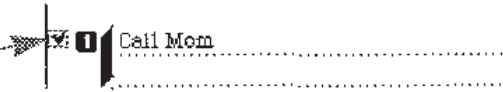
SETTING PRIORITIES (TO DO LIST)

You can organize your to-do list according to importance. You can assign each item a priority (the most important being "1"). The most important items are at the top.

To set the priority for an item, follow these steps:

1 Tap the black priority box next to the item.
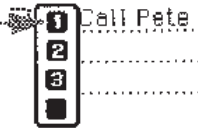
2 Tap the priority number you want. The number 1 is the highest priority.

USING THE DATE BOOK WITH THE ASSISTANT (CALENDAR, TO DO LIST)

If you write items that the Newton assistant can understand (Ch. 15), you can highlight the text (Ch. 2) directly on the calendar or to-do list, then tap the Assist button. The assistant will carry out your request.

For example, if you write "Call Mom" on the to-do list, you can highlight the words and tap the Assist button. If "Mom" is in the Name File, Newton will dial her number for you.

MOVING THINGS TO A DIFFERENT DATE (CALENDAR, TO DO LIST)

There are two ways to move appointments or to-do items, as described in the next two sections.

Multiple-day view move

Use this method to move an item to another day when you're viewing several days at once.

1 Go to the month of the calendar or to-do list to locate the item you want to move.

2 Select the days you want to move the appointment from and to (described earlier in this chapter).
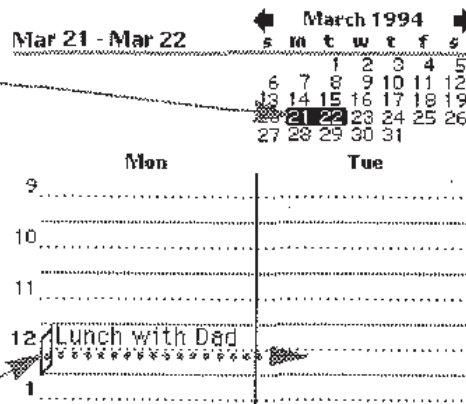
3 Hold the pen on the marker until it turns white, then drag it from one day to the other.

Single-day view move

1 Hold the pen on the middle of the marker and drag it to the left, right, or top edge of the screen.
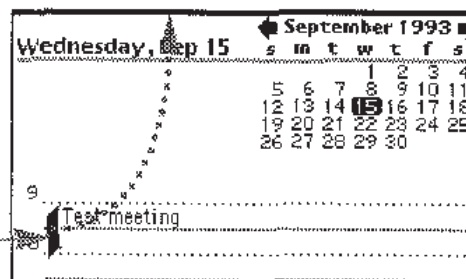
The item is temporarily reduced to a single word at the edge of the screen.

2 Go to the date to which you want to move the item.

3 Drag the item to the calendar or to-do list.
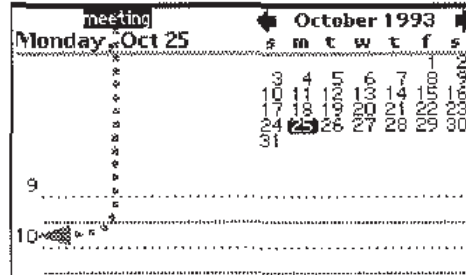
Erasing things (Calendar, To Do List)

You can erase an item in two ways:

■ Scrub out the marker next to it.
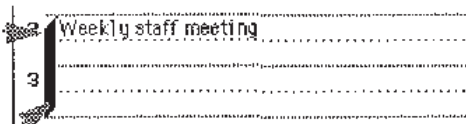
■ Tap the marker, then tap Delete in the appointment slip that opens.

Note For repeating events, scrubbing erases only one event. If you use the Delete button, Newton asks whether you want to delete all or just one of them. For events that don't repeat, the two methods are the same.

You can use this procedure to delete all items older than a certain number of days. Be careful, though, because you cannot use the Undo button to bring them back.

1 Tap the Action button near the bottom of the screen.

Print Appt.
Fax
Beam
Mail
Delete

2 Tap Delete.

3 Scrub out the number 30 and write the number you want.

Delete meetings older than
30 days
Delete ☒
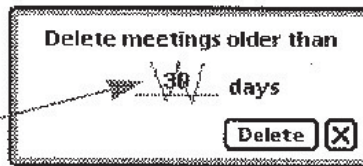
4 Tap Delete.

PRINTING, SENDING, AND DELETING (CALENDAR, TO DO LIST)

You can print or send one item or many days' items at a time, depending on the format you choose. You can beam only one item at a time.

1 Go to the Calendar or to the To Do List.

2 Go to the beginning date you want.

3 Tap the Action button.

4 Proceed according to these instructions:

To print Tap Print and see Chapter 8.

To fax Tap Fax and see Chapter 9.

To beam Tap Beam, tap the item you want to beam in the list that is displayed, and see Chapter 10.

To send e-mail Tap Mail and see Chapter 11.
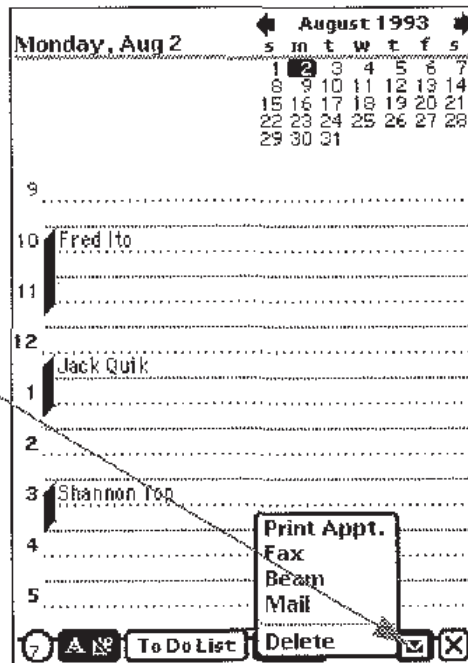
For example, to print a calendar of Monday to Friday's events: (1) Go to Monday in the calendar; (2) tap the Action button; (3) tap Print Appt.; (4) choose "Next 5 days" from the list of formats; and (5) proceed as instructed in Chapter 8.

Other topics of interest

- Writing and drawing, Chapter 2.
- Searching for words, Chapter 6.
- Making requests to the assistant, Chapter 15.
- Troubleshooting, Chapter 30.

6

Finding

You can have Newton look for information in all areas
at once (such as the Notepad, Name File, and Date
Book), or you can search only in the area you're
looking at right now.

WHAT YOU CAN SEARCH FOR

You can search for:

- whole words, such as "blue"

- the first letters of words, such as "bl"

- more than one word at a time, such as "blue green."
  The order of the words doesn't matter. Newton will
  take you to the first place that has both words,
  whether or not they're next to each other.

- dates (before and after)

SEARCHING EVERYWHERE AT ONCE

1 Tap Find.

2 Write the text you want to search for.
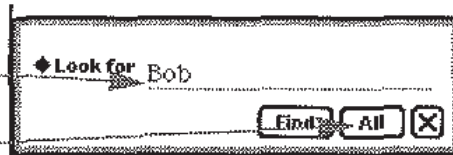
3 Tap the All button. If Newton finds the word only once, it displays where it was found. If Newton finds the word in more than one place, it shows a list.

Tap an item in the list to go there.

If you don't see what you're looking for, tap the X.

If you want to move or delete all the items, tap here.

If you want to move all the items into the same folder (Ch. 7), tap here.

If Newton finds more information than fits on the screen, tap the down arrow to see more.
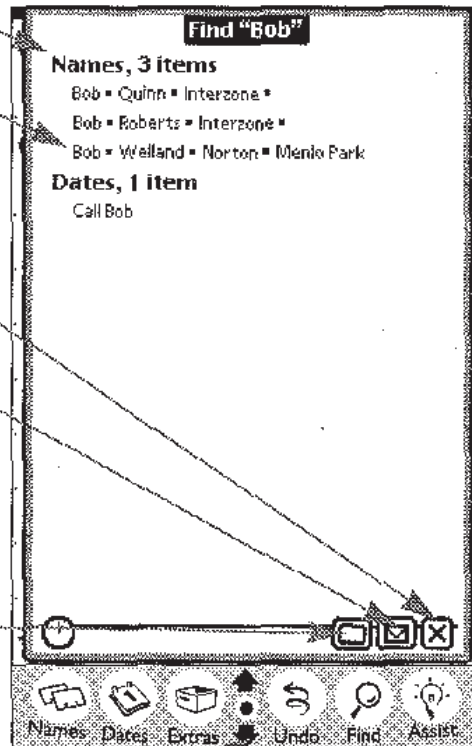
SEARCHING ONLY ONE AREA

1 Go to the area you want to search. To search the Date Book, open it; to search the Name File, open it; to search the Notepad, close everything else.

2 Tap Find.

3 Write the text you want to search for.
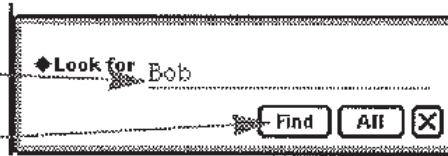
4 Tap the Find button.

5 Check the results.

- If Newton finds the word only once, it displays where it was found.

◆ Unfiled names

Bob Anderson

51 Partlow Pond Road
Fine, New York 13639

One item was found.
◆ Look for Bob

[Find] [All] [X]
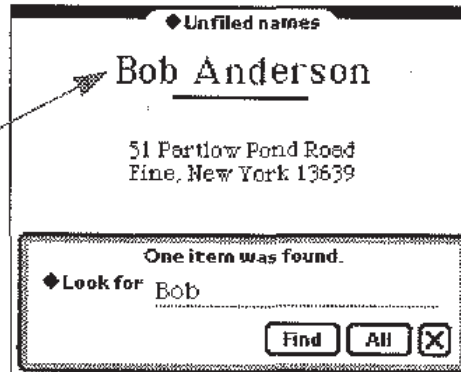
- If Newton finds the word in several places, it displays a list. Tap an item in the list to see it. Then tap the arrows to see the other items one by one, or tap the dot to see the list again.

Find "Bob"

Names, 2 items
Bob ▪ Anderson ▪ ▪ Fine
Bob ▪ Little ▪ ▪

◆ Unfiled names

Bob Anderson

51 Partlow Pond Road
Fine, New York 13639

This is item 1. 2 items were found.
◆ Look for Bob

[Find] [All] [X]

Names   Dates   Extras   Undo   Find   Assist
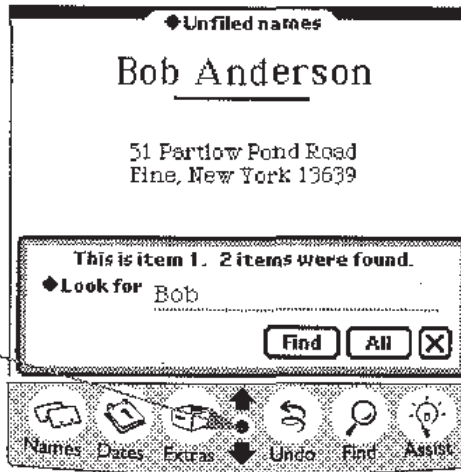
6 When you're finished, tap the X.

Searching by date

If you want to find information created before or after a certain date, follow these steps:

1 Tap Find.

2 Tap the diamond.

3 Tap "dates before" or "dates after."

4 Write a date, as described in the Appendix.
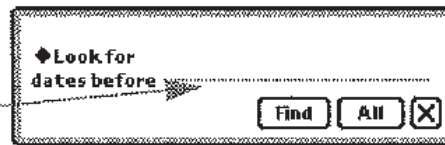
5 Proceed as follows:

■ To search the current area, tap Find and continue as described at the end of "Searching Only One Area."

■ To search everywhere, tap All and continue as described at the end of "Searching Everywhere at Once."

7

....

Folders

Just as you might put your papers for different projects into different folders, so you can store some information in folders on Newton. You can look at one folder at a time or all folders at the same time.

PUTTING AN ITEM INTO A FOLDER

You can put Notepad notes or Name File cards into folders. You can't put Date Book items into folders.

To put an item into a folder, follow these steps:

1 Go to the note or card you want to put into a folder.

2 Tap the folder button at the top of the note or the bottom of the card.

3 Tap the name of
folder where you
want to file the
item, or None if
you don't want to
file it.

File this note in...
- ● None (Unfiled)
- ○ Business
- ○ Important
- ○ Miscellaneous
- ○ Personal

[Edit Folders]   [File][X]
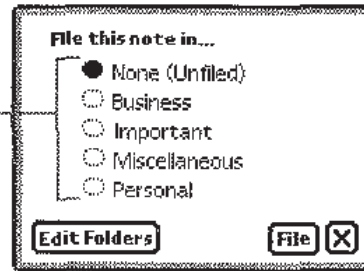
4 Tap File to make
the change or tap the X to leave without making
any changes.

Note When you're viewing all notes in the Notepad,
the separator bars show which folder each note is in.

PUTTING MANY ITEMS INTO A FOLDER AT ONCE

**You can use the Find button to put a number of related
notes and cards into a folder all at once.**

1 Tap the Find button to search for the items (Ch. 6)—
you can search everywhere or just one area.

2 Tap the folder button in the list of found items and
choose the folder you want, as described in the
previous section.

LOOKING AT ONE FOLDER OR AT ALL FOLDERS

1 Go to the Notepad or the Name File.

2 Tap the folder tab at the top of the note or card.

3 Tap the folder you want to open, or tap Unfiled to see items that aren't in any folder, or tap All to see every item, no matter which folder it's in.
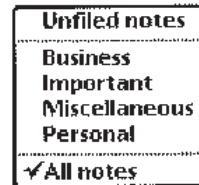
The folder tab shows which folder you're in.

Notes

- If you create a new item while you're in a folder, the new item will automatically be stored in that folder. If you create a new item while looking at all your folders at once, the new item goes into the Unfiled folder.

- If you're in a specific folder and move an item to a different folder, the item will seem to disappear, because it moves immediately to the other folder.

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CREATING, DELETING, AND RENAMING FOLDERS

Newton comes with several folders already set up. You can delete, rename, or add folders (up to a total of 12) by following these steps:

1 Go to any note or any card.

2 Tap the folder ⟶ 📁 button at the top of the note or the bottom of the card.

3 Tap Edit Folders.

File this note in...
● None (Unfiled)
○ Business
○ Important
○ Miscellaneous
○ Personal

[Edit Folders]   [File] [X]
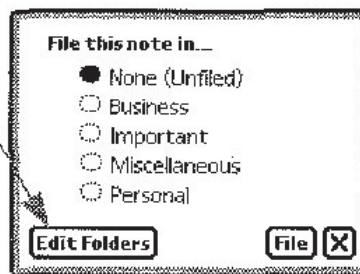
4 Make changes as you like:

■ To delete a folder, tap its name, then scrub out the name. (The items inside the folder aren't deleted. They move to the Unfiled folder.)

■ To rename a folder, tap its name, scrub out the name, and then write the new name. (The items in the folder remain there.)

■ To create a new folder, tap a "--" then write the folder's name.

Edit Folders

- Business
- Important

Miscellaneous

- Personal
- --
- --
- --
- --
- --
- --
- --

[X]
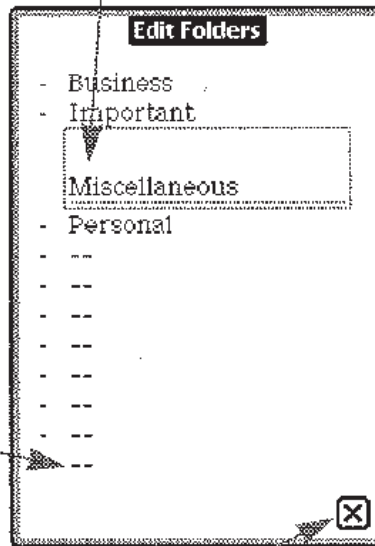
5 Tap the X when you're finished.

8

Printing

WHICH PRINTERS YOU CAN USE

- Apple personal printers, including StyleWriter printers, the Personal LaserWriter 300, and the Personal LaserWriter LS

- Apple network printers, including most networkable LaserWriter printers

- With the Newton Print Pack, you can use other printers including the Epson LQ, Epson FX, HP DeskJet, HP LaserJet, Canon BubbleJet and printers that emulate them.

CONNECTING NEWTON TO A PRINTER

Plug the printer into
  Newton's
  communication
  port.
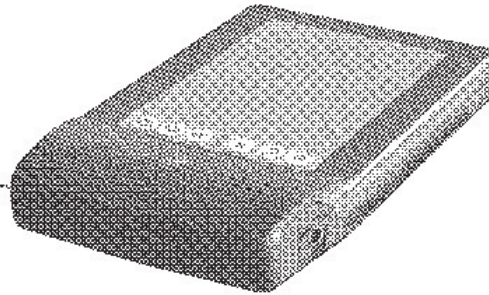
To connect Newton to a personal printer, such as a
  StyleWriter or the Personal LaserWriter 300, plug
  one end of the printer cable into Newton's
  communication port and the other end into the
  printer.

To connect Newton to a network printer, plug a
  LocalTalk box into Newton and connect it to
  another LocalTalk box. The second LocalTalk box
  can either be on the network or plugged directly into
  the printer.

To connect Newton to a non-Apple printer, follow the
  instructions in the Newton Print Pack.

PREPARING TO PRINT

- Fill in your information in the Personal preferences
  area in the Extras Drawer (Ch. 17). The information
  will be used in your return address when you print
  memos or letters.

- Choose a paper size from the Locale preferences
  area.

PRINTING

1 Go to what you'd like to print, such as a note, a name
card, or something in the Date Book.

2 Tap the Action
button, then tap
Print. (The exact
name of the Print
command
depends on what
area you're in.)

Print Note
Fax
Beam
Mail
Duplicate
Delete
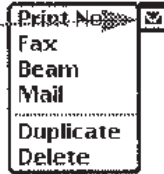
3 Tap Printer
(see the next
section).

♦ **Printer** Apple StyleWriter

♦ **Format** Letter
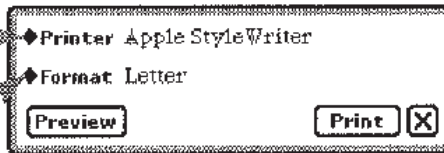
[Preview]   [Print] [X]

4 Tap Format
and choose a format (described later in this chapter).

5 If you want to see what the pages will look like, tap
Preview.

6 Tap Print to send the item to the Out Box.

7 Print the item or
leave the Out Box.

■ To print,
connect the
printer, tap Send
to see a list of
choices, then tap
Print in the list
(Ch. 13).

■ To leave the
Out Box, tap the X.

Out Box

Print, 1 item
Notepad, Wed 7/14 12:11 pm
Ready to Send
Fax, 0 items
Beam, 0 items
Mail, 0 items

Print	[Send] [X]
Fax
Beam
Mail
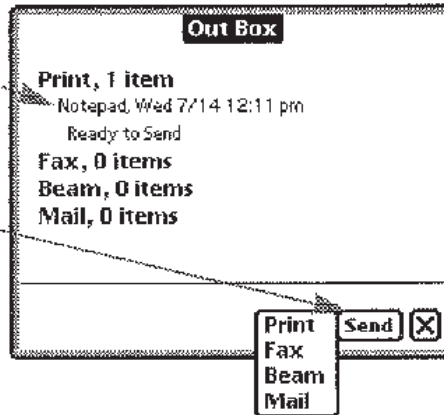
Choosing the printer type

When you tell Newton to print something (see previous section), Newton displays the print slip, which you use to choose your printer, as described in the next two sections.

Choosing a network printer

1 Tap here to see the list of printers.

2 Tap your printer's name if you see it.
If not, make sure you're connected to the network, then tap "Network printers."

3 Tap these arrows to see more of the list.

4 If your printer is in a different network zone, tap here, then tap the zone in the list that appears.

5 Tap the name of your printer.

6 Tap "Use printer."
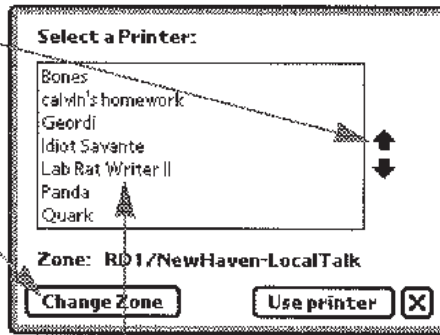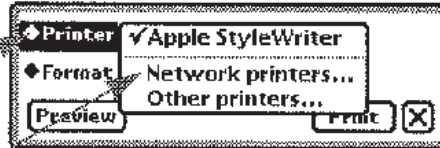
Choosing a personal printer

1 Tap here to see the list of printers.

2 Tap your printer's name if you see it. If not, tap "Other printers."

◆Printer	✓Apple StyleWriter
◆Format	Network printers...
	Other printers...

Preview   Print ☒

3 If arrows appear here, tap them to see more of the list.
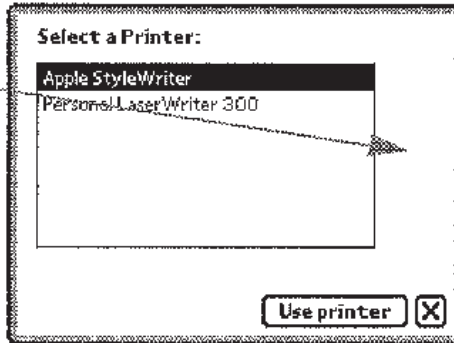
4 Tap your printer. (If you have a Personal LaserWriter LS, tap Personal LaserWriter 300.)

Select a Printer:

Apple StyleWriter
Personal LaserWriter 300
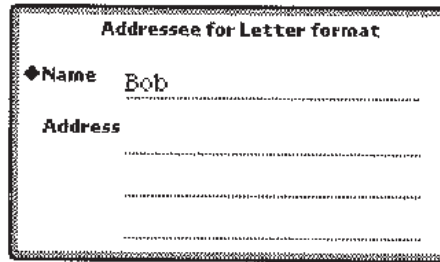
Use printer ☒

5 Tap "Use printer."

Formatting the information

1 Tap Format to see a list of options. (The options depend on what you're printing.)

◆Format	Plain
	Letter
	✓Memo
	Week summary

2 If you choose a format that requires an addressee (such as Memo or Letter), fill in the addressee's

Addressee for Letter format

◆**Name**   Bob

Address

information. If the addressee is in the Name File, you can write the first or last name, tap the diamond, then tap the full name to copy the Name File information automatically.

9

Faxing

If you have a Newton fax modem, you can use Newton to send faxes.

CONNECTING NEWTON TO A FAX MODEM

1 See your modem manual for connection instructions.

2 Plug the modem cable into Newton's communication port.
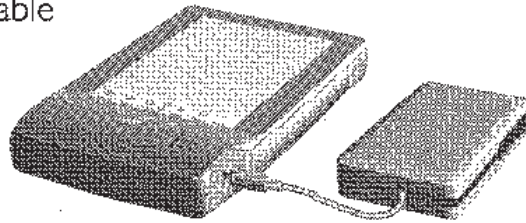
■ Go to the Personal preferences area and fill in your personal information (Ch. 17). The information will be used in your return address.

■ Go to the Modem preferences area and set your preferences:

Slide the diamond to indicate how loud the modem's speaker should be.

Tap here to choose how long Newton should wait for the fax machine to pick up at the other end of the line.

```
┌─Modem─────────────────────────┐
│ Modem volume      ▶▶▶ ■■■◇▒▒▒▒▒ │
│ ▶▶▶ Wait for answer   1 minute │
│ Require dial tone       ☒      │
│ ◌ Pulse Dialing    ● Tone Dialing │
└───────────────────────────────┘
```
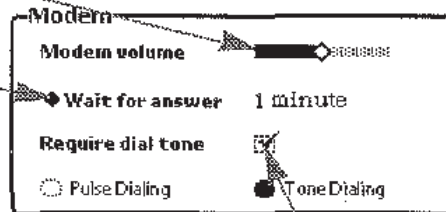
Choose pulse or tone dialing.

Tap this box to unmark it if the modem shouldn't wait for a dial tone, as with some PBX phone systems.

USING THE ASSISTANT TO SEND A FAX

If the text of the fax includes the recipient's name, and if the recipient has a fax number in the Name File, you can use the assistant as follows: select the name (Ch. 2), tap the Assist button, tap Please, tap Fax, then fill out the fax slip as explained in the next section.

Sending a fax

1 Go to what you'd like to fax, such as a note, a name card, or something in the Date Book.

Note Text will be formatted as wide as the fax page. Drawings and uninterpreted handwriting will be the width of the Newton screen.

2 Tap the Action button, then tap Fax.

> Print Note ▾ ☑
> Fax
> Beam
> Mail
> Duplicate
> Delete
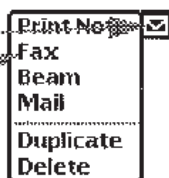
3 Fill in the blanks. If the recipient is in the Name File, you can write the first or last name, tap the diamond, then tap the full name to automatically enter the fax number.

4 Tap this diamond to choose how to format the fax. (See the next section.)

> ◆Name   Bob
>
> Fax #
>
> ◆Format Plain
>
> ☑ Cover page   ☐ Manual dialing
>
> [Preview] [Notes]   [Options] [Fax] [X]

5 Mark this box if you want to send a cover page. To add notes, see "Adding Cover Page Notes," later in this chapter.

6 If you don't want the modem to dial the fax number, tap the "Manual dialing" box to mark it. (See "Manual Dialing" later in this chapter.)

7 If you want to see how the fax will look, tap Preview.

8 Tap Options to set your dialing options. (See "Calling Options" in Chapter 14.)

9 Tap Fax to send the fax to the Out Box.

10 Fax the item or leave the Out Box.

■ To fax, connect the modem, tap Send, then tap Fax in the list of choices (Ch. 13).

■ To leave the Out Box, tap the X.

Out Box

Print, 0 items
Fax, 1 item
  Notepad, Fri 1/1 11:00 am
  Ready to Send
Beam, 0 items
Mail, 0 items

Print | Send | X
Fax
Beam
Mail
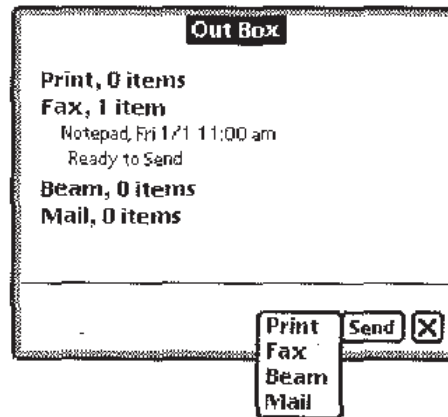
Formatting a fax

1 Tap Format to see a list of options. (The options depend on what you're faxing.)

◆ Format | Plain
Letter
✓Memo
Week summary

2 If you choose a format that requires an addressee (such as Memo or Letter), fill in the addressee's

Addressee for Letter format

Name   Bob

Address

information. If the addressee is in the Name File, you can write the first or last name, tap the diamond, then tap the full name to copy the Name File information automatically.

Manual dialing
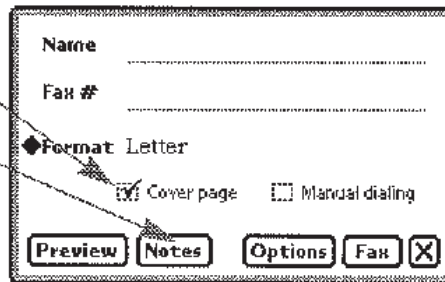
Sometimes you may need to dial the fax number yourself, for example when asking an operator for a particular extension. Follow these steps:

1 Connect your fax modem. Make sure a phone is connected to the same line. (See your modem manual for instructions.)

2 Follow the instructions in "Sending a Fax," earlier in this chapter. Be sure to mark the "Manual dialing" box.

3 Dial the number on your phone and wait until you hear a high-pitched carrier tone on the other end of the line.

4 Tap the Fax button.

5 Wait until you hear sounds from the modem speaker, about 8 seconds.

6 Hang up the phone.

Adding cover page notes

If you'd like to include a cover page, follow these steps:

1 Mark this box.

2 Tap Notes.

3 In the space that appears, write what you want on the cover page, then tap the X.

Name

Fax #

◆Format Letter

☑ Cover page   ☐ Manual dialing

[Preview] [Notes]   [Options] [Fax] [X]

10

Sending and Receiving
Beamed Information
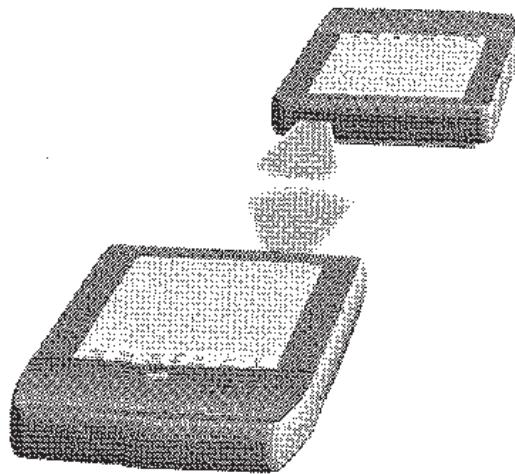
You can send information from one Newton to
another using an infrared beam. The Newton devices
should point directly at each other and should be less
than three feet (one meter) apart—closer in bright
sunlight.

Beaming information to another Newton

1 Go to the information you'd like to send—a note, a name card, or a Date Book item.

2 Tap the Action button, then tap Beam.

| Print Note |
| Fax |
| Beam |
| Mail |
| Duplicate |
| Delete |

3 Point the two Newton devices at each other.

Tell the receiver you are ready to send information.
Aim the sending and receiving beam windows, and tap Beam.

[Beam] [X]

4 Tap Beam.

5 Watch the progress in the Out Box, which opens and closes automatically.

Tap here to cancel.

Out Box

Print, 0 items
Fax, 0 items
Beam, 1 item
  Notepad, Fri 1/1 11:00 am
  Looking for receiver...
Mail, 0 items

[Stop] [Send] [X]

Problems sending the beam?

Newton tries to beam the information for about two minutes. If it doesn't succeed, you see this message.

To delete the item, see Chapter 13.

To close the Out Box, tap the X.

To send the information again, tap the item, then tap Try Again, noting the following:

Out Box

Print, 0 items
Fax, 0 items
Beam, 1 item
　Notepad, Fri 1/4 11:00 am
　Timed out
Mail, 0 items

[Stop] [Send] [X]
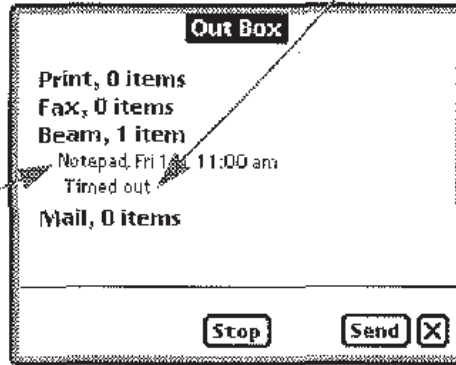
- Move the devices closer together and make sure they're pointed directly at each other.

- Move the devices out of direct sunlight.

- Make sure the other Newton is ready to receive a beam. "Receive beams automatically" should be turned on in the Beam preferences area, or the In Box should be set to receive a beam, as described later in this chapter.

RECEIVING A BEAM

When someone is ready to beam you something, follow these steps:

1 Tap Extras to open the Extras Drawer.

Extras

2 Tap In Box.

In Box

3 Tap Receive.

Receive [X]

4 Tap Beam.

Beam   Receive [X]
Enhancement
Mail

5 Point the Newton devices at each other and wait for the other Newton to beam.

6 Tap Receive to confirm that you want to receive beamed information.

Do you want to receive the note "Notepad, Fri 1/1 12:03 pm" from $mike?

Receive [X]
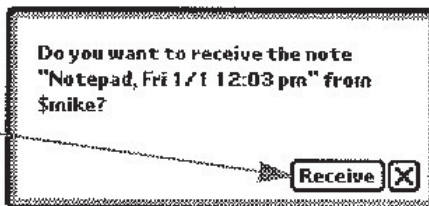
The item appears under Beam in the In Box.

In Box

Beam, 1 item
Notepad, Wed 2/6 23:15   Received.
Enhancement, 0 items
Mail, 0 items

Receive [X]
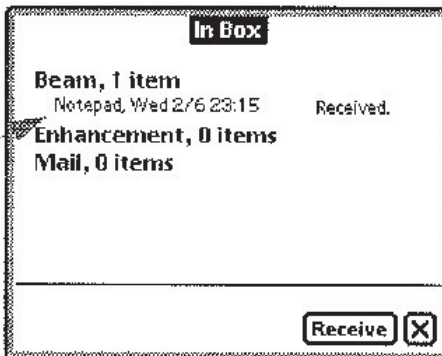
7 Tap the item.

8 Choose what to do with the item:

■ Tap the X to leave it in the In Box.

■ Tap Put Away to put it in the location it belongs. Notes go in the Notepad, name cards in the Name File, and so on.

> Do you want to put away the note "Notepad, Fri 1/1 12:00 pm"?
>
> [Delete] [Put Away] [X]

■ Tap Delete to throw it away.

9 When you're finished with the In Box, tap the X to close it.

Receiving beams automatically

You can receive beamed information more quickly by setting certain Beam preferences. Follow these steps:

1 Tap this button to open the Extras Drawer.

Extras
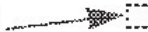
2 Tap Prefs.

Prefs

3 Tap Beam. ─────▶ • Beam

4 Choose the preferences that are best for you:

■ To receive ——————➤▷ **Confirm before receiving** beams without
being asked if it's OK, tap this box to unmark it.

■ To have ——————➤☑ **Put away beams immediately** Newton put
beamed information in the appropriate areas automatically, mark this box.

■ To have ——————➤☑ **Receive beams automatically** Newton look for
incoming beams automatically, mark this box. (If your Newton isn't plugged in, this feature consumes extra battery power.)

■ If you have ——————➤▷ **Open In Box while receiving** marked "Receive
beams automatically," you can also choose not to see the In Box while you're receiving a beam by unmarking this box.

■ To have ——————➤☑ **Close In Box after receiving** Newton close the
In Box automatically after receiving a beam, mark this box.

Beaming Information to and from a Sharp OZ/IQ 9000

You may beam information to and from any series 9000 Sharp OZ/IQ, as follows:

Sending a beam from Newton to a Sharp OZ/IQ 9000
Send the beam as usual from Newton; receive the beam on the Sharp device as a Direct IR transmission. (See the Sharp manual for details.)

Sending a beam from a Sharp OZ/IQ 9000 to Newton
Send the beam from the Sharp device as a Direct IR transmission. (See the Sharp manual for details.) Receive the beam on Newton as usual. However, you must open the In Box and tap Receive, even if you have asked to receive beams automatically.

Beaming Items Stored in the Out Box

If you don't succeed in sending a beam, it will be stored in the Out Box. See "Sending Items Stored in the Out Box" in Chapter 13.

11

Electronic Mail

You can use electronic mail to send and receive text messages or whole items from the Notepad, Name File, and Date Book. To send and receive mail, you must have:

- a Newton modem and the cables required to connect it to the phone line and to Newton (see the modem manual)

- an electronic mail account (see the next section)

GETTING AN ACCOUNT FOR ELECTRONIC MAIL

To use e-mail, you must obtain an electronic mail account from Apple. The account gives you an e-mail address to use for sending and receiving mail. The account charges will be billed to your credit card.

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Before you begin:

- You need a Mail Starter Kit. Inside the Newton box, you will find either the kit or a booklet called *Mail Registration Information* that contains a postcard you can use to request the kit.

- You should connect the Newton modem as described in the modem book and set the Modem preferences as described in "Connecting Newton to a Fax Modem" in Chapter 9.

1 Tap this button to open the Extras Drawer if it's not already open.

2 Tap this button.

Prefs

3 Tap here. ─────▶ • Mail

4 Fill in the Phone Number, System ID, and Network areas with the information from the Mail Starter Kit. For convenience, you can tap twice in each blank to use the on-screen keyboard. (Leave the E-mail Account line blank. It will be filled in automatically later.)

Mail

Phone Number

System ID

◆ Network   SprintNet

E-mail Account

Set E-mail Password

New E-mail Account

5 Tap this button.

6 Fill in these blanks using the information from the certificate in the Mail Starter Kit.

■ Fill in your personal information here. (Any information you put in the Personal preferences area will appear automatically.)

■ Tap the diamond next to Country to choose a country.

■ Fill in this blank with information you can use to verify your identity. A good choice would be your mother's maiden name. If you call Apple about your account, you will be required to provide this information.

Mail Registration

Certificate Number

Certificate Password

First Name

Last Name

Address

City

State

Zip Code

Country

Home Phone

Work Phone

Password Verification
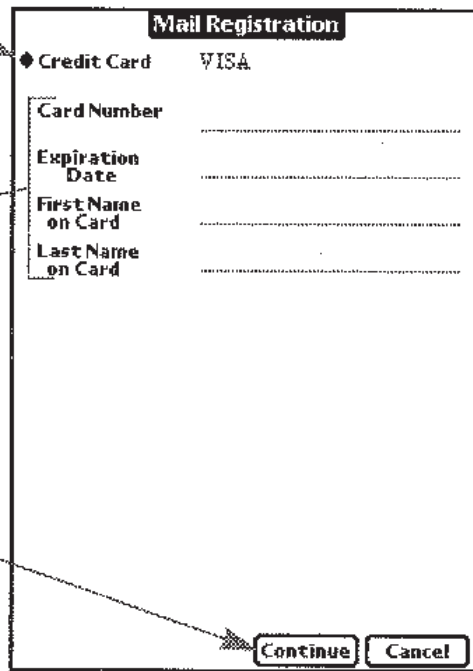
[Continue] [Cancel]

7 Tap this button to continue.

8 Provide information about the credit card you want to use to pay for the e-mail account:

■ Tap here to see a list of accepted credit cards, then tap your choice.

■ Fill in these blanks with your credit card information. Tap twice in the blanks to use the keyboard.
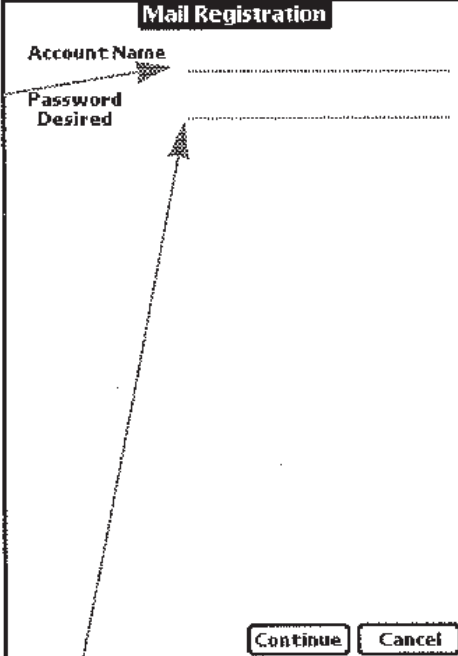
Mail Registration

◆ **Credit Card**	VISA
Card Number	
Expiration Date	
First Name on Card	
Last Name on Card	

[Continue] [Cancel]

9 Tap this button to continue. The modem will connect to the mail system in a few moments and then Newton will ask you for more information.

10 Fill in the blanks as described here. To use the keyboard, tap twice in each blank.

Write the name of your account here, up to 12 characters. Your account name serves as your e-mail address, so pick something that suits you. Susan Jones, for example, might pick SJONES. The capitalization of the account name doesn't matter and all spaces are ignored.

Mail Registration

Account Name

Password Desired

Continue   Cancel

Write your password here, 4 to 8 characters. Pick something you can remember but no one else can guess.

11 Tap Continue.

12 After you tap Continue, Newton makes sure that no one is already using the name you've chosen and that your password is OK. If there's a problem with the name, Newton will suggest one. If the suggestion is OK, tap Continue. If not, scrub it out, write a new name, then tap Continue. Keep trying until you find a name that no one else is using. After your account name is verified, it is entered automatically into Mail preferences.

You can begin sending and receiving e-mail immediately (described later in this chapter).

Different accounts on the same Newton

To switch between different e-mail accounts:

1 Send any e-mail already stored in the Out Box (described later in this chapter).

2 Change the account name and password in the Mail preferences area.

3 Change the name in the Personal preferences area if the accounts belong to different people.

Protecting your E-Mail account

Newton remembers your e-mail password so you don't have to enter it every time you want to send or receive mail. To ensure the privacy of your mail and prevent unauthorized use of your account, protect Newton by locking it up or requiring a password, as described in Chapter 27.

Keeping E-Mail addresses in the Name File

You can store e-mail addresses in the All Info view of the Name File (Ch. 4). The Newton assistant will fill in the address when you send e-mail.

◆Unfiled names	
Ms./Mr.	--
First	Bob
Last	Anderson
Title	--
Company	--
Address	51 Partlow Pond Road
	--
City	Fine
State	New York
Zip Code	13639
Country	--
E-Mail	bobo22
Home	315 555-4476
Phone	--
Phone	--
Phone	--
Birthday	--

You can mail items from the Notepad, Name File, or Date Book. When you send something, Newton normally includes two versions of the item:

- The *text version,* which contains the words from the original item and which the recipient can read as soon as he or she receives it. The text version cannot contain any drawings and the recipient cannot readily put the text version back into the Notepad, Name File, or Date Book.

- The *original version,* which can include drawings, and which the recipient can store directly in his or her Newton. The original version takes longer to send than the text version, and the recipient cannot see it until he or she puts it away.

Here's an example of the difference between the original version and the text version of an item:

The original version of a note
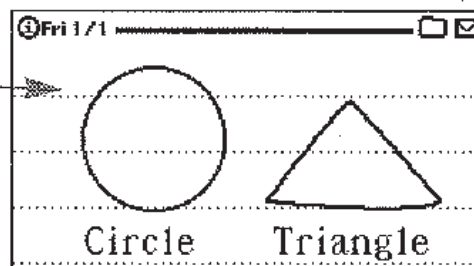
The text version of the same note
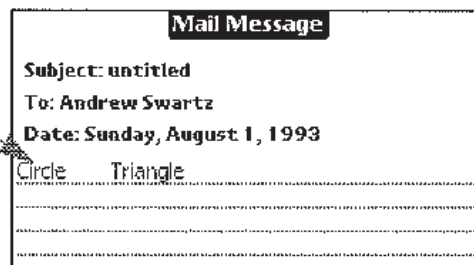
Sending more than one item

By choosing certain formats in the mail slip (described later in this chapter), you can send the text from more than one Notepad or Date Book item at a time. In the Notepad, choose the Week Summary format. In the Date Book, choose any of the multiple-day formats.

If you choose a multiple-item format, you can send only the text version.

PREPARING MAIL
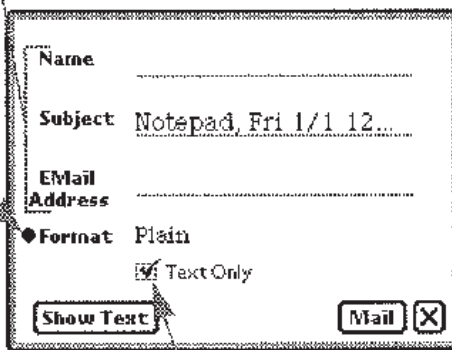
- If you want to send a quick message without any pictures, create a new note in the Notepad (Ch. 3) and write the message there, making sure the text recognizer is turned on. Then send the note, as explained in the next section, making sure the Text Only box is checked.

- If you want to send a message including a picture, create a new note in the Notepad (Ch. 3) and write and draw the message there. Then send the note, as explained in the next section, but *do not* mark the Text Only box.

- If you want to send something you've already stored in the Notepad, Name File, or Date Book, just follow the instructions in the next section.

SENDING MAIL

1 Display what you'd like to send, for example a note, a name card, or something in the Date Book.

2 Tap the Action button.

3 Tap Mail.

```
Print-No
Fax
Beam
Mail
Duplicate
Delete
```

4 Fill in the name of the recipient, the subject of the message, and the recipient's e-mail address. If you can't fit the whole address on the line, put the recipient's name and e-mail address in the Name File (Ch. 4) and use the shortcuts that follow.

5 Tap here to choose the format of the message. Formats that include more than one item will automatically be sent as Text Only.

```
Name
Subject   Notepad, Fri 1/1 12...
EMail
Address
◆ Format   Plain
           ☑ Text Only
[Show Text]              [Mail] [X]
```

6 If you want to send *only* the text version, tap this box to mark it. See "What You Can Send" earlier in this chapter.

7 If you want to see or change the text, tap Show Text. See "Adding Text to Your Message" later in this chapter.

8 Tap Mail. The message waits in the Out Box.

9 Send the mail or close the Out Box.

 ■ To close the Out Box, tap the X.

 ■ To send the mail, connect your modem, tap Send to see a list of choices, then tap Mail (Ch. 13). The modem will connect, send your mail, open the In Box, and check for any mail you've received (see "Receiving Mail" later in this chapter).

Shortcuts for the recipient's name and address

■ **You can write the first or last name in the Name blank, then tap the diamond next to "Name" to choose the full name from a list of people in your Name File.**

■ **If the card in the Name File has an e-mail address (Ch.4), Newton fills in the address for you.**

Adding text to your message

Every mail message includes a space for text. Newton automatically includes all the text from the note, card, appointment, or to-do item, and you can change that text or add to it (without affecting the original).

To add or change text:

1 Begin as described in "Sending Mail" earlier in this chapter.

2 Tap this button.

```
┌─────────────────────────────┐
│ Name      ................. │
│                             │
│ Subject   Notepad, Fri 1/1 12... │
│                             │
│ EMail                       │
│ Address   ................. │
│ ◆Format   Plain             │
│           ☑ Text Only       │
│ ┌─────────┐      ┌────┐┌─┐  │
│ │Show Text│      │Mail││X│  │
│ └─────────┘      └────┘└─┘  │
└─────────────────────────────┘
```
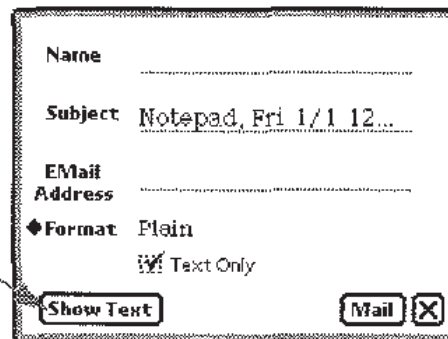
3 Add and change text as usual. If you are including the original version, make sure you indicate what the item is, so the recipient knows where to look for it once he or she puts it away.

4 Tap the X and send the message as usual.

```
┌─────────────────────────────────┐
│          Mail Message           │
│ Subject: Names, Conglomerated   │
│  From: Andrew Swartz (Swartz)   │
│  To: Bob Anderson (bobo22)      │
│  Date: Sunday, January 3, 1993  │
│                                 │
│ Conglomerated Credit ..........│
│ The Crossroads ................│
│ 37415 Park Place ..............│
│ Brisbane, CA 94804 ............│
│ Work: 800 555-1000 ............│
│ Fax: 415 555-8123 .............│
│ ...............................│
│ ...............................│
│ ...............................│
│ ...............................│
│ ...............................│
│ ...............................│
│ ...............................│
│ ...............................│
│ (○)─────────────────────────[X]│
└─────────────────────────────────┘
```
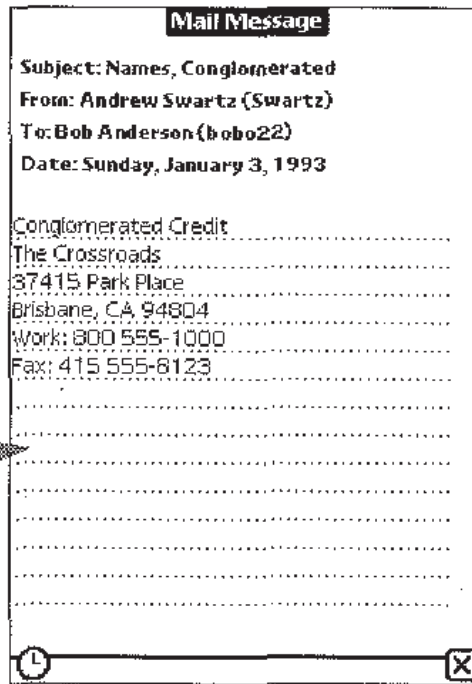
Addressing mail to non-Newton mail systems

You can send the text version of the mail to people who have e-mail accounts on AppleLink, America Online, CompuServe or any computer on the Internet. Here are some sample addresses on these different systems:

AppleLink: user.name@applelink.apple.com

America Online: user.name@aol.com

CompuServe: 00000.000@compuserve.com (CompuServe commas must be changed to periods.)

Internet: user.name@compi.yale.edu

You can find more information about address formats in the Mail Starter Kit.

You can check to see if you've received any mail as often as you like. If any mail is waiting for you, Newton puts it in the In Box. Each time you check your mail, Newton also sends any mail waiting in the Out Box.

1 Connect your Newton modem as described in the modem book.

2 Tap this button to open the Extras Drawer.

3 Tap In Box.

4 Tap Receive to see a list of choices.
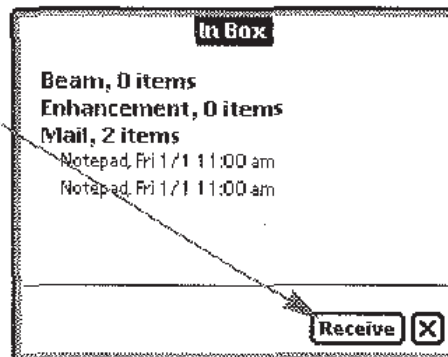
5 Tap Mail.

After a few moments, Newton puts any mail you've received in the In Box and sends any mail waiting in the Out Box.

6 Tap an item to read it.

```
┌─────────────────────────────┐
│         ▓ In Box ▓          │
│                             │
│  Beam, 0 items              │
│  Enhancement, 0 items       │
│  Mail, 2 items              │
│   ►Notepad, Fri 1/1 11:00 am│
│     Notepad, Fri 1/1 11:00 am│
│                             │
│                             │
│                             │
│                             │
│             [Receive] [X]   │
└─────────────────────────────┘
```
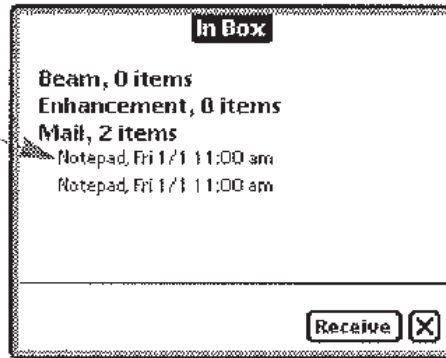
7 Read the message. Tap the arrows to see more. You can copy this text to other parts of Newton (Ch. 2).

8 See if the message has a Put Away button. If so, you can tap it to store the item in the Notepad, Name File, or Date Book. (The subject and text of the note should let you know where it will be stored.)

```
┌─────────────────────────────┐
│      ▓ Mail Message ▓       │
│                             │
│  Subject: Notepad, Fri 1/1 11:00 am │
│  From: swartz.a             │
│  To: bobo22                 │
│  Date: Friday, January 1, 1993 │
│                             │
│  Meet you in Salinas next week? │
│  ........................   │
│  I've enclosed a note with a map. │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│  ........................   │
│                             │
│ [Delete][Reply][Put Away] [X]│
│  Names Dates Extras Undo Find Assist│
└─────────────────────────────┘
```
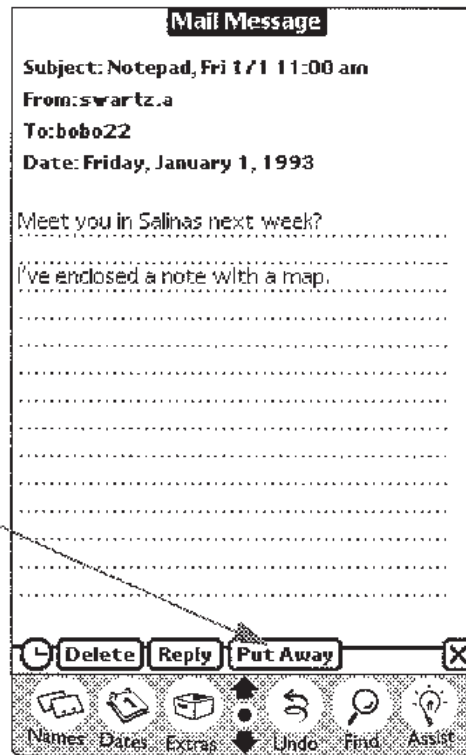
9 To reply to or forward this message, see the next section.

10 Tap the X to leave the message in the In Box or Delete to throw it away.

11 Continue reading messages or tap the X to leave the In Box.

REPLYING TO AND FORWARDING MAIL

1 Open a message from the In Box, as described in "Receiving Mail," earlier in this chapter.

2 Tap Reply.──────────────── ◁ Delete Reply Put Away ────── ⊠

3 To reply, leave the name and address as they are. To forward, scrub them out and write the new information.

4 If the message you're forwarding or replying to included the original version of the item, unmark this box to send the original version again or leave it marked to send only the text version.

Name	Bob Anderson
Subject	Re: Notepad, Fri 1/1...
EMail Address	bobo22
◆ Format	Plain

Show Text   Mail ⊠
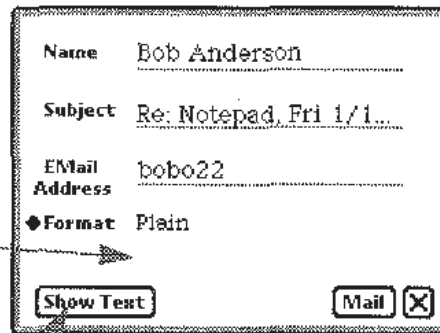
5 Tap this button to write a message.

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6 The text of the
original message
appears in your
reply. Add and
delete text in the
usual ways (Ch. 2).

7 Tap the X.

8 Tap Mail and
send the message
as described in
"Sending Mail,"
earlier in this
chapter.

Mail Message

Subject: Notepad, Fri 1/1 11:00 am
From: bobo22
To: swartz_a
Date: Friday, January 1, 1993

Meet you in Salinas next week?

I've enclosed a note with a map.

Sounds good.

Friday at six?
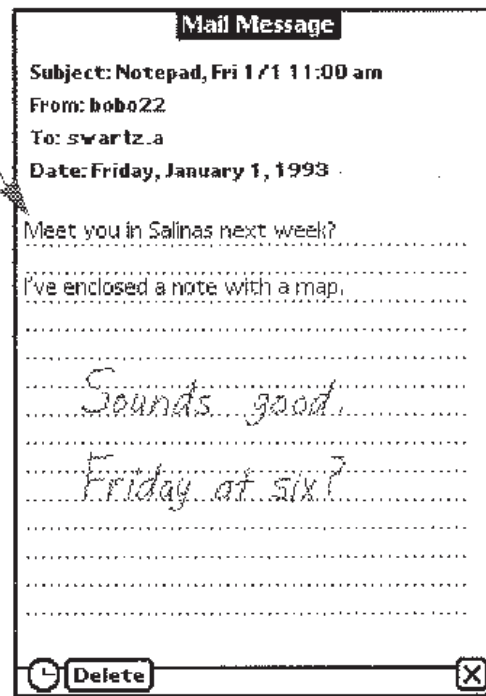
Delete ☒

OTHER TOPICS OF INTEREST

■ Working with items in the In Box, Chapter 12
■ Working with items in the Out Box, for example to
delete them, Chapter 13

12

In Box

When you receive new beams or electronic mail, they typically wait in the In Box until you decide what to do with them.

Status of the received item

Item received

To hide or show the items in each category, tap the heading.

In Box

Beam, 1 item
Notepad, Wed 2/6 23:15 — Received.
Enhancement, 0 items
Mail, 0 items

Receive [X]

Names Dates Extras Undo Find Assist
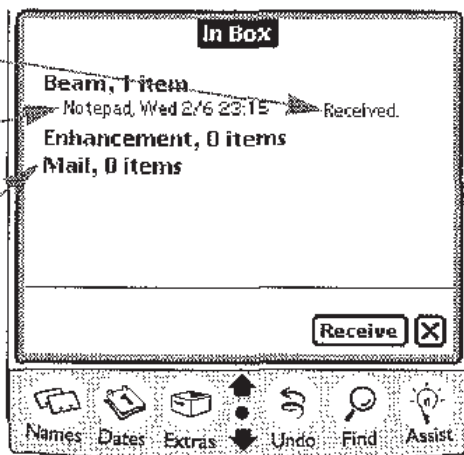
To receive more items, tap Receive.

To close the In Box, tap the X.

If there are too many items to see at once, tap the arrows to see more.

WHAT'S STORED IN THE IN BOX

Beams When someone beams you something it's stored in the In Box until you delete it or put it away. (See Ch. 10 for more beaming options.)

Mail When you use a Newton modem to receive electronic mail (Ch. 11), it's stored in the In Box until you delete it. You can also put away some kinds of mail.

OPENING THE IN BOX

1 Tap this button to open the Extras Drawer if it's not already open.

Extras

2 Tap In Box.

In Box

Receiving items

1 Tap Receive. ──────➤ Receive

2 Tap what you
   want to receive. ──┤ Beam
                        Enhancement
                        Mail

3 Continue according to the instructions for the
  particular item you want to receive: Beams (Ch. 10),
  Enhancements (next section), or Mail (Ch. 11).

Enhancements

From time to time, you may receive offers for Newton
   enhancements—ways to add new capabilities, fix
   problems, or put more information at your fingertips.

If you have a Newton modem, you can receive the
   enhancement directly over the phone lines. The
   offers will include detailed instructions.

PUTTING AWAY OR DELETING IN BOX ITEMS

1 Tap the item you want to put away or throw away.

Note See Chapter 11 for details on putting away e-mail messages.

```
┌─────────────────────────────────┐
│            ▌In Box▐              │
│  Beam, 1 item                    │
│  ▷ Notepad, Wed 2/6 23:15   Received. │
│  Enhancement, 0 items            │
│  Mail, 0 items                   │
│                                  │
│  ─────────────────────────────  │
│                   [Receive] [X]  │
└─────────────────────────────────┘
```
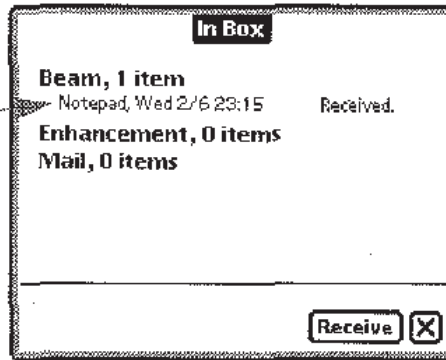
2 Tap to indicate your choice:

- Tap here to store the item in the appropriate area.

```
┌──────────────────────────────────┐
│  Do you want to put away the note │
│  "Notepad, Fri 1/1 12:00 pm"?     │
│                                   │
│           [Delete] [Put Away] [X] │
└──────────────────────────────────┘
```

- Tap here to delete it.

- Tap the X to leave it in the In Box.

Notes appear at the end of the Notepad. Notes and Name File cards are stored in the Unfiled folder.

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....

Out Box

When you print, fax, beam, or mail an item, it stays in the Out Box until it is successfully sent.

Status of the item waiting in the Out Box

Item waiting

To hide or show the items in each category, tap the heading.

To send the items, tap Send.

To interrupt what you're sending, tap the Stop button that appears.

To close the Out Box, tap the X.

If there are too many items to see at once, tap the arrows to see the rest.

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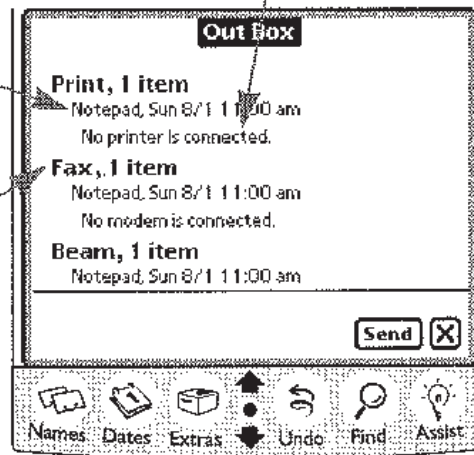
OPENING THE OUT BOX

1 Tap this button to open the Extras Drawer.

Extras

2 Tap Out Box.

Out Box

WHAT WAITS IN THE OUT BOX

■ When you print (Ch. 8), fax (Ch. 9), or mail (Ch. 11) something, it's stored in the Out Box until you tell Newton to print or send it.

■ When you beam something (Ch. 10), Newton tries to send it immediately. If there's a problem, the item waits in the Out Box until you tell Newton to try again.

SENDING ITEMS STORED IN THE OUT BOX

You may send one item at a time, or all items of one
type—for example, all faxes—at once.

Sending one item at a time

1 Prepare to send:

- To fax or send e-mail, connect the modem.

- To print, connect the printer.

- To beam, make sure the other Newton is ready to
receive the beam.

2 Tap the item you
want to send.
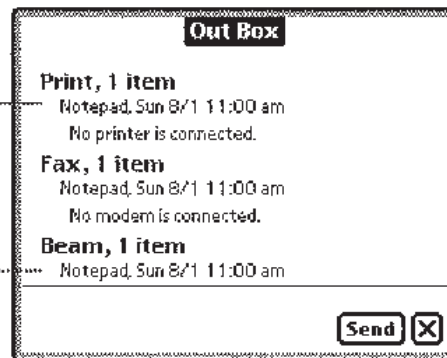
3 Tap the
appropriate button
for the item—
Print, Fax, Beam,
or (for mail) Try
Again.
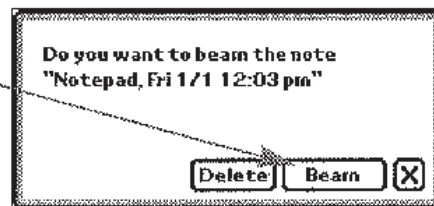
Sending all items of one type

1 Prepare to send:

- To fax or send e-mail, connect the modem.

- To print, connect the printer.

- To beam, make sure the other Newton is ready to
receive the beam.

2 Tap Send.

> **Out Box**
>
> **Print, 1 item**
> Notepad, Sun 8/1 11:00 am
> No printer is connected.
> **Fax, 1 item**
> Notepad, Sun 8/1 11:00 am
> No modem is connected.
> **Beam, 1 item**
> Notepad, Sun 8/1 11:00 am
>
> [Send] [X]
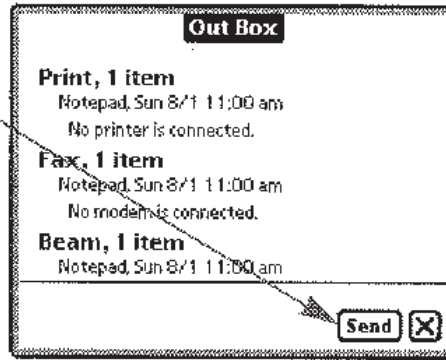
3 Tap what you'd like to send.

> **Print**
> **Fax**
> **Beam**
> **Mail**
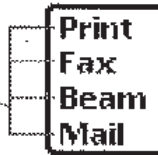
DELETING ITEMS IN THE OUT BOX

1 Tap the item you want to delete.

> **Out Box**
>
> **Print, 1 item**
> Notepad, Sun 8/1 11:00 am
> No printer is connected.
> **Fax, 1 item**
> Notepad, Sun 8/1 11:00 am
> No modem is connected.
> **Beam, 1 item**
> Notepad, Sun 8/1 11:00 am
>
> [Send] [X]

2 Tap Delete.

> **Do you want to beam the note**
> **"Notepad, Fri 1/1 12:03 pm"**
>
> [Delete] [Beam] [X]

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....
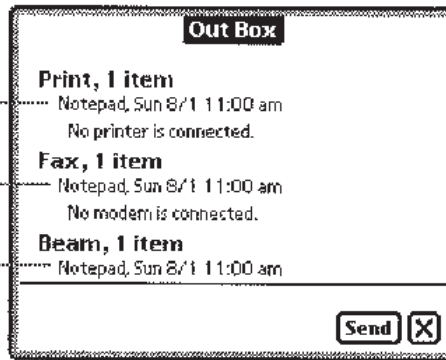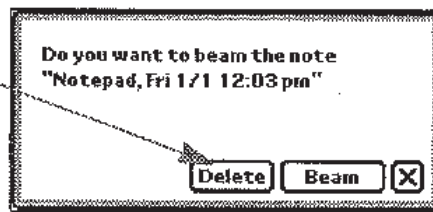
Dialing

Newton can look up phone numbers in the Name File and dial them for you using the speaker or the optional modem. Newton can even decide whether to dial an area code and whether to include prefixes and calling card numbers.

ASKING TO PLACE THE CALL

You can tell Newton to place a call in two ways:

Tap a phone number in the Name File.

◆ Unfiled names

241 Cappucino Court
Newton, Mass 02168

Newton Cafe

Linda Thomas
617 555-1000
617 555-8123 F
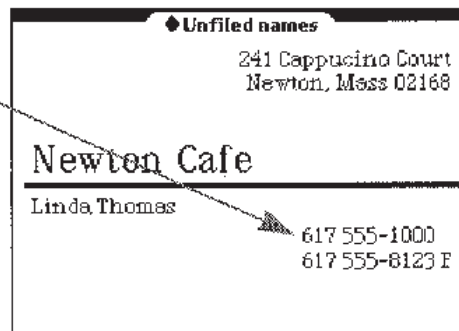
Ask the assistant to call someone (Ch. 15).

◆ Please call Mom

How Do I?   Do ☒

After you tell Newton to place a call, as explained in the previous section, a call slip appears to confirm your choices:

1 If you want to use the modem to place the call, make sure both the modem and the telephone are connected to the same line. See the modem manual for details.

2 Check the name, and correct it if necessary.

3 Correct the phone number if necessary. You can choose a different phone number by tapping the diamond. To insert a two-second pause in the number, write a comma. You can put as many commas together as you need.

4 Tap Speaker to have Newton dial the phone number through its speaker, or tap Modem to place the call through the modem.

5 Tap Options to set the calling options (see the next section).

6 If you're dialing through the speaker, tap Call and hold the mouthpiece of your phone near Newton's speaker (by the Apple logo). If you're dialing through the modem, tap Call, wait until the modem has finished dialing, then pick up your telephone handset.

CALLING OPTIONS

1 In the call slip, tap Options.

2 Tap the blanks to fill them in. See the list below for descriptions.

3 Tap the X.

Local Dialing Information

Area Code	415
Prefix	9
◆ Access Code	
Credit Card	510-555-1017-8080

Area code The area code of the phone from which you're placing the call. If the phone number you're calling has a different area code, Newton dials "1" and the area code.

Prefix Any sequence that must be dialed before the phone number. For example, many office phones require you to dial 9 for an outside line. For a two-second pause in dialing, write a comma. You can put as many commas together as you need.

Access Code The access code for your preferred long-distance company (if it's something other than "1"). Tap the diamond for a list of popular U.S. long-distance carriers. If you fill in a number here, Newton will use this instead of "1" when dialing a long-distance number.

Credit Card The calling card number you want to bill the call to. Newton will pause a few seconds and will then dial the card number.

15

The Newton Assistant

Newton has an assistant that can simplify your work. The assistant can infer important information to help carry out your requests.

WHAT YOU CAN REQUEST

You can use any of the following request words (or synonyms listed in "Synonyms, Examples, and Confirmation Slips" later in this chapter):

Call dial a phone number

Fax send the item on your screen as a fax (requires a Newton fax modem)

Find search for text

Mail send the item on your screen as electronic mail (requires a Newton modem)

Print print the item on your screen (requires a printer)

Remember add a reminder to your to-do list

Schedule add an appointment to your calendar

Time look up the time in a city or country

If you add more applications to Newton, they may come with their own request words.

PROVIDING INFORMATION TO THE ASSISTANT

The assistant uses the information in the Name File (Ch. 4) to carry out your requests. For example, it can figure out the whole name from just the first or last name, and it can determine the phone number or address from the name.

The more complete your Name File, the more help the assistant can be.

MAKING A REQUEST

You can write requests in the Assist Drawer or anyplace else you can write, as explained in the next two sections.

Requests in the Assist Drawer

1 Make sure no text is selected, then open the Assist Drawer by tapping this button.

2 Tap the diamond to see a list of request words.

3 Tap the request word you want.
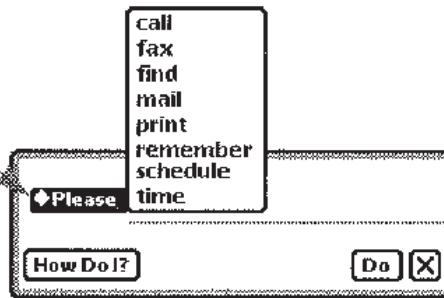
(If you prefer, you can write the request word in the blank rather than choosing it from the list.)

4 Add more words if you like. (You may find it easier to add the details in the confirmation slip.)

5 Tap Do. A confirmation slip will appear (as described later in this chapter).

Requests outside the Assist Drawer

1 Write at least one word of your request, beginning with a request word or its synonym.

2 Select your request. (See "Selecting Things" in Chapter 2.)

remember buy milk

3 Tap Assist. A confirmation slip will appear (as described later in this chapter).
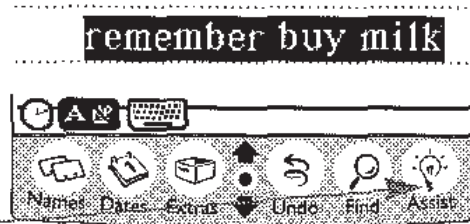
Hints for filling in confirmation slips

Each request (except for "time") has a confirmation slip. In most confirmation slips, this advice applies:

■ Tap diamonds to see suggestions for filling in blanks.

■ Fill out all required information, then tap the confirmation button.

See "Synonyms, Examples, and Confirmation Slips" for details about the confirmation slips.

EXAMPLES OF USING THE ASSISTANT

You can use the assistant in a number of ways, for example:

■ You can write reminders in the To Do List, Calendar, or Notepad using words the assistant understands, such as "Call Hugh." Then you can select the text and tap Assist.

■ You can highlight someone's name and tap Assist (or write the name in the Assist Drawer), then tap Please to see a list of the things you can do with the name.

The following sections list each request word, its synonyms, examples of how it's used, and details about its confirmation slip.

Call

Synonyms phone, ring, dial

Examples

- *call* opens a blank call slip.

- *call Hilda* looks in the Name File to find Hilda's phone number, then puts it in the call slip.

- *call Hilda at home* looks in the Name File to find Hilda's home phone number, then puts it in the call slip.

- *ring Hilda* is the same as "call Hilda."

- *call 555-1234* sets up the call slip to dial 555-1234.

Call slip confirmation

The name allows the assistant to look up the phone number in the Name File. If there's a diamond, tap it to choose the name. You may leave this blank empty.

You must fill in a phone number. If there's a diamond here, tap it to choose the number.

For more information about the call slip, see Chapter 14.

When you're ready to complete the call, tap Call.

Fax

Synonyms **fax it**

Examples

- *fax* opens a blank fax slip for the item on the screen.

- *fax it* is the same as "fax."

- *fax Jackson* opens a fax slip with the name Jackson filled in and Jackson's fax number filled in.

- *fax 555-1234* sets up the fax slip to dial 555-1234.

Fax slip confirmation

The name allows the assistant to look up the fax number in the Name File. If there's a diamond here, tap it to choose the name.
If the card has a fax number, it will be filled in here automatically. You may leave the name blank.

You must fill in a phone number. If there's a diamond here, tap it to choose the number.

For more information about the fax slip, see Chapter 9.

When you're ready to send the fax, tap the Fax button.

Find

Synonyms find it, locate, locate it, search for, and
look for

Examples

- *find* opens the Find slip.

- *find it* is the same as "find."

- *find Simon* opens the find drawer and writes "Simon" in the blank.

- *look for Simon* is the same as "find Simon."

Find slip confirmation

See Chapter 6 for
details.

Mail

Synonyms mail, email, mail this, send this

Examples

- *mail* opens a blank mail slip for the item on the screen.

- *mail this* is the same as "mail."

- *mail Jackson* opens a mail slip with the name Jackson filled in.

Mail slip confirmation

The name allows the assistant to look up the e-mail address in the Name File. If there's a diamond, tap it to choose the name. You may leave the name blank.

You must include an e-mail address. If the name is in the Name File, the e-mail address will be filled in automatically.

Name	
Subject	Notepad, Sun 8/1 12:0
EMail Address	
Format	Plain
	☐ Text Only
Show Text	Mail ☒

For more information about the mail slip, see Chapter 11.

When you're ready to send the item, tap the Mail button.

Print

Synonyms print it

Examples

- *print* opens a blank print slip for the item on the screen.

- *print it* is the same as "print."

Print slip confirmation

See Chapter 8 for details.

```
┌──────────────────────────────┐
│ ◆Printer Apple StyleWriter    │
│ ◆Format Plain                 │
│ ┌─────────┐      ┌───────┐┌─┐ │
│ │ Preview │      │ Print ││X│ │
│ └─────────┘      └───────┘└─┘ │
└──────────────────────────────┘
```
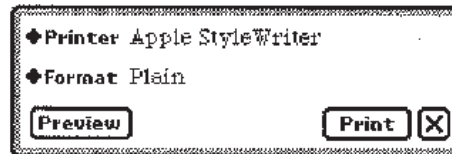
Remember

Synonyms remind, remind me, to do
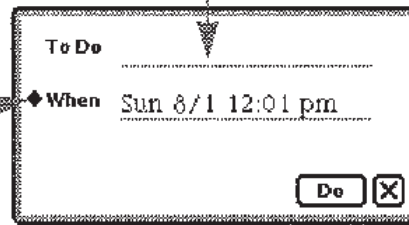
Examples

- *remember* opens a blank remember slip.

- *remember backup Monday* opens a remember slip with Monday's date and "backup" as the subject.

- *remind* is the same as "remember."

- *remind backup Monday* is the same as "remember backup Monday."

- *to do backup Monday* is the same as "remember backup Monday."

Remember slip confirmation

Put the name of the to-do item here.

Write the date here,
  then tap the
  diamond to see
  how the assistant
  interpreted the
  date. See the
Appendix for information on formatting dates.

```
┌──────────────────────────────┐
│  To Do      ▽                 │
│             ...............    │
│ ◆ When   Sun 8/1 12:01 pm      │
│             ...............    │
│                                │
│                    ┌────┐┌─┐   │
│                    │ Do ││X│   │
│                    └────┘└─┘   │
└──────────────────────────────┘
```

When you've filled in the two blanks, tap Do.

Schedule

Synonyms meet, meet me, see, talk to, breakfast
  (implies 7:00 A.M.), lunch (implies noon), brunch
  (implies 10:00 A.M.), dinner (implies 7:00 P.M.), holiday
  (implies a day note rather than an appointment);
  birthday, b-day, bday, anniversary (all imply a day
  note that repeats every year).

Examples

- *schedule* opens a blank schedule slip.

- *schedule review Monday* opens a schedule slip with
Monday's date and "review" as the subject.

- *meet me* is the same as "schedule."

- *dinner Neil Wednesday 6 pm* opens a schedule slip
with Wednesday's date, time 6:00 P.M., "dinner" as the
subject, and "Neil" as who.

- *dinner Neil tomorrow* opens a schedule slip with
tomorrow's date, time 7:00 P.M., "dinner" as the
subject, and "Neil" as who.

- *lunch Donna* opens a schedule slip with "lunch" as the subject, and "Donna" as who. The date and time depend on when you make the request. If you make the request before noon, the assistant assumes the lunch will be today at noon. If you make the request before 2:00 P.M., the assistant assumes the lunch is today on the next half hour. If you make the request after 2:00, the assistant assumes the lunch will be tomorrow. In all cases, you can make corrections in the confirmation slip.

- *holiday Dec 22 Solstice* opens a schedule slip that will put "Solstice" in the notes area on December 22.

- *anniversary Dec 22 Solstice* opens a schedule slip that will put "Solstice" in the notes area on December 22 and sets the event to repeat every year.

Schedule slip confirmation

If you like, put the name of the person you're having the appointment with in the Who blank.

Write the date here, then tap the diamond to see how the assistant interpreted the date. See the Appendix for information on formatting dates.

If you like, write the location of the appointment in the Where blank.

Write the name of the appointment in the Subject blank.

After you've filled in the blanks, tap Schedule.

Time

Synonyms time in, the time in, what time is it, what time is it in, what time, what is the time, what is the time in

Examples

- *time* displays the Time Zone map (Ch. 21).

- *time Paris* opens the Time Zone map and shows the time in Paris.

- *time in Paris* is the same as "time Paris."

- *what time is it in Paris* is the same as "time Paris."

- *what time Paris* is the same as "time Paris."

Time slip confirmation

There is no time slip. If you ask for the time in a city that's not in the Time Zone map, the assistant says it cannot interpret it.

16

Sound

Newton has a built-in speaker and plays sounds. In the Sound preferences area, you can control the volume and type of sound, or turn the sounds off altogether.

1 Tap this button to open the Extras Drawer.

2 Tap Prefs.

Note You can adjust the sound volume here.
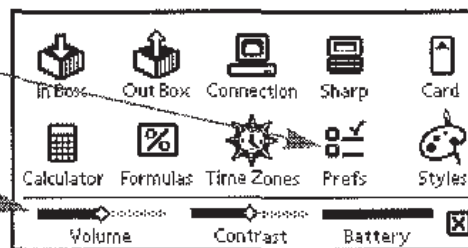
3 Tap Sound. ⟶ • **Sound**

4 Adjust the settings as you like.

To adjust the volume, slide the diamond.

To hear sounds when you move from place to place in Newton, mark this box.

To hear sounds when you use the pen, mark this box.

To hear a sound when a Date Book alarm goes off (Ch. 5), mark the "Alarm sound effects" box and choose which of the four sounds you want to hear.

```
┌─Sound──────────────────────────────┐
│   Volume ████████◇▒▒▒▒▒▒▒▒▒▒        │
│            off              loud    │
│  ☑ Action sound effects             │
│  ☑ Pen sound effects                │
│  ☑ Alarm sound effects              │
│         ● Bell        ○ Xylo        │
│         ○ Chord       ○ Trill       │
└─────────────────────────────────────┘
```
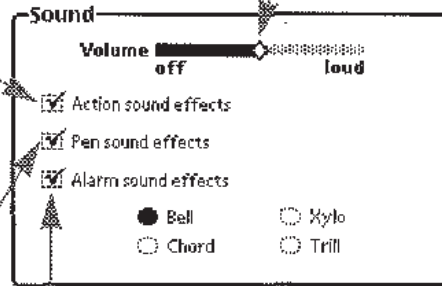
5 Tap the X at the bottom-right corner to return to the list of Preferences.

6 Tap the X again to leave the Preferences area.

7 Tap the X one more time to close the Extras Drawer.

17

Preferences

Tap a topic to set its preferences.

Tap the X to leave the preferences area.

Tap the dot to switch between a list of preference areas and a detailed view.

In the detailed view, tap the arrows to see more.

Preferences
- Personal
- Date and Time
- Locale
- Sound
- Sleep
- Memory
- Pen Alignment
- Recognizers
- Handwriting Style
- Letter Styles
- Handwriting Practice
- Beam
- Modem
- Mail

Names Dates Extras Undo Find Assist
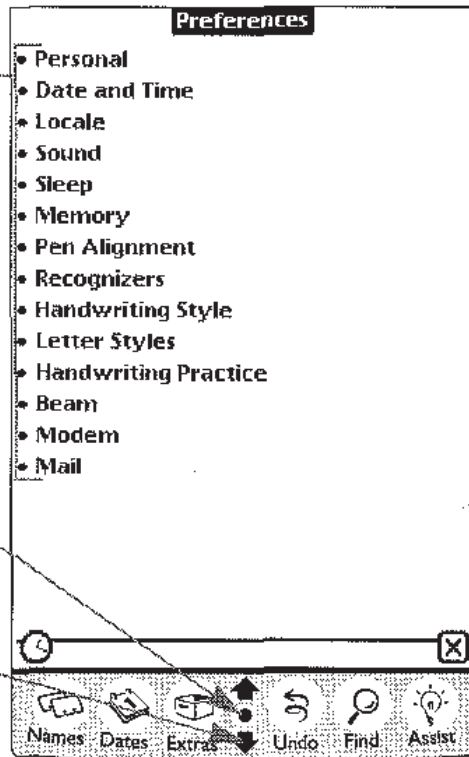
The preference areas are covered in detail throughout this book. This chapter describes them and gives cross-references to detailed explanations.

GOING TO THE PREFERENCES AREA

1 Tap this button to open the Extras Drawer.

2 Tap Prefs.

Prefs

PERSONAL

This information is used for many purposes, such as return addresses for letters and faxes.

Fill in these blanks with your personal information. To use the keyboard (Ch. 2), tap twice in each blank. To choose a country, tap the diamond.

Personal

Name

Company

Address

◆ Country

Office

Fax

Home

Set Password

To set a password, see Chapter 27.

Date and time

Use this area to set the current date and time.

IMPORTANT Set the time zone (Ch. 21) before setting the date or time.

To set the date, choose the month by tapping these arrows, tap the day, then tap Set.
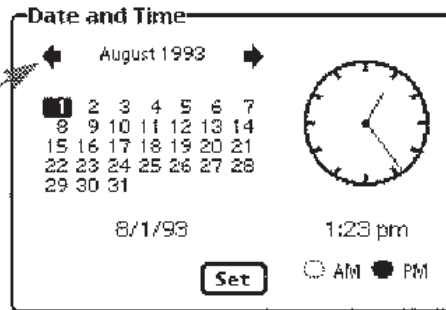
To set the time, draw hands on the clock to show the time, tap AM or PM, then tap Set.

Locale

Use this area to choose which country's date, time, and other standards to use.

To choose a country, a keyboard style, or a paper size, tap the appropriate diamond, then tap your choice in the list that appears.
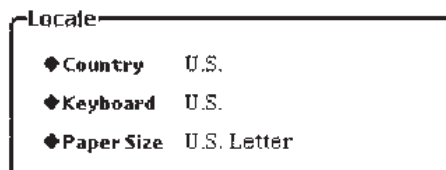
Note To avoid confusion, don't change the country setting in the middle of filling out a form. Close the form first.

Sound

Use this area to
control the types
and volume of
sound Newton
plays. See
Chapter 16.

```
┌─Sound──────────────────────────────┐
│  Volume ████████◇▨▨▨▨▨▨▨▨▨         │
│            off              loud    │
│  ☑ Action sound effects             │
│  ☑ Pen sound effects                │
│  ☑ Alarm sound effects              │
│            ● Bell      ○ Xylo       │
│            ○ Chord     ○ Trill      │
└─────────────────────────────────────┘
```
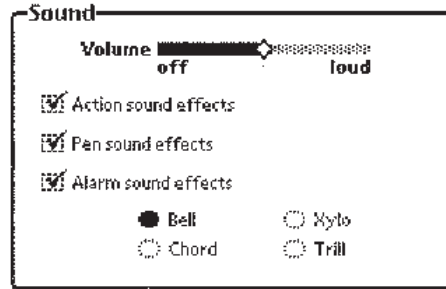
Sleep

Use this area to set
how long you
want Newton to
wait for activity before turning itself off.

```
┌─Sleep───────────────────────────────┐
│  ◆ Sleep        after 10 minutes     │
└──────────────────────────────────────┘
```
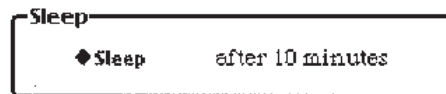
Memory

Use this area to see
how much
memory is
available and to
remove software. See Chapter 24.

```
┌─Memory──────────────────────────────┐
│  Internal: 9K in use. 214K free      │
│       ┌──────────────────┐           │
│       │  Remove Software │           │
│       └──────────────────┘           │
└──────────────────────────────────────┘
```

Pen Alignment

Go to this area if the
pen seems to be
out of alignment
with the screen. Tap Realign, then follow the directions
that appear on the screen.

```
┌─Pen Alignment───────────────────────┐
│        ┌──────────┐                  │
│        │  Realign │                  │
│        └──────────┘                  │
└──────────────────────────────────────┘
```

RECOGNIZERS

Use this area to
control how the
text and shape
recognizers work
or to remove
words from your
word list. See
"Recognition
Preferences"
Chapter 2.

```
┌─Recognizers──────────────────────────┐
│   ┌─────────────────────────────┐     │
│   │      Review my word list    │     │
│   └─────────────────────────────┘     │
│  [A][✎] Text recognizer will recognize: │
│      ☑ words in word lists            │
│      ☐ words not in word lists        │
│      ☑ words with punctuation         │
│      ☑ numbers                        │
│      ☑ telephone numbers              │
│      ☑ dates                          │
│      ☑ times of day                   │
│                                        │
│  [A][✎] Shape recognizer will:        │
│      ☑ make shapes symmetrical        │
│      ☑ straighten curves              │
│      ☑ close shapes                   │
│   ┌─────────────────────────────┐     │
│   │   Return to original settings│     │
│   └─────────────────────────────┘     │
└───────────────────────────────────────┘
```

Shortcut To go ──────► [A ✎]
directly to the
Recognizers
preferences area, tap a recognizer button twice quickly.

HANDWRITING STYLE

Use this area to set
up the text
interpreter the
way you like it. See
"Handwriting Style
Preferences" in
Chapter 2.

```
┌─Handwriting Style─────────────────────┐
│  My handwriting style is              │
│     ○ Cursive Only                    │
│     ○ Printed Only                    │
│     ● Mixed Cursive & Printed         │
│                                        │
│  My words are                         │
│     ■■■■■◇░░░░░░░░░░░░░░░░░           │
│     widely spaced    closely spaced   │
│                                        │
│  Recognize my handwriting             │
│     ■■■■■■■■■■■◇░░░░░░░░░░             │
│     slowly, more        fast, less    │
│     accurately          accurately    │
│                                        │
│  Transform my handwriting             │
│     ■■■■■■■■■■■◇░░░░░░░░                │
│     immediately      after a delay    │
│                                        │
│  Configure for guest user ☐           │
└───────────────────────────────────────┘
```

LETTER STYLES

Use this area to show Newton how you write specific characters and to learn how Newton expects characters to be drawn. See "Letter Styles Preferences" in Chapter 2.

┌─Letter Styles──────────────────────┐

A　a　α　α

a　A

I write this 'A': ● Sometimes ◌ Rarely
ⒶBCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789@;,"$!?#%&(/x+-=

[Return to original settings]

└──────────────────────────────────┘
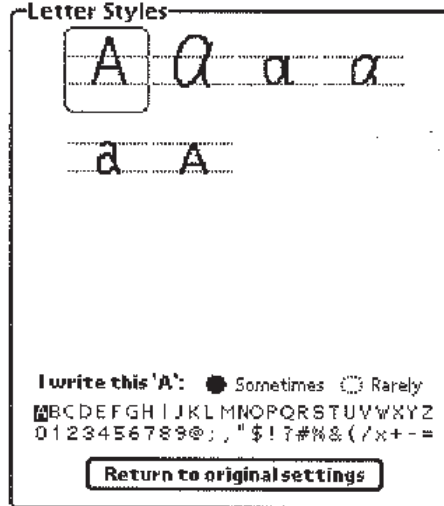
HANDWRITING PRACTICE

Use this area to see how well Newton can interpret your writing. See "Handwriting Practice Preferences" in Chapter 2.

┌─Handwriting Practice────────────┐

Write the word "awkward"

┌──────────────────────────────┐
│   │
└──────────────────────────────┘

Word Matched　　**Confidence in Match**

Try a new word that is recognized...

[Easily] [With Difficulty]

└──────────────────────────────────┘
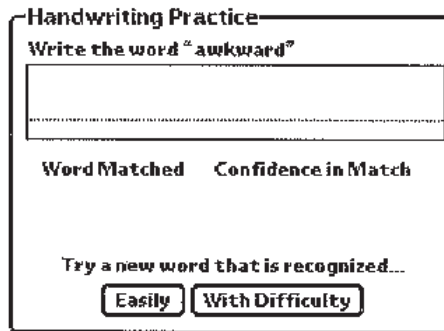
Beam

Use this area to specify how you want to receive beamed information. See "Receiving Beams Automatically" in Chapter 10.

```
┌─Beam──────────────────────────┐
│ ☑ Confirm before receiving     │
│ ☐ Put away beams immediately   │
│ ☐ Receive beams automatically  │
│ ☑ Open In Box while receiving  │
│ ☐ Close In Box after receiving │
└────────────────────────────────┘
```

Modem

Use this area to set options for the Newton modem. See "Preparation for Sending Faxes" in Chapter 9.

```
┌─Modem────────────────────────┐
│ Modem volume      ████◇▒▒▒▒▒  │
│ ◆ Wait for answer   1 minute  │
│ Require dial tone   ☑         │
│ ○ Pulse Dialing   ● Tone Dialing │
└────────────────────────────────┘
```

Mail

Use this area to obtain an electronic mail account, or to switch between mail accounts. See Chapter 11.

```
┌─Mail──────────────────────────┐
│ Phone Number  ................ │
│ System ID     Newton           │
│ ◆ Network     SprintNet        │
│ E-mail Account ............... │
│      [ Set E-mail Password ]   │
│      [ New E-mail Account ]    │
└────────────────────────────────┘
```

18

"How Do I" Help

Newton has a library of answers to commonly asked "How do I do this" questions. To see the questions and answers, follow these steps:

1 Make sure no text is selected, then tap to open the Assist Drawer.

2 Tap How Do I?

3 Tap a boldface topic to make subtopics appear.

4 Tap a subtopic to read about it.

How do I...

Write
Recognize handwriting
Write for best recognition
Set handwriting preferences
Correct text
Add to Newton's word list
Delete text
Insert text
Select text
Change text styles everywhere
Change style of existing text
Move text to a different area
Use the on-screen keyboard
Draw
Use the Name File

☒
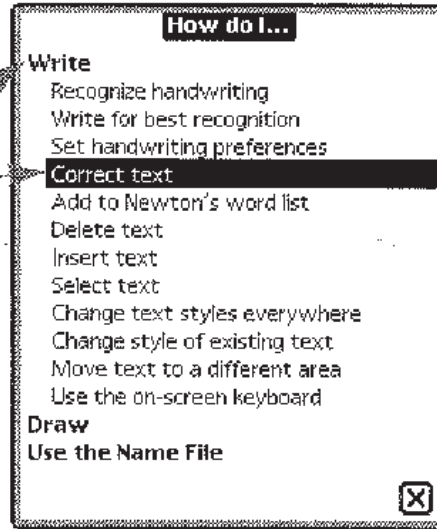
5 Read the instructions.

6 Tap Topics to read about another topic, or tap the X to close the instructions.

How do I...

Correct text

To change a word that's already on your screen:
1. Tap the incorrect word twice. A menu will appear.
2. If you see the correct word, tap it. If not, tap the picture of a keyboard, and tap letters on the keyboard to spell the word.
3. Tap the X to close the keyboard.
4. If you will be using this new word again, tap Yes to add it to Newton's word list.

[Topics] ☒

19
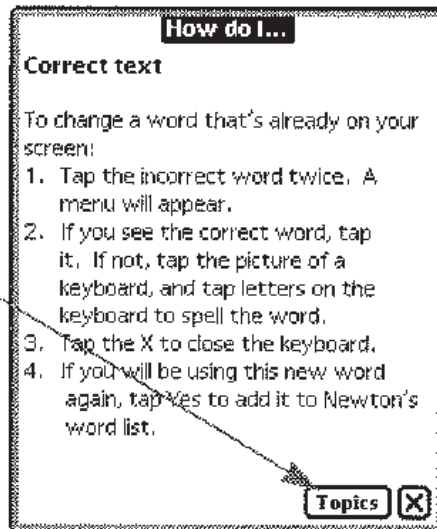
Calculator

GOING TO THE CALCULATOR

1 Tap this button to
   open the Extras
   Drawer.

Extras

2 Tap this button.

Calculator

MOVING THE CALCULATOR

To move the
calculator, hold the
pen on the gray
border and move
it where you want.
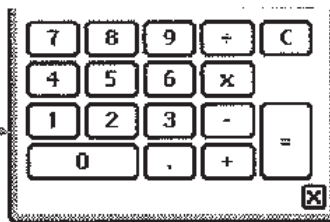
Using the Calculator

To review your
calculations, look
here. (Tap the
arrows at the
bottom of the
screen to see
more.)

```
  12
+ 68
 x 3
=240
 240
```

```
7  8  9  ÷  C
4  5  6  x
1  2  3  -
   0  .  +    =
            ☒
```
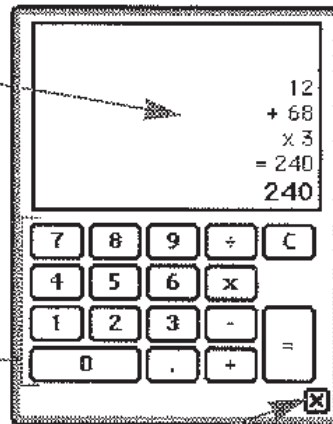
To calculate, tap
these buttons.

To close the
calculator, tap here.

Copying information from the Calculator

1 Tap the arrows at
the bottom of the
screen to see the
information you
want to copy.

```
  12
+ 68
 x 3
=240
 240
```

```
7  8  9  ÷  C
4  5  6  x
1  2  3  -
   0  .  +    =
            ☒
```
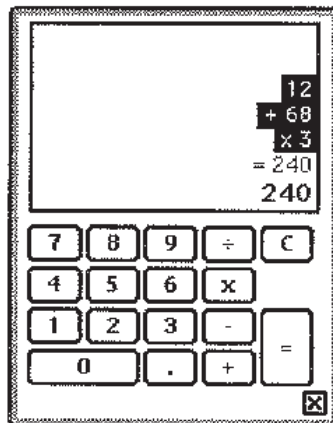
2 Use the pen to
select the numbers
you want to copy.
(See "Selecting
Things" in Ch. 2.)

3 Move the text where you want it. (See "Moving Things
to a Different Area" in Ch. 2.)

20

Financial and Metric Formulas

Use Formulas to do financial calculations or to convert measurements.

GOING TO FORMULAS

1 Tap this button to open the Extras Drawer if it's not already open.

Extras

2 Tap this button to see the list of formulas.

Formulas

3 Tap the name of the formula you want.

Formulas
- Metric Conversion
- Currency Exchange
- Loan Payment
- Net Present Value
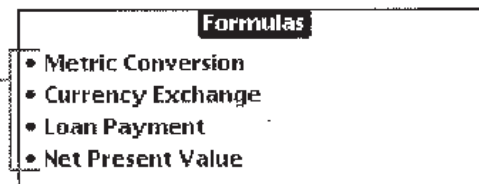
4 Fill in the blanks for that formula, as explained in the rest of this chapter.

TIPS

If you prefer to tap numbers on a keypad like the one shown below, rather than writing them by hand, follow these steps:

1 Tap twice in the blank you want to fill in.

2 Tap numbers and symbols on the keyboard that appears.

3 Tap the X to finish.

Note You can move the keypad by holding the pen on its gray border and dragging it where you like.

METRIC CONVERSION

Use the Metric Conversion formulas to convert U.S. measurements to metric, or vice versa.

The following example answers the question "If the temperature is 45° Fahrenheit, what is it in Celsius?"

1 Scrub out any old numbers to erase them.

2 Write the measurement you know: U.S. Standard and Fahrenheit on the left; metric and Celsius on the right.

Metric Conversion

US gallons/liters

inches/centimeters

feet/meters

miles/kilometers

pounds/kilograms

45 Fahrenheit/Celsius 7.22

3 Wait a moment for the answer to appear on the other side.

CURRENCY EXCHANGE

Use the Currency Exchange formula to convert from one currency to another, given a particular exchange rate.

The following example answers the question, "How much does this 85 crown hamburger cost in dollars if the exchange rate is 27 crowns to the dollar?"

1 Tap the button for the number you want Newton..... to calculate.

2 Scrub out any old numbers to erase them.

Currency Exchange

Currency 1	3.148	●
Exchange Rate	27	○
Currency 2	85	○

3 Fill in the numbers you know.

4 Wait a moment for Newton to put the answer in the blank.

Use the Loan Payment formula to answer questions about loans paid back monthly with a constant interest rate.

To indicate money you're paying out, write the amount as a negative number. To indicate money you're receiving, write the amount as a positive number.

The sample numbers in this picture answer the question, "How big a 30-year loan can I get at 8% interest with a $600 monthly payment?"

1 Tap the button for the number you want Newton to calculate.

2 Scrub out any old numbers to erase them.

3 Fill in the other numbers.

4 Wait a moment for Newton to put the answer in the blank.

─Loan Payment─		
Number of Years	30	○
Interest Rate (%)	8	○
Loan Amount	81,770.10	●
Monthly Payment	600	○
Total Payout	216,000.00	
Total Interest	134,229.90	

Note Write interest amounts without the percent sign. For example, to write a rate of eight percent, simply write "8".

Use the Net Present Value formula to answer questions about problems with periodic interest and payments.

To indicate money you're paying out, write the amount as a negative number. To indicate money you're receiving, write the amount as a positive number.

The sample numbers in this picture answer the question, "How many months will it take to pay off my $2,500 credit card balance, which has a monthly interest of 1.5% and monthly payments of $500?"

1 Tap the button for the number you want Newton to calculate.

2 Scrub out any old numbers to erase them.

┌Net Present Value		
Periods	5.236	●
Interest Rate (%)	1.5	○
Present Value	2500	○
Future Value	0	○
Payment	-500	○

3 Fill in the other numbers.

4 Wait a moment for Newton to put the answer in the blank.

Notes

■ Write interest amounts without the percent sign. For example, to write a rate of eight percent, simply write "8".

■ You must use the same period length for all blanks. For example, if the period is a month, the number of periods must be the number of months, the interest rate must be the monthly rate, and the payment must be the monthly payment.

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Time Zones

The Time Zones map allows you to select your current time zone and to check the time around the world.

This square shows the place you're asking about.

This circle shows home

Distance between the two

Home time and date

Other place's time and date.

Tap I'm Here to change Newton's clock to a new time zone.

Tap the X to leave Time Zones.
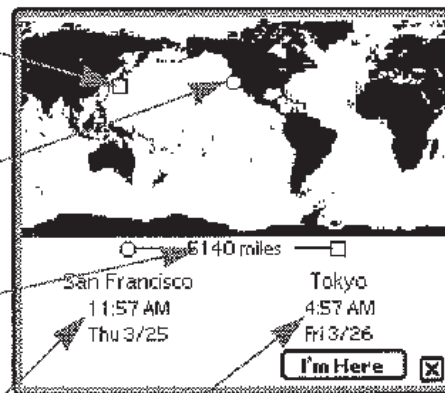
Going to Time Zones

1 Tap this button to open the Extras Drawer.

Extras

2 Tap this button.

Time Zones

Finding a Location

1 Tap the location you want on the map.

2 Newton shows the closest city or country it knows about and displays the time and distance in the space below.

5140 miles

San Francisco
11:57 AM
Thu 3/25

Tokyo
4:57 AM
Fri 3/26

I'm Here
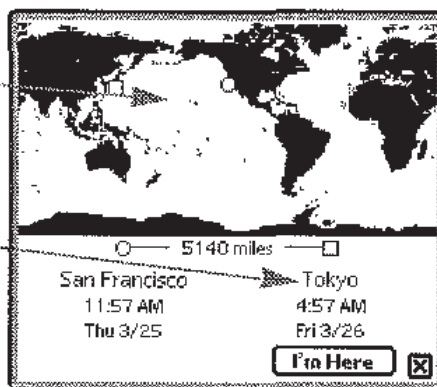
FINDING A PLACE BY NAME

1 Tap the dot
to see an
alphabetical list
of places.

2 Tap the arrows
to see more of
the list.

3 Tap the place you
want.

Note You can also
use the Find
command (Ch. 6)
to find a place here.
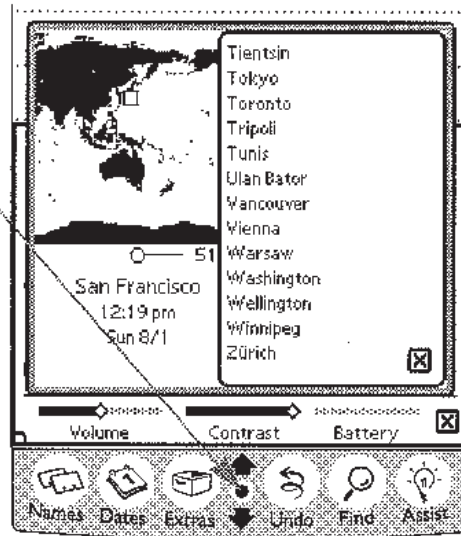
CHANGING YOUR HOME CITY AND TIME ZONE

1 Find the place
closest to where
you are (explained
earlier in this
chapter).

2 Tap I'm Here.
Newton's clock
changes to reflect
the new time
zone.

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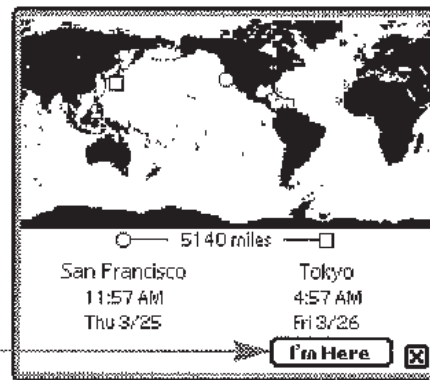
Extras

The Extras Drawer contains buttons you can tap to move to many different areas of Newton. If you install more functions in Newton, the Extras Drawer may contain more buttons.

Tap these buttons to go to different areas (see below).

Slide these diamonds to adjust the volume of the sound and the screen contrast.

Look here to see the status of the batteries.
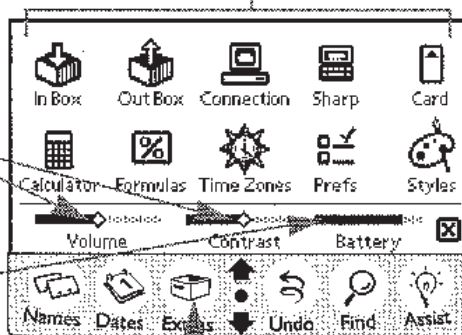
Tap this button to open the Extras Drawer.

Tap the X to close the Extras Drawer.

In Box for receiving electronic mail, enhancements, and beamed information (Ch. 12)

Out Box for storing print jobs, faxes, electronic mail, and beamed information until they are printed or sent (Ch. 13)

Connection for exchanging information with a computer (requires an optional kit)

Sharp for exchanging information with a Sharp OZ/IQ device (Ch. 28)

Card for backing up information to a storage card and for choosing what information should be kept on the storage card (Chs. 23, 24, and 25)

Calculator for adding, subtracting, multiplying and dividing (Ch. 19)

Formulas for metric conversions and financial calculations (Ch. 20)

Time Zones for finding what time it is around the world (Ch. 21)

Prefs for adjusting Newton's settings (Ch. 17)

Styles for choosing the look of text and the thickness of lines (Ch. 2)

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Power and Batteries

Main batteries
4 AAA batteries
or a Newton
rechargeable
battery pack.
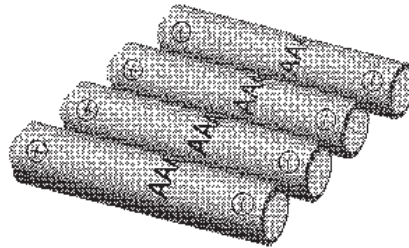
Backup battery
One DL2032
lithium battery
protects the information in Newton's memory.
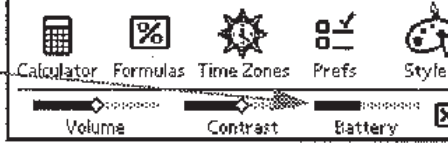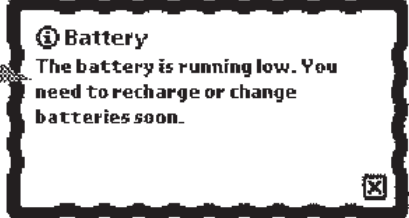
Power adapter: Use the power adapter whenever
you're near an electric outlet to save your main
batteries.

Unless you plug Newton into an electrical outlet, it draws power from the main batteries when it's on. Here's how to check how much battery power you have left:

■ Tap the clock at the bottom of the screen to see the battery gauge.

The black portion of the gauge shows the remaining battery power.

■ Open the Extras Drawer to look at the battery gauge.

■ Pay attention to the warnings that appear on the screen.

When you see this warning, you have about an hour of battery power left (depending on what you're doing). If you don't change the batteries in time, Newton will turn itself off automatically to save the information in its memory. You can turn Newton back on once you've replaced the batteries or plugged it in.

REPLACING THE MAIN BATTERIES

Replace the main batteries when you get a message telling you the batteries are running low or when you notice the battery gauge is nearly empty (see "Monitoring the Main Batteries," earlier in this chapter).

WARNING When you replace the main batteries, pay attention to the following points:

■ Before you begin, make sure the backup battery is in place. The backup battery protects the information in Newton's memory while you're replacing the main batteries.

■ Take care to install the batteries with the correct +/- polarity, as illustrated on the battery holder. If you install batteries backward (with the + side pointing the wrong way round), the batteries may leak and damage your Newton and create a hazard.

■ Don't mix old and new batteries.

■ Don't mix types of batteries. Use all alkaline batteries or the rechargeable battery pack.

1 Turn off your Newton.

2 Place Newton screen-side down onto a surface that won't damage the screen.

3 Use your thumb to slide off the panel that covers the batteries.

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4 Slide the battery switch to Replace Main.

5 Insert a coin here and use it to pry out the battery holder.
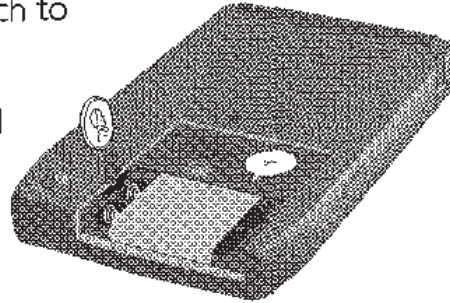
6 Remove the old AAA batteries.

7 Insert four new AAA batteries, taking care to install them so they match the +/- polarity marked on the battery holder. (If you're installing a Newton rechargeable battery pack, you don't need the battery holder. But keep the holder so you can use it again.)

8 Put the battery holder back into Newton with the metal door face up and the coin slot to the left.

9 Slide the battery switch back to In Use.

10 Replace the panel that covers the batteries.

Using rechargeable battery packs

You can purchase a Newton rechargeable battery pack and use it instead of the 4 AAA batteries. You install the battery pack directly into Newton (don't use the plastic and metal battery holder). Follow the instructions that come with the battery pack.

When Newton is plugged in, the battery pack recharges automatically within about 21 hours. You can also purchase a Newton recharger, which recharges the battery pack in 4-6 hours.

Note When you remove the rechargeable battery pack from the Newton device for recharging, it's recommended that you replace it with other batteries or plug in Newton to extend the life of your backup battery.

REPLACING THE BACKUP BATTERY

Replace Newton's backup battery when you get a message telling you to do so, about once a year.

WARNING As you replace the backup battery, pay attention to the following points:

- Before you begin, make sure the main batteries are in place. The main batteries protect the information in Newton's memory while you're replacing the backup battery. (You may also plug Newton in.)

- To replace the battery, follow the instructions in this section. Be careful to insert the battery + side up. Installing the battery incorrectly may cause a hazard.

- Replace the battery only with a Duracell DL2032 3-volt battery or its equivalent, as recommended by an Apple-authorized reseller.

- Discard used batteries according to the manufacturer's instructions.

1 Turn off the Newton device.

2 Place Newton screen-side down onto a surface that won't damage the screen.

3 Use your thumb to slide off the panel that covers the batteries.

4 Slide the battery switch to Replace Backup.

5 Use the Newton pen (or similar object) to remove the old battery.

6 Put in the new Duracell DL2032 3-volt battery or its equivalent. Make sure the battery is + side up.
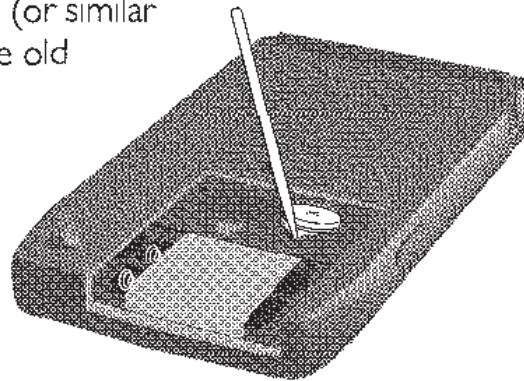
7 Slide the battery switch back to In Use.

8 Replace the panel that covers the batteries.
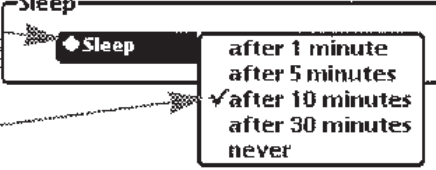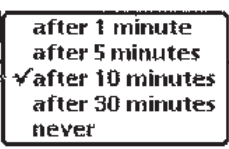
CONSERVING POWER

Newton automatically conserves power by turning off various circuits when they're not in use. You can extend battery life further by doing the following:

- Plug in the power adapter whenever you can.

- Turn Newton off when you're not using it.

- Set a shorter time before Newton turns itself off. (See "Adjusting the Sleep Time" later in this chapter.)

- Avoid using the communication port and beaming frequently while Newton is not plugged in.

- If you use rechargeable battery packs, follow the instructions that come with them.

Adjusting the sleep time

To save power, Newton automatically "goes to sleep" after you haven't used it for a while. To set the amount of time before Newton goes to sleep, follow these steps:

1 Tap this button to open the Extras Drawer.

2 Tap Prefs.

3 Tap Sleep.

4 Tap here to see your choices.

5 Tap your choice.

6 Tap the X to close Prefs.

7 Tap the X again to close the Extras Drawer.

Traveling with the power adapter

The Newton power adapter works with any voltage from 110 to 230.

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Memory

**Everything you write in Newton must be stored in one
of two places:**
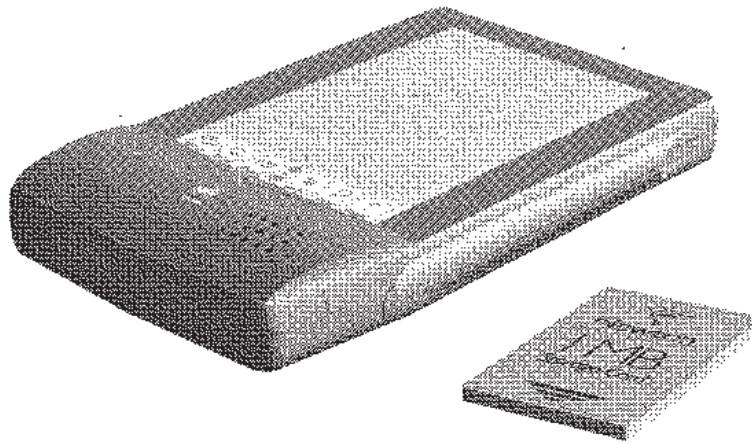
in Newton itself   or on an optional storage card

Choosing where to store new information

Most information can be stored on optional storage cards. To choose where new items will be stored, see "Storage Card Choices" in Chapter 25.

Moving information

You can move information back and forth between Newton's memory and storage cards. For details, see "Moving Existing Information To or From a Storage Card" in Chapter 25.

Keeping track of available memory

Once you use up all the available memory, you can't write anything new until you delete some of the old information or install a storage card. To check how much free memory you have, follow these steps:

1 Tap this button to open the Extras Drawer.

2 Tap Prefs.

Prefs

3 Tap Memory. ——➤• **Memory**

4 Check the available memory. In this example, Newton has 180 kilobytes (K) free.

┌─Memory────────────────────────┐
│ Internal: 10K in use, 180K free │
│   ┌─────────────────────┐ │
│   │ Remove Software   │ │
│   └─────────────────────┘ │
└────────────────────────────────┘

An average text-only note takes only 0.2K, the average card only 0.3K. In this example, there's still plenty of room.

5 Tap the X to close Prefs.

6 Tap the X to close the Extras Drawer.

Note To check how much memory is available on a storage card, insert the card and Newton will display a message telling you (Ch. 25).

Conserving memory

If you're running short on memory—or if you want to avoid running short—try the following:

- Delete old items in the Date Book. If you don't need to keep your old appointments and to-do items, you can delete them one at a time, or delete all items older than a certain date (Ch. 5).

- Delete items you no longer need from the In Box (Ch. 12) and the Out Box (Ch. 13).

- When possible, store your information as typed text instead of as drawings or original handwriting. Typed text takes less memory to store, as shown in this example:

Typed text takes 73 bytes. ⟶

Handwriting takes 102 bytes. ⟶

ⓘThu 6/17 ————————— ▯ ☑
Hello Mom

ⓘTue 6/22 ————————— ▯ ☑
Hello Mom
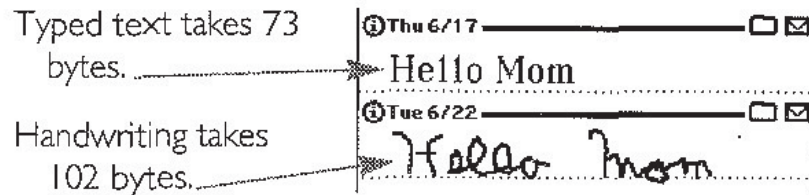
- Delete notes that take up a lot of memory if you no longer need them. To see how much memory a note takes, tap the ⓘ in the separator bar.

- Get a storage card. Storage cards can store a great deal of information, and you can use as many as you like.

- Remove software you're not using (but keep a backup copy). (1) Tap Extras; (2) tap Prefs; (3) tap Memory; (4) tap Remove Software and follow the instructions on the screen.

To free up room on a storage card, you can also try the following:

- Remove unneeded backups. (1) Insert the card; (2) tap Extras; (3) tap Card; (4) tap Remove.

- Remove software you're not using (but keep a backup copy). (1) Insert the card; (2) tap Extras; (3) tap Card; (4) tap Remove Software and follow the instructions on the screen.

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Storage Cards
and Application Cards

Storage cards expand the amount of information
Newton can store. Application cards add more
features to Newton. (You can purchase these cards
many places, including where you bought your
Newton.)

INSERTING AND REMOVING CARDS

WARNING You may remove cards while Newton is
on. However, *do not* remove a card while Newton is
still using it, or you may lose the information stored
on the card. If you want to remove a card, wait 5–10
seconds after asking to store or read something on
the card.

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1 Lift up this latch.

2 Slide and release this lever.

3 Remove the card that's installed. (You should always insert the plastic card when you're not using another card.)
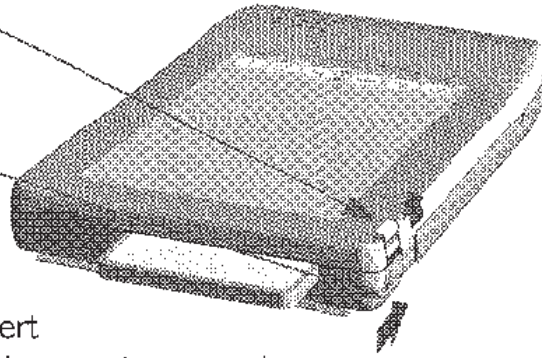
4 Insert the storage or application card with the arrow on top pointing toward Newton.

5 Push the card all the way in until you feel a click.

6 Push the latch back down.

7 What happens next depends on what sort of card you installed:

Application card Buttons for the applications on the card appear in the Extras Drawer. See the next section.

New storage card A message appears telling you Newton can't read the card. See "Preparing a New Storage Card" later in this chapter.

Previously used storage card A box appears with a number of choices. See "Storage Card Choices" later in this chapter.

IMPORTANT After removing a card, always insert another one, or insert the protective plastic card. *You should never use or store Newton while the card slot is empty.*

APPLICATION CARDS

The cards are called *application cards* because they contain *applications* you can *apply* to specific uses. Examples of applications include games, collections of restaurant or movie reviews, or a system to balance your checkbook.

To use an application that's on a card, follow these steps:

1 Insert the card (as described earlier in this chapter).

2 Tap this button to open the Extras Drawer. A button for your application appears in the Extras Drawer.

3 Tap the button for your application and follow the instructions in its manual.

Note Don't remove an application card while you're using the application.

Storage cards

You can use storage cards to store information or to make a backup copy of the information in Newton.

Which storage cards can you use?

You can use any Apple-labeled storage card with Newton. Other cards may also work, including SRAM (static random access memory) cards that have their own batteries. See your reseller or dealer for more information.

Preparing a new storage card

New storage cards need to be erased and formatted before you can use them with Newton.

When you insert a new storage card, or a storage card that has been used on a different type of machine, Newton displays this question. Tap Erase.
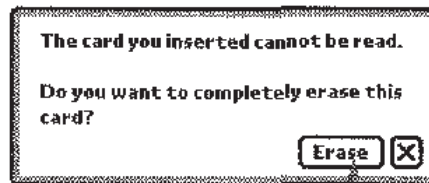
WARNING Tapping Erase erases *all* the information on the card.

After Newton erases and formats the card, a box appears with a number of choices. See the next section.

Storage card choices

This box appears when you insert a storage card. (You can also see this box by opening the Extras Drawer and tapping the Card button.)

To store all new Notepad, Name File, and Date Book items on this card, tap to mark this box.

To erase all the applications from this card, tap here.

To erase the card completely, tap Erase.

> **Flash storage card**
> ✔ OK in use, 1893K free
> ☐ Store new items on card
> [Remove Software] [Erase]
>
> [Backup] [✕]
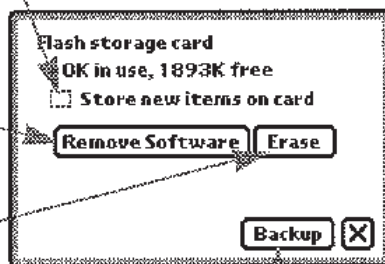
To make a backup copy of all the information in Newton, tap Backup (Ch. 26).

To return to your work, tap the X.

Moving information to or from a storage card

You can move any item in the Name File or Notepad to or from a storage card.

1 Go to the note or card you want to move.

2 Tap the Action button.

3 Tap "Move to card" or "Move from card." (The text depends on where the information is.)

> Print Note ▾
> Fax
> Beam
> Mail
> ----
> Duplicate
> Delete
> Move to card

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You can also choose to store all *new* Notepad, Name File, and Date Book items on the storage card by turning on "Store new items on card" in the Card area of the Extras Drawer (see the previous section).

Protecting information on a storage card

You can lock a storage card. When it's locked, you can't store anything new on it and you can't move anything to or from it or delete or change anything on it (though you can see, copy, and use the information). To lock a card, follow these steps:

1 Remove the card as described earlier in this chapter.

2 Slide the protection switch toward the edge of the card, as shown on the card's label.
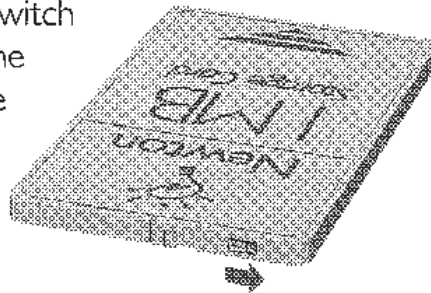
To unlock the card again, slide the protection switch back toward the center of the card.

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Changing batteries in a storage card

See the instructions that come with your storage card to determine whether the card has a battery. If it does, you must change the battery when you see a message on the Newton screen telling you to.

- To change the battery in an Apple storage card, see the instructions that come with the card.

- To change the battery in storage cards from other manufacturers, follow these steps: (1) Make sure the card is installed;

Flash storage card
10K in use, 1893K free
☐ **Store new items on card**

[Remove Software] [Erase]

[Backup] [✕]

(2) if this message box is not already displayed, then tap the Card button (in the Extras Drawer); (3) replace the battery according to the instructions that come with the card.

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Backup and Restore

To keep your Newton information safe, you should always have a recent backup copy of your information. You can keep a backup copy on an optional storage card or on a computer, using the optional connection kit.

MAKING A BACKUP COPY ON A STORAGE CARD

1 Insert a storage card. (See "Inserting and Removing Cards" in Ch. 25.)
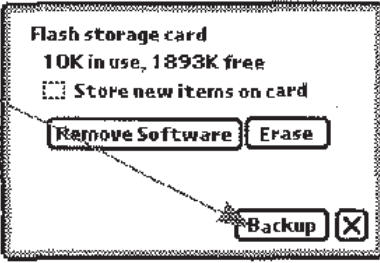
WARNING Each storage card can store only one backup copy. If there's already a backup stored on the card, it will be erased to make room for the new one. (Other information on the card is not erased.)

2 Tap this button to open the Extras Drawer.

Extras

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3 Tap Card. ┄┄┄┄┄►

Card

4 Tap Backup.

When Newton
is finished backing
up the information,
this message box
goes away.

Flash storage card
10K in use, 1893K free
☐ Store new items on card

[Remove Software] [Erase]

[Backup] [X]

RESTORING INFORMATION FROM A STORAGE CARD

If something causes you to lose the information stored
in Newton, you can restore it if you've made a
backup copy on a storage card.

WARNING Before Newton restores the information
from the storage card, it erases everything already
stored in Newton.

1 Insert the storage card that contains the backup copy
you want to restore. (See "Inserting and Removing
Cards" in Ch. 25.)

2 Tap this button to
open the Extras ┄┄┄┄┄►
Drawer.

Extras

3 Tap Card. ┄┄┄┄┄►

Card

4 Tap Restore.

When
Newton is
finished restoring
the information,
this box goes
away.

Flash storage card
22K in use, 1881K free
☑ Store new items on card

[Remove Software] [Erase]

Last Backup
1/3/93 1:03 am

[Restore] [Remove] [Backup] [X]

5 Tap OK to
continue or tap
Cancel to stop.

Warning! Restore will replace all
the information in your Newton
with the information in the backup.
Are you sure you want to do this?

[Cancel] [OK]

ERASING A BACKUP COPY FROM A STORAGE CARD

To erase a backup copy from a storage card:

1 Insert the storage card (Ch. 25).

2 Tap Extras.

3 Tap Card.

4 Tap Remove.

MAKING A BACKUP COPY ON A COMPUTER

If you have an optional connection kit, you can store
backup copies of Newton's information on your
Macintosh computer or a computer running
Windows. See the manual that comes with your
connection kit for details.

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Security

If you store private information on Newton, you may want to protect it from curious eyes. You can take any of these three approaches:

- Set a password.
- Keep information on a storage card which you can lock up.
- Lock up Newton when you're not using it.

SETTING A PASSWORD

You can create a password which is required every time you turn on Newton.

IMPORTANT If you set a password and then forget it, you will not be able to use your Newton again until you return it to Apple. Apple may charge a fee to reset your password.

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1 Tap this button to open the Extras Drawer.

Extras

2 Tap Prefs.

Prefs

3 Tap Personal.

• **Personal**

4 Tap Set Password.

Set Password

5 Write the password here. Choose a word you can remember but no one else

Set password to:

Set **X**

can guess. If you choose a nonsense word, you have to use the on-screen keyboard (Ch. 2). Newton will ask if you want to enter the nonsense word in the word list. Tap Yes so Newton can recognize the word when you enter it later.

6 Tap Set.

Note You will be asked to enter the password every time you turn on Newton. To make sure you don't leave Newton on, and thus unprotected, you can tell Newton to turn itself off after a period of inactivity. See "Adjusting the Sleep Time" in Chapter 23.

ENTERING A PASSWORD TO USE NEWTON

After you set a password, you see this message when you turn on Newton:

1 Write the password.

  ■ If it's correct, this picture goes away and you can begin your work.

  ■ If Newton doesn't recognize the word, tap any of the buttons at the bottom of the screen to correct it.

8/1/93 12:00 pm

Names Dates Extras Undo Find Assist
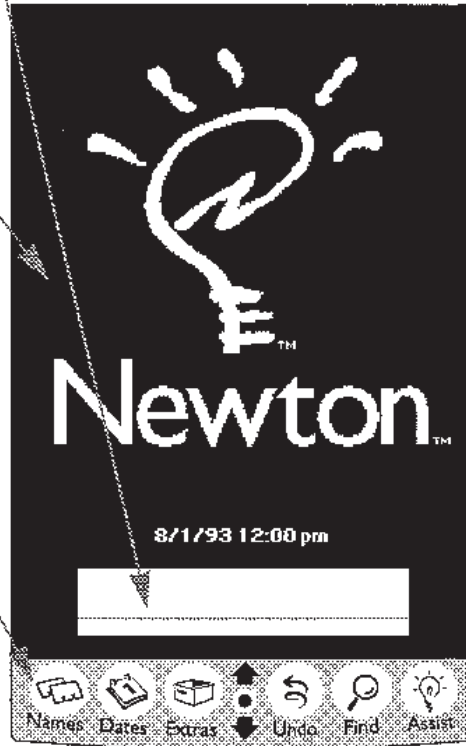
CHANGING OR ELIMINATING THE PASSWORD

1 Tap this button to open the Extras Drawer.

Extras

2 Tap Prefs.

Prefs

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3 Tap Personal.━━━▶• **Personal**

4 Tap Set Password.━━▶[**Set Password**]

5 Write your old password here.━━━━▶

6 Leave this blank empty to eliminate the password, or write a new password to change it.━━━▶

```
┌──────────────────────────┐
│ Old password:            │
│ ························ │
│                          │
│ Set password to:         │
│ ························ │
│                [Set] [X] │
└──────────────────────────┘
```

7 Tap Set.

USING A STORAGE CARD

The most effective way to secure your information is to lock it up. If you don't have room to lock up Newton itself, you can store the sensitive information on a storage card, then lock up the storage card when you're not using it.

To move existing information onto a storage card, see "Moving Information to or from a Storage Card" in Chapter 25. To tell Newton to store all new information on a storage card, see "Storage Card Choices," also in Chapter 25.

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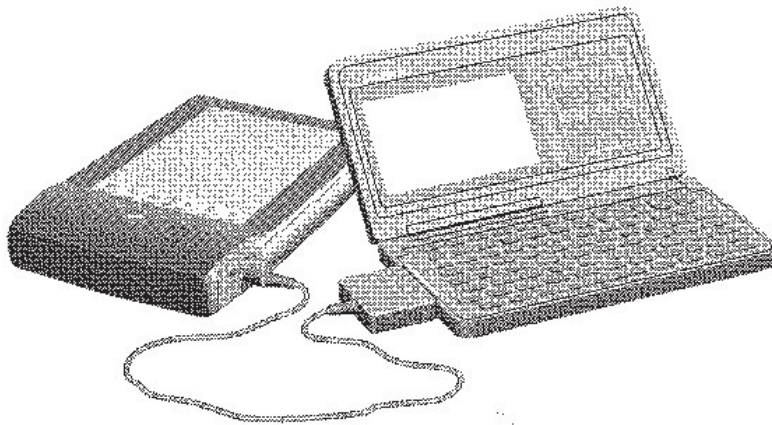
Sharp OZ/IQ

COPYING INFORMATION FROM SHARP OZ/IQ TO NEWTON

To transfer information from any series 7000, 8000, or 9000 Sharp OZ/IQ device to your Newton, follow these steps:

1 Connect the Sharp device to your Newton using a RS-422 Level Converter (Sharp part number CE135T).

2 Put the Sharp device into PC Link Mode. See the manual that came with the device. (On a series 9000, use "Input Other Format.")

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3 On Newton, tap this button to open the Extras Drawer.

Extras

4 Tap this button.

Sharp

5 Tap Application, then tap the Sharp application you want to copy to Newton.

Receive SHARP OZ/IQ items from
◆ **Application**   Telephone 1

Store received items
● Internally
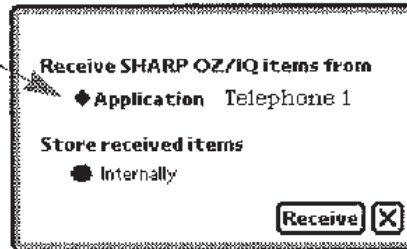
[Receive] [X]

6 If you have a storage card in Newton, choose where you want to store the new information by tapping "Internally" or "On Card".

7 Tap Receive. The Sharp device will say "Sending." When it says "<PC Link>" again, the copy is finished.

8 Import other applications as you like. When you're finished, tap the X.

Notes

- To avoid duplication, import each Sharp application only once.

- Not every Sharp OZ/IQ model has every application. Consult the manual that came with your device.

- If Newton tells you it couldn't import the information, it may not have enough memory. See Chapter 24 for suggestions about making more memory available.

BEAMING TO OR FROM AN OZ/IQ SERIES 9000

You can beam pieces of information—such as a single address or appointment—between your Newton and a series 9000 Sharp OZ/IQ (Ch. 10).

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Pieces and Parts

Card latch and eject
levels

Pen holder

Touch-sensitive
screen

Power switch

Speaker

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Holder for main batteries

Battery switch

Backup battery

Reset button

Card slot

Power port

Communication
  port

Beam window

CHAPTER

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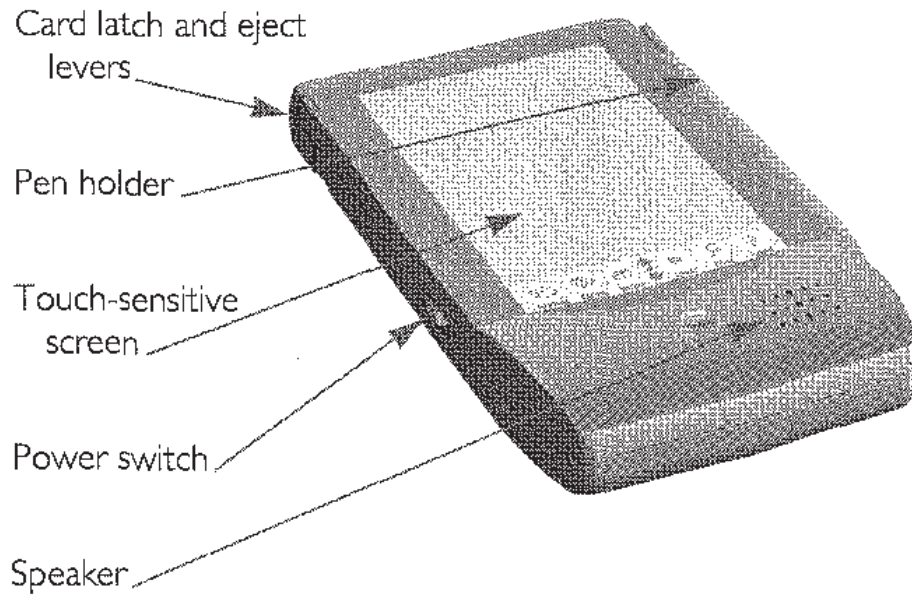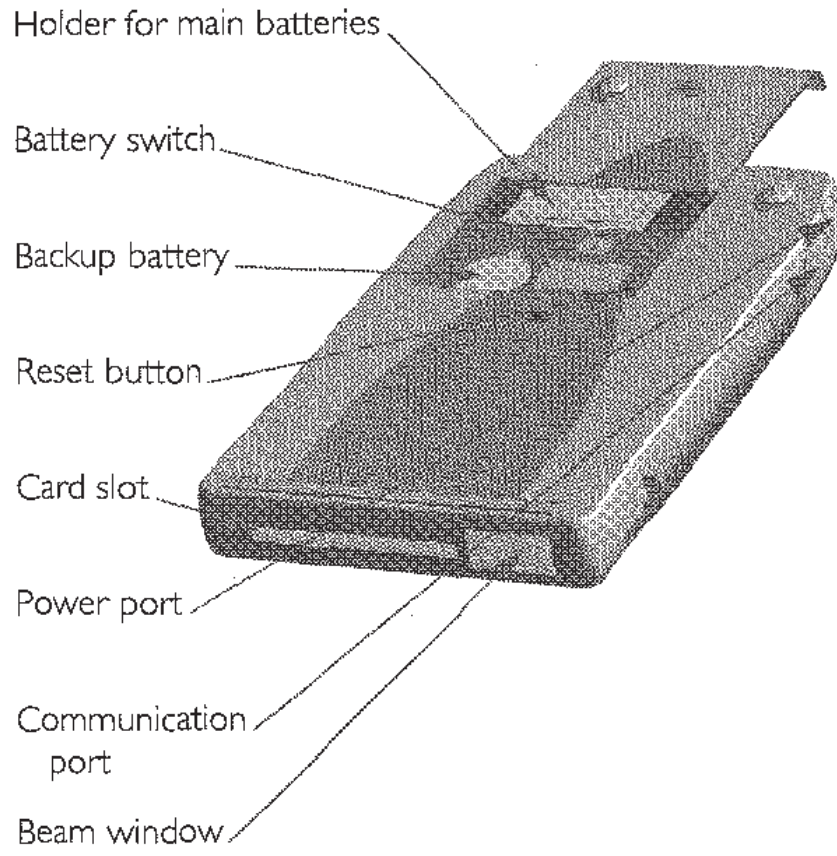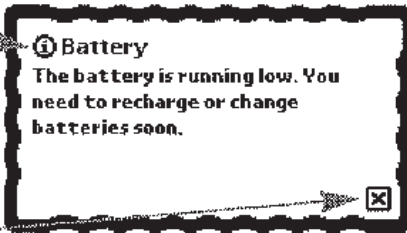
Problems, Questions, and Answers

Look for your problem or question in boldface
letters. If you get stuck, call 1-800-SOS-APPL
(1–800–767–2775) in the United States.

Messages from Newton

When a message appears, you can do the following:

- Tap the ⓘ to see when the message was displayed.

- Tap the X to close the message box.

  > ⓘ **Battery**
  > **The battery is running low. You need to recharge or change batteries soon.**
  > ☒

- To see recent messages, tap the up arrow.

- To see a list of recent messages, tap the dot.

Newton is out of memory.

If you get a message like this while adding text to a paragraph, Newton may not really be out of memory. Try copying the paragraph and deleting the original (Ch. 2).

In most cases, however, the message means you need to provide Newton with more memory or delete some of the information you have stored. You can provide Newton with more memory by inserting a storage card (Ch. 25).

You can make more room by deleting information you no longer need, such as completed to-do items, past appointments, and outdated notes. For more suggestions, see "Conserving Memory" in Chapter 24.

There is nothing to undo.

Newton can only undo the last two changes you made, so if you tap Undo more than twice in a row, it can no longer find anything to undo. There are also some actions Newton cannot undo, such as backing up and restoring information.

Newton still needs the card you removed. Please insert it now.

Reinsert the card. If for some reason the card isn't available, you can start over by using the Newton pen to press the Reset button inside the battery compartment. However, if you do not reinsert the card, you may lose the information stored on it.

Newton cannot complete this task right now. Restarting Newton may fix the problem.

The item you're working on may be too big for Newton. Restarting Newton by tapping the Restart button may fix the problem.

I want Newton to convert my handwriting to printed text, but it doesn't.

Make sure this text button is darkened. To avoid having your letters mistaken for shapes, make sure the shape button is not darkened.

If the text button was darkened while you were writing but your handwriting still wasn't converted, you may have been doing too many things at once—for example, sending a fax, receiving beamed information, and writing all at the same time. Erase the handwritten text and write it again while Newton isn't so busy.

I saved my original handwriting. Can I convert it to text now?

No. The text button must be turned on while you write, or Newton cannot convert your writing to text. Write the text again with the text recognizer turned on.

Newton misinterpreted a word I wrote.

The text recognizer uses word lists to interpret the words you're writing. You can use the on-screen keyboard to enter the word in Newton's word list. The lists are: (1) Newton's own built-in list containing thousands of words, names, and abbreviations; and (2) a list of words you teach Newton using the on-screen keyboard.

■ To correct a word, tap it twice and use the correction keyboard. See "Using the On-Screen Keyboard" in Chapter 2.

- Make sure "words in word lists" is checked in the Recognizers preferences area. See "Recognition Preferences" in Chapter 2.

- Check the options in the Handwriting Style preferences area to make sure they reflect your own writing style.

Newton interprets my handwriting too slowly.

Follow the suggestions in "Improving Text Recognition" in Chapter 2.

When I erase by scrubbing, the scrub mark turns into a drawing.

Try again, using a W-shaped zigzag—it should have at least four lines joined at sharp angles (Ch. 2).

Long jagged lines appear on the screen while I'm writing or drawing.

Be careful not to rest your hand on the screen while you're writing or drawing.

When I write numbers, names, phone numbers, dates, or times, Newton interprets them as words.

Make sure you have the appropriate "numbers," "telephone numbers," "dates," or "times of day" options checked in the Recognizers preferences area. See "Recognition Preferences" in Chapter 2.

Newton changes my drawings to something else.

The shape recognizer can clean up your shapes. Turn off the shape recognizer or adjust the settings in the Recognizers preferences area (Ch. 2).

My writing or drawing doesn't appear under the tip of the pen.

You should realign the pen and the screen. (1) Tap Extras; (2) tap Prefs; (3) tap Pen Alignment; (4) tap Realign.

POWER AND BATTERIES

I can't turn Newton on.

- If you have connected the power adapter to Newton, make sure it's plugged into a working outlet. If it's plugged into a power strip, make sure the power strip is turned on.

- If you are using batteries, try a fresh set. See "Replacing the Main Batteries" in Chapter 23.

- Make sure the switch in the battery compartment is set to In Use (Ch. 23).

I can't move the switch in the battery compartment to change the batteries.

The switch is designed to prevent you from removing both the main and backup batteries at the same time, which could cause you to lose all the information stored in Newton.

- If the battery switch is stuck in the Replace Backup position, make sure the small round backup battery is completely and correctly installed.

- If the battery switch is stuck in the Replace Main position, make sure the battery holder (or the rechargeable battery pack) is completely and correctly installed.

My batteries don't last as long as they used to.

Setting Newton to receive beams automatically ("Receiving Beams Automatically" in Ch. 10) uses extra battery power. Also, the more you use the communication port for faxing, mailing, and printing, the faster the batteries will run out. See Chapter 23 for suggestions on saving power.

If you're using rechargeable batteries, they may have reached the end of their life. Dispose of them safely and legally and get some new ones.

PASSWORDS

I forgot my Newton password.

You must return Newton to someone authorized to reset the password. In the United States, call 1-800-SOS-APPL for instructions.

I remember my Newton password but Newton doesn't recognize it when I write it.

Tap the misinterpreted password twice and correct it ("Correcting a Misinterpreted Word or Changing it Back to Handwriting" in Ch. 2).

I forgot my e-mail password.

Call 1-800-SOS-APPL and be prepared to give your identifying password (whatever you wrote in the "Password Verification" blank while registering your account—perhaps your mother's maiden name).

THE SCREEN

Long jagged lines appear on the screen while I'm writing or drawing.

Be careful not to rest your hand on the screen while you're writing or drawing.

The screen appears too light or too dark.

- Adjust the contrast control in the Extras Drawer.
- Adjust your viewing angle.
- Make sure Newton is at room temperature.

If you adjust the contrast so far in one direction that you can no longer see the screen, tap Undo. If that doesn't work, tap ¼" (0.6 cm) above the up arrow.

My return address is missing from faxes or printouts.

Fill in your personal information in the Personal preferences area (Ch. 17).

Printing didn't work.

- Make sure you have selected the correct type of printer. See "Choosing the Printer Type" in Chapter 8.

- Check all the cable connections.

- Turn the printer off, wait 30 seconds, then turn it back on.

I tried to send mail but couldn't.

- Make sure the phone number is correct in the Mail preferences area.

- Check the modem cables.

- Unplug the modem, wait 5 seconds, then plug it in again.

- Try again. Many mail problems are temporary.

OTHER

Newton is wet.

WARNING If Newton gets wet while it's plugged in, you run the risk of electrocution. Turn off the circuit it's plugged into before you do anything else.

You should not allow Newton to become wet. However, if it does get wet, remove the main batteries and allow the unit to dry for at least 24 hours.

The time or date is wrong.

Set the time zone (Ch. 21) then go to Prefs and set the date and time (Ch. 17).

I tapped some buttons and now I don't know where I am.

Go back to the Notepad by putting away everything else on your screen. To put away something, tap the X in the corner.

Many of my notes or cards seem to be missing.

- You may have asked to see only one folder. To choose to see all folders, see "Looking at One Folder or at All Folders" in Chapter 7, choosing to see all.

- If you use a storage card, it may not be installed.

Newton dialed the wrong number.

You may not have set all your calling options correctly for the phone from which you are placing the call. See "Calling Options" in Chapter 14.

I get a message telling me I can't store anything on a storage card because it's protected.

Unprotect the card as described in Chapter 25.

Undo doesn't work.

The Undo button only undoes changes to your information. It doesn't affect navigation—going from one area to another, moving up and down with the arrow button, and so on. It also doesn't affect backing up or restoring.

I want to erase everything stored in Newton.

Before you erase everything, make a backup copy (Ch. 26). To erase everything, remove the back cover, use the Newton pen to press the recessed reset button (Ch. 29), and while it's pressed turn on Newton and release the reset button.

Date and Time Formats

Newton can recognize a wide variety of formats for dates and times. The formats you can use depend on which country you've chosen in the Locale preferences area (Ch. 17). The capitalization of words doesn't matter.

DATES

■ If the date is within a week from today, you can write the full English name of the day. You can abbreviate the name by using the first three letters. You can also use "Tues" for Tuesday, "Thur" and "Thurs" for Thursday.

Examples Monday and Mon (Works the same in all countries.)

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- If the date is within a year from today, you can write the date and the English name of the month. You can abbreviate the month with three letters or write it in numbers. You can also abbreviate September as "Sept".

  U.S and Canada examples

  September 29, Sep 29, 9/29, 9-29, 09/29, 09-29

  U.K. examples

  September 29, Sep 29, 29/9, 29/09, 29-9, 29-09

  Canada (French locale) and Australia examples

  29 September, 29 Sep, 29/9, 29/09, 29-9, 29-09

- To specify dates completely, you can write the date, the year, and the English name of the month. You can abbreviate the month with three letters or write it in numbers. You can use two or four digits to specify the year.

  U.S. and Canada examples

  September 29, 1993; September 29, 93; Sep 29, 93; 9/29/93; 9/29/1993; 9-29-93; 09/29/93; 09-29-93

  U.K. examples

  September 29, 1993; September 29, 93; Sep 29, 93; 29/9/93; 29/09/93; 29-9-93; 29-09-93

  Canada (French locale) and Australia examples

  29 September 93; 29 September 1993; 29 Sep 93; 29/9/93; 29/09/93; 29-9-93; 29-09-93

Times

The way Newton interprets a time is the same no matter what country you've chosen in the Locale preferences area. However, if you chose "Canadian (French locale)," Newton will display times in 24-hour format—for example, it will display 23:15 instead of 11:15 PM. You can write AM and PM with or without periods, though Newton can recognize them better without.

Examples

11:35 PM; 11:35 pm; 11:00 PM; 11 PM; 23:35; 23

The Apple Publishing System

This Apple manual was written, edited, and produced on a desktop publishing system using Apple Macintosh computers and QuarkXPress. Technical illustrations were drawn in Adobe Illustrator; screen shots were created and modified with system software, Exposure Pro, Aldus SuperPaint, and Adobe Photoshop. Proof pages were created on Apple LaserWriter printers and on Tektronix color printers. Final pages were output directly to separated film on a PostScript™-driven imagesetter.

Text type is Adobe Gill Sans. Ornaments are custom symbols designed for Apple Computer.

PostScript, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.

MessagePad Handbook

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030-2583-B