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Writing and Drawing

This chapter teaches you how best to write and draw on the MessagePad 2000. There are several methods and tools you can use to enhance recognition, correct mistakes, and manipulate text and drawings. Go through the chapter to find the best tools for your needs.

If you want to go through a brief tutorial about writing, you can use the Handwriting Instructor. To access this, tap Extras  to open the Extras Drawer, tap the folder tab and in the list that appears, tap Setup. Then tap HW Instructor .

About recognition

This section offers a general description of handwriting recognition used in the MessagePad and discusses some of the factors that may affect how well it recognizes your handwriting.

When you write on your MessagePad, you write in normal printed or cursive characters, as well as numbers, punctuation, and gestures. Often you write English words, but not always.

The MessagePad tries to detect when you are writing English words, abbreviations, and common expressions. It uses a large dictionary to aid in recognizing these things quickly and accurately. When you write things that are neither simple numbers nor English words (such as initials, dates, telephone numbers, file names, or serial numbers) your MessagePad tries to match the characters you write to the common patterns of these entries. If no such pattern can be discerned, your MessagePad does its best to recognize the characters individually.

Generally speaking, your MessagePad is somewhat better at recognizing poorly formed characters if they are part of English words (or other items that are in the MessagePad's dictionary). When you're writing things such as license plate numbers, you'll find that extra care in forming your characters neatly contributes to improved accuracy.

Your MessagePad distinguishes characters and words in part by detecting pauses in your writing. It's a good idea when writing to complete each character without pausing too long before it's finished, and similarly to complete your words without pausing in the middle.

Your MessagePad is also sensitive to the way your writing is spaced. In normal writing or text there is a clear difference between the amount of space separating letters within words and the amount of space separating words themselves. The more distinct and consistent you make this difference when you write on your MessagePad, the better recognition tends to be. A control in the Handwriting Recognition slip allows you to let your MessagePad know whether your writing tends to be widely spaced or more tightly crowded. Experimenting with this setting may result in improved accuracy.

Generally, the MessagePad tends to deliver the best overall recognition accuracy if you select Printing as your handwriting style. This means you must print using separate letters only, taking care to lift the pen between characters when you write.

If you write in cursive style (always joining letters) or mix cursive and printed styles, you should select Cursive as your handwriting style. Both styles are then recognized, even when mixed, although overall accuracy may decrease somewhat.

Selecting a handwriting recognition setting

In some areas of the MessagePad, such as the Notepad, you can choose a handwriting recognition setting to help your MessagePad interpret what you are writing or drawing.

The Recognition button on the bottom left of the MessagePad screen controls the way the MessagePad recognizes your writing and drawing. Tap the Recognition button and a pop-up list appears.



Tap your choice and the picture in the Recognition button changes to the new setting.

| Choose | Purpose |
|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| A Text | To have your words and numbers recognized as text. |
| a Ink Text | To take notes quickly and keep your handwriting as is in electronic ink. |
| Shapes | To draw and have the MessagePad smooth curves and straighten lines. |
| Sketches | To keep your drawings as is; the MessagePad does not smooth curves or straighten lines. |
| i Preferences | To modify preferences for the way your MessagePad recognizes and works with text, draws shapes, and displays electronic ink. |

Setting your handwriting recognition preferences

Using the Recognition button **A** and, in the list that appears, tap Preferences.

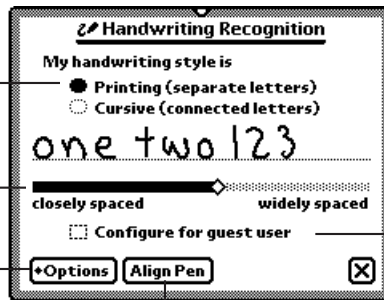
To set your handwriting preferences:

- 1 Tap the Recognition button **A** and, in the list that appears, tap Preferences.
- 2 In the slip that appears, select the appropriate settings, then tap **X** to close the slip. The settings are discussed in further detail in the following pages.

Tap a button next to Printing or Cursive to select your writing style.

Tap the pen on the slider and move it to set your word spacing.

Tap here to set additional writing options or to revert to the default settings.



Tap this checkbox to set up your MessagePad for a guest user.

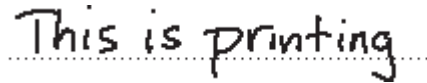
Tap here to align the pen and screen.

Handwriting styles: Printing and Cursive

The MessagePad uses different methods to recognize printing and cursive writing. It is important that you choose one style and write that way consistently. When you change your writing style, you must also change the style setting in the Handwriting Recognition slip.

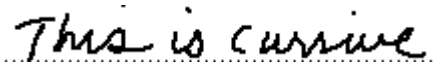
The highest overall recognition accuracy is achieved when you print, using separate, unconnected letters.

- Select Printing as your style when you often write information that is not whole words or common abbreviations. If you select Printing, you must lift the pen between characters so that characters are separated and easily distinguishable from one another.



This is printing

- Select Cursive as your style when you join some or all of the characters you write.



This is cursive

Word spacing

When you write, your MessagePad must decide which groups of pen strokes to interpret as words, along with what words these strokes represent.

You can improve your MessagePad's ability to distinguish words by writing your characters somewhat close together and your words somewhat far apart. Use the slider in the Handwriting Recognition slip to set the distance between words. This helps your MessagePad recognize words more easily.

Tips on word spacing

- If your MessagePad tends to run your words or expressions together, try writing them farther apart.
- If your MessagePad tends to break apart your words or expressions, try writing the characters closer together.
- If you want to deliberately combine two separate words into one, write the second word extremely close to the first word.
- If you want to separate a string of characters into two words, be sure to leave extra space between the two expressions.

Other options

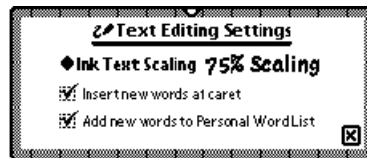
You can set additional preferences by using the Options button. Tap the Options button and a list appears.



The options you see depend on which writing style you selected—Printing or Cursive. Tap an option in the list and in the slip that appears, enter the appropriate information. The various options are described below.

Text Editing Settings

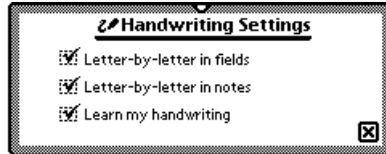
Use this to set the scaling of ink text, to specify whether to insert words at the caret, and to automatically add new words to your word list.



- ***Ink Text Scaling***—Tap the diamond ◆ and, in the list that appears, tap No Scaling, 75% Scaling, or 50% Scaling.
- ***Insert new words at caret***—If this box is checked, you can tap the pen on the screen to place the caret ▲. Anything you write on the screen is then placed at the caret. If the checkbox is not checked, your writing appears wherever you write it on the screen.
- ***Add new words to Personal Word List***—If you selected Cursive as your handwriting style and this is checked, any words the MessagePad interprets that are not already in a word list (such as someone's last name) are automatically placed in your personal word list.

Handwriting Settings

This option only appears if you selected Cursive as your writing style. Use this to add letter-by-letter recognition to the MessagePad and to indicate whether you want the MessagePad to learn your handwriting.



Letter-by-letter recognition controls the MessagePad's ability to recognize text that is not in its dictionary. If a word is not in the dictionary, the MessagePad uses letter-by-letter recognition to interpret the word. If letter-by-letter recognition is turned off (not checked) and the word is not in the dictionary, the MessagePad displays the word closest to it in the dictionary.

For example, if you wrote "snapko," the MessagePad would only be able to recognize that word if letter-by-letter recognition is selected, since "snapko" is not in the dictionary.

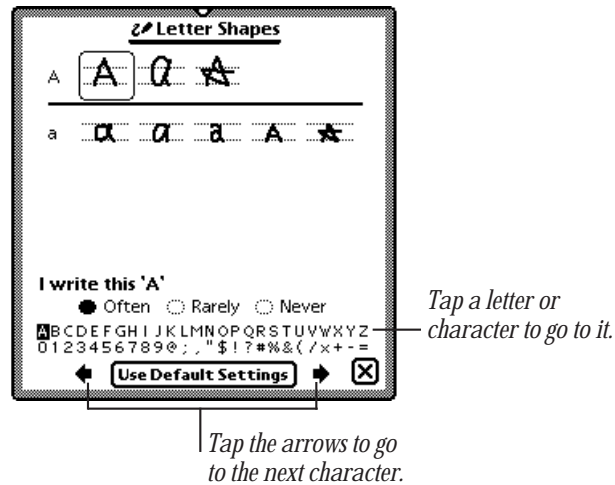
"Letter-by-letter in fields" controls recognition in the Name File and in information fields in other applications. "Letter-by-letter in notes" controls recognition in the Notepad. Some people get good results if they turn letter-by-letter recognition off in notes but on in fields. Fields typically have more unusual words in them and it's usually better to have letter-by-letter recognition turned on. Since most words in the Notepad are words found in the dictionary, it is sometimes better not to select "Letter-by-letter in notes."

"Learn my handwriting" tells your MessagePad to learn your handwriting. If this option is selected (checked), the MessagePad accumulates information about your writing style based on how you correct its recognition. The letter forms in Letter Shapes change as the MessagePad learns how you write. For people with consistent handwriting this option improves accuracy of recognition. If you find that recognition doesn't improve or worsens, uncheck "Learn my handwriting," then open the Letter Shapes panel and tap the "Use Default Settings" button. If "Learn my handwriting" is not checked, the MessagePad does not learn your handwriting and recognition stays the same as when you first started to use your MessagePad.

Letter Shapes

This option only appears if you selected Cursive as your writing style. You use Letter Shapes to help the MessagePad improve handwriting recognition by identifying letter shapes you don't use.

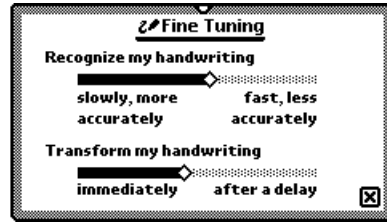
Your settings do not prevent the MessagePad from recognizing the letters if you write them in other ways.



Tap a letter form once to select it. Tap it again to see how it's written (notice the direction of the strokes). Then tap Often, Rarely, or Never to indicate how often you write the letter this way. (If more than one form is boxed, your choice affects all the forms in the box.)

Fine Tuning

Use these settings to let the MessagePad know how fast to recognize and transform your handwriting.



Use default settings

If you wish to discard all the Letter Styles preferences you've set and everything the MessagePad has learned about your handwriting, tap Use Default Settings in the Options list.

Tips for better handwriting recognition

Writing is one of the most convenient ways to put information into your MessagePad. There are several tips to keep in mind while you are writing. Most of these tips are common sense, and help the MessagePad interpret your handwriting more accurately.

- Write at an even pace.
Don't pause in the middle of a word. Finish what you write—don't go back to a word to change it until you've finished writing it.
- You don't have to wait for a word to be recognized to continue writing.
- Write simply and neatly.
Avoid adding flourishes, like serifs, to your letters. Don't write at too much of an angle or slant your characters. Close your letters properly.
- Exaggerate the space between words, but not between letters.
This helps your MessagePad determine when one word ends and another begins.

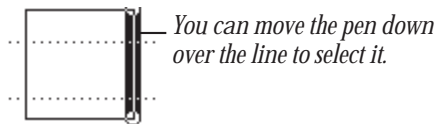
- Write capital letters and tall letters (such as *t* and *l*) so they are twice as tall as small letters.
- Correct as you go.
Write a few words, then wait while your MessagePad recognizes them. If there are mistakes, go back and fix them one at a time. If you don't, your MessagePad assumes the word is correct and adjusts its recognition accordingly.
- 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 *f*'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.
- Keep punctuation close to the word. If your MessagePad turns a punctuation mark 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.
- If your MessagePad is having problems recognizing certain cursive letters or characters, go to Letter Shapes and identify the letter forms you use.



Setting the styles for text and drawings

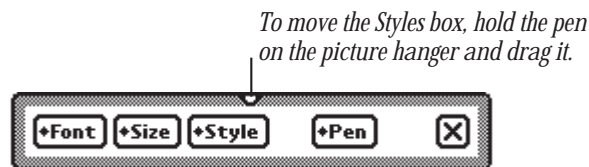
You can change the style and size of text and the thickness of lines and shapes. When you make changes, it affects the selected items (if any) and everything you write or draw subsequent to the change.

- 1 Select the text, line, or shape you want to change. (If you want to set styles before you write or draw, make sure nothing is selected.)

Hold down the pen near the item until a heavy mark appears under the pen, and draw the mark over or around the item.



- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap the folder tab and in the list that appears, tap Unfiled Icons. (If you filed Styles in another folder, tap that name.)
- 4 Tap Styles .
- 5 In the slip that appears, tap your choices.



- 6 You can make the following choices:
 - **Font**—Choose Fancy, Simple, or Casual (for Text only).

Fancy
Simple
Casual

- *Size*—Choose 10-, 12-, or 18-point size (for Text and Ink Text). You can also use 9-point size with the Fancy and Simple fonts.

10 point

12 point

18 point

- *Style*—Choose Plain, Bold, Italic, Outline or Underline (for Text and Ink Text).

plain

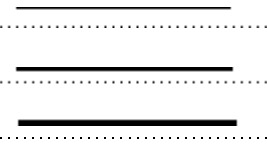
bold


italic

outline

underline

- *Pen*—Choose a pen width of 1-, 2-, 3-, or 4-point size (for drawings and sketches).



- 7 When you finish making your selections, tap  to close the slip.

▲ Using the caret

You can insert a word or phrase at a specific place on the screen using the caret. If you choose to enter text without a caret, the text is placed in the general area where you wrote.

To use the caret, follow these steps:

- 1 Tap the Recognition button **A** and in the list that appears, tap ⓘ Preferences.
- 2 Tap Options and in the list that appears, tap Text Editing Settings.
- 3 Tap the checkbox next to “Insert new words at caret.”
- 4 Go back to the item where you want to insert text.
- 5 Tap the pen where you want the word(s) to go on the screen.

A caret appears where the words will be placed.

Now is the for all people
▲

.....

- 6 Write the new word or words anywhere on the screen. The text is placed at the caret.

Now is the time for all
▲
people


.....

Using the on-screen keyboard

The MessagePad has four on-screen keyboards: a typewriter keyboard and three types of numeric keyboards (for entering calculations, telephone numbers, and times/dates).

Displaying and moving a keyboard

There are several ways to view the on-screen keyboard.




- Tap the Keyboard button  near the bottom of the screen. Tap the Keyboard button again and in the list that appears, tap the type of keyboard you want to use.
- Tap a misinterpreted word twice, then tap the keyboard at the bottom of the list that appears.
- Tap twice anywhere you're writing, such as in a note, on a Date Book page, or in a blank you need to fill.

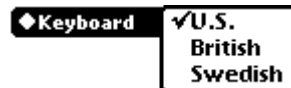


To move a keyboard, hold the pen on the picture hanger on the keyboard slip and drag it to where you want the keyboard on the screen.

Changing the layout of the typewriter keyboard

If you want a different text keyboard arrangement, use the Locale preferences to change the keyboard layout.

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab and in the list that appears, tap Unfiled Icons. (If you filed Prefs in another folder, tap that folder's name.)
- 3 Tap Prefs  and, in the slip that appears, tap Locale .
- 4 Tap Keyboard, then tap the keyboard layout you want.



Entering symbols and other special characters

If you have selected Cursive as your handwriting style, you must use the keyboard to enter accent marks. Your MessagePad does not recognize handwritten accent marks on cursive letters.

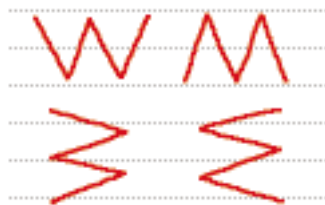
Display the typewriter keyboard on the screen. Then tap the Option key, or the Option key and then the Shift key, to see the available special characters (such as symbols, accent marks, and accented letters).



Erasing text and drawings

You erase text and pictures by “scrubbing them out” with a zig-zag line.

- The zig-zag must go back and forth at least four times.
- You can draw the zig-zag in any of four orientations.



- Draw the zig-zag with sharp corners, making each segment about the same length.
- Don't draw the zig-zag so it loops or crosses over itself.
- The zig-zag lines should go well above and below the word or drawing.

You can scrub out

~~one~~ word

A single word.

~~many words~~
~~at a time~~

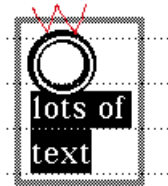
A group of words.



A whole shape.



Part of a shape.



Selected text and drawings; start the zig-zag outside the selection to avoid moving it (see “Selecting Text and Drawings” later in this chapter).

~~f~~iend

A single letter (make sure you scrub over the letter at least four times).

Correcting a misinterpreted word

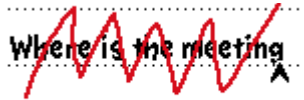
There are several ways you can correct words that the MessagePad has misinterpreted.

One letter corrections

If only one letter is wrong, write the correct letter over the incorrect one. Correct only one letter at a time.

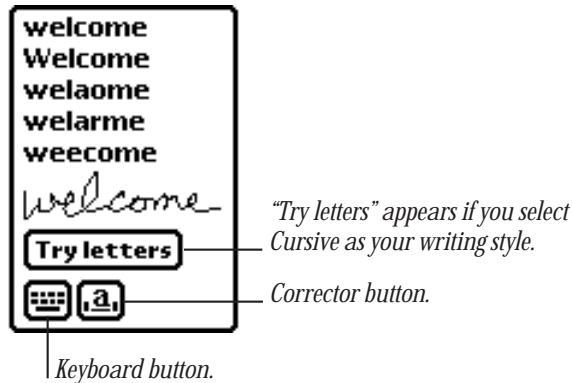
Scrubbing



You can scrub out the word to erase it and then rewrite the word. To scrub, draw a zig-zag line over the word or phrase. Make sure the line goes back and forth at least four strokes. For more information, see “Erasing Text and Drawings” earlier in this chapter.




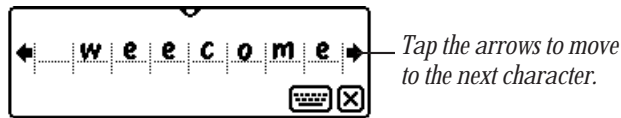
Using the pop-up list

You can double-tap on a word. A list appears.



- If the correct word is in the list, tap it.
- If the correct word is not in the list, you can tap the Corrector button  or the Keyboard button  to rewrite or retype the word. If you selected Cursive as your handwriting style, you can also tap “Try letters” to let the MessagePad try to recognize the word again, using letter-by-letter recognition.


If you tap the Corrector button  in the list, you can write directly over a letter to change it. You can also tap once on the letter and in the list that appears, tap a choice—the lower- or uppercase version of the existing letter, Delete, or Insert. You can also tap a blank space to add punctuation marks or another word, as well as to delete or insert a space.



If you tap the Keyboard button  in the list, the on-screen keyboard appears. Tap out the word.

If you tap “Try letters,” the MessagePad uses letter-by-letter recognition instead of its dictionary to interpret the word. It then displays its best guess. This option is useful if you don’t have letter-by-letter recognition turned on and you write a word that is not likely to be in the dictionary. It is also helpful if you write a word and the MessagePad guesses a number, or if you write an unusual combination of letters and numbers that isn’t recognized.

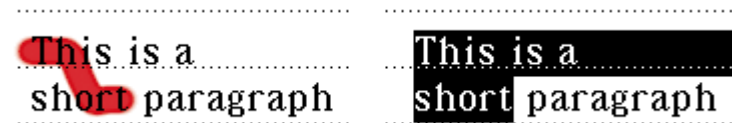
Selecting text and drawings

To select an item, hold the pen near the item until a heavy mark appears under the pen and the MessagePad makes a squeak. (If the pen sound effects in Prefs  or the volume are turned off, you won't hear the squeak.) Draw the mark over or around the item.

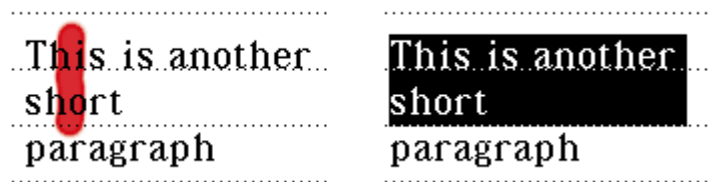
To select words, draw the highlighting mark across them.



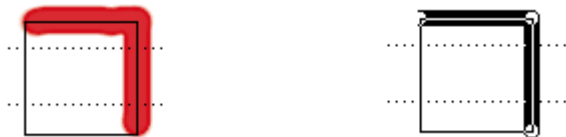
To select text on more than one line, draw the highlighting mark from the beginning of the first word to the end of the last word.



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.



To select groups of text or drawings, circle them with the highlighting mark. The MessagePad puts a box around the things you select.

To deselect an item, tap the pen anywhere outside the selection.

Converting your handwriting to text

If you wrote something using the Ink Text or Sketches recognition setting, you can convert the ink text to text at any time.

- To convert a single word, double-tap on it. An arrow appears as it is converted.



- To convert more than one word, follow these steps:
 - 1 Select the words or phrases you want to convert to text. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the items.

Your writing is surrounded by a black box.



- 2 Double-tap in the selection.

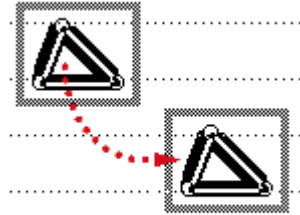
Your MessagePad places an arrow on each word as it is recognized and then converts the entire phrase. If words are misinterpreted, you can use the correction techniques described earlier in this chapter.



Copying text or drawings

You can duplicate a drawing or words and phrases. First you must select them. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the item.

Then, copy the selected item by tapping twice inside the selection, keeping the pen down on the second tap. Then move the pen to move the duplicate away. You can also use this technique to copy items in the Clipboard.



Moving text or drawings

You can move words or drawings around on the screen. To move an item, you first have to select it. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the word.

To move an item around on the screen, hold the pen inside the selection, and move the pen to where you want the item.



To move an item to a location not currently on the screen:

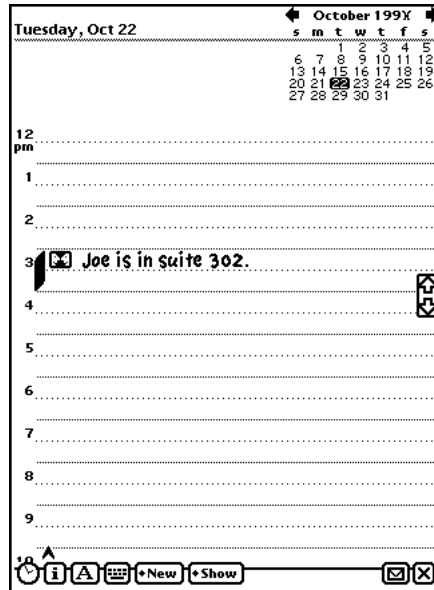
- 1 Go to the item and select it.
- 2 Hold the pen inside the selection and move it to the top, left, or right of the screen.

The item becomes a miniature box and moves to the Clipboard, a box on the right edge of the screen. If you selected text or ink text, words appear in the box; if you selected a drawing, you see the word “drawing” in the box.



When you hold the pen on the selection, the entire item appears for you to move around on the screen.

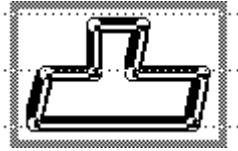
- 3 Go where you want to put the item.
- 4 Hold the pen on the miniature item at the edge of the screen. The text appears and you can move it where you want. The item returns to its normal size.



Modifying drawings

You can modify the size or shape of a drawing in several ways.

- 1 Select the drawing. Hold the pen on or near the drawing until a heavy mark appears under the pen and draw the highlighting mark over or around the drawing.
- 2 Use the following techniques to modify the drawing:
 - Hold the pen on the dot where the two line segments meet, then move the pen.



- Hold the pen on a corner or edge of the box and drag to stretch, shrink, or distort the picture. Grab a side or corner if you want to stretch or shrink the drawing horizontally or vertically.



- Scrub out a line to erase it.

Formatting text and drawings

Your MessagePad provides easy ways to insert text, add punctuation, capitalize words, change margins, and create indents using tabs.

Inserting space in text and joining words

To insert space in text, draw carets and lines as shown in the following table. The top of the caret should line up with the baseline of the letters. Draw the caret in one stroke; do not use a separate stroke for each side of the caret.

It's best if you aim the tip of the pen at the baseline. If you are joining words, the top of the caret should be at the baseline.

a word

Inserts space for a single letter.

a word

Joins two words.

a word

Inserts space for a word (the longer the line, the bigger the space).

first line
second line

Inserts space for a single line.

first line
second line

Inserts space for several lines (the longer the vertical line, the bigger the space).

first line
second line


Breaks the line and inserts space for several lines.

Adding punctuation

Sometimes punctuation marks can be misinterpreted by your MessagePad. You can quickly add punctuation marks by using the caret or the on-screen keyboard.

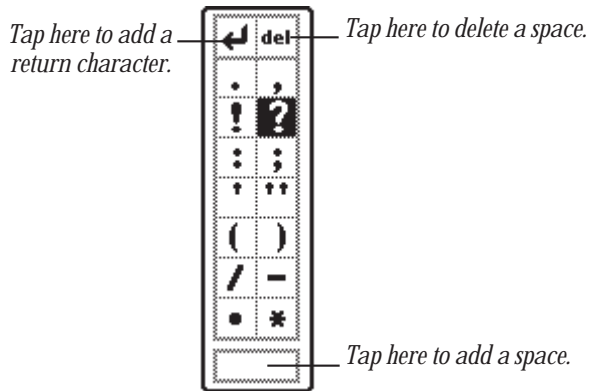
To add punctuation marks using the caret:

- 1 Tap the pen where you want the punctuation mark to appear. A caret appears.

Where is the meeting 

- 2 Tap the caret.

In the slip that appears, tap the punctuation mark you want.



The punctuation mark you selected is placed at the caret.

You can also use the punctuation slip to add returns and spaces to phrases and to delete characters.

Capitalizing words

To change how a word is capitalized, select the word by holding the pen near the item until a heavy mark appears under the pen (the MessagePad makes a squeak), and draw the mark over or around the word. Then draw a vertical line over the word as shown.



Draw from bottom to top ↑; becomes “Apple.”



Draw from top to bottom ↓; becomes “apple.”



Draw from bottom to top ↑; becomes “APPLE.”



Draw from top to bottom ↓; becomes “apple.”

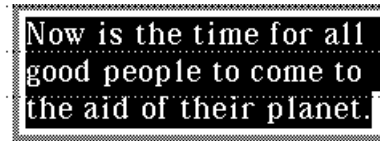
When you're changing the initial capitalization of a word, make sure that there is no space selected before the word. If there is, the first letter of the word does not change.

Changing paragraph margins

- 1 Select the paragraph by drawing a selection box around it.


Hold the pen near the item until a heavy mark appears under the pen (the MessagePad makes a squeak), and draw the mark over or around the paragraph.

Note: Selecting text by drawing a line through it does not create a selection box. To change paragraph margins, you must select by drawing around the paragraph.



- 2 Hold the pen on the left or right edge of the box and move it.

Indenting and using tabs

You can indent a paragraph after it's written. (Make sure you've selected "Insert new words at caret" in the Text Editing Settings within the Handwriting Recognition slip. (See "Setting Your Handwriting Recognition Preferences" earlier in this chapter.) Tap the pen at the beginning of the sentence. The caret appears. Tap the Keyboard button  (make sure the Typewriter keyboard is selected), then tap the tab key on the keyboard.

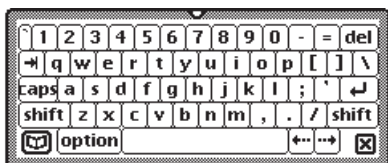
Using the word list

When you write text or convert ink text, the MessagePad recognizes the words by comparing the words you write to the word list in the MessagePad. The MessagePad can recognize words more easily if they are in its word list. Words in the word list cannot exceed 30 characters.

To see your personal word list, follow these steps:

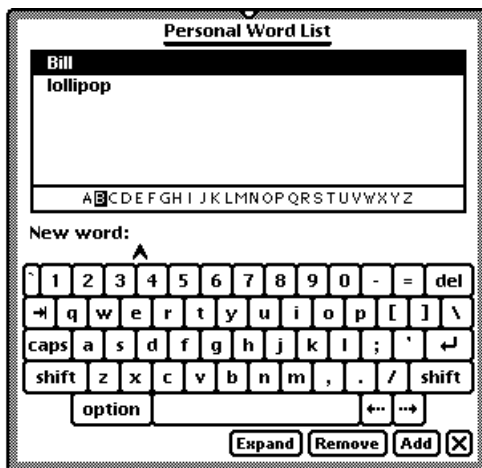
- 1 Tap the Keyboard button .

The keyboard appears. (If the Typewriter keyboard is not shown, tap the Keyboard button again and in the list that appears, tap Typewriter.)



- 2 Tap the Dictionary button  in the lower-left corner of the on-screen keyboard.

The word list appears.



Viewing the word list

You can review the words you've added to the word list, so that you can add more words or remove words you no longer use.

To review the word list, tap a letter along the bottom of the list to go to that letter in the list. You can also tap the up and down arrows to go through the list.

Adding or removing words in the list

You should add words that you are likely to use often, and remove words that you don't use often. A word list of more than a thousand words or so may cause memory problems.

The capitalization you use when you add a word helps determine how it will be capitalized when the MessagePad recognizes the word the next time you write it. The MessagePad first tries to discern the capitalization you've used from your handwriting. If your capitalization isn't clearly recognized, the MessagePad uses the preference for capitalization in the word list.

To add a word to the list, tap it out on the keyboard, then tap Add.

- If the word is not already in the MessagePad's list, it is added to your personal word list.
- If the word is in the MessagePad's list, a message appears telling you that the word is already in the list. (It may be that you typed a capitalized or lowercase version of the word.) Tap Yes to add the word or No not to add it.



To remove a word from the list, go to it in the list and tap it. Then tap Remove. The word is automatically deleted.

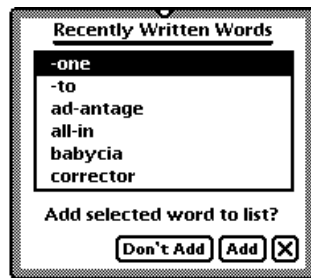
Revising recently written words


If you select Cursive as your handwriting style, words you write that are not in the MessagePad's dictionary are placed in the Recently Written Words list. When there are many words in this list, a blinking star may appear at the top of the screen each time you write another word that's not in the dictionary.



The star is a reminder to evaluate the list and select the words you want to add to your personal word list.

To see the list of recently written words, tap the Keyboard button  and then tap the Dictionary button .



To add a word to your personal word list, tap the word and tap Add. To close the slip, tap .

Teaching the MessagePad 2000 to recognize abbreviations

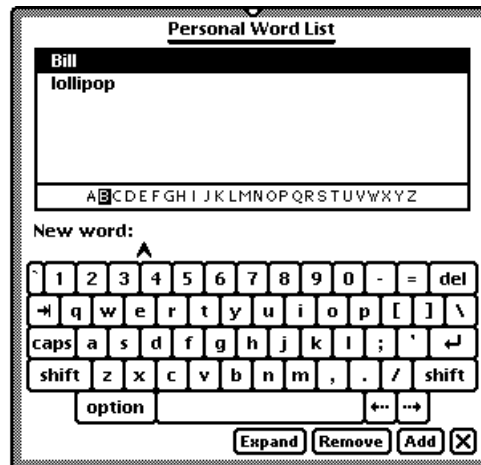
You can write an abbreviation or shortened form of a word and have the MessagePad recognize it as the expanded word. For instance, if you write the word “example” a lot, you can choose to write “ex” and have the MessagePad automatically recognize this as “example.” You can also use this method to interpret and expand a word with accented characters.

You can expand a word in two ways. You can add it to your word list and expand it at the same time. Or, you can expand a word or expression that is already in your list.

To expand a word that is not in your list, you first add the expression, then expand it.

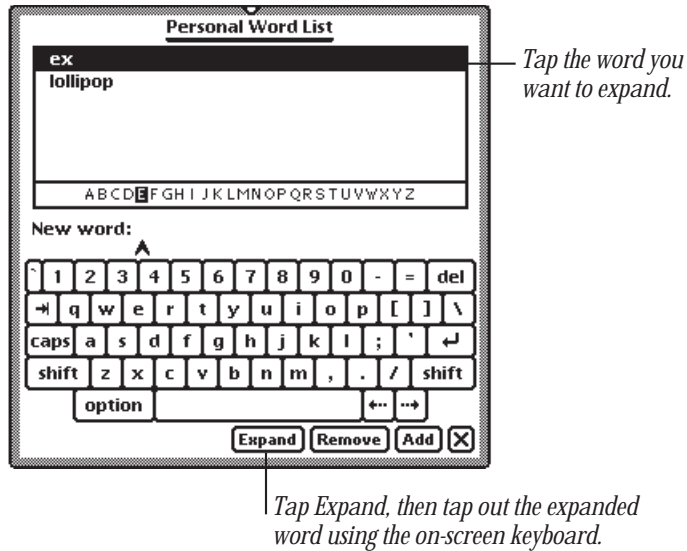
- 1 Tap the Keyboard button  and then tap the Dictionary button .

Your personal word list appears.

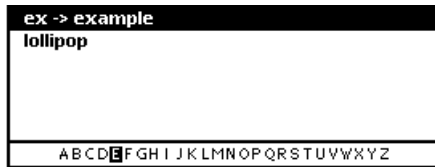


- 2 Tap the word or expression you want to expand on the keyboard, then tap Add.
- 3 When a slip appears asking if you really want to add the word, tap Yes.



- 4 Make sure the expression is selected, or highlighted, then tap Expand. The words “Expand to” appear in the slip.

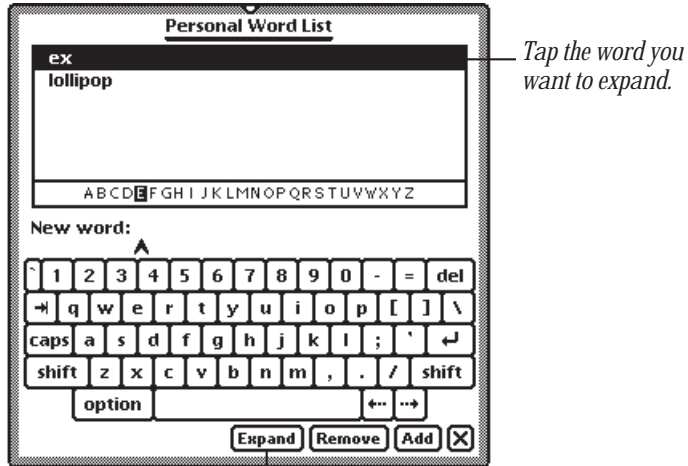


- 5 Tap the expanded word out on the keyboard, then tap Expand. The shortened word and the expanded word appear together in your word list.



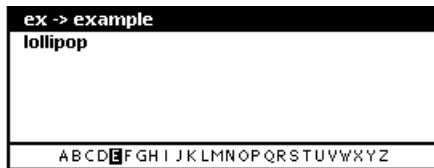
To expand a word that is already in your list:

- 1 Tap the Keyboard button , then tap the Dictionary button . Your personal word list appears.
- 2 Go to the word in the list, tap it, then tap Expand.



Tap Expand, then tap out the expanded word using the on-screen keyboard.



- 3 Tap out the expanded word on the on-screen keyboard.
- 4 Tap Expand.



The shortened word and the expanded word appear together in your word list.

Setting up a guest user

You can set up your MessagePad for a guest user and have that person enter writing style preferences.

To do this, tap the Recognition button , and in the list that appears, tap  Preferences.




In the slip that appears, tap the checkbox next to “Configure for guest user.” Have the guest user set writing preferences in the slip while it’s still open.

When the guest user is finished using your MessagePad, tap the checkbox next to “Configure for guest user” to deselect it. All handwriting settings now revert to your settings.

For additional help and practice

To get information on writing while you are using the MessagePad, you can go through the Handwriting Instructor. This interactive tutorial helps you learn about writing on the MessagePad. To see how well your MessagePad recognizes your handwriting, you can use Writing Practice.

To use the Handwriting Instructor or Writing Practice:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab.
- 3 Tap Setup.
- 4 Tap HW Instructor  or tap Writing Practice .

2

Using the Notepad

The Notepad is like a long roll of paper. It always contains at least one item. You can use it to write and draw notes and other items.

The Notepad is initially set as the default application, or backdrop, that you see when you close all other applications. When the Notepad is the backdrop, it is always open, though it may be hidden underneath other things. To see the Notepad, you must close everything else by tapping all the 's you see.


Creating a new item in the Notepad


You can create several types of items, called stationery.

- *Note*—Use this to write or draw.
- *Checklist*—Use this to create a list of items you can check off.
- *Outline*—Use this to outline reports or documents.
- *Recording*—Use this to record and play voice messages and sounds.

If you have other applications installed, you may see other types of stationery as well.

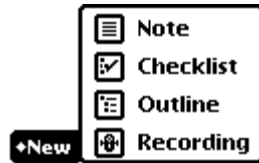
To create a new item:

- 1 Tap all 's to return to the Notepad.

If you've changed the backdrop to an application other than the Notepad, tap Extras  to open the Extras Drawer, then tap Notes.

- 2 Tap New.

A list appears showing the different types of items, or stationery, you can create.



- 3 Tap the type of item you want to create.

A blank note, checklist, outline, or recording note appears.

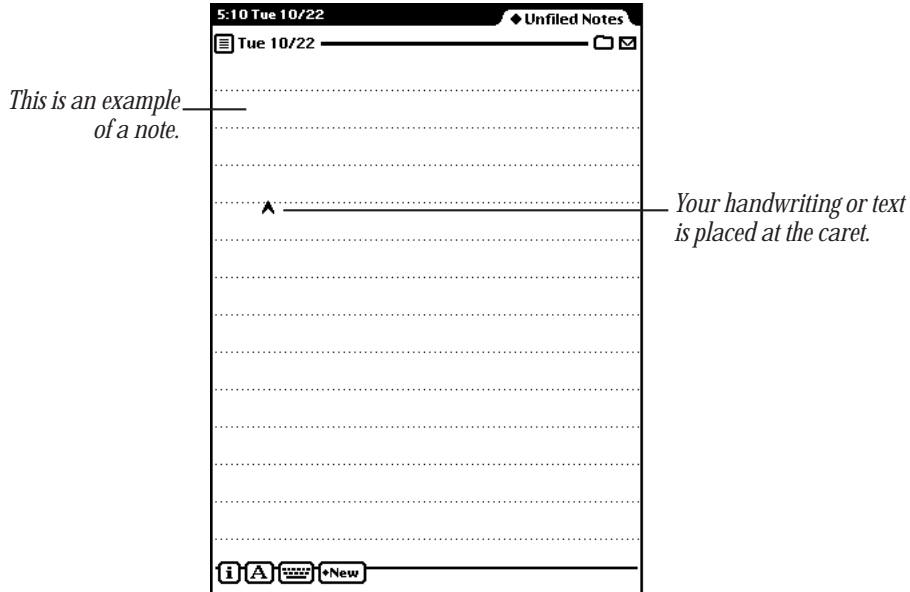
You are now ready to write, draw, or record. To learn how to enter information into the various types of stationery, refer to one of the next sections, “Creating a Note,” “Creating and Using a Checklist or Outline,” or “Creating a Recording.”

To create a new item of the same type as the item you are viewing, you can also draw a horizontal line across the screen. A new item appears.

Creating a note

Tap the Recognition button **A** and from the list that appears, tap your choice—Text, Ink Text, Shapes, or Sketches.

If you are writing, tap the pen where you want your words to appear on the screen. A caret appears. You can now write anywhere on the screen and the information is placed at the caret. If you are drawing, your drawings appear wherever you draw them on the screen.

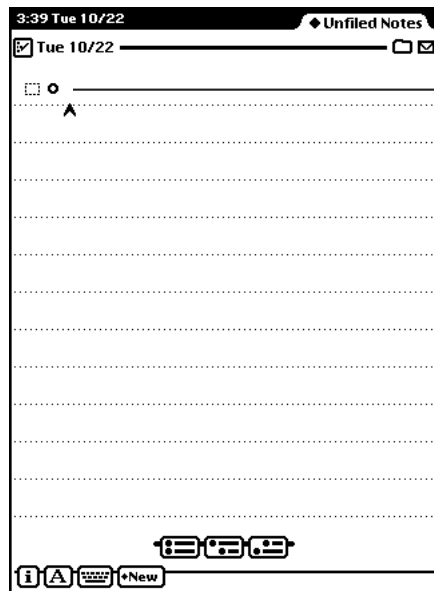


Creating and using a checklist or outline

You can use the checklist stationery to create a list of entries that you can check off as you complete them. The outline is similar to the checklist, but you don't have the ability to check off entries.

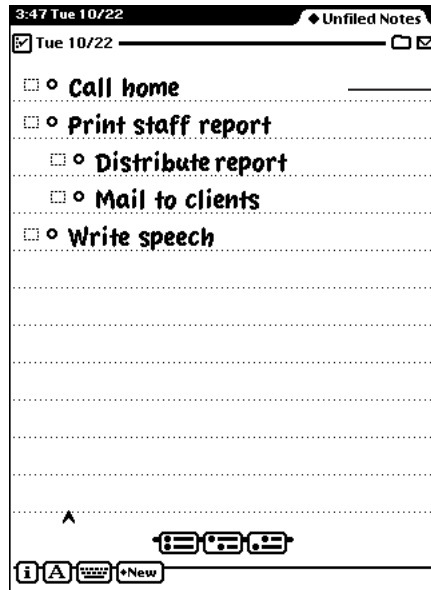
When you create a new checklist or outline, a small circle appears on the left. This is where your first entry is placed. The checklist also includes a checkbox to the left of the circle.

- 1 Enter your first entry by writing with the pen, or double-tap anywhere on the screen to use the on-screen keyboard to tap out the entry.

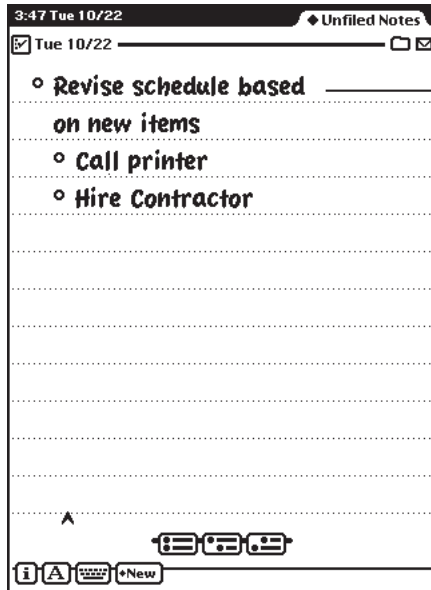


A new entry is placed at the caret.

The information is placed at the caret, next to the open circle.

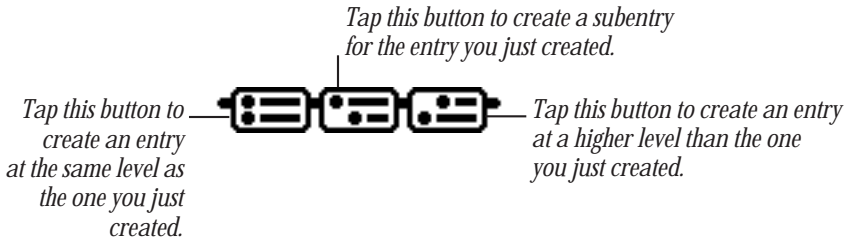


This is an example of a checklist.



This is an example of an outline.

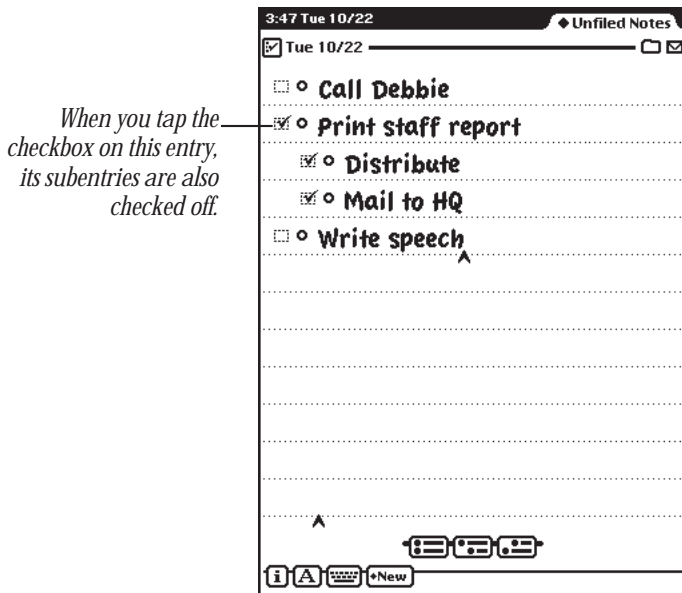
2 Tap one of the buttons near the bottom of the screen to create another entry.



You can create up to eight levels in the checklist and outline stationery.

Checking off entries in a checklist

To check off entries completed, tap the checkbox next to an entry. When you check an entry, all its subentries are also checked off.



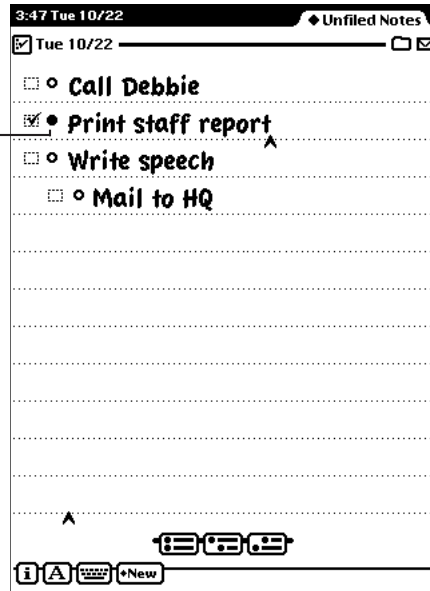
Moving entries to different levels

You can rearrange entries and move an entry to a higher or lower level. Tap the open circle next to the entry and drag it where you want it to go—to the right, left, up, or down.

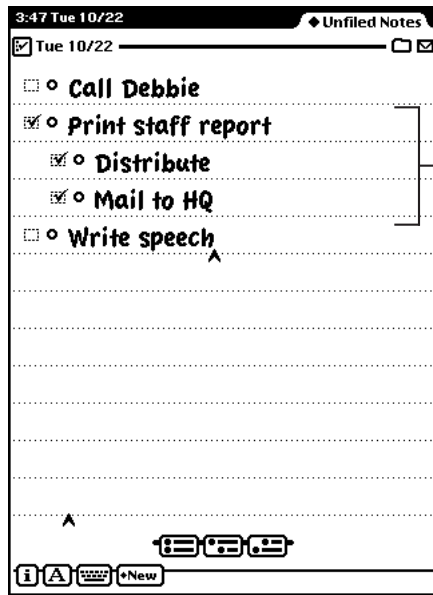
Collapsing and expanding items in a checklist or outline

To collapse an entry and its subentries, tap the open circle next to the entry. The circle is then filled in.

The filled-in circle tells you that this entry has subentries.



To expand an entry and its subentries, tap the filled circle. It becomes an open circle and all entries are shown.



This entry is now expanded and you can see its subentries.

Creating a recording

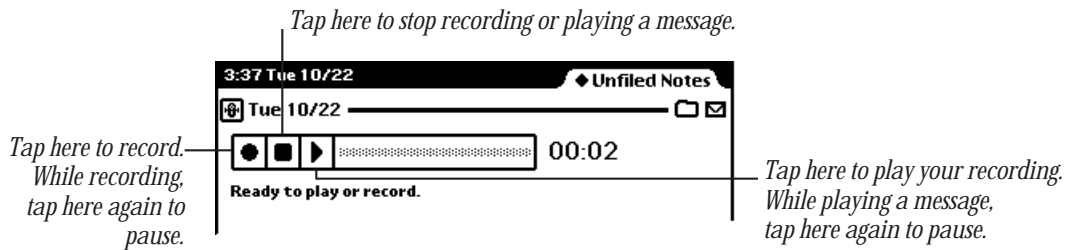
You can record messages and sounds in a note using a recording note and the MessagePad's built-in microphone. You can also play back recorded messages, listening to them over the MessagePad speaker. You'll find recording notes is a handy way to quickly dictate an idea or record aural information rather than write it down.

- 1 Tap New.

A list appears showing the types of stationery you can use.

- 2 Tap Recording.

A note appears with recording controls.



- 3 Tap the Record (circle) button to start recording.

- 4 Record your message.

- 5 To stop recording, tap the Stop (square) button.

Your message is now ready to play. To hear it tap the triangle button. You can play the recording as often as you want.

After you record a note, tapping the Record button (circle) again records over a previously recorded message.

Setting recording preferences



You can change the way the MessagePad makes recordings by setting recording preferences.

You can record sounds and messages using either the MessagePad microphone or a cable connected to the Newton InterConnect port and a sound input device.

You can also change the quality of recording by selecting how much information is recorded per second. For example, for a voice message that might not require the highest-quality sound, you can record at a low rate of information per second; for recording sounds or music, you might record at a higher rate for increased clarity and fidelity.

You can also adjust the recording volume to better pick up quiet or loud sounds.

To set your recording preferences:

- 1 Tap Extras .
- 2 Tap Prefs  in the Extras Drawer.
- 3 Tap Recording.

The Recording preferences slip appears.



- To select your recording method, tap “Recording source” and select either Microphone or Line-in (when using a cable connected to your Newton InterConnect port).
 - To change the recording quality, tap “Recording quality” and select your choice of recording rate: Voice or Music.
 - To change the recording volume, move the “Recording volume” slider to set the desired volume.
- 4 Close the Recording preferences slip.
 - 5 Close the Prefs slip.

Viewing items in the Notepad

To see other items, tap the up and down arrows. All items in the Notepad are sorted by the date and time they were created. Tap up to see older notes; tap down to see newer ones.

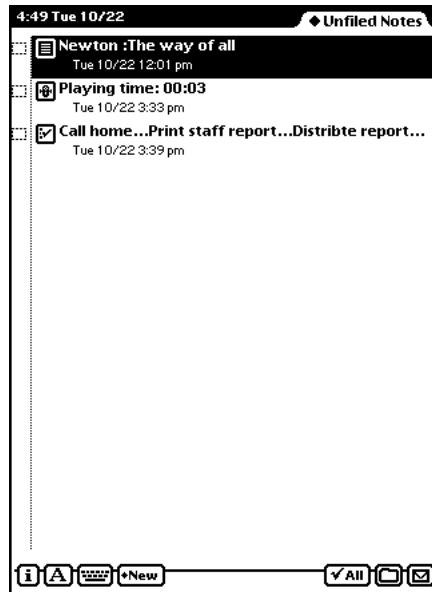
Viewing a long item

Go to the item you want to see and tap the up or down arrows to move through the item.

Listing all of the items in the Notepad

- 1 Tap the Overview button ●.

A list of items appears.



- 2 Do one of the following:
 - To go to a particular item, tap the item.
 - To see more of the list (if it's longer than one screen), tap the up and down arrows—the down arrow moves you closer to the end of the list, the up arrow moves you closer to the beginning of the list.

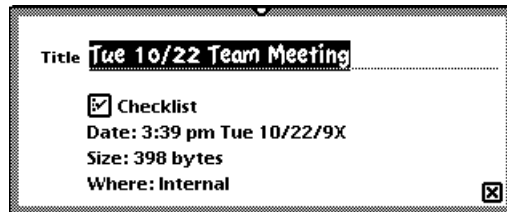
Getting information about a specific item

- 1 Go to an item.
- 2 Tap the Picture button in the upper-left corner of the item.
A different button appears depending on which application and type of item you are viewing.


Tap the Picture button to find out more about a particular item in the Notepad.




A slip appears with information on the item.



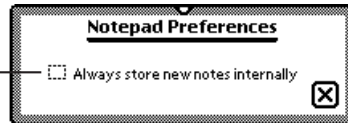
- Title of item
If you haven't named the item, this shows the date and time the item was created. To change the title, scrub out the day and date and then write the title. You can change a title at any time


- Type of item (note, checklist, outline, or recording)
 - Time and date the item was created
 - Size of the item in bytes
 - Where the item is stored (internally or on a storage card)
- 3** When you are finished viewing the slip, tap  to close it.

Setting preferences for the Notepad

- 1** Tap the Information button .
- 2** In the list that appears, tap Prefs.
The Notepad Preferences slip appears.

Tap the checkbox to automatically store items in internal memory.

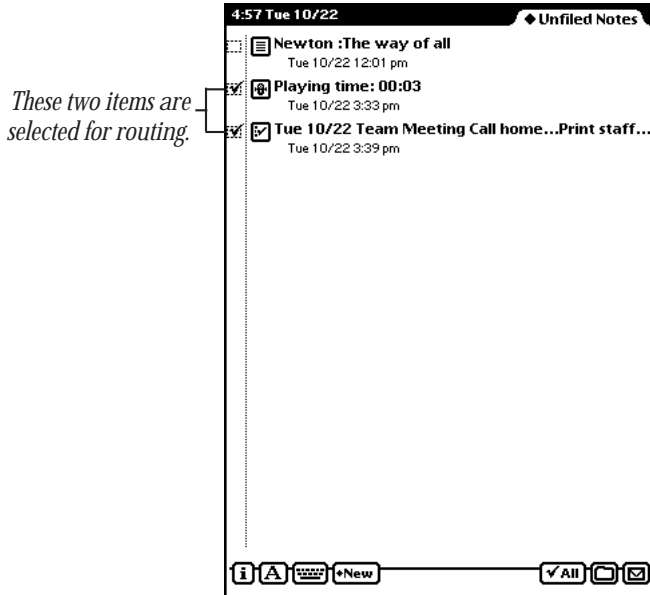


- 3** Tap the checkbox if you want to store new items in the internal memory of your MessagePad.
This preference overrides any settings on a storage card.
- 4** Tap  to close the slip.

Faxing, beaming, mailing, duplicating, or deleting items

- 1 Go to the item you want to route.

To select more than one item, tap the Overview button ● and in the list that appears, tap the checkbox next to each item you want to route.




- 2 Tap the Routing button ☑.
- 3 In the list that appears, tap your choice.

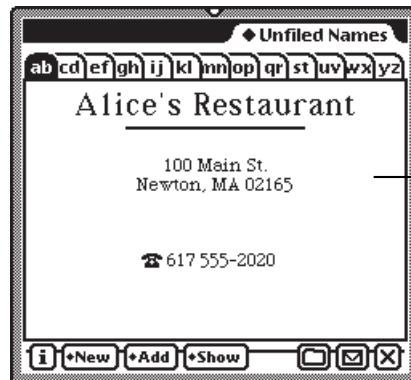
For more information, see Chapter 7, “Routing Information.”

3

Using the Name File

You can use the Name File as an address book to store information about people, companies, and groups. The Name File contains name cards that you create. Each card has information such as name, address, telephone numbers, electronic mail addresses, and notes. You can also create your own field labels for special information.




Tap Names  to go to the Name File. Tap it again to put away the Name File. You can also tap  in the lower-right corner of the Name File to put it away.

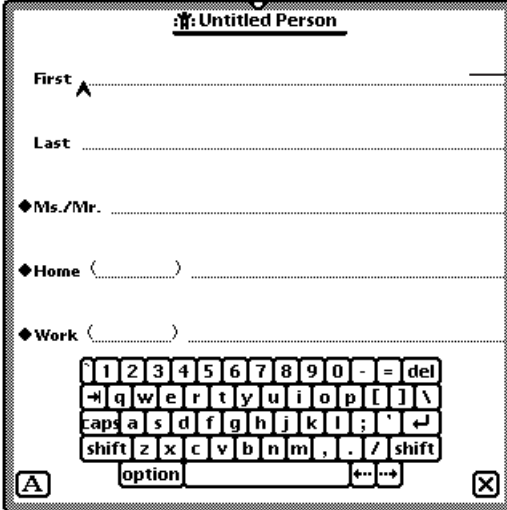


This is a sample name card.


Creating a new name card for a person or company

You can create a name card for a person or a company. To do this, follow these steps:

- 1 Tap Names  to open the Name File.
- 2 Tap New.
- 3 In the list that appears, tap Person  or Company .
- 4 In the slip that appears, enter the appropriate information.



The image shows a name card slip titled ":Untitled Person". It has the following fields:

- First 
- Last
- ◆ Ms./Mr.
- ◆ Home ()
- ◆ Work ()

A keyboard overlay is visible at the bottom of the slip, showing keys for numbers, letters, and symbols. The keyboard includes a top row with numbers 1-0 and symbols, a second row with letters q-w-e-r-t-y-u-i-o-p-l-l, a third row with caps, a-s-d-f-g-h-j-k-l-semicolon, and a fourth row with shift, z-x-c-v-b-n-m, comma, period, and another shift. There are also "option" and "arrow" keys at the bottom.

This is an example of the slip you see for a person.

Untitled Company

Company ▲

◆ **Phone** ()

First

Last

◆ **Ms./Mr.**

| | | | | | | | | | | | | | |
|-------|--------|---|---|----|---|---|---|---|---|---|---|-------|-----|
| ~ | ! | @ | # | \$ | % | ^ | & | * | (|) | _ | + | del |
| → | Q | W | E | R | T | Y | U | I | O | P | { | } | |
| caps | A | S | D | F | G | H | J | K | L | : | " | ↵ | |
| shift | Z | X | C | V | B | N | M | < | > | ? | | shift | |
| | option | | | | | | | ← | → | | | | |

Ⓐ ✕

This is an example of the slip you see for a company.

- When you are finished, tap ✕ to close the slip.
If you want to add other information to the card, tap the Add button and see the next section, “Adding Information to a Card.”

Adding information to a card

You can add information to a name card at any time.

- 1 Go to the card and tap Add.

The Add button appears in both the Card and All Info views, but not in the Overview.



Tap Add to enter additional information on a card.

- 2 In the list that appears, tap the type of information you want to add. For each type of card you can add the following types of information:
 - *Person*—company, address, phone, e-mail address, pager number, dates, affiliate, and notes
 - *Company*—affiliate, address, phone, e-mail, and notes
 - *Group*—notes

You can also create custom fields of information for each type of card. See “Creating Custom Field Labels,” below.

If you enter a birthday or anniversary in the Dates field for a person, it is automatically entered as an annual event in the Date Book.

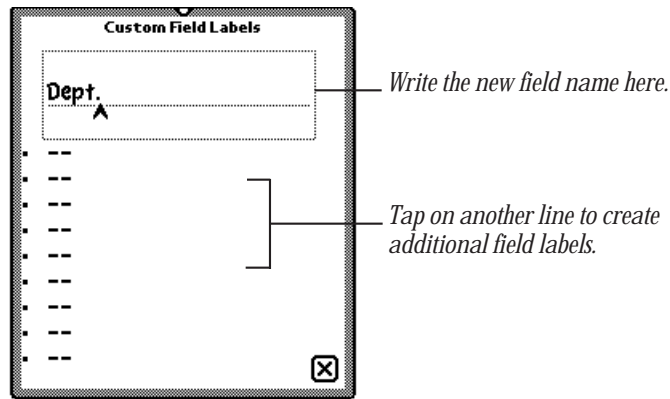
- 3 In the slip that appears, enter the appropriate information.
- 4 When you are finished, tap to close the slip.


To see the information, tap Show and in the list that appears, tap All Info.


Creating custom field labels

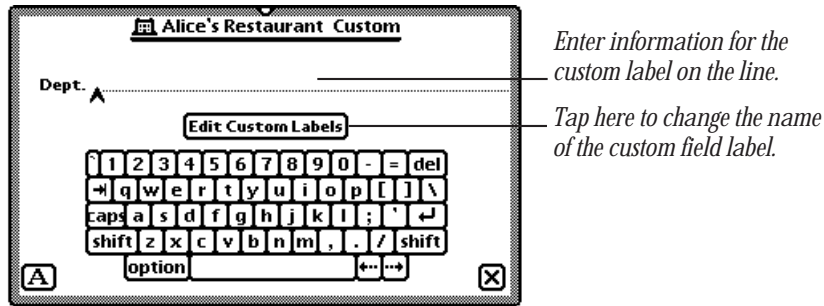
You can create your own field labels for name cards if you want to enter information that is not in the Add pop-up list. For example, you might want to add a Department field.

- 1 Go to the card and tap Add.
- 2 In the list that appears, tap Custom.
A slip appears for you to enter the name of the field.
- 3 Tap the pen on a blank line.
The caret appears.
- 4 Enter the name of the new field.



- 5 Tap  to close the slip.
Another slip appears with the field label you just created.


- 6 Enter information on the blank line and tap  when you are finished.



To view custom field information

The field labels you create do not appear in the Card view. To see custom field information, tap Show and, in the list that appears, tap All Info.


To enter custom field information in another card


Once you create a custom field label, you can use that field in any name card. To do this, go to a name card and tap Add. In the list that appears, tap the custom field label. Enter the appropriate information in the slip and tap  when you are finished.

Changing information on an existing card

- 1 Go to the card you want to change.
- 2 Tap the information you want to change.


If you are in the Card view and the information you want to change is shown, tap it. If the information is not shown in the Card view, tap Show, then tap All Info.

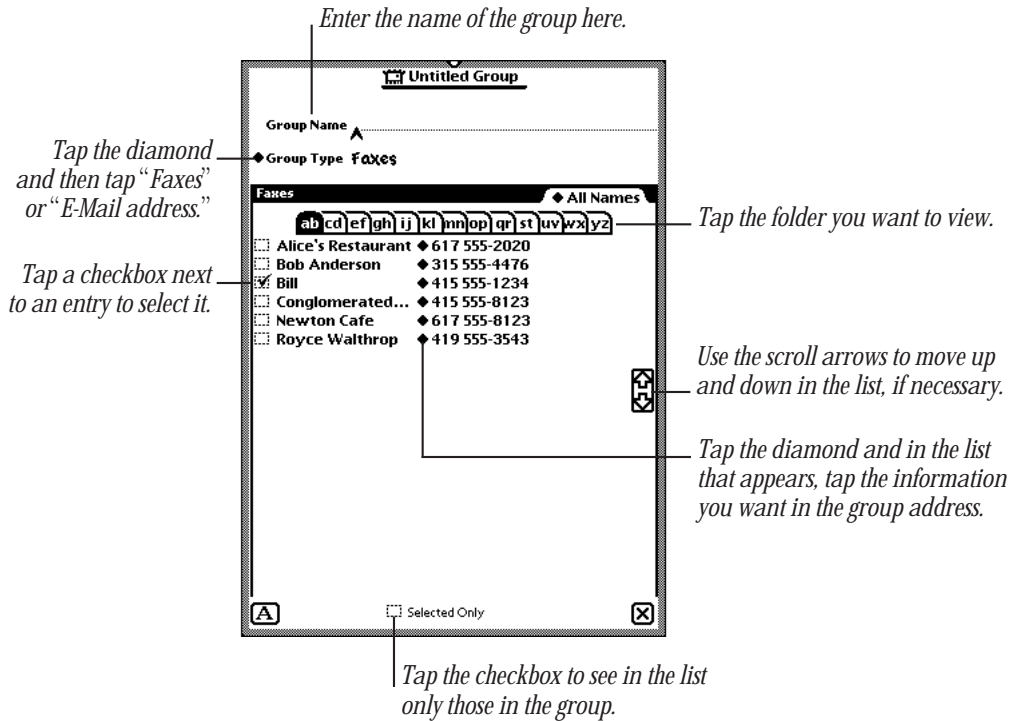
Do not tap the Phone button  or the MessagePad dials the phone number.
- 3 Scrub out the information and enter new information, if desired.


If there is no information in a field, it does not appear in any view.
- 4 When you are finished, tap  to close the slip.

Creating a card for a group address

You can create a group address to conveniently send faxes or electronic mail messages to multiple individuals or companies.


- 1 Tap New.
- 2 In the list that appears, tap Group .
- 3 In the slip that appears, enter the appropriate information.



- 4 When you are finished, tap  to close the slip.
The new group address card is added to your Name File.

To add or delete entries in a group address

Go to the group address card and tap the group name or the Picture button next to it.

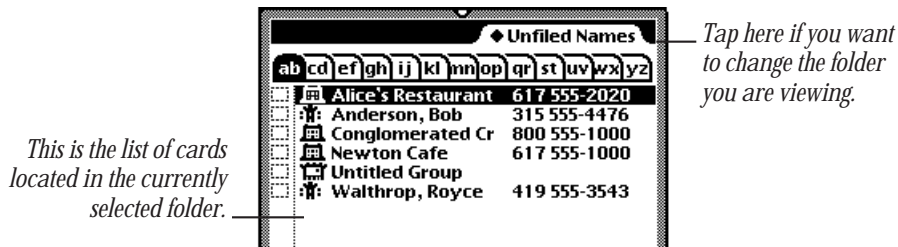
The group address slip appears. Make any changes and when you are finished, tap  to close the slip.

Viewing the Name File

To see other cards, tap the up and down arrows. Tap the up arrow to see cards toward the beginning of the alphabet; tap the down arrow to see cards toward the end. You can also tap a lettered tab to see cards within that letter range. If you tap the lettered tab a second time, you see cards that are filed under the second letter on the tab.

- Tap the Overview button .

A list of your name cards appears.



To see other cards in the folder, tap the up and down arrows to move through the list or tap the lettered tabs.

Sorting name cards

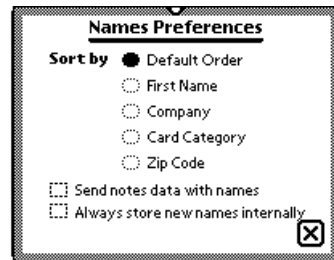
You can sort name cards several ways:

- Default Order—last name for a person and name of the company or group
- First Name
- Company Name
- Card Category—person, company, and group
- Zip Code

Note: Cards that don't include information in the field you are sorting by are placed at the beginning of the sort order.

To sort cards, follow these steps:



- 1 Tap the Information button ⓘ and in the list that appears, tap Prefs. The Names Preferences slip appears.

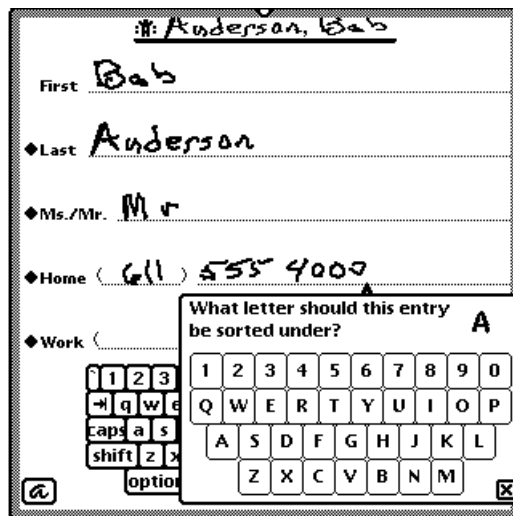



- 2 Under "Sort by," tap how you want to sort the cards.
- 3 Tap [X] to close the slip.
A message appears saying that the sort order is being changed.

Creating and sorting cards written in ink text

You can enter information in ink text and have the MessagePad sort these cards by a letter or number.

- 1 Tap New and in the list that appears, tap your choice.
A new card slip appears.
- 2 Tap the Recognition button and in the list that appears, tap Ink Text .
- 3 Write the appropriate information. Then tap  to close the slip.
A keypad appears.



- 4 Tap the letter or number that you want to sort the card by. Then tap  to close the slip.
If you don't choose a letter or number, the card is placed at the beginning of the sort order.

Sorting companies with information in the birthday field

Company entries created using an earlier version of the Newton operating system that have information in the birthday field may not be sorted correctly.

In the Newton 2.0 operating system, birthday information is displayed in the Last name or Untitled Person field. When entries are sorted by the information in the Last name field, entries with birthday information may be placed at the beginning of the alphabet.

This may occur when you

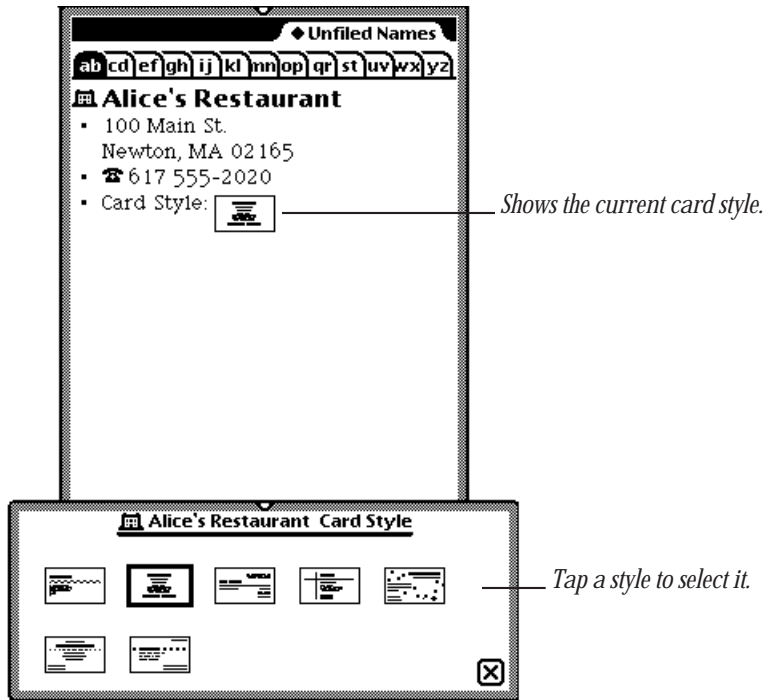
- Use data and information from a storage card that has been converted to the Newton 2.0 operating system.
- Beam or mail a company name card from a Newton device that uses an earlier version of the Newton operating system to your MessagePad, and then select “Put Away” in the InOut Box.


Changing a card's appearance

There are several different styles, or layouts, that you can choose for a name card.

- 1 Go to the card.
- 2 Tap Show and in the list that appears, tap All Info.
- 3 Tap Card Style or the picture of the card.

A slip of different card styles appears.





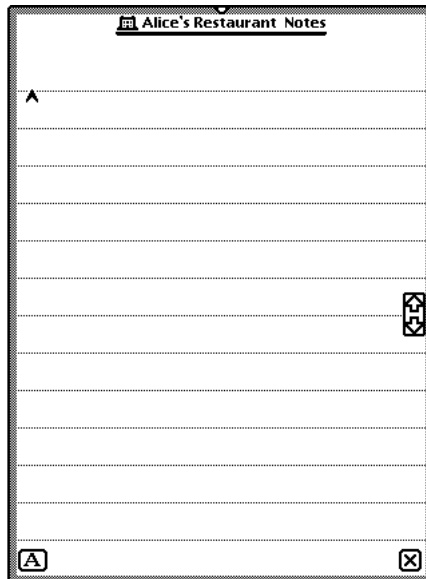
- 4 Tap the style you want to use.
The selected style now has a thick border around it.
- 5 To see the new card style, tap , tap Show, and in the list that appears, tap Card.

Adding and viewing notes

You can add a note to a name card and view notes attached to cards.

To add a note

- 1 Go to the card.
- 2 Tap Add and in the list that appears, tap Notes.
- 3 In the slip that appears, enter your information.
Tap the Recognition button  in the lower-left corner if you want to change the recognition setting for the note. Tap the scroll arrows  on the right side to move down in the note if you need more space.



The screenshot shows a note-taking interface titled "Alice's Restaurant Notes". The note area is a large rectangle with horizontal dotted lines for text entry. In the top-left corner of the note area, there is a small upward-pointing arrow icon. In the bottom-left corner, there is a square button with a white background and a black border containing a black letter 'A'. In the bottom-right corner, there is a square button with a white background and a black border containing a black 'X'. On the right side of the note area, there is a vertical scroll bar with two arrows pointing up and down.

- 4 When you are finished, tap  to close the slip.

To view a note

- 1 Go to the card.
- 2 Tap Show and in the list that appears, tap All Info.

The note text appears in quotation marks if it was written as text. If it was written using a combination of text, ink text, shapes, or sketches you see the designation “[notes].”



- 3 Tap the note shown on the screen.

The note slip appears. Tap the scroll arrows  to move up and down in the note.

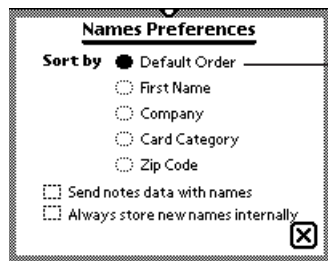
You can find text in a note attached to a name card by tapping Find. For more information, see Chapter 6, “Organizing and Finding Information.”

Setting Names preferences

You can set preferences for the Name File to choose how the cards are sorted, whether you want to beam note information with a card, and whether to store new names internally.

- 1 Tap Names  to open the Name File, if it’s not already open.
- 2 Tap the Information button .
- 3 In the list that appears, tap Prefs.

The Names Preferences slip appears.

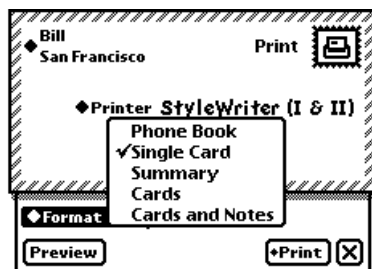


The default sorting order is alphabetical by the person’s last name, company name, or name of group.

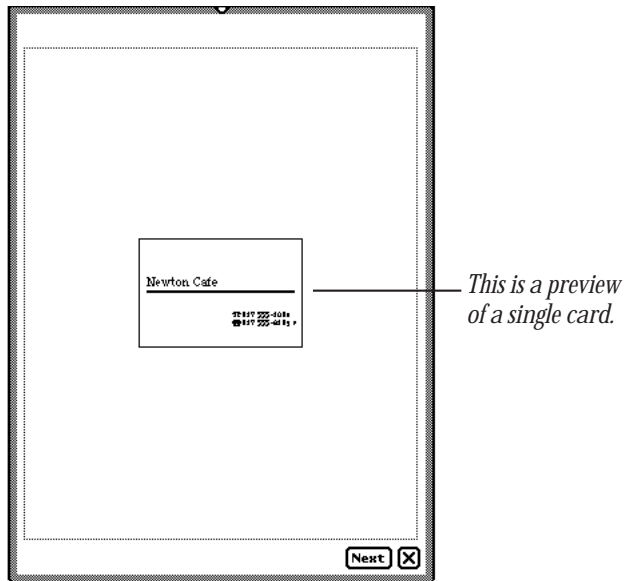
- 4 Enter or change any information.
 - Under “Sort by” tap how you want the MessagePad to sort your name cards. Only name cards with information in the selected field appear. Cards that don’t include information in the field you are sorting by are placed at the beginning of the sort order.
 - Tap the “Send notes data with names” checkbox to beam any notes with name cards.
 - Tap the “Always store new names internally” checkbox if you want to store new items in the internal memory of your MessagePad.
This preference overrides any settings on a storage card.
- 5 Tap to close the slip.
If you changed the sorting preference, you now see the cards in the new sort order.

Printing cards in the Name File

- 1 If you want to print several, but not all, cards, tap the Overview button ● and, in the list that appears, tap the checkbox next to each card you want to print. Otherwise, go to step 2.
- 2 Tap the Routing button .
- 3 In the list that appears, tap Print Name.
A print slip appears.
- 4 If necessary, tap Printer and in the list that appears, tap your choice. (For more detailed information on printing, see “Printing” in Chapter 7, “Routing Information.”)
- 5 Tap Format and in the list that appears, tap your choice.



- *Single Card*—to print the card you are currently viewing. (If you selected more than one card to print from the Overview, the choice “Single Card” doesn’t appear.)
 - *Phone Book*—to print information on each card in alphabetical order, with telephone numbers in a separate column to the right.
 - *Cards and Notes*—to print cards and notes.
 - *Cards*—to print cards only (no notes).
 - *Summary*—to print all information for each card including text notes. If you have ink text, a drawing, or a sketch in the notes field, notes are not printed; the designation “[notes]” appears instead.
- 6** To preview the list, tap Preview.
A miniature of the format is shown.



Tap Next to view any remaining preview screens.

- 7** Tap to close the preview slip.
- 8** Tap Print to print the card or cards in the selected format.

Faxing, beaming, mailing, duplicating, or deleting cards

- 1** Go to the card.
To select more than one name card, tap the Overview button ● and in the list that appears, tap the checkbox next to each card you want to route.
- 2** Tap the Routing button ☑.
- 3** In the list that appears, tap your choice.
If you want to send the notes associated with Names information, open the Preferences slip for Names and select the “Send notes data with names” checkbox.
For more information about sending information, see Chapter 7, “Routing Information.”

Dialing telephone numbers

You can place a telephone call while you are in the Name File. You can also tap Assist or use the Calls application in the Extras Drawer to make calls.

- ▲ **Warning** Do not connect your modem to a digital telephone line. It may damage the modem. ▲

Important Because of local telephone regulations, tone dialing through the MessagePad speaker may not be available in some countries.



The MessagePad can look up phone numbers in the Name File and dial them for you, using the speaker or an optional modem. When you enter phone numbers, always include the area code. Based on the information in Time Zones and Owner Info, your MessagePad decides whether to dial an area code and whether to include prefixes and calling card numbers.

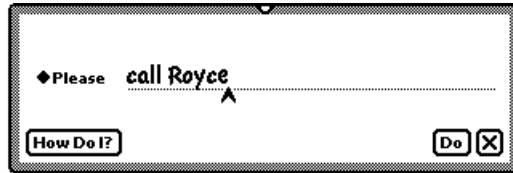
For more information, see Chapter 5, “Managing the MessagePad 2000.”

Important The MessagePad’s dialing feature does not work with all phones. Some phones, such as PBX phones, do not recognize the tones from MessagePad’s speaker.

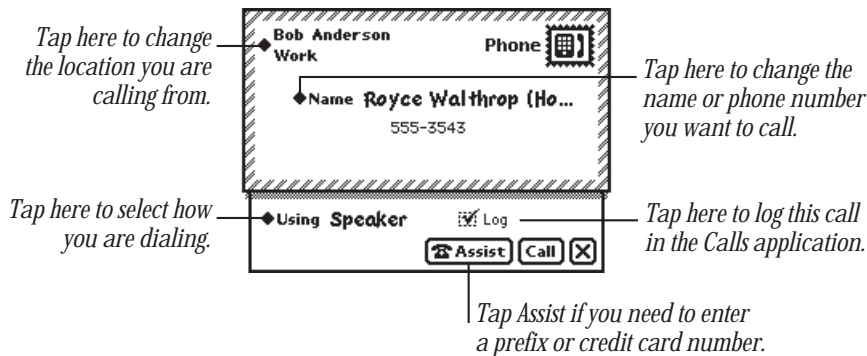
Tip: You can include letters in a phone number (for example, 1-800-SOS-APPL), but only capital letters are interpreted as numbers. When you dial the phone or send a fax, your MessagePad uses the phone pad numbers corresponding to the letters you enter. Note that the letters Q and Z do not appear on the phone pad and do not dial any corresponding number if they are entered.

To have the MessagePad 2000 place a call

- 1 Initiate the call. There are several ways to place a call:
 - In the Name File Overview, tap a phone number.
 - In the Card or All Info view, tap the Phone button .
 - Tap Assist  and tap the diamond next to Please. In the list that appears, tap Call. Enter the name or number on the line, then tap Do.



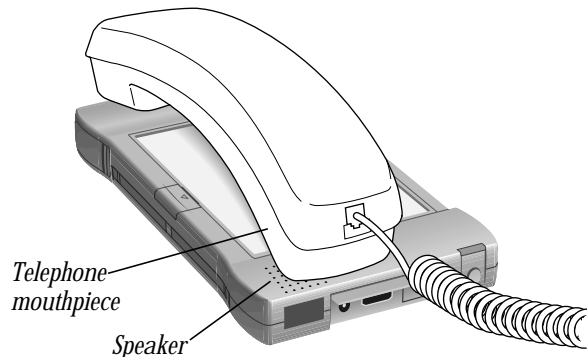
- 2 In the slip that appears, enter the appropriate information.



If you want to use a modem to dial, make sure both the modem and the telephone you're using are connected to the same line. See the modem manual for details.

3 Tap Call.

If you're dialing through the speaker, position the MessagePad's speaker at the center of the telephone mouthpiece.



The number is dialed and a message appears telling you the MessagePad is dialing.



Note: If you tapped Log in the Call slip, the call is automatically logged in the Calls application in the Extras Drawer and you see a different screen after you tap Call. For more information, see “Calls” in Part 2, “Using the Built-in Applications” in Chapter 5, “Managing the MessagePad 2000.”



4

Using the Date Book: Calendar and To Do List

The Date Book has two parts: a calendar that you use to keep track of meetings and events, and a daily to-do list, which forwards unfinished items to the current date.

Tap Dates  to go to the Date Book. Tap it again to put away the Date Book. You can also tap  in the lower-right corner of the Date Book to put it away.

Summary of the Calendar

Events are shown in the top-left corner.



Each meeting has a marker, button, and title.

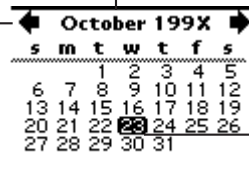
Tap the scroll arrows to move up and down in the schedule.

Tap Show to see different views of the Date Book.

Tap New to create a new item in the Date Book or a new To Do task.

Tap the month and a list appears; you can choose to see the last 3 months, next 9 months, or today.

Tap the arrows to move to the next or previous month.





Tap a date to go to it.

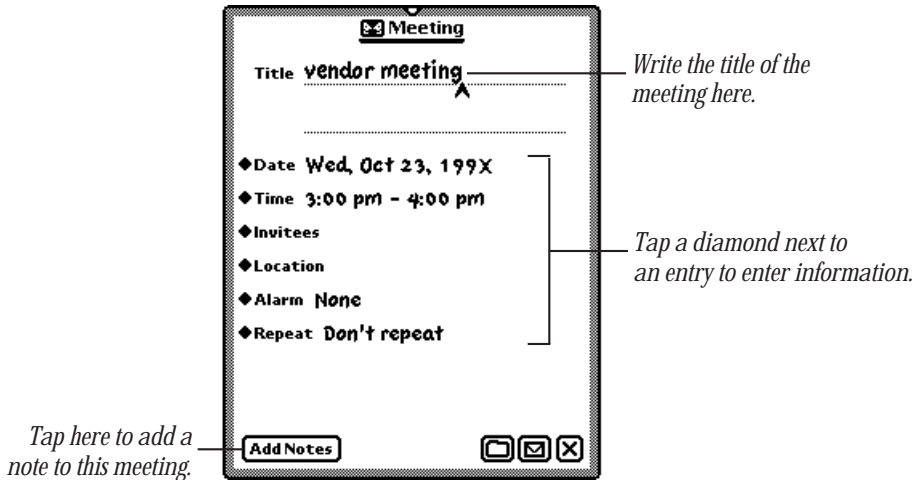
Scheduling meetings and events

You can create a variety of items in the calendar, including single, weekly, and other repeating meetings, along with single, multiday, and annual events. Meetings are time based and events are date based. You can also add notes to calendar items and set alarms for them.

Scheduling a meeting

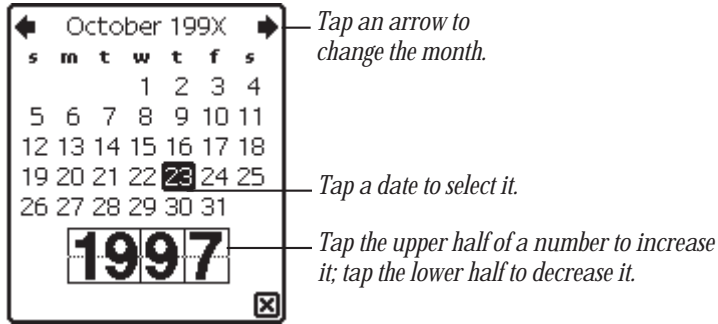
You can schedule a single, one-time meeting or a repeating meeting. (To schedule a weekly meeting, see the next section.)

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Meeting .
- 4 Enter the information in the slip that appears.

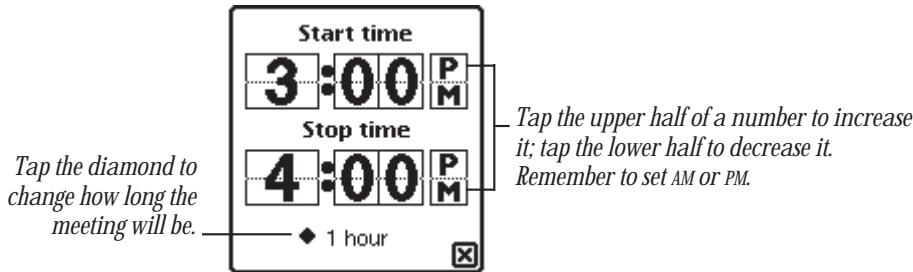


Write the title. To enter other information, tap the diamond ◆ next to an item. You can include the following information:

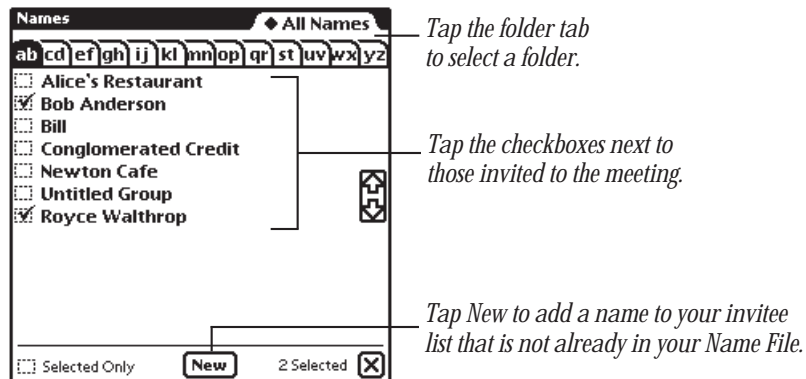
- **Title**—displays the name of the meeting. (You'll see a diamond here if you have created other meetings, except for weekly meetings.)
- **Date**—shows the day and year of the meeting.



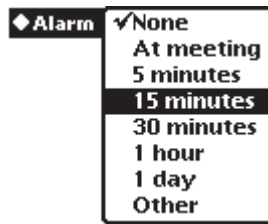
- **Time**—lists the time and length of the meeting.





- **Invitees**—shows who is attending the meeting. (Your MessagePad gets the information from the Name File.)

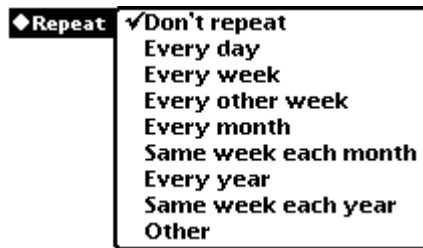


- *Location*—tells where the meeting is being held.
- *Alarm*—sets an alarm and a message to appear a specified amount of time before the meeting.



To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the MessagePad 2000.”

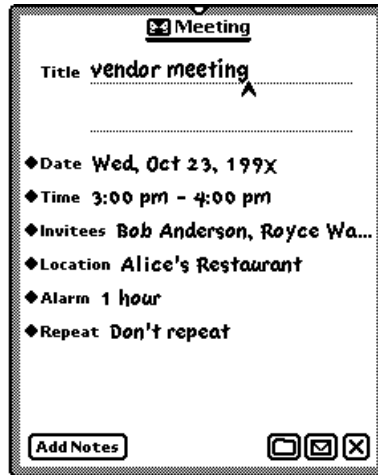
- *Repeat*—tells how often the meeting repeats, if necessary.



- *Add Notes*—allows you to add additional information about the meeting.

To add more information or edit existing information, tap Edit Notes in the meeting slip. Scrub any information you want to delete.

This is an example of a meeting slip that has been filled out.



Meeting

Title **vendor meeting**

◆Date **Wed, Oct 23, 199X**

◆Time **3:00 pm - 4:00 pm**


◆Invitees **Bob Anderson, Royce Wa...**

◆Location **Alice's Restaurant**

◆Alarm **1 hour**



◆Repeat **Don't repeat**

Add Notes

- 5 When you are finished entering information, tap  to close the slip.

Scheduling a weekly meeting

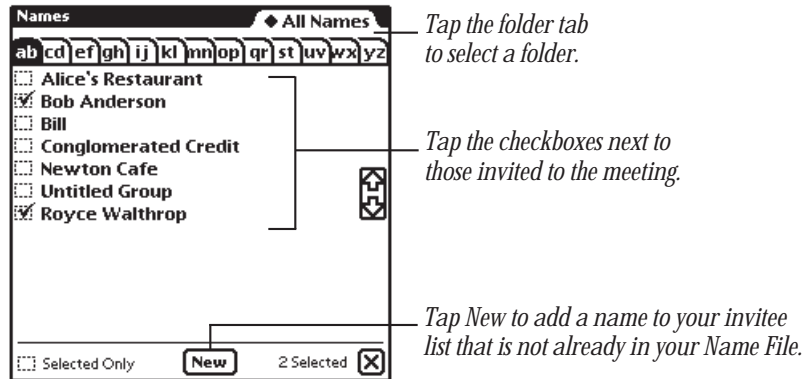
You can schedule a meeting for the same day and time each week.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Weekly Meeting .
- 4 Enter the information in the slip that appears.

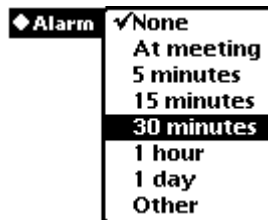
Write the title. To enter other information, tap the diamond  next to an item.



You can include the following information:

- **Title**—displays the name of the meeting. (You'll see a diamond next to this if you have created other weekly meetings.)
- **Time**—lists the time and length of the meeting.
- **Invitees**—shows who is attending the meeting.

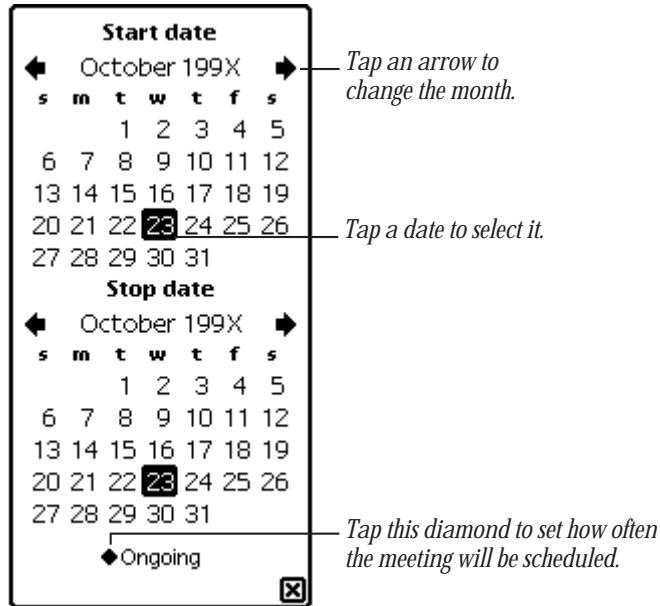


- **Location**—tells where the meeting is being held.
- **Alarm**—sets an alarm and a message to appear a specified amount of time before the meeting.



To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the MessagePad 2000.”

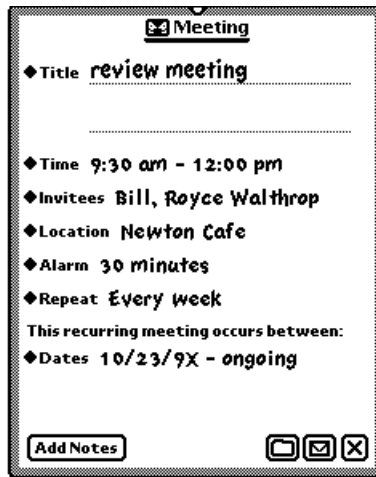
- **Dates**—shows the beginning day and year of the meeting and the end date (if it’s not ongoing).



- **Add Notes**—allows you to add additional information about the meeting.

To add more information or edit existing information, tap Edit Notes in the meeting slip. Scrub any information you want to delete.

This is an example of a Weekly Meeting slip that has been filled out.



Meeting

◆ Title **review meeting**

◆ Time **9:30 am - 12:00 pm**

◆ Invitees **Bill, Royce Walthrop**

◆ Location **Newton Cafe**


◆ Alarm **30 minutes**

◆ Repeat **Every week**

This recurring meeting occurs between:



◆ Dates **10/23/9X - ongoing**

Add Notes

- 5 When you are finished entering information, tap  to close the slip.

Scheduling an event

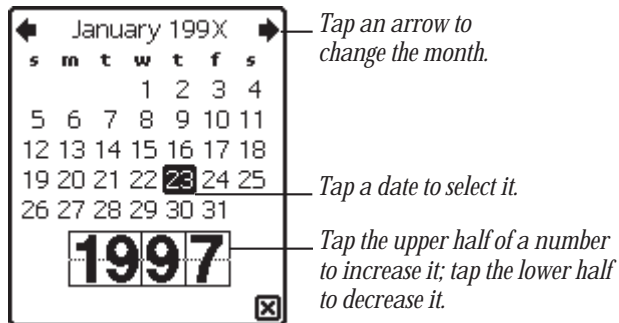
You can schedule an event on a particular day.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Event .
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond next to an item. You can include the following information:



- **Title**—displays the name of the event. (You'll see a diamond here if you have created other events.)

- *Date*—shows the day and year of the event.

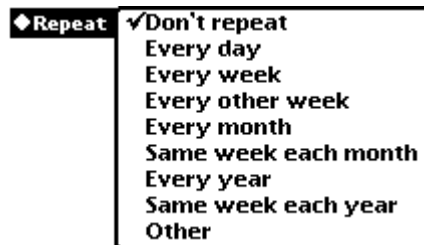


- *Alarm*—sets an alarm and a message slip to appear a specified amount of time before the event.



To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the MessagePad 2000.”

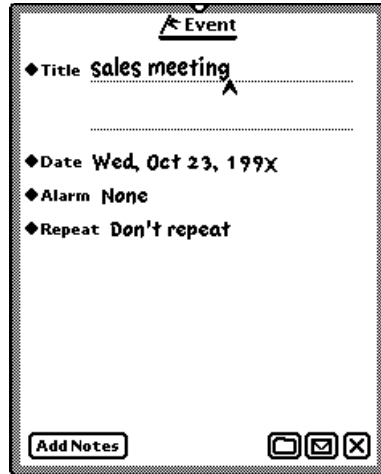
- *Repeat*—tells how often the event repeats, if necessary.



- **Add Notes**—allows you to add additional information about the event.

Once you've added information in a note, to add more information or edit existing information while the meeting slip is still open, tap Edit Notes in the event slip. Scrub any information you want to delete.



This is an example of an event slip that has been filled out.



- 5 When you are finished entering information, tap to close the slip.

Scheduling a multiday event

You can also schedule events that last more than one day, such as a conference or sales meeting.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Multi-Day Event .

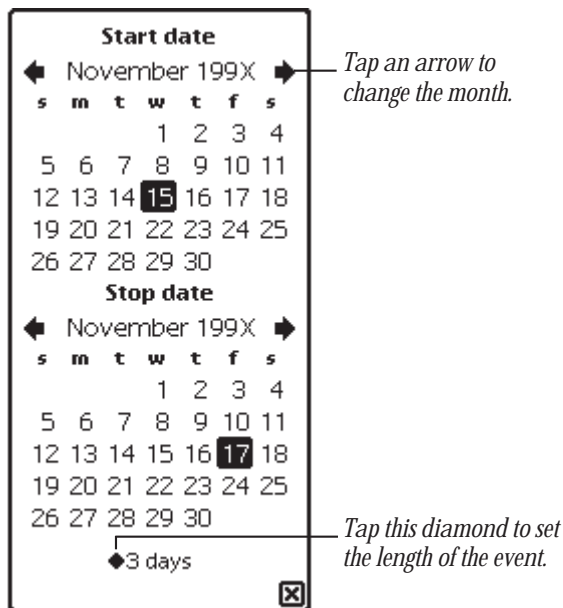
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond **◆** next to an item. You can include the following information:

- **Title**—displays the name of the event. (You'll see a diamond here if you have created other multiday events.)
- **Alarm**—sets an alarm and a message slip to appear a specified amount of time before the event.



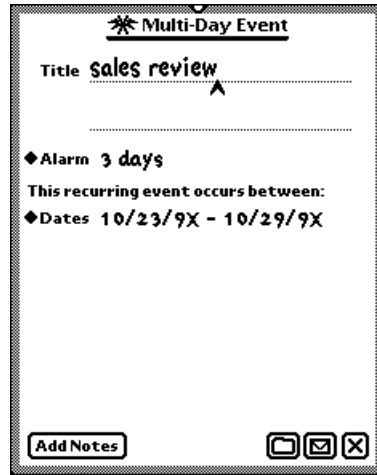
- **Dates**—shows the date the event occurs.



- **Add Notes**—allows you to add additional information about the event.

To add more information or edit existing information, tap Edit Notes in the event slip. Scrub any information you want to delete.

This is an example of a Multi-Day Event slip that has been filled out.



Multi-Day Event

Title sales review

◆ Alarm **3 days**

This recurring event occurs between:

◆ Dates **10/23/9X - 10/29/9X**



Add Notes

📅 ✉️ ✕

- 5 When you are finished entering information, tap to close the slip.

Scheduling an annual event

Use this to include events that occur on one day each year, such as birthdays or anniversaries.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Annual Event .

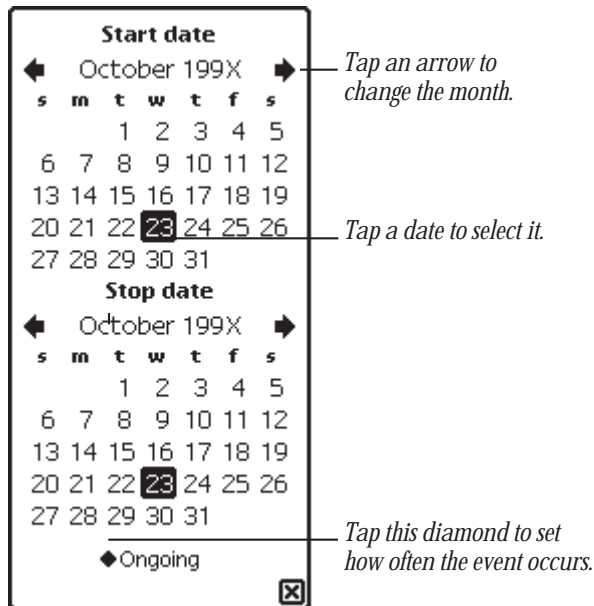
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond ◆ next to an item. You can include the following information:

- **Title**—displays the name of the event. (You'll see a diamond here if you have created other annual events.)
- **Alarm**—sets an alarm to go off and a message slip to appear a specified amount of time before the event.



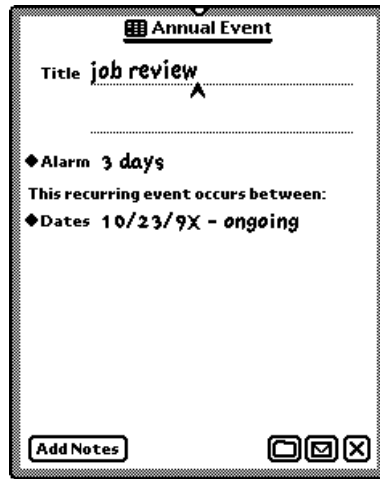
- **Dates**—shows the dates the event occurs on.




- **Add Notes**—allows you to add additional information about the event.

To add more information or edit existing information, tap Edit Notes in the event slip. Scrub any information you want to delete.

This is an example of an Annual Event slip that has been filled out.




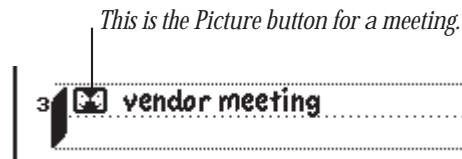
The screenshot shows a mobile application interface for an 'Annual Event'. At the top, there is a title bar with a calendar icon and the text 'Annual Event'. Below this, the event title is 'job review'. Underneath the title, there are two lines of text: 'Alarm 3 days' and 'This recurring event occurs between:'. Below that, the dates are listed as 'Dates 10/23/9X - ongoing'. At the bottom left, there is a button labeled 'Add Notes'. At the bottom right, there are three icons: a picture icon, an envelope icon, and a close icon (an 'X' in a square).

- 5 When you are finished entering information, tap  to close the slip.

Adding notes to an existing meeting or event

You can annotate a meeting or event and add information.

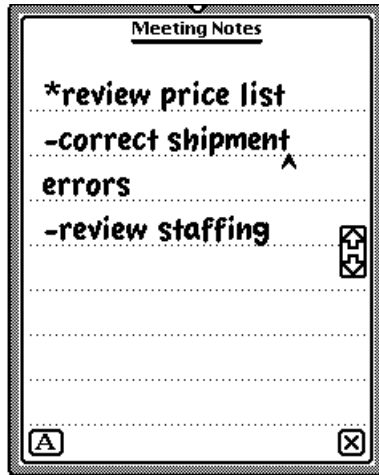
- 1 Tap Dates .
- 2 Tap the Picture button next to the meeting or event title. The meeting or event slip appears.



- 3 Tap Add Notes.

If you've already entered notes, the button is labeled Edit Notes.

- 4 Enter the information in the Meeting Notes slip that appears.






- 5 Tap to close the notes slip, then tap to close the meeting slip.


Using the alarm to notify you

When an alarm goes off, a message appears on the MessagePad screen. You can also choose to have the MessagePad play a sound when the alarm goes off.

To set the type of sound and volume for an alarm:

- 1 Tap Extras , then tap the folder tab and tap Unfiled Icons.
- 2 Tap Prefs , then tap Alarm .

In the slip that appears, tap your preferences.

- 3 Tap to close the slip.
- 4 Tap Sound  and in the slip that appears, tap the checkbox next to “Action sound effects.”

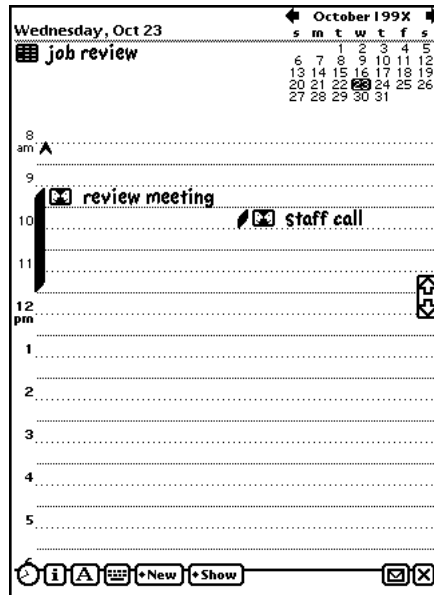
This turns on sound effects so you can hear the alarm.

For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the MessagePad 2000.”

Scheduling overlapping meetings

You can set two meetings for overlapping times by placing them side by side.

Schedule the first meeting, then do one of the following:



- Tap New and in the list that appears, tap the type of meeting you want. In the meeting slip that appears, enter the appropriate information, and then tap to close the slip. The new meeting appears in the middle of the screen at the specified time.
- Draw a vertical line near the middle of the calendar, specifying the time of the second meeting. A marker and Picture button for the second meeting appear. Write the title next to the new Picture button or tap the Picture button and enter the appropriate information in the slip that appears, then tap to close the slip.
- Schedule the second meeting at a different time, then move it. For more information, see “Moving Items in the Date Book,” later in this chapter.

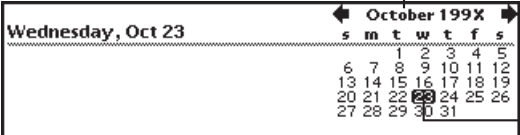
Moving around in the Date Book

You use the monthly calendar in the top-right corner of the Date Book to go quickly through the Date Book.

Tap the month and a list appears; you can choose to see the last 3 months, next 9 months, or today.

Tap the arrows to move to the next or previous month.

Tap a date to go to it.



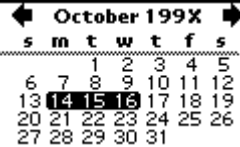
| October 199X | | | | | | |
|--------------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

- To go to another date, tap the date.
- To see the next or previous month, tap the arrows.
- To see several days at a time, select the days you want, up to seven days. Tap a date, then drag to the end date. You can select the same day over consecutive weeks (vertically) or days in a single week (horizontally).


You can also see consecutive days spanning two weeks by dragging the pen diagonally.

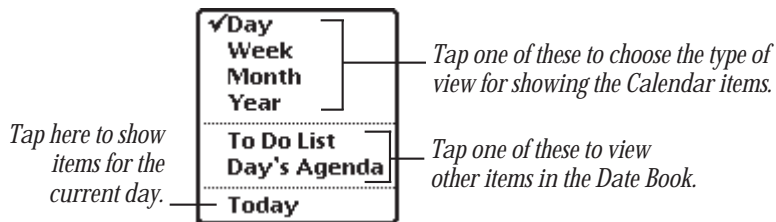


| October 199X | | | | | | |
|--------------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |



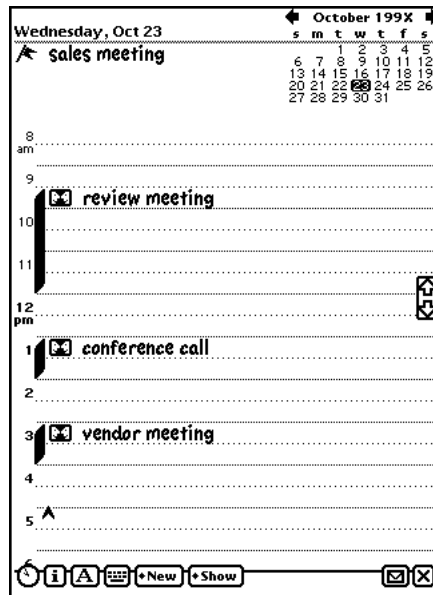
| October 199X | | | | | | |
|--------------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

- 1 Tap Dates  to open the Date Book.
- 2 Tap Show and in the list that appears, tap your choice.

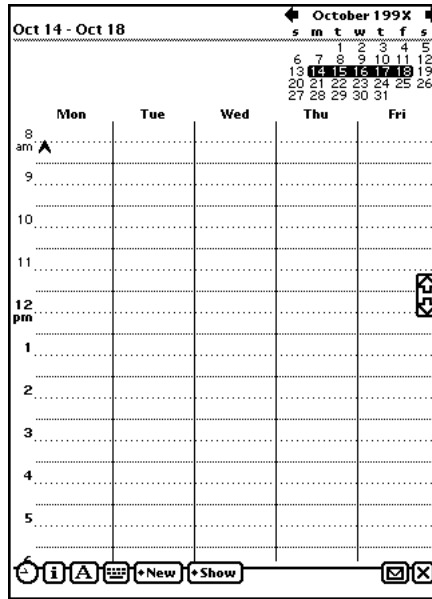


The default view is the current day. If you choose a week view, it shows the week containing the current day.

- Tap Day to view a particular day.



- Tap Week to see the overview for a particular week.

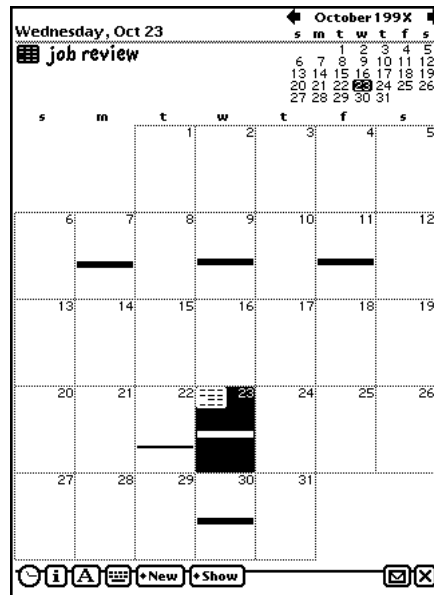


- Tap Month to see one month at a time. The dark bands represent meetings and events and the flags represent events.

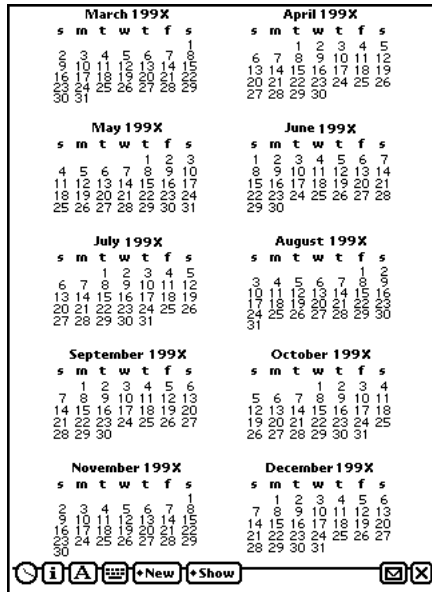
To go to a particular date in the month, tap the day in either the large month view or the minicalendar in the upper-right corner.

To go to another month, you can

- Tap the name of the month and, from the list that appears, tap your choice.
- Tap the arrows next to the name of the month.
- Tap the up and down arrows next to the Overview button ●.



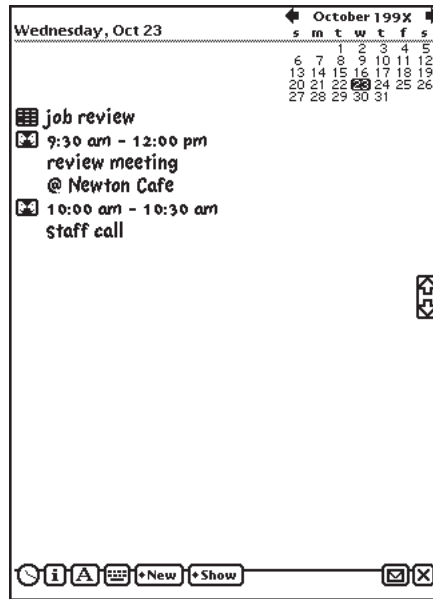
- Tap Year to see a distant date. A ten-month calendar appears. Tap the up and down arrows next to the Overview button ● to see more months. You can tap the month or the date you want to see.



- Tap To Do List to see your tasks.

For more information, see “Using the To Do List,” later in this chapter.

- Tap Day's Agenda to see meetings, events, and to-do tasks for the day you are viewing. Tap the Picture button for an item to see more information about it.

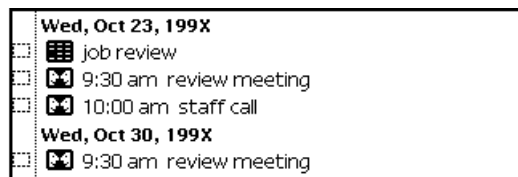


- Tap Today to go quickly to today's schedule.

Viewing items in the Date Book

You can use the Overview button ● to see a list of items in the Date Book. There are several ways to do this, depending upon what you want to see.

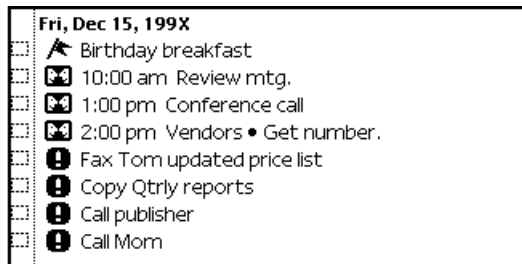
- *Meetings and events*—Tap Show and in the list that appears, tap Day. Tap the Overview button ●.



- *To Do Tasks*—Tap Show and in the list that appears, tap To Do List. Tap the Overview button ●.





- *Multiple meetings, events, and to-do tasks*—If you have four or more meetings, events, or tasks in one day and you want to see them all, tap Show and in the list that appears, tap Day's Agenda. Tap the Overview button ●.

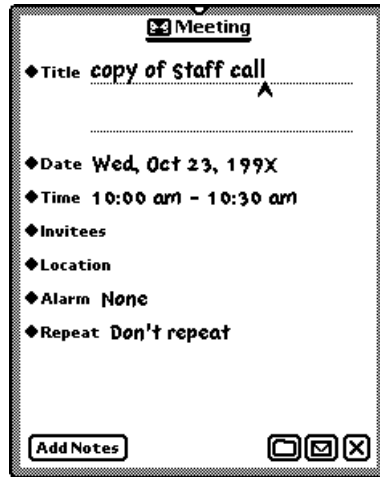


Duplicating meetings or events

To duplicate a meeting or event:

- 1 Tap Dates .
- 2 Go to a specific date.
- 3 Tap the Picture button for the meeting or event. The Meeting slip appears.
- 4 Tap the Routing button .

- 5 From the list that appears, tap Duplicate.
A copy of the slip appears.



- 6 Change information in the slip as appropriate.

If you change the time or date of the meeting, the MessagePad automatically moves it to the new time or date.

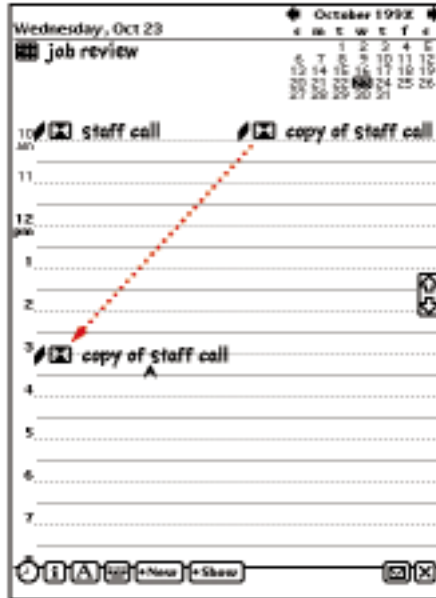
If you don't change the time or date of the meeting, it appears next to the original item in the day's schedule. To move the item to another time or date, see the next section, "Moving Items in the Date Book."

Moving items in the Date Book

You can quickly move meetings or events to a different time or date or change the length of a meeting or event.

Moving a meeting within the same day

To move a meeting to a different time in the same day, hold the pen on the Picture button for the meeting or event. Move the item to the desired time.



Another way to do this is to tap the Picture button for the meeting, tap Time, and in the slip that appears, tap the new time.

Moving a meeting to another date

To move a meeting or event to a different date, tap the Picture button for the meeting, tap Dates, and in the slip that appears, tap the new date.

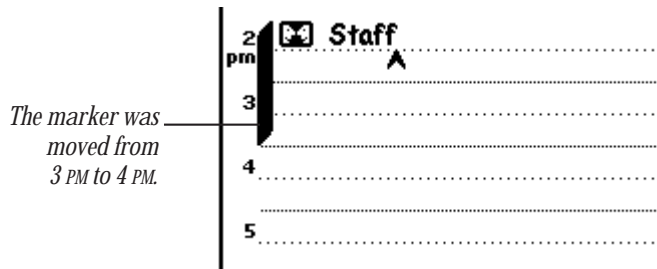
You can also hold the pen on the Picture button for the meeting or event and drag it all the way to the right or left edge of the screen. A box appears. Tap the date on the calendar that you want to move the meeting to. Hold the pen on the box and move it to the time you want on the selected day.

If you want to move a meeting within the same week, tap Show, then tap Week. Tap the Picture button for the meeting and drag it to the new date.


Changing the length of a meeting

To change the length of a meeting:

- Hold the pen on the marker for the meeting until it turns white and drag to the new beginning or ending time.



- Tap the Picture button for a meeting, tap Time, and in the slip that appears, tap the new time.


To change the time of a meeting, tap the Picture button and drag it to the new time. Tap the scroll arrows  on the right if you need to move up or down in the schedule.



Using the To Do List

The Date Book includes a daily To Do list that forwards unfinished items to the current date.

Creating a To Do Task

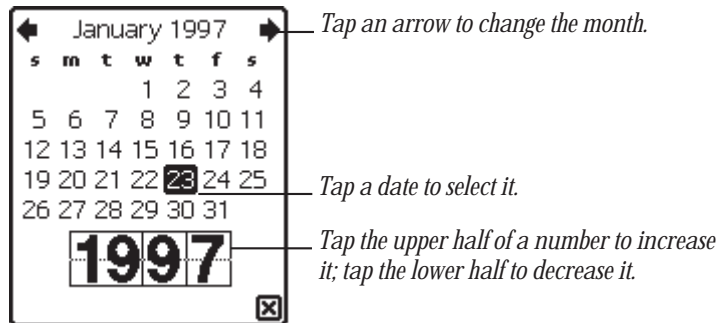
- 1 Tap Dates .
- 2 Tap New.
- 3 In the list that appears, tap To Do Task.



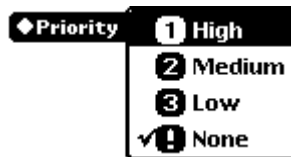
- 4 Enter the information in the slip that appears.

To enter information, tap the diamond next to the item you want to enter. You can include the following information:

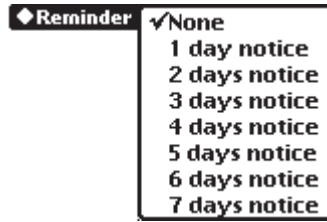
- *Title*—displays what the task is.
- *Date*—lists the date you want to do this task.



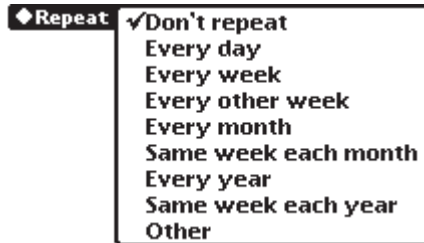
- *Priority*—sets a numbered priority for the task.



- *Reminder*—sets how many days in advance to start displaying the To Do task.




- *Repeat*—sets the task to reappear at a specified interval.




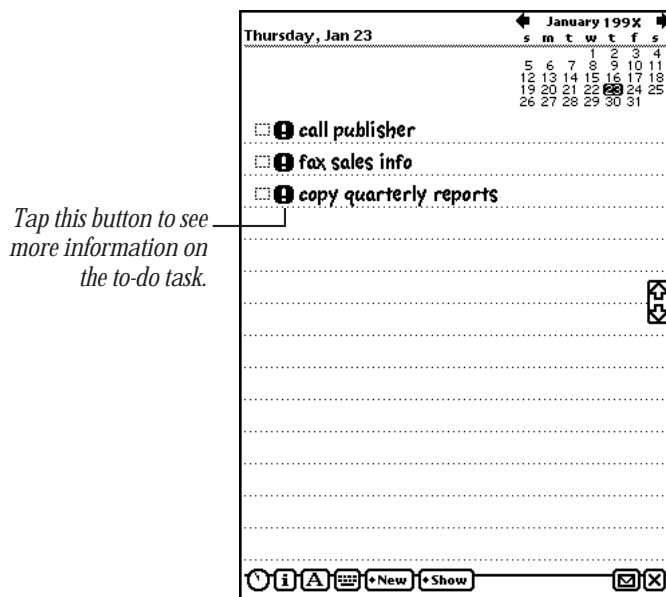
This is an example of a To Do Task slip that has been filled out.



- 5 When you are finished entering information, tap  to close the slip.

Viewing the To Do List

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.



- 4 To see more information about a specific task, tap the Picture button next to the checkbox.


Your MessagePad automatically turns itself on at 3:00 A.M. every morning and moves unfinished tasks to the next day. The MessagePad then turns itself off.

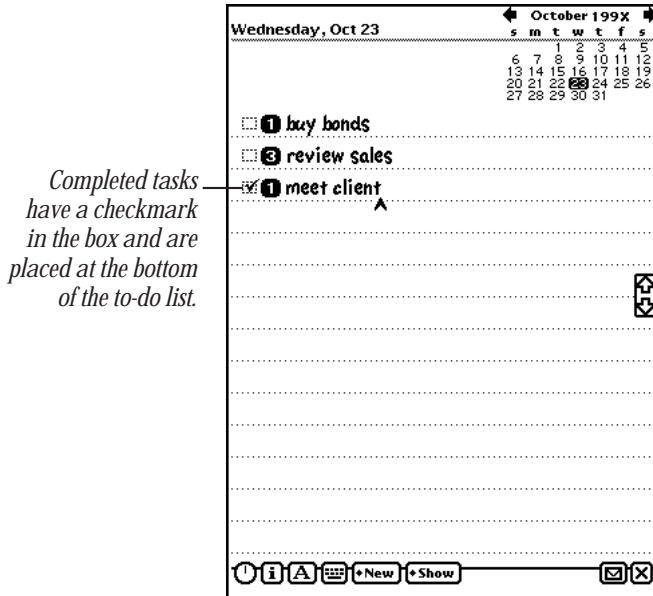
Changing the level of a to-do task

Tap the Picture button of a to-do task and drag it to the level of priority you want.

If you move the task above a higher-priority item, it becomes a higher priority. If you move the task below a lower-priority item, it becomes a lower priority.



Completing a to-do task

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.
- 4 Tap the checkbox next to any items you have finished.




Tasks that are completed move to the bottom of the list.

Deleting a to-do task

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.
- 4 Tap the Picture button next to the checkbox of the item you want to delete.
- 5 Tap the Routing button .
- 6 Tap Delete.

Duplicating a to-do item

- 1 Tap Dates .
- 2 Go to a specific date.
- 3 Tap Show.
- 4 In the list that appears, tap To Do List.
- 5 Tap the Picture button next to the checkbox of the item you want to duplicate.
- 6 Tap the Routing button .
- 7 Tap Duplicate.

A copy of the task appears in the list. You can tap its Picture button to change any information.


Other ways to create meetings and to-do tasks

There are several ways you can create meetings and to-do tasks without using the New button.

- If you are in the Day view and want to create a new meeting, tap the pen on the line at the approximate time, then write a name for the meeting. You can also draw a vertical line to create a new meeting marker.
- If you are in the To Do List view and want to create a new task, tap the pen on a line and write the task.

Faxing, beaming, mailing, and duplicating meetings, events, and to-do tasks

- 1 Go to the item.

To select more than one item, tap the Overview button  and, in the list that appears, tap the checkbox next to each item you want to route.
- 2 Tap the Routing button .
- 3 In the list that appears, tap your choice.

For more information, see Chapter 7, “Routing Information.”

Sending repeating to-do tasks

When you e-mail or beam a repeating to-do task, it is sent to the recipient as a non-repeating task. To make it repeat, the recipient must tap the to-do task to open the slip, tap Repeat, and in the list that appears, tap a choice.

Deleting meetings, events, and to-do tasks

You can free up your MessagePad's internal memory by deleting old and out-of-date items from the Date Book.


To delete a single meeting, event, or to-do task, go to the item, tap its Picture button, and tap the Routing button . In the list that appears, tap Delete.

To delete more than one item, use the overview. There are several ways to do this, depending upon what you want to delete.


- Meetings and events

Tap the Overview button ● in the Day view. Tap the checkbox next to each meeting or event you want to delete. Tap the scroll arrows to see days in the past and future. When you are finished selecting items, tap the Routing button and, in the list that appears, tap Delete.



- To Do Tasks

Tap the Overview button ● in the To Do List view. Tap the checkbox next to each task you want to delete. Tap the scroll arrows  to see tasks in the past and future. When you finish selecting tasks, tap the Routing button and, in the list that appears, tap Delete.

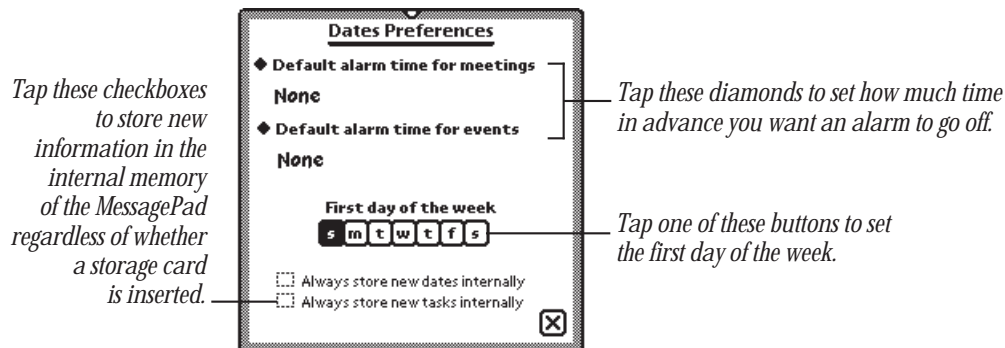
- Meetings, events, and to-do tasks


Tap the Overview button ● in the Day's Agenda view. Tap the checkbox next to each item you want to delete. Tap the scroll arrows  to see items in the past and future. When you finish selecting items, tap the Routing button and, in the list that appears, tap Delete.

Setting preferences for the Date Book

- 1 Tap Dates .
- 2 Tap the Information button .
- 3 In the list that appears, tap Prefs.

The Dates Preferences slip appears.



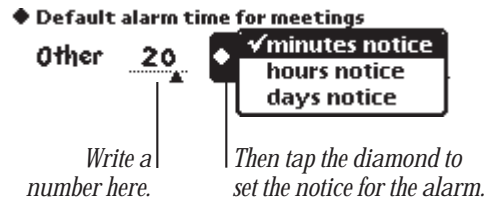
- 4 Enter the appropriate information, then tap  to close the slip.

Setting a default alarm time for meetings

- 1 Tap "Default alarm time for meetings."
- 2 From the list that appears, tap your choice.

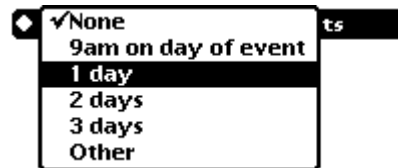


To set an alarm time other than those shown, tap Other and enter the appropriate information.

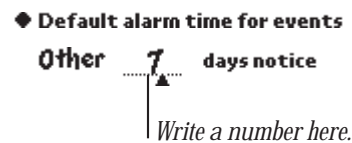


Setting a default alarm time for events

- 1 Tap “Default alarm time for events.”
- 2 From the list that appears, tap your choice.



To set an alarm time other than those shown, tap Other and enter the number of days.





5

Managing the MessagePad 2000

This chapter contains information about the MessagePad and is divided into two parts:

Part 1: Managing the Extras Drawer



Part 2: Using the built-in applications

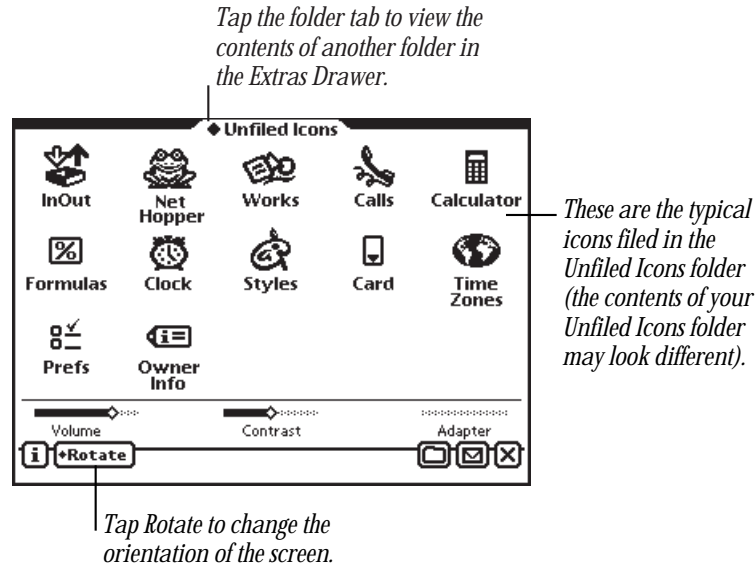
Use the first part of this chapter to learn how to manage the Extras Drawer and the items in it.

Use the second part of this chapter to learn how to use the applications that come with your MessagePad.

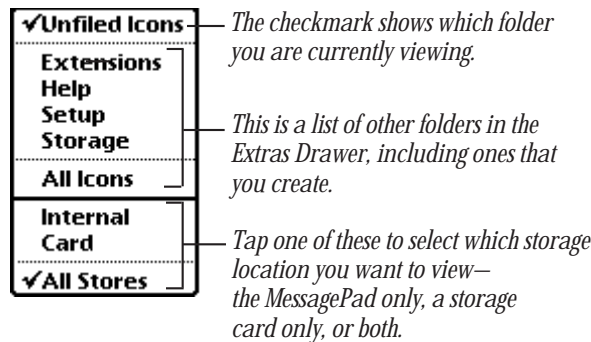
Part 1: Managing the Extras Drawer

The Extras Drawer contains icons you can tap to go to different areas of your MessagePad, other than the Name File, Date Book, and Notepad. If you install more applications, either internally or on a storage card, their icons may appear in the Extras Drawer.

To open the Extras Drawer, tap Extras . Tap the icon again to close the Extras Drawer. You can also tap  to close the Extras Drawer.



You can also manage the information and applications in the Extras Drawer. As in many areas of the MessagePad, the Extras Drawer is organized by folders.



The following folders are present when you first receive your MessagePad:




- *Unfiled Icons*—contains many built-in applications, such as the InOut Box, Calls, Calculator, Formulas, Time Zones, Connection, Card, Styles, Prefs, Owner Info, and Clock.
- *Setup*—contains Setup, Newton Tour, HW Instructor, and Writing Practice.
- *Help*—includes the on-screen help application for the Newton operating system (help files from other applications you install are also located here).
- *Extensions*—contains fonts, system extensions, and some applications.
- *Storage*—contains data from all of your applications.

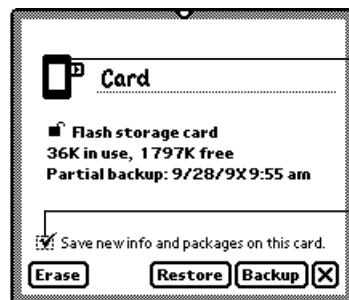
You can create new folders and edit existing folder names. For more information, see Chapter 6, “Organizing and Finding Information.”

Setting where new information is stored

All new items you create in the Notepad, Name File, and Date Book are stored internally in the MessagePad, unless you specify otherwise.


You can store new information automatically on a storage card. To do this:

- 1 Insert a storage card.
- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap the folder tab, tap Unfiled Icons, then tap Card . (If you filed Card in another folder, tap the name of that folder, then tap Card .)
- 4 In the slip that appears, tap “Save new info and packages on this card.”
If the card is locked, you can’t choose this option.



This icon indicates whether the card is unlocked or locked.


Tap here to save all new information on this card.

- 5 Tap  to close the slip.

Any new information you create on your MessagePad will now be stored on that card, unless you change storage locations for individual items or applications.

Checking memory used in built-in applications

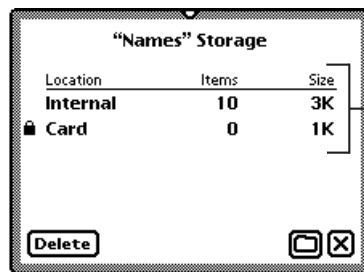
Some applications have information filed in the Storage folder of the Extras Drawer. These files contain data and other information specific to that application. You can see the number of items in each application and the amount of memory these items take up. You can also route and file this data.


- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab, then tap Storage.



The Storage folder shows a storage icon  for each information file.

- 3 Tap the icon for the application you want to see.



A slip appears, showing the number of items in the application and the amount of memory these items take up. If you have a card installed, it lists this information for the card also.




| Location | Items | Size |
|------------------------------------------------------------------------------------------|-------|------|
| Internal | 10 | 3K |
|  Card | 0 | 1K |

Buttons: Delete, , 

This is the information that appears when you tap the Names Storage icon.

- To delete items in storage for the application, tap Delete. A warning message appears, asking if you want to delete all the items. Tap OK.
 - To file the items into a folder in the internal memory or on a storage card, tap the Folder button . In the slip that appears, select the appropriate information, then tap File. A message appears asking if you want to file the information. Tap OK.
- 4 When you are finished viewing the slip, tap  to close it.



Checking battery status, setting contrast and volume

To check the amount of power left in your batteries, change the screen contrast, or volume of sound, tap Extras  to open the Extras Drawer.

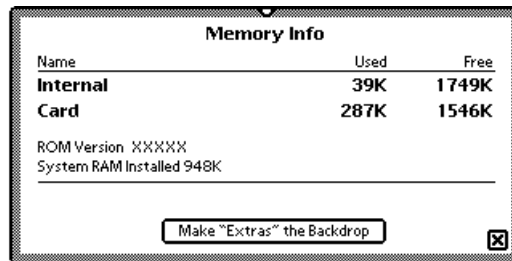


- Look at the battery gauge in the lower-right corner of the Extras Drawer. This indicates how much power is left.
- To change the screen contrast, hold the pen on the contrast slider and move it right or left.
Note: The contrast of your MessagePad screen may vary slightly depending upon the surrounding temperature.
- To change the volume, hold the pen on the volume slider and move it right for higher volume or left for lower volume.

Checking the available memory


- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the Information button  and, in the list that appears, tap Memory Info.

A slip appears showing you the amount of internal memory used. If you have a storage card inserted, the memory used on the card is also listed.




| Name | Used | Free |
|-----------------|-------------|--------------|
| Internal | 39K | 1749K |
| Card | 287K | 1546K |

ROM Version XXXXX
System RAM Installed 948K

Make "Extras" the Backdrop 



Changing the backdrop

The backdrop is the application you see when you close all other applications. When you first receive your MessagePad, the Notepad is set as the backdrop. You can change the backdrop—for example, if you use a specific application, such as Name File, more than the Notepad.

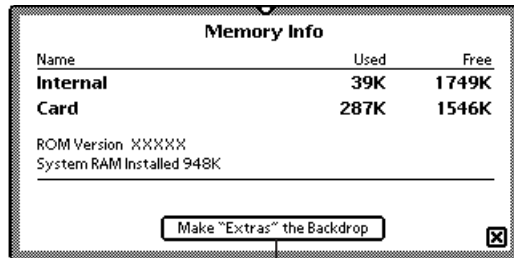
When you make an application other than the Notepad the backdrop, a Notes icon  allowing you to access the Notepad appears in the Extras Drawer.

If you reset your MessagePad by tapping the Reset button, the backdrop does not change. If you do a hard reset (which erases all the information on your MessagePad), the backdrop reverts to the Notepad.

Making the Extras Drawer the backdrop

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the Information button  in the lower-left corner and in the list that appears, tap Memory Info.

A slip appears.




Tap here to make Extras the backdrop.

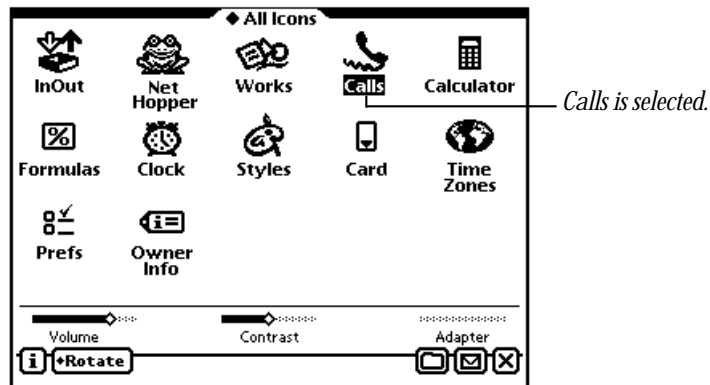
- 3 Tap the button to make the Extras Drawer the backdrop.
Another slip appears, asking you to confirm that you want to change the backdrop.
- 4 Tap OK.

Now you see the Extras Drawer when you close all other applications.

Making any other application the backdrop

You can make any application in the Extras Drawer the backdrop.

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the application you want as the backdrop.
- 3 Hold the pen on or near the icon until a heavy mark appears under the pen, then draw the highlighting mark over or around the icon to select it.

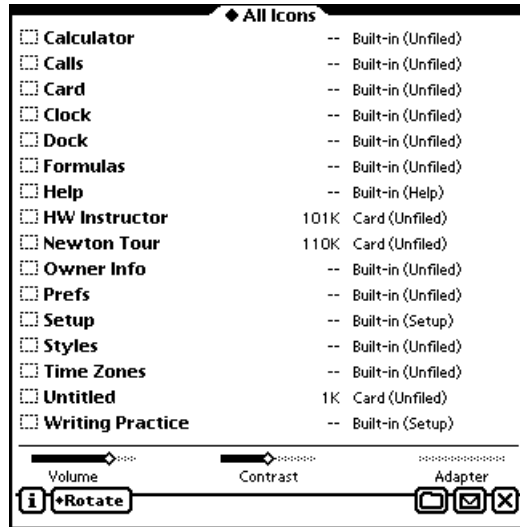


- 4 Tap the Routing button .
- 5 From the list that appears, tap Make Backdrop. A slip appears, asking if you want to change the backdrop.
- 6 Tap OK.

Now when you close all other applications you see the application you selected.

Viewing items in the Extras Drawer

You can view items in the Extras Drawer in two ways—by icon (default view) and as a list. To see a list, or overview, of items, go to a folder in the Extras Drawer and tap the Overview button ●.



The overview shows the amount of memory used for each installed application and where applications are stored (card or internal memory). To file or route applications in the list, tap the checkbox next to each application, then tap the Folder button or the Routing button .

Note: Built-in applications, such as the the Names storage icon , can't be routed.

To go back to the icon view, tap the Overview button ● again.

Selecting, moving, and deleting icons

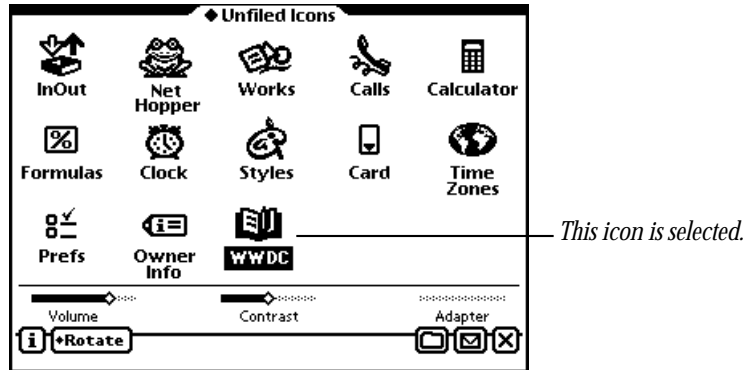
Icons are small pictures on the screen that represent items stored on your MessagePad. They include:

- Built-in or installed applications and packages, such as Dock or the Newton Tour.
- Documents you create with an application, such as a Newton book.

You can select icons and move them around in the Extras Drawer to change their position. You can also delete icons from the Extras Drawer, except for built-in applications.

Selecting and moving icons

To select an icon, hold the pen on or near the item until a heavy mark appears under the pen, and draw the mark over or around the icon. The icon is selected.



To select several icons at once, draw the mark over or around all the icons you want to select. To move an icon, select it, then hold the pen on the selection and drag the icon where you want to place it. You can also drag items into and out of the button bar to customize it.


Deleting icons

You can delete any type of icon, except those that represent built-in applications or data. To delete an icon, do one of the following:

- Scrub out the icon you want to delete.
- Select the icon, tap the Routing button and in the list that appears, tap Delete. A message appears asking if you really want to delete it. Tap OK.
- Go to the folder in the Extras Drawer that contains the icon. Tap the Overview button ● and tap the checkbox next to each icon you want to delete. Tap the Routing button . In the list that appears, tap Delete. A message appears asking if you really want to delete it. Tap OK.

Beaming icons

You can beam applications to another Newton device. You cannot beam built-in or copy-protected applications.





- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the icon you want to beam.
- 3 Select the icon or icons.
- 4 Tap the Routing button . In the list that appears, tap Beam Icon.

A slip appears showing you the progress of the beam. When the beam is complete, the slip disappears.

For more information on beaming, see “Sending and Receiving Beamed Information” in Chapter 7, “Routing Information.”


Putting away beamed icons

If you receive an application that was beamed to you from another Newton device, you can store it in the Extras Drawer.

- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons (if you filed the InOut Box in another folder, tap the name of the folder).
- 2 Tap InOut Box . Tap the In Box button, if necessary.
- 3 Tap the checkbox next to the beamed icon.
 - To file the item in a folder in the In Box, tap the Folder button . In the slip that appears, tap the name of the folder, then tap File.
 - To create a log entry in the In Box, tap the Tag button , then tap Log.
 - To file the item in the Unfiled Icons folder in the Extras Drawer, tap the Tag button, then tap Put Away.

Sending icons by electronic mail


You can send applications to someone by electronic mail. You cannot e-mail icons of built-in or copy-protected applications.

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the icon you want to mail.
- 3 Select the icon or icons.
- 4 Tap the Routing button and in the list that appears, tap Mail.
A mail slip appears.
- 5 Enter the appropriate information.
- 6 Tap Mail.

Rotating the screen

You can rotate the screen to landscape mode. You can also change the position of the arrow buttons and Overview button.

Note: Not all applications work in a rotated, or landscape, mode. If an application can't be used in landscape mode, a message appears when you open the application asking you to return to portrait mode.

















- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the Rotate button on the left side of the status bar at the bottom of the screen.
- 3 Tap which way you want to rotate the screen.

In portrait mode, you can also select where the control buttons appear. In landscape, you can choose where the button bar appears. The MessagePad rebuilds the display.

- 4 If a message appears telling you to recalibrate the screen, follow the directions.

Part 2: Using the Built-In Applications

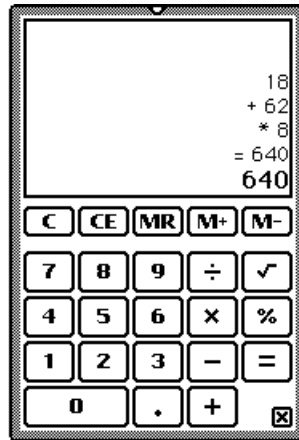
The MessagePad has built-in applications you can use for a variety of purposes.

| | | |
|-------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Calculator | For simple arithmetic calculations. |
|  | Calls | For making and logging telephone calls. |
|  | Card | For choosing what information to store on a storage card and for backing up and restoring information. |
|  | Clock | For setting the time and date, a daily alarm, and a timer. |
|  | Dock | For connecting to applications running on your computer using serial, modem, and AppleTalk connections. |
|  | Formulas | For conversions and financial calculations. |
|  | Help | For accessing information on how to perform tasks. |
|  | HW Instructor | For learning the basics of writing and recognition. |
|  | InOut Box | For receiving electronic mail, beamed information, and other items, and for storing items waiting to be printed or sent as faxes, beamed information, and electronic mail. |
|  | Newton Tour | For learning the basics of the MessagePad. |
|  | Owner Info | For setting owner and worksite information. |
|  | Prefs | For fine-tuning your MessagePad. |
|  | Setup | For entering personal information and settings. |
|  | Styles | For choosing the appearance of text and lines. |
|  | Time Zones | For setting your location and determining times around the world. |
|  | Writing Practice | For practicing writing. |

In addition, your MessagePad contains various information files for certain applications. These files are found in the Storage folder.

Calculator

You use the Calculator to perform various calculations. You can also copy information from the Calculator to another area.



Tap the up and down arrows to see more calculations. You can scroll up to 30 lines.

To copy calculations, select the information, then move it to the edge of the screen or to whatever is behind the calculator (such as the Notepad or the Date Book).

You cannot copy numbers or calculations from other applications into the Calculator.

Note: If you divide by certain values, such as zero, you hear a sound to let you know that this calculation is impossible.

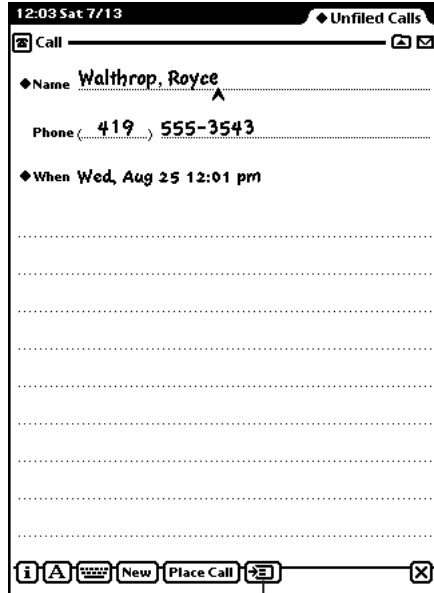
Calls

You use Calls to keep track of your telephone calls and to place calls. If you want to use a modem to place the call, make sure both the modem and the telephone are connected to the same line. See the documentation that came with your modem for more information.

To place a call

- 1 Tap New and in the slip that appears, enter the appropriate information.

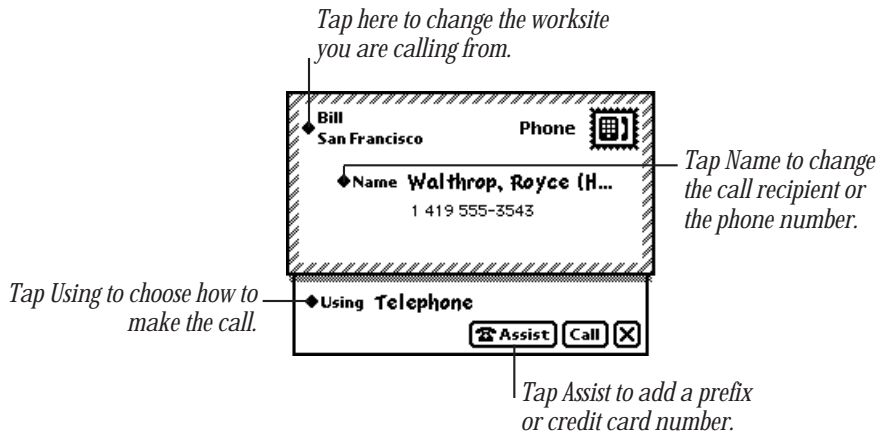
You can tap a diamond ◆ to enter the name or date. If you don't specify a time and date, the MessagePad uses the current time and date.



The Add to Names button allows you to create a new card in the Name File using information in this slip.

2 Tap Place Call.

A slip appears.



3 Tap Using and in the list that appears, tap one of the following:

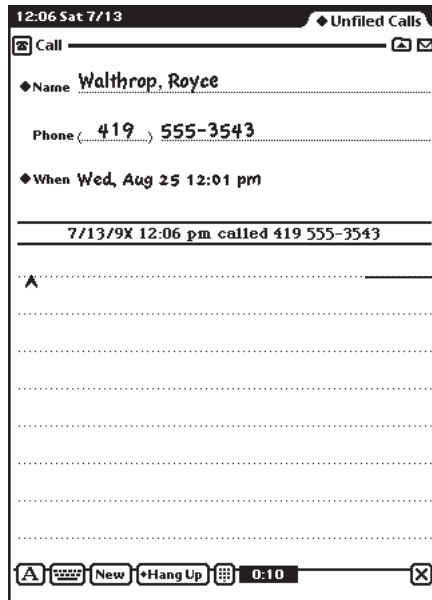
- *Modem*—if you're using a modem to dial the number.
- *Speaker*—to have your MessagePad's speaker dial the phone number.
- *Telephone*—to dial the phone number manually.

4 If you need to dial a prefix or use a credit-card number to make the call, tap Assist and in the slip that appears, enter the necessary information. Then tap to close the slip.

5 Tap Call.

If you're dialing through the speaker, hold the mouthpiece of your phone near the MessagePad's speaker. If you're dialing through the modem, wait until the modem has finished dialing, then pick up your telephone handset.

The time, date, and telephone number appear in the call slip as the call is made. At the lower-right corner of the slip is a timer that shows the duration of the call.




You can write notes or other information in this area.

6 When you are finished, tap Hang Up, and in the list that appears, tap a choice.



The end time of the call is then recorded in the log, along with any information you've written. Your choice appears under the entry, along with the duration of the call.

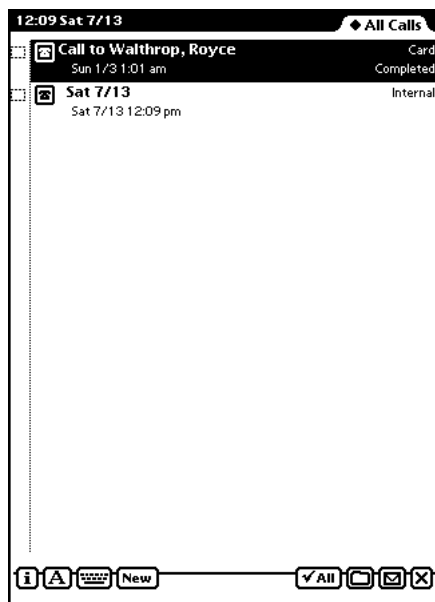
7 If this call was made to someone you would like to add to your Name File, tap the Add to Names button .

8 When a message appears asking if you want to add this new name, tap Yes.

Viewing calls

To view calls in a particular folder, tap the folder tab and in the list that appears, tap the name of the folder you want to see.


To go through the calls, tap the up and down arrows. To see a list of calls, tap the Overview button ●. To view a particular call, tap its Picture button or title.





Deleting calls



To delete a call, go to it and tap the Routing button . In the list that appears, tap Delete. To delete more than one call, tap the Overview button ●, then tap the checkbox next to each call you want to delete. Tap the Routing button and in the list that appears, tap Delete. A message appears asking if you want to delete all selected items. Tap OK.

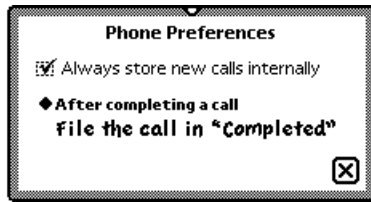
Filing entries

You can file log entries in Calls into existing folders or ones that you create. To file an entry, go to it and tap the Folder button . In the slip that appears, enter the appropriate information, then tap File.

To file multiple entries at one time, tap the Overview button , then tap the checkbox next to each entry you want to file. Tap the Folder button  and in the slip that appears, enter the appropriate information, then tap File.

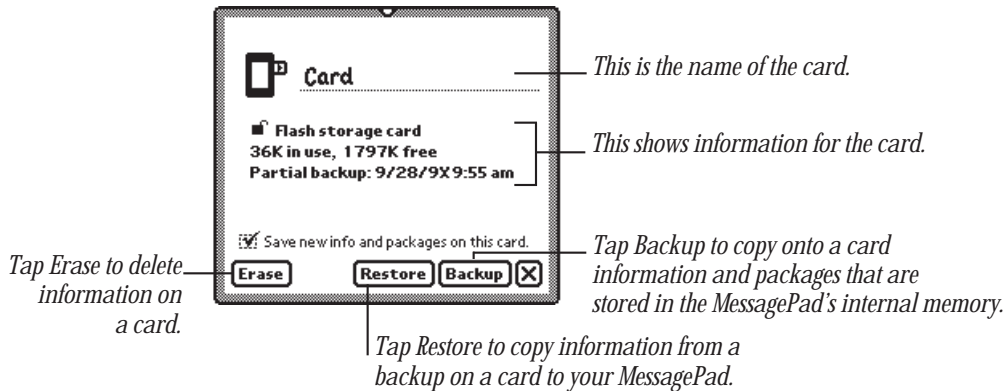
Setting Phone preferences

Tap the Information button  and in the list that appears, tap Prefs. Enter the appropriate information, then tap  to close the slip.



Card

You tap Card to get information on a storage card that is inserted in your MessagePad. You also use this to back up, restore, and erase information on the card.



For more information, see Chapter 10, “Backing Up and Restoring Information.”

Clock

You use the Clock application to set a daily alarm and minute timer, change the time and date, and set other clock options. You can also access the Clock by tapping the time and date in the upper-left corner of the Notepad.



The clock face shows a night scene from 6 PM to 6 AM and a day scene at all other times.

- 1 Tap Set.
- 2 In the list that appears, tap your choice.



A slip appears.

- 3 Enter the appropriate information.


■ **Daily Alarm**



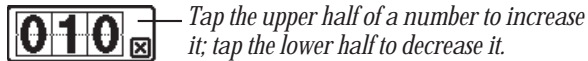
Tap the upper half of a number to increase it; tap the lower half to decrease it. Tap a letter to change from am to pm and vice versa.


Tap the checkbox to turn the alarm on and off.

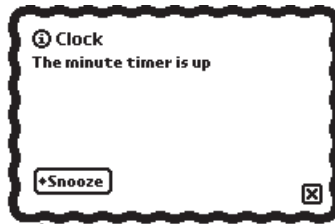
Note: The daily alarm sound is a digital alarm and can't be changed.

When the daily alarm goes off, the Clock appears and you hear the digital alarm sound. You hear the sound for approximately one minute, or until you tap  to close the Clock.


■ Minute Timer

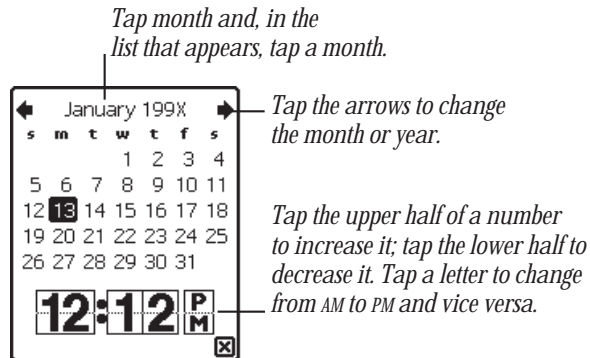


After the set number of minutes has elapsed, the timer sounds and a message appears. If you want the timer to go off again, tap Snooze and, in the list that appears, tap the number of minutes. Tap  to close the slip.




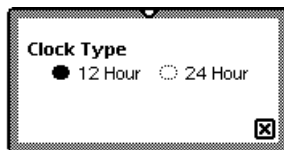
■ Time/Date


Set the time, month, and year, then tap  to close the slip.



■ Options

Set the type of clock you want, then tap  to close the slip.



- 4 When you are finished, tap  to close the Clock.


→ Dock

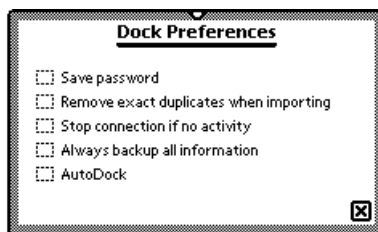
You use Dock to make connections to computers and to install packages from a computer. You can use serial, modem, or AppleTalk connections.

Note: AppleTalk is not available for the Microsoft Windows operating system.

For more information on connecting to a computer, see your connection software documentation.


Setting dock preferences

While you are in Dock, tap the Information button . In the list that appears, tap Prefs. The Dock Preferences slip appears.



Tap the checkboxes next to the preferences you want to select. When you are finished, tap  to close the slip.

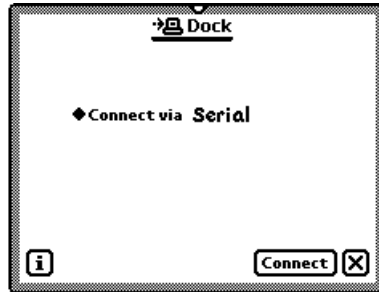
- **Save password**—This saves the password you set up in your connection software. The password prevents others from creating or restoring a backup file without your permission.
- **Remove exact duplicates when importing**—Each entry must be exact in every way (the only field that is not checked is the last modified time) to be removed. This may slow down the import process.

- ***Stop connection if no activity***—This option is applicable only when your MessagePad is running on battery power (no power adapter). If you are using a power adapter, the connection is not stopped even if there is no activity.
When this option is not selected, if there is no response from the computer, your MessagePad does not go to sleep. This may drain your MessagePad's batteries.
When this option is selected (a checkmark appears in the box), the connection is stopped after approximately one minute if there is no response from the computer, or if you haven't requested any type of connection for five minutes since the last connection closed. Your MessagePad then goes to sleep according to your choice in the Sleep preferences.
- ***Always backup all information***—If this is checked, your MessagePad backs up all your information during an Auto Dock session. If this is not checked, a slip appears that allows you to back up selected applications using your connection software.
- ***Auto Dock***—When this option is selected, the MessagePad automatically performs a backup or synchronization of its information with your files on your computer. You must first start up the Newton Connection Utilities on your computer. You connect your cable to the computer and the other end of the cable and Newton Serial Adapter to the MessagePad. On connecting the Newton Serial Adapter to the MessagePad, a slip appears that allows you to automatically backup or synchronize information between your computer and the MessagePad. Your MessagePad backs up or synchronizes according to the settings you selected in the Newton Connection Utilities on your computer. For more information about setting up and using the Newton Connection Utilities, see the Newton Connection Utilities manual that came with your MessagePad.
If this option is not checked, your MessagePad does not automatically back up or synchronize when you first establish a connection.
To enable Auto Docking, you must also select the Auto Dock preference in the Prefs .

Connecting using a serial cable

- 1 Tap “Connect via” and, in the list that appears, tap Serial.

Make sure the serial cable and Newton Serial Adapter are connected to the Newton InterConnect port of your MessagePad and the other end of the cable is connected to a serial port on your computer.

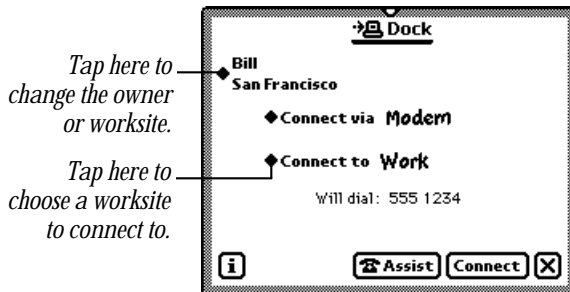


- 2 Tap Connect. A slip appears showing you the progress of the connection.



Connecting using a modem

Make sure you've set your modem preferences. See “Prefs,” later in this section. Modem connections may not be available for some connection applications.

- 1 Tap “Connect via” and, in the list that appears, tap Modem.



- 2 Enter the appropriate information.

- 3 If you need to dial a prefix or use a credit card number to make the call, tap Assist . In the slip that appears, enter the necessary information. Then tap  to close the slip.
- 4 Tap Connect. A slip appears showing you the progress of the connection.


Connecting via AppleTalk

- 1 Tap “Connect via” and, in the list that appears, tap AppleTalk.



- 2 Tap “Connect to” and, in the list that appears, tap the worksite or computer you want to connect to.

If you tap “Other computer,” a slip appears. Tap the computer you want to connect to.

If you tap Other Worksite, a slip appears. Enter information about the worksite, then tap  to close the slip.

- 3 Tap Connect. A slip appears showing you the progress of the connection.

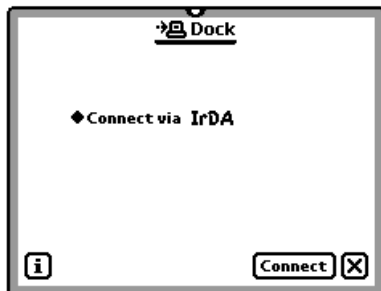
Note: AppleTalk is not available for the Microsoft Windows operating system.

Connecting via IrDA

Your MessagePad has the capability to connect to a computer or printer using infrared wireless transmission. The Infrared Data Association, or IrDA, promotes standards for worldwide two-way infrared “point and beam” wireless data transmission. Your MessagePad supports this standard and can send and receive information at up to 115,200 bits/second.

To connect your MessagePad to a computer or printer using IrDA, you need to use a computer or printer that supports IrDA data transmission. For more information, see the documentation that came with your computer or printer.

- 1 Tap “Connect via” and, in the list that appears, tap IrDA.



- 2 Tap Connect.

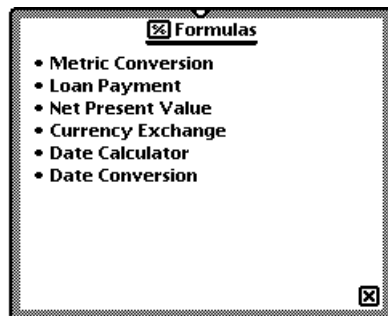
Make sure you point the infrared window of the MessagePad toward the infrared window on the computer or printer. A slip appears showing you the progress of the connection.

Formulas

You use Formulas for financial calculations or to convert measurements or dates. Tap the formula you want to use and a slip appears.

If you fill out all but one value, that is the value that is calculated.

Note: Once a value is calculated, you can solve for another field without closing the slip by tapping the Clear button at the bottom of the slip or scrubbing out the information in at least two fields.



Metric Conversion

Use this to convert U.S. measurements to metric, or vice versa. Tap Measurement. In the list that appears, tap the type of measurement you want to convert.

The screenshot shows a window titled "Metric Conversion". At the top, there is a dropdown menu labeled "Measurement" with "Length" selected. Below this, there are two rows of input fields: "Feet" with the value "12" and "Meters" with the value "3.66". A mouse cursor is positioned over the "12" in the Feet field. At the bottom of the window, there are two buttons: "Clear" and a close button (represented by an 'X' in a square).

Enter the value you know. The converted value appears.

Loan Payment

Use this to answer questions about loans paid back monthly with a constant interest rate.

The screenshot shows a window titled "Loan Payment". It contains six rows of input fields with calculated values: "Number of Years" (30), "Interest Rate (%)" (8), "Loan Amount" (81170), "Monthly Payment" (595.60), "Total Payments" (214,416.00), and "Total Interest" (133,246.00). A mouse cursor is positioned over the "81170" in the Loan Amount field. At the bottom of the window, there are two buttons: "Clear" and a close button (represented by an 'X' in a square).

Enter the values you know. The calculated value appears.

Net Present Value

Use this to answer questions about periodic interest and payments.

| Net Present Value | | |
|--------------------------------------|---------|------------------------------------|
| Periods | 5.236 | <input type="button" value="x12"/> |
| Interest Rate (%) | 1.5 | <input type="button" value="÷12"/> |
| Present Value | 2500 | |
| Future Value | 0 | <input type="button" value="▲"/> |
| Payment | -500.03 | |
| <input type="button" value="Clear"/> | | <input type="button" value="X"/> |

Enter the values you know. 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. Do not include a percent sign when you write interest rates. The calculated value appears.

Currency Exchange

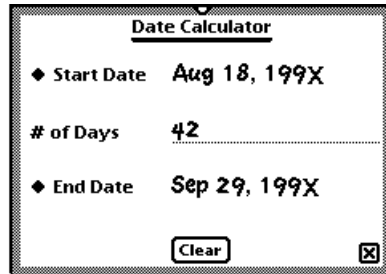
Use this to convert from one currency to another or to determine an exchange rate.

| Currency Exchange | | |
|--------------------------------------|--------|----------------------------------|
| ◆ USA Dollar | 500 | <input type="button" value="▲"/> |
| Exchange Rate | 239.41 | |
| ◆ Greece Drachma | 119705 | |
| <input type="button" value="Clear"/> | | <input type="button" value="X"/> |

Tap a diamond ◆ to change the country and currency. Enter the value you know. The converted value appears.

Date Calculator

Use this to determine the number of days between two dates or the date that is a specified number of days from another date.



The screenshot shows a window titled "Date Calculator". It contains the following fields and values:

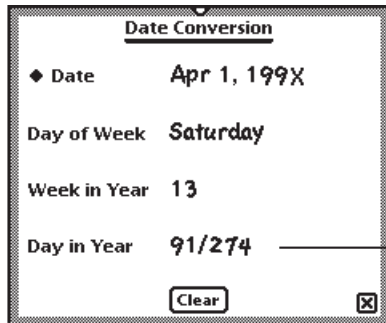
| | |
|--------------|--------------|
| ◆ Start Date | Aug 18, 199X |
| # of Days | 42 |
| ◆ End Date | Sep 29, 199X |

At the bottom of the window, there is a "Clear" button and a close button (X).

Enter the values. Tap Start Date or End Date, enter dates, or write the number of days.

Date Conversion

Use this to determine the day of the week, week in the year, and day in the year for a particular date.



The screenshot shows a window titled "Date Conversion". It contains the following fields and values:

| | |
|--------------|-------------|
| ◆ Date | Apr 1, 199X |
| Day of Week | Saturday |
| Week in Year | 13 |
| Day in Year | 91/274 |

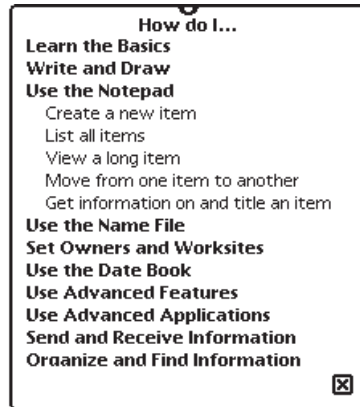
At the bottom of the window, there is a "Clear" button and a close button (X).

This shows the number of days since the year began and the days until the year ends.

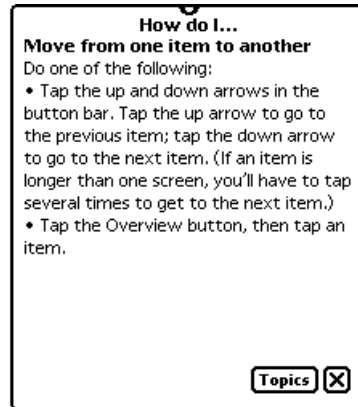
Tap Date to enter the date. The calculated value appears in the space below.

Help

The on-screen help provides you with quick information about the MessagePad. Tap a topic and a list of tasks appears.



Tap a subtopic and information on that task appears.



Tap Topics to view the main help screen again, or tap  to leave Help.

HW Instructor

The Handwriting Instructor is an interactive tutorial that teaches the basics of writing. Knowing the best writing techniques is important for using your MessagePad effectively. The Handwriting Instructor is a good way for you to become knowledgeable about recognition and setting writing and drawing preferences in the MessagePad.

To access the instructor:

- Go to the Extras Drawer, tap the Folder tab, and tap Setup. Tap the HW Instructor icon .

After going through the tutorial, you may want to make a backup on a card, and then delete the tutorial from the MessagePad internal memory to free up more memory. See “Selecting, Moving, and Deleting Icons” earlier in this chapter for more information.

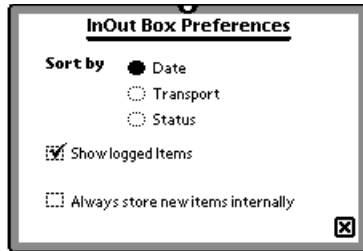
InOut Box

You use the InOut Box to manage items that you route. The InOut Box contains items that have been routed to you, such as incoming faxes, beamed messages, and electronic mail. It also contains items that you have routed or that are waiting to be routed.

Setting preferences for the InOut Box

The InOut Box Preferences slip lets you set preferences for viewing items in the InOut Box and lets you choose whether to show logged items and where to store items.

Go to the InOut Box. Tap the Information button **i**, and in the list that appears, tap Prefs.



When you finish selecting preferences, tap **X** to close the slip.

Setting preferences for routing

You can access the preferences slips for routing tasks while you have the InOut Box open.

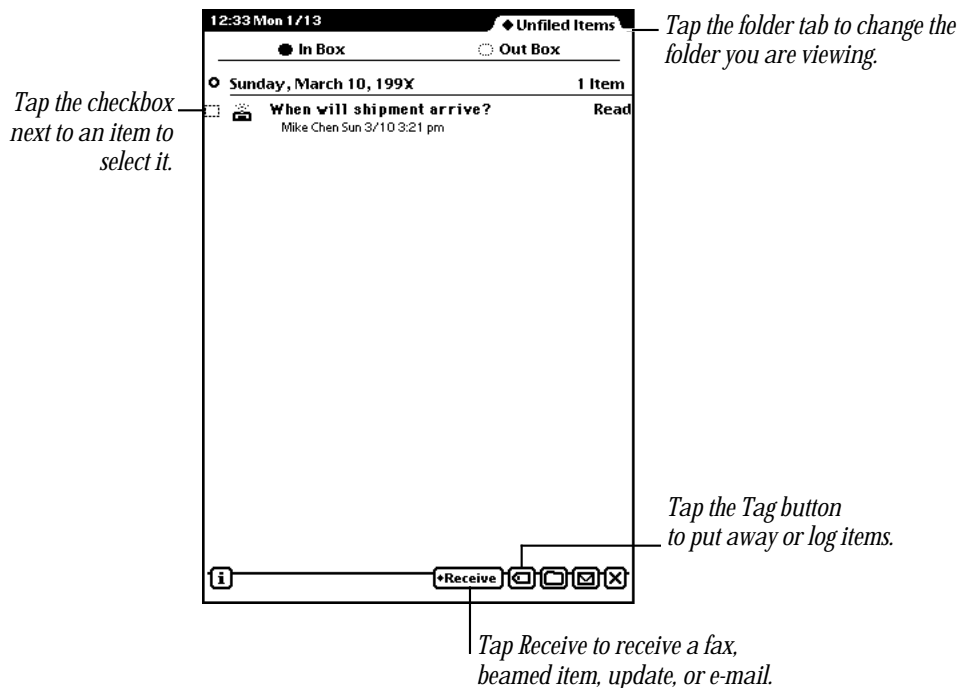
Tap the Information button **i** and in the list that appears, tap your choice. Enter the appropriate information in the slip that appears, then tap **X** to close it.



For more information, see Chapter 7, "Routing Information."

Viewing the InOut Box

Tap the InOut Box icon and then tap the In Box button. A list of items in the In Box appears. To view items in a specific folder, tap the folder tab, and in the list that appears, tap the folder you want to see.



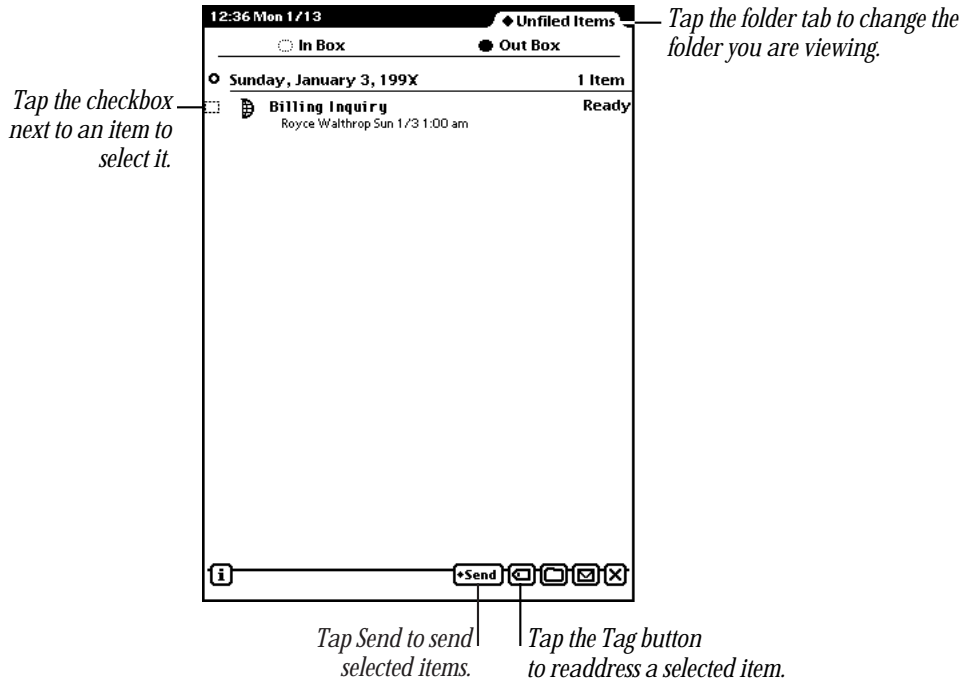
To view a specific item, tap the item. A slip appears with information about the item. When you finish viewing it, tap to close the slip. You can view items in the In Box in several ways:

- *by date*
- *by transport type*—the way items were routed (beamed items, faxed items, and so on)
- *by status*—unread, read, and so on

See “Setting Preferences for the InOut Box” earlier in this chapter.

Viewing the Out Box

Tap In/Out Box icon and then tap the Out Box button. If any items are in the Out Box, a list appears. To view items in a specific folder, tap the folder tab, and in the list that appears, tap the folder you want to see.



To view a specific item, tap the item. A slip appears with information about the item. When you finish viewing it, tap **✕** to close the slip. You can view items in the Out Box in several ways:


- *by date*
- *by transport type*—the way items were routed
- *by status*—unread, read, and so on

For more information, see “Setting Preferences for the In/Out Box” earlier in this chapter.

Newton Tour

The Newton Tour is a brief tour that highlights the features and capabilities of your MessagePad. It takes only a few minutes to go through and is a good way for you to become familiar with the MessagePad.

To access the tour:

- Go to the folder where the Newton Tour is filed. (If you didn't file or delete it, it is in the Setup folder.) Tap the Newton Tour icon .

After going through the tour, you may want to make a backup on a card, and delete the tour from your MessagePad to free up more memory. See “Selecting, Moving, and Deleting Icons” earlier in this chapter for more information.

Owner Info


This slip contains information about owners and worksites that you set up. This information is used in various routing slips when you print, fax, beam, and mail items, place telephone calls, and make connections to other computers.

An owner is a person who uses the MessagePad. The information under Owner can include name, address, company, telephone and pager numbers, electronic mail addresses, credit card and bank account information, birthday and anniversaries, and an electronic signature. You can set up several owners or several personas for the same owner if, for example, you want a separate identity for a private business.

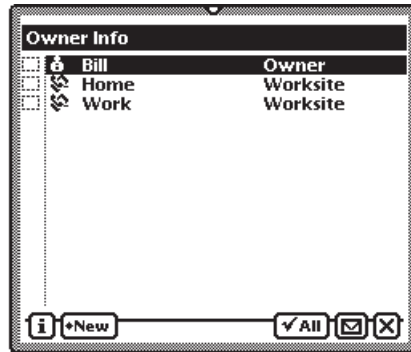
A worksite is a place where an owner establishes his or her address and affiliated information. For example, you can set up two worksites—one for your home and one for your office. Worksite information can include telephone numbers and dialing prefixes, printer, connection, and electronic mail information. You can create several worksites.

Creating an owner

When you first received your MessagePad, you probably went through the Setup application. This sets up basic owner information for you. If you want to create another owner, follow these steps:

- 1 Tap Owner Info .

A slip appears with the current owners and worksites listed.



- 2 Tap New and in the list that appears, tap Owner.
- 3 In the slip that appears, enter the appropriate information.



- 4 When you are finished, tap **X** to close the slip.

Creating a worksite

To create a worksite, follow these steps:

- 1 Tap Owner Info **i=**.
A slip appears with the current owners and worksites listed.
- 2 Tap New and in the list that appears, tap Worksite **W**.
- 3 In the slip that appears, enter the appropriate information.

The screenshot shows a form titled "Untitled Worksite". The form contains the following fields and options:

- Worksite**: A text input field with a cursor.
- Closest City**: A dropdown menu.
- Area Code**: A text input field.
- Dialing Prefix**: A text input field.
- Printer**: A dropdown menu with the option "None" selected.

At the bottom of the form is a keyboard with the following keys: ~ ! @ # \$ % ^ & * () _ + del, → Q W E R T Y U I O P { } |, cap: A S D F G H J K L : " ; ←, shift Z X C V B N M < > ? shift, and an option field. There are also "A" and "X" buttons at the bottom corners of the form.

This automatically sets the area code and e-mail access number.

- 4 When you are finished, tap **X** to close the slip.

Adding or changing information for an owner or worksite

- 1 Go to Owner Info **i=** in the Extras Drawer.
- 2 Tap the owner or worksite you want to modify.
- 3 Do one of the following:
 - To add information, tap Add and in the list that appears, tap your choice. In the slip that appears, enter the appropriate information. Then tap **X** to close the slip.
 - To change information, scrub it out and enter the new information.

The new or revised information is shown when you tap Show and in the list that appears, tap All Info.

Viewing owner and worksite information



Go to the card you want to view and tap Show. In the list that appears, tap Card to see the name card view, or tap All Info to see all of the information entered.

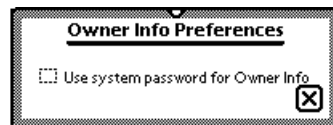
To see a list of all of the owners and worksites, tap the Overview button ●. To go to a specific owner or worksite, tap it.

Creating additional owner cards for more than one e-mail address

If you use more than one electronic mail address to send and receive items, you can create an owner card for each e-mail address. This allows you to select an address quickly and easily. See “Owner Info” earlier in this chapter.

Setting preferences for Owner Info

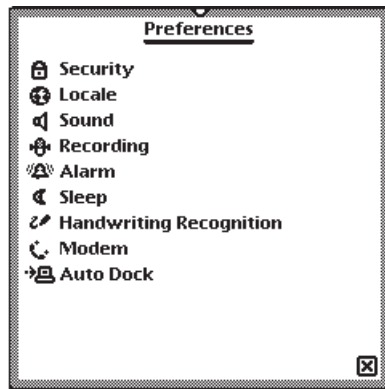
Tap Owner Info  and, in the slip that appears, tap the Information button . Tap Prefs.



Tap the checkbox if you want to protect your Owner Info. Then, any time Owner Info is accessed, a keypad appears allowing you to enter the security Personal Identification Number, or PIN. (You must select a PIN before doing this. See the next section, “Prefs.”)

Prefs

In Prefs you can change various aspects of your MessagePad's operation.



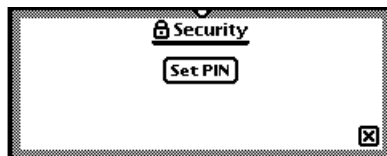
- Tap a topic and a slip appears. Enter the appropriate information. The various preferences you can set are explained in detail on the following pages.

Security

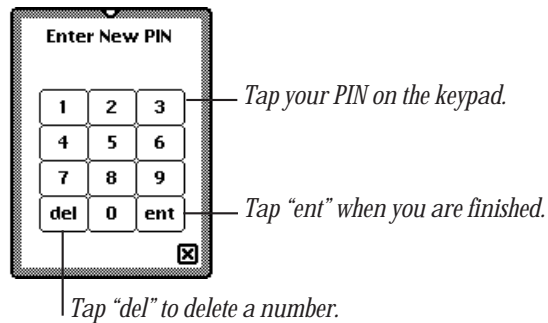
To prevent unauthorized people from using your MessagePad you can set a password, or Personal Identification Number (PIN), that your MessagePad asks for once a day, once an hour, or each time it's turned on.

Important Write your PIN down and store it in a safe place.

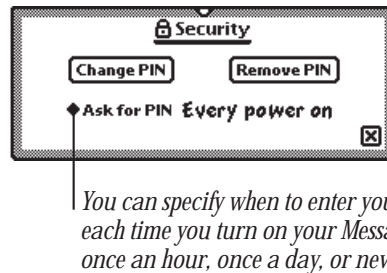
- ▲ **Warning** If you forget your PIN you won't be able to back up your information and you will have to do a hard reset in order to use your MessagePad, which will erase all data stored in your MessagePad. Apple is not responsible for lost data due to resetting the MessagePad. ▲



- 1 Tap Set PIN. A slip appears.
- 2 Tap your PIN on the keypad, then tap “ent.”



- 3 On the confirmation slip that appears, tap your PIN again, then tap “ent.”
New buttons appear in the Security slip.



- 4 Tap Ask For PIN, tap your PIN on the keypad that appears, and tap “ent.”
- 5 In the list that appears, tap your choice—every time you turn on your MessagePad, once an hour, once a day, or never.
Note: If you want to change this setting in the future, you have to enter your PIN.
- 6 Tap to close the Security slip. Then tap again to close the Preferences slip.

Entering your PIN

When your MessagePad asks for your PIN, a keypad appears. Tap your PIN, then tap “ent.”

Changing your password

Tap Change PIN. Tap your current PIN on the keypad, then tap “ent.” Then tap a new PIN on the keypad and tap “ent.” A confirmation slip appears. Tap your new PIN again, then tap “ent.”

Changing when you must enter your PIN

Tap Ask For PIN and tap your PIN on the keypad, then tap “ent.” In the list that appears, tap your new choice. Tap to close the Security slip, then tap again to close the Preferences slip.

Removing the password

Tap Remove PIN. Tap your current PIN on the keypad, then tap “ent.”

Locale

Use this area to choose which country’s standards to use. This affects things such as the date, time, keyboard, and paper size.

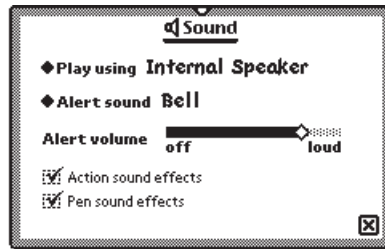


Tap a diamond **◆** and in the list that appears, tap your choice:

- *Country*—to set your country.
- *Keyboard*—to choose the type of keyboard layout you use.
- *Paper Size*—to choose the size of paper you use for printing and faxing.

Sound

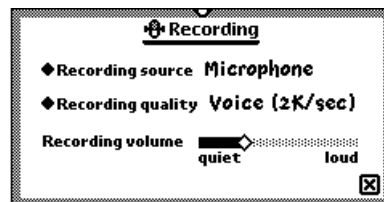
You can use this to play sounds over the MessagePad internal speaker, over a sound output device connected to the MessagePad, or both. You can also set the type and volume of the sound for alert messages, and can choose to hear sound effects while using the pen.



Recording

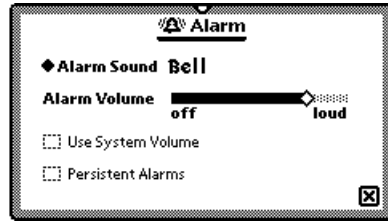
You can use this to change the way the MessagePad makes sound recordings. You can record sounds and messages using either the MessagePad microphone or a cable connected to your MessagePad Newton InterConnect port and to a sound input device. You can also change the quality of recording by selecting how much information is recorded per second. For example, for a voice message that might not require the highest-quality sound, you can record at a low rate of information per second, whereas when recording music, you might record at a higher rate, for increased clarity and fidelity.

You can also adjust the recording volume to better pick up quiet or loud sounds.




Alarm

You can use this to set the type and volume of sound for the daily alarm, minute timer, and calendar alarm.



- Tap Alarm Sound and in the list that appears, tap your choice. This affects the sound you hear for the minute timer and calendar alarm. The daily alarm has its own sound (similar to a digital clock) and can't be changed.
- Hold the pen on the Alarm volume slider and move it to the desired volume level (to the right is louder).
- Tap Use System Volume to make the alarm volume the same as the volume for the system. The Alarm volume slider disappears. (See “Checking Battery Status, Setting Contrast and Volume” earlier in this chapter for information on setting the system volume.)
- Tap Persistent Alarms to see a notification slip and hear a series of beeps at intervals of several seconds when the alarm goes off. You can set the alarm to “snooze” for a selected time, after which the alarm goes off again.

Daily alarm

When the daily alarm goes off, you hear a digital alarm clock sound and the Clock appears. Tap  to close the Clock and turn off the sound.

Minute timer and calendar alarm

When the minute timer or the calendar alarm (for a meeting or event) goes off, you hear the selected alarm sound and see a slip.

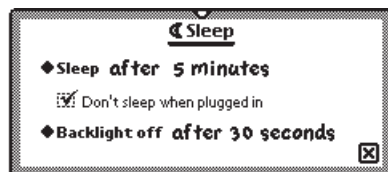
To have your MessagePad sound the alarm again at a specified time interval, tap Snooze and in the list that appears, tap your preference. The message slip closes. The alarm goes off and another message slip appears at the selected time interval.



If you don't tap Snooze, tap to close the message slip.

⌂ Sleep

Use this if you want to save power and have your MessagePad automatically turn itself off after a specified period of time. You can also set the MessagePad not to sleep when plugged into a power adapter and set when to turn off backlighting.



- Tap Sleep and in the list that appears, tap the interval of inactivity after which you want your MessagePad to turn off. To turn your MessagePad back on, slide the Power switch down and quickly release it.



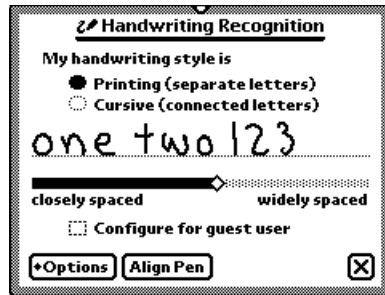
- Tap “Backlight off.” In the list that appears, tap the interval when you want to turn off backlighting. When your MessagePad is not in use for the selected time period, backlighting turns off.



Important The backlighting feature of your MessagePad has a finite lifespan. Turn it off when not using your MessagePad. If you select the “Never” option for turning backlighting off, always turn off the backlighting when you finish viewing the screen.

Handwriting Recognition

You use this area to set preferences for how your MessagePad recognizes handwriting.

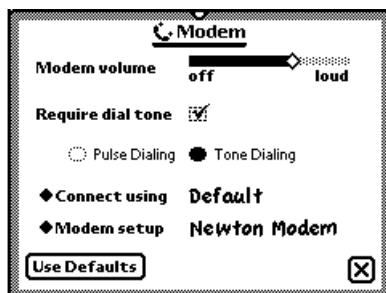


- Tap your writing style—Printing or Cursive.
- Tap the slider and move it to the right or left, depending on how far apart you typically space your words.
- Tap the checkbox “Configure for guest user” if someone else is using your MessagePad and you don’t want him or her to change your handwriting preferences.
- Tap Options to set additional preferences for your writing style.
- Tap Align Pen to realign the pen with the screen.

For more information about choosing these preferences, see Chapter 1, “Writing and Drawing.”

Modem

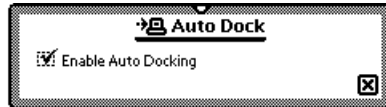
You use this area to choose preferences for your modem setup.



- *Modem volume*—Tap the slider, hold the pen down, and move it to the right or left.
- *Require dial tone*—Tap the checkbox to turn this on or off.
- Tap Pulse Dialing or Tone Dialing, depending on what type of telephone system you have.
- Tap “Connect using” and in the list that appears, tap how you are connecting the modem—by the default method (modem port), PC Card, or Serial Port.
- Tap “Modem setup” and, in the list that appears, tap the type of modem you are using. The MessagePad automatically configures itself for that type of modem. If your modem is not in the list, check with the manufacturer of your modem to see if it’s compatible with the MessagePad and with one of the modem types listed or if the appropriate driver software is available.
- Tap Use Defaults to reset all modem preferences to their original factory settings.

Auto Dock


You use the Auto Dock preference to turn the Auto Dock on or off. When “Enable Auto Docking” is checked, your MessagePad automatically backs up or synchronizes with information on your computer when you start up the Newton Connection Utilities on your computer and connect your MessagePad to your computer. To turn on Auto Dock, you must also select the Auto Dock preference in the Dock application.



Setup

You use the Setup application to personalize your MessagePad. It allows you to set the time, date, and owner information, align the pen with the screen, set your handwriting style, and enter an electronic signature.

When you first received your MessagePad and turned it on, you should've seen the Welcome screen of the Setup application and taken a few minutes to go through the series of screens.

If you did not go through the Setup application, and would like to do so, open the Extras Drawer, tap the Folder tab, and tap Setup. (If you filed Setup in another folder, tap the name of that folder.) Tap Setup .



The Welcome screen appears.



Follow the instructions on each screen. On the last screen, you can change any information you entered, or tap Done if you are finished and want to use your MessagePad.

Styles


You can change the font, style, and size for recognized text, and the pen thickness for drawing.

- 1 Select the text, line, or shape you want to change. (If you want to set styles before you write or draw, make sure nothing is selected.)
- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap the folder tab and in the list that appears, tap Unfiled Icons.
- 4 Tap Styles .
- 5 In the slip that appears, tap your choices.



- 6 You can make the following choices:
 - *Font*—Choose Fancy, Simple, or Casual.
 - *Size*—Choose 10-, 12-, or 18-point size (also 9-point for Fancy and Simple).
 - *Style*—Choose Plain, Bold, Italic, Outline, or Underline.
 - *Pen*—Choose a pen width of 1-, 2-, 3-, or 4-point size.

To see examples of the styles above, see “Setting the Styles for Text and Drawings” in Chapter 1, “Writing and Drawing.”

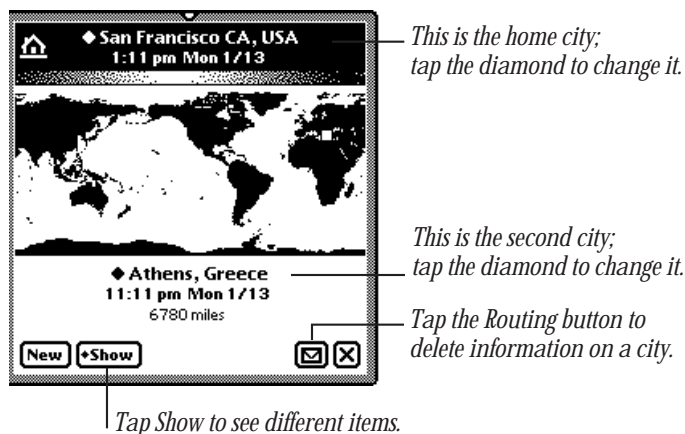
- 7 When you finish making your selections, tap  to close the slip.

Time Zones

You use this application to tell your MessagePad which city you're in (or closest to). Your home time zone determines your e-mail access number. You can also set a second time zone if you're traveling, to get information on specific cities and countries.

Setting your current time zone

When you tap Time Zones , the following slip appears.



At the top is your current time zone, based on the worksite information. To change this, tap the diamond. In the list that appears, choose the worksite you want as your current time zone. To choose another city, tap Other City. In the slip that appears, tap a city, then tap to close the slip.

Setting or changing the second time zone

A second time zone is listed near the bottom of the Time Zones slip. You can set this if you travel or want to see the time and date for a particular city. The distance from your current time zone is also listed.

To change the second time zone, follow these steps:

- 1 Tap the diamond  next to the second time zone.

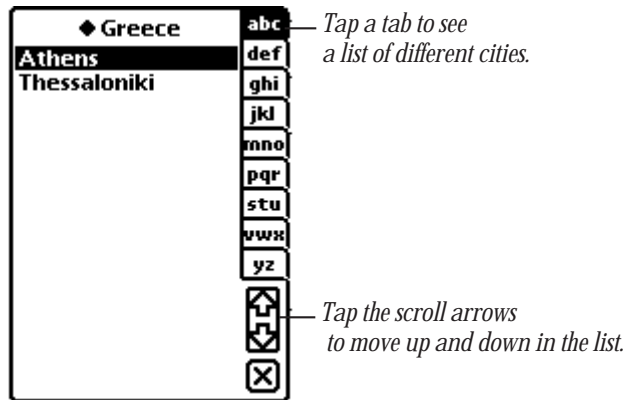
A slip appears with the name of the country at the top and the city highlighted.

- 2** To change the country:
- Tap the name of the country and from the list that appears, tap your choice. Use the scroll arrows to move up and down in the list or tap the lettered tabs at the side of the slip.



- Tap **X** to close the country slip.
- 3** To change the city, tap a city in the list that appears. Then tap **X** to close the country slip.

If the city you want is not listed, tap the nearest city in the list, or add the city. See “Adding a City,” next.



Adding a city

To add a city tap the New button in the Time Zones slip. Then enter the appropriate information in the slip that appears.



City

Area Code **1**

◆ Closest City **Athens**

◆ Country **Greece**

◆ Long./Lat. **38 0 N 23 44 E**

◆ GMT Offset **2:00**

◆ Daylight Saving **European**

- Tap Closest City and in the slip that appears, tap the nearest city. Tap to close the slip. This automatically sets the area code, country, time zone, and prefix for dialing.
- Tap Country and in the slip that appears, tap the country to change it. Tap to close the slip.
- Tap Lat./Long. to change the latitude and longitude for the selected city.
- Tap GMT Offset to change the Greenwich Mean Time Offset, which tells how many hours the city's time is from GMT. Cities to the east have positive values. Cities to the west have negative values.
- Tap Daylight Savings to change the type of time system you want.

The new city now appears at the bottom of the Time Zones slip.

Deleting a city

To delete a city, select it as your second city. Tap the Routing button and tap Delete.

If you delete a city that already existed (you did not add it), you can only get this information back if you do a hard reset. See Chapter 12, "Troubleshooting" for more information.

Seeing different views in Time Zones

You can view information in Time Zones several different ways. Tap Show and in the list that appears, tap your choice.



- *All Info*—Shows information on the city and country listed in your second time zone.



- *Notes*—Allows you to enter and view notes about the city in the second time zone.
- *City Info*—Allows you to see and change information on the city in your second time zone.



- *Country Info*—Allows you to see and change information on the country in your second time zone.

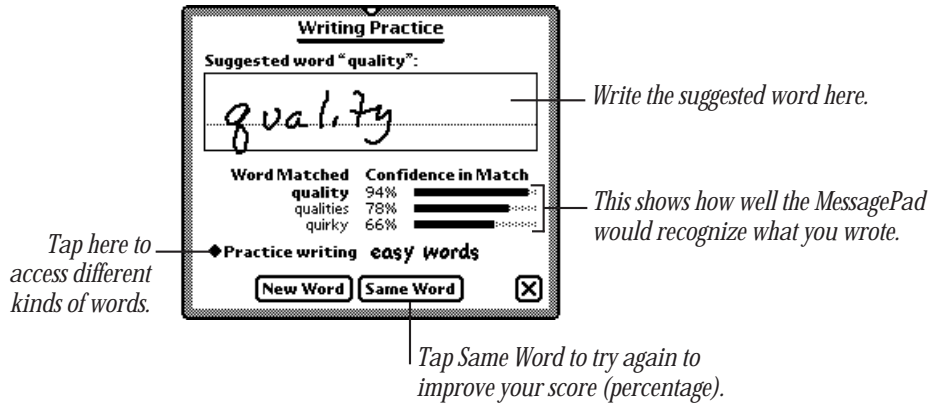


- *Two Clocks*—displays two clocks showing the time and date for both selected time zones.



Writing Practice

Once you've gone through the Handwriting Instructor, you may want to practice writing. Writing Practice is found in the Setup folder. You can use Writing Practice to see how well the MessagePad can interpret your writing. By practicing in this area, you may be able to adapt your writing style to improve text recognition.





6

Organizing and Finding Information

You can organize the information in your MessagePad by filing things in folders that you can create and name. You can also use your MessagePad to find any text information that is stored in the internal memory of your MessagePad or on a storage card.

Organizing information

You can file name cards, notes, calls, and icons in the Extras Drawer into folders. If you create a new item while you're in a folder, the new item is automatically stored in that folder. If you create an item while you're looking at a list of all your items or cards, the new item or card goes into the Unfiled folder.

Using global and local folders

The MessagePad has two types of folders—global and local. Global folders exist in every location on your MessagePad, while local folders appear only in the application they are created in. You can create up to 12 global and 12 local folders, except in the Extras Drawer, where you can only create local folders.


For example, you may want to create a folder called “Friends” in the Name File and you don't want that folder to show up in any other application. You can make the “Friends” folder local to the Name File.

Your MessagePad comes with four global folders that are already named—Unfiled, Business, Miscellaneous, and Personal. These folders, except for Unfiled, can be renamed or deleted.

Note: If you reach the limit of 12 global folders and want to create another folder, a message appears telling you that the folder will be created only in the current application (so it becomes a local folder). If you reach the limit of 12 global and 12 local folders, a message appears telling you that you cannot create any more folders.

You can also file items into folders on a storage card. For more information, see “Filing Information on a Storage Card” in Chapter 9, “Using Storage and Application Cards.”

Putting notes or name cards into folders

- 1 Go to the item you want to file.
- 2 Tap the Folder button .
The folder slip appears.
- 3 Tap the name of the folder you want the item to be stored in, then tap File.

Tap the name of the folder you want to file the item in.




Tap File to file the item into the selected folder.

If you're in one folder and move an item to another folder, the item seems to disappear, because it moves immediately to another folder.

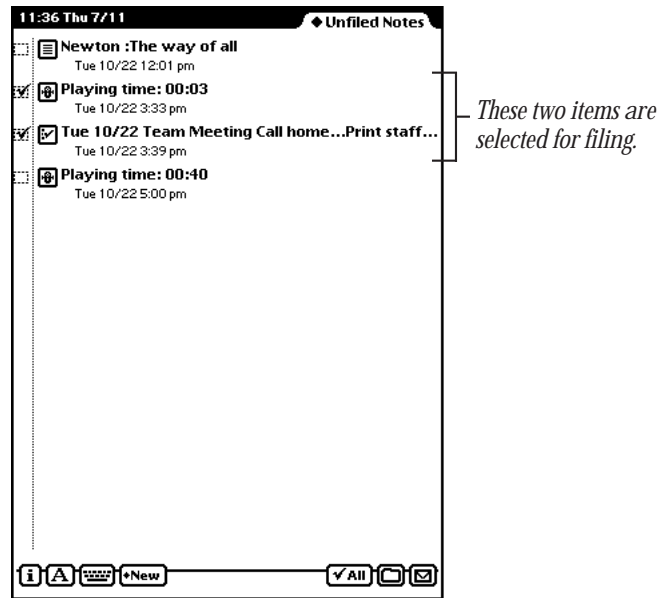
Filing multiple items and cards


You can put a number of items or name cards in a folder all at once.

- 1 Go to the Notepad or Name File.
- 2 Tap the folder tab, then tap the name of the folder you want to view.
- 3 Tap the Overview button .

A list of all the items or cards in that folder appears.


- 4 Tap the checkbox next to each item or card you want to file.
A checkmark appears in the box next to each selected item.



- 5 Tap the Folder button  and in the slip that appears, tap the name of the folder that you want to file the items or cards in.
- 6 Tap File.

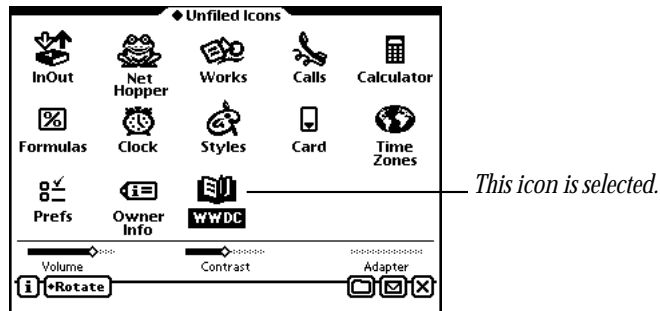
Putting icons from the Extras Drawer into folders


You can select icons in the Extras Drawer and put them into different folders.

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab and from the list that appears, tap the name of the folder that contains the icons you want to file (usually this is the Unfiled Icons folder).

- 3 Select an icon by placing the pen on or near it until a heavy mark appears under the pen. Then draw the highlighting mark over or around the icon.

You can select more than one icon to file at a time.



- 4 Tap the Folder button  and in the slip that appears, tap the name of the folder that you want to file the icons in.
- 5 Tap File.

Viewing items by folder

- 1 Go to a specific area, such as the Notepad, Name File, or Extras Drawer.
- 2 Tap the folder tab.
A list appears.
- 3 Tap the folder you want to view.

Items stored in that folder appear. Tap the Overview button  to see a list of all of the items.

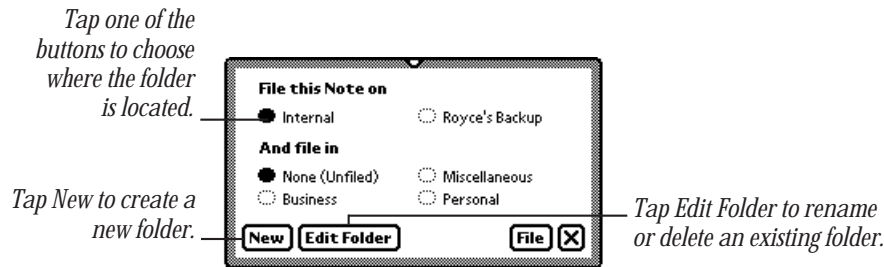
Creating, renaming, and deleting folders

The MessagePad comes with several existing folders. You can create additional folders and delete and rename folders.

- 1 Go to the application where you want to create new folders, such as the Notepad.

2 Tap the Folder button .



The folder slip appears. If a card is inserted in your MessagePad, separate buttons appear for internal storage and the card.




3 Do one of the following:

- To create a new folder, tap New. Write the name of the new folder and tap  to close the slip.



- To rename a folder, tap Edit Folder. Scrub out the name of the folder and write the new name. A slip appears asking if you want to change the name of the folder. Tap OK to change the name. The folder name is updated and the revised folder name appears in the folder slip. Then tap  to close the slip. The items in the folder remain there.
- To delete a folder, choose the folder, tap Edit Folder, then tap Delete. A slip appears asking if you really want to delete the folder. Tap OK. Then tap  to close the slip. The items inside the folder move to the Unfiled folder.


4 Tap  when you are finished.

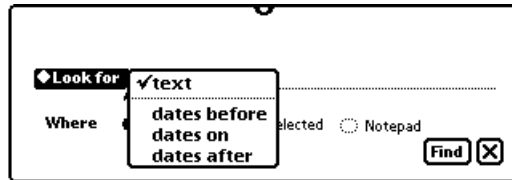
Finding information

The MessagePad makes it easy to find specific pieces of information no matter where you have filed them. You can search for:

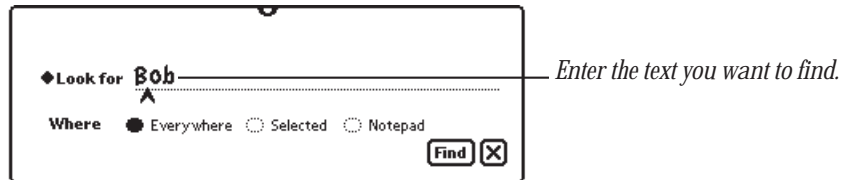
- whole words written in text
- the first letters of words written in text
- more than one word at a time written in text
- information created before a certain date
- information created on a certain date
- information created after a certain date

To find information:

- 1 Tap the Find button .
- 2 Tap “Look for” and in the list that appears, do one of the following:

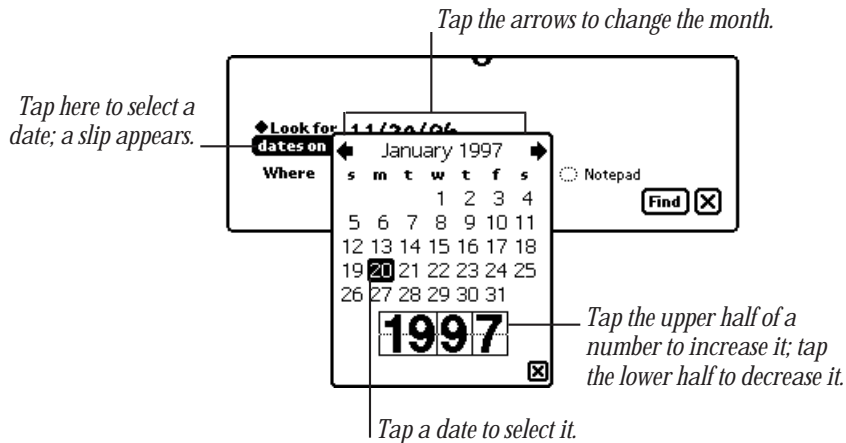


- Tap “text” to search for information that is in text format (not ink text). Enter the words or characters you want to find on the dotted line.



- Tap “dates before,” “dates on,” or “dates after” to select a date. A slip appears.

To move to another month, tap the arrows. To change the year, tap the upper half of a number to increase it, and the lower half to decrease it. Tap a day to select it. When you have selected the date, tap **X** to close the slip.

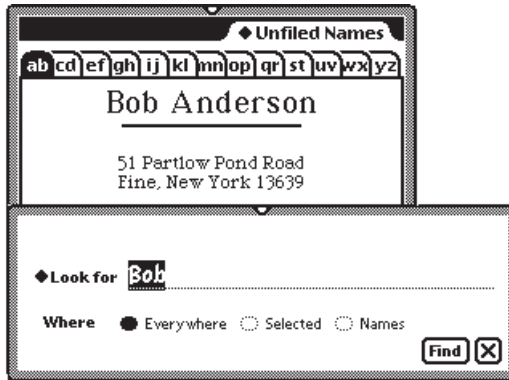


3 Choose where you want to look for the information.

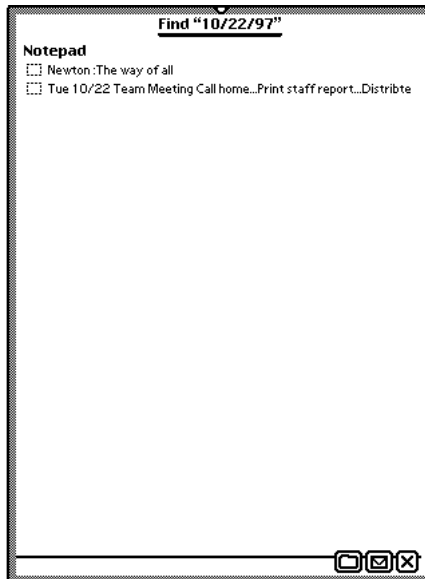
- Tap Everywhere to search the Notepad, Name File, Date Book, InOut Box, To Do List, Calls, and applications or books you have added to your MessagePad.
- Tap the current application.
- Tap Selected to search only specific areas or applications in your MessagePad. In the list that appears, tap the checkbox next to each area you want to search.



- 4 Tap Find.
- If the MessagePad finds only one item, it displays the item.



- If the MessagePad finds more than one item, it displays a list of the items it found.



Tap the title of an item to go to it. Tap the Overview button ● to go back to the list of found items.

- If a slip appears saying that too many items were found and you must narrow your search, you can
 - go back to the Find slip and narrow the search.
 - close some or all open applications to free up memory and perform the search again.



7

Routing Information

You can use your MessagePad to send and receive information. This includes printing, faxing, beaming, and sending electronic mail. You can also duplicate and delete items.

Printing

You can use many Apple printers and printers from other manufacturers with your MessagePad. For a list of printers you can use, see Appendix D, “Printer Compatibility.”

The MessagePad does not have to be connected to a printer when you choose to print an item. If you choose to print at a later time, the item waits in your InOut Box, ready to print.

Connecting your MessagePad 2000 to a printer

To connect directly to an Apple printer, plug one end of the printer or serial cable and Newton Serial Adapter into the Newton InterConnect port on your MessagePad and the other end into the printer.

If you are using a network printer, plug a LocalTalk box into your MessagePad 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 a printer that has a parallel (Centronics-type) interface, you need the Newton Print Pack, available from your Apple-authorized Newton dealer.

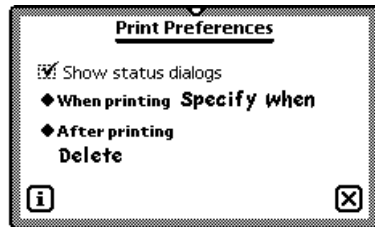
Preparing to print


- Make sure you have filled out an owner and worksite in Owner Info. The information is used in your return address when you print memos or letters.
- Choose a paper size in the Locale preferences.
- Set your print preferences as described in the section below.

Setting print preferences

To set print preferences:

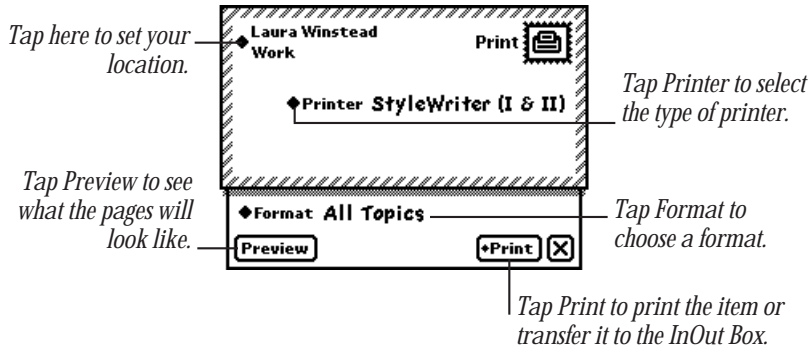
- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap the Information button  and, in the list that appears, tap Print Preferences.
- 4 In the slip that appears, select the appropriate information.



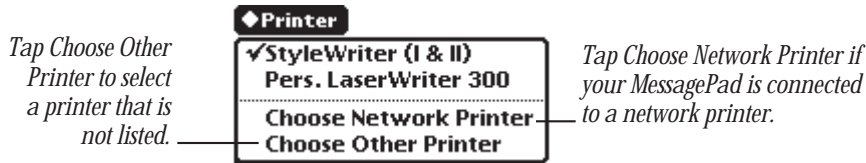
- To see status messages while you are printing, make sure the checkbox next to “Show status dialogs” is selected.
 - To set when you want to print an item, tap “When printing” and, in the list that appears, tap “Send now,” “Send later,” or “Specify when.” “Send now” prints the item right away. “Send later” places the item in the InOut Box until you decide to print it. “Specify when” gives you a choice of Now or Later when you fill out the routing slip.
 - To choose what to do with an item after printing it, tap “After printing” and in the list that appears, tap File, Log, or Delete.
- 5 When you are finished, tap  to close the slip.

Printing an item

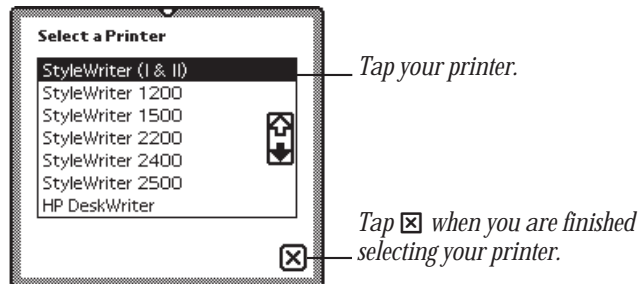
- 1 Go to the item you want to print.
- 2 Tap the Routing button and, in the list that appears, tap Print. A routing slip appears. Enter the appropriate information.



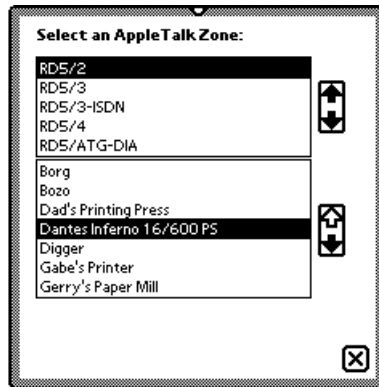
- Tap the diamond **◆** at the upper-left corner of the slip to change your worksite.
- Tap Printer.



To select a personal printer, tap your printer's name in the list if you see it. If not, tap Choose Other Printer and in the slip that appears, tap your choice.



To select a network printer, tap Choose Network Printer and in the slip that appears, tap your network zone and then tap your printer. If you don't see your printer, make sure you're connected to the network and have selected the correct zone. (Some networks don't have zones.)



- Tap Format and in the list that appears, tap a selection.

If you choose a format that requires an addressee, such as Memo or Letter, fill in the addressee information, then tap to close the slip. If the addressee is in the Name File, write the first or last name, tap the diamond, then tap the full name to copy the Name File information automatically.

- Tap Preview to see what the pages will look like.

Tap Next to see other pages. Tap when you are finished.

3 Tap Print.


4 In the slip that appears, tap Now or Later.

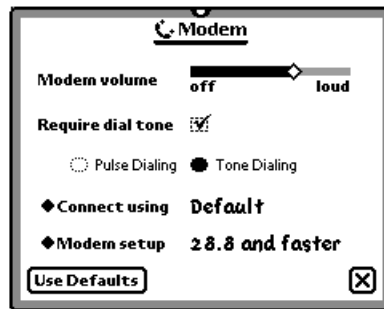
If you tap Later, the item is routed to the InOut Box. To print items that are in the InOut Box, see "Routing Items in the InOut Box" later in this chapter.

Faxing

If you have a Newton-compatible fax modem, you can use the MessagePad to send and receive faxes. The MessagePad does not have to be connected to a fax modem when you choose to fax an item. If you choose to fax at a later time, the item waits in your InOut Box, ready to fax. For more information, see “Routing Items in the InOut Box” later in this chapter.

Preparing to send and receive faxes

- Connect a fax modem to your MessagePad. See your fax modem documentation for more information.
- Make sure you’ve filled out an owner and worksite in Owner Info. The information is used in your return address.
- Fill in the information requested for Modem preferences in Prefs . For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the MessagePad 2000.”






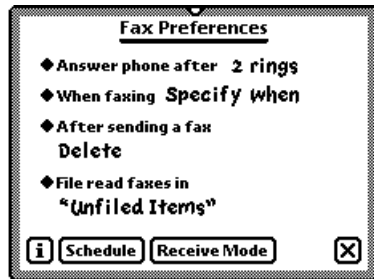
If you are using a phone system that doesn’t have a dial tone, make sure “Require dial tone” is not checked.

- Set your fax preferences.

Setting fax preferences

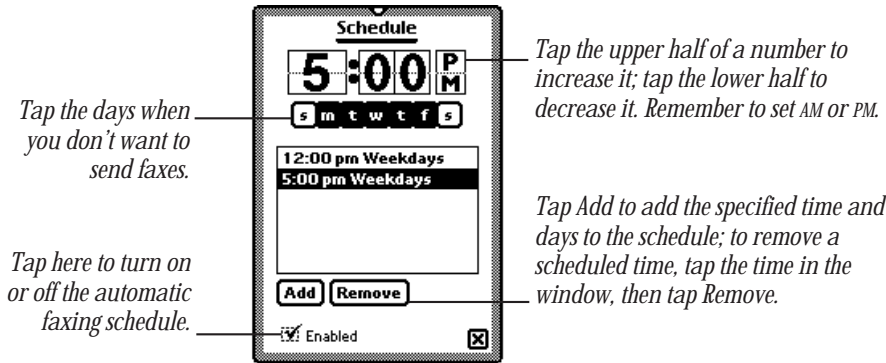
To set fax preferences:

- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap the Information button  and, in the list that appears, tap Fax Preferences.
- 4 In the slip that appears, select the appropriate information.



- Tap “Answer phone after” to set the number of rings it takes to answer the phone. In the list that appears, tap your choice.
- Tap “When faxing” to set when you want to fax an item. In the list that appears, tap your choice.
 - *Send now*—always faxes the item right away.
 - *Send later*—always routes the item to the InOut Box. The items wait in the InOut Box until you choose to fax them. If you designate a specific time and day to route items, they are sent then.
 - *Specify when*—gives you a choice of Now or Later when you fill out the routing slip.
- Tap “After sending a fax” to select what to do with an item after it is faxed. In the list that appears, tap your choice.
- Tap “File read faxes in” to choose where to file faxes that you have received and read. In the list that appears, tap your choice.

- Tap Schedule to set the schedule when you want your MessagePad to send and receive faxes. In the slip that appears, select the appropriate information.

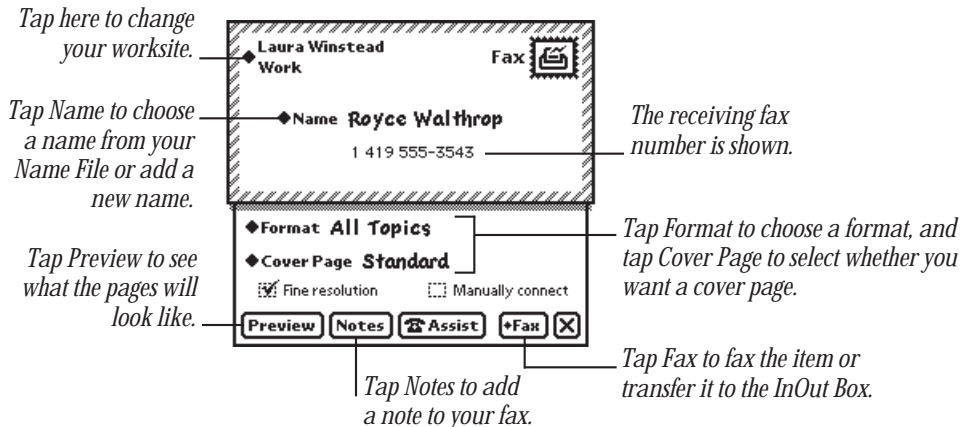


- 5 When you are finished, tap to close the slip.

Sending a fax

The MessagePad does not have to be connected to a fax modem when you choose to fax an item. The item waits in your InOut Box until you send the fax.

- 1 Go to the item you want to fax.
When faxed, text is formatted as wide as the fax page. Drawings and ink text are centered on the page.
- 2 Tap the Routing button and in the list that appears, tap Fax.
- 3 Enter the appropriate information.



- Tap the diamond **◆** at the upper-left corner of the slip to change your worksite.
- Tap Name to select whom you want to fax the item to. If the name is not in the list that appears, tap “Other Names” and in the name card overview, tap the name. To change the fax number you are sending the item to, tap the diamond **◆** next to the fax number in the name card overview.
- Tap Format and in the list that appears, tap a format.
If you choose a format where you can enter optional information, such as a name or subject, a slip appears. Enter the appropriate information. Tap **✕** to close the slip.
- Tap Cover Page and, in the list that appears, tap your choice.

If you want to send notes on the cover page, tap Notes and write what you want to appear on the cover page. Tap **✕** when you are finished.

- Tap the checkbox to select fine or standard resolution.
- Tap the checkbox next to “Manually connect” if you don’t want the modem to dial the fax number. (See the next section, “Manual dialing.”)
- Tap Preview to see what the pages will look like. Tap Next to see other pages. Tap **✕** when you are finished.
- Tap Notes to add notes to the cover page. In the slip that appears, enter the information. Tap **✕** to close the slip.
- Tap Assist to change the fax number, dialing prefix, or credit card number. In the slip that appears, enter the appropriate information. Tap **✕** to close the slip.

4 Tap Fax.

5 In the slip that appears, tap Now or Later.



If you tap Later, the item is routed to the InOut Box. To fax items that are in the Out Box, see “Routing Items in the InOut Box” later in this chapter.

Manual dialing



Sometimes you may need to dial the fax number yourself; for example, when asking an operator for a particular extension or faxing on a telephone connection that you've already established.

- 1** Connect the MessagePad to a fax modem. Make sure a phone is connected to the same line. (See your modem manual for instructions.)
- 2** Go to the item you want to fax.
- 3** Tap the Routing button and in the list that appears, tap Fax.
A routing slip appears.
- 4** Enter the appropriate information. Be sure to check the "Manually connect" box in the fax routing slip.
- 5** Dial the number on your phone and wait until you hear a high-pitched tone on the other end of the line.
- 6** Tap Fax and in the slip that appears, tap Now.
- 7** Wait about eight seconds, until you hear sounds from the modem speaker.
- 8** Hang up the phone.

Using Assist 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 tap Assist  to have the MessagePad automatically fax the item. To do this, select the recipient's name, tap Assist , and tap Please. In the list that appears, tap Fax. Tap Do and enter the information in the Fax slip that appears. Tap Fax to send the fax.

Receiving a fax



- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap Receive and in the list that appears, tap Fax.

A slip appears, asking if you want to wait for the call or connect manually.

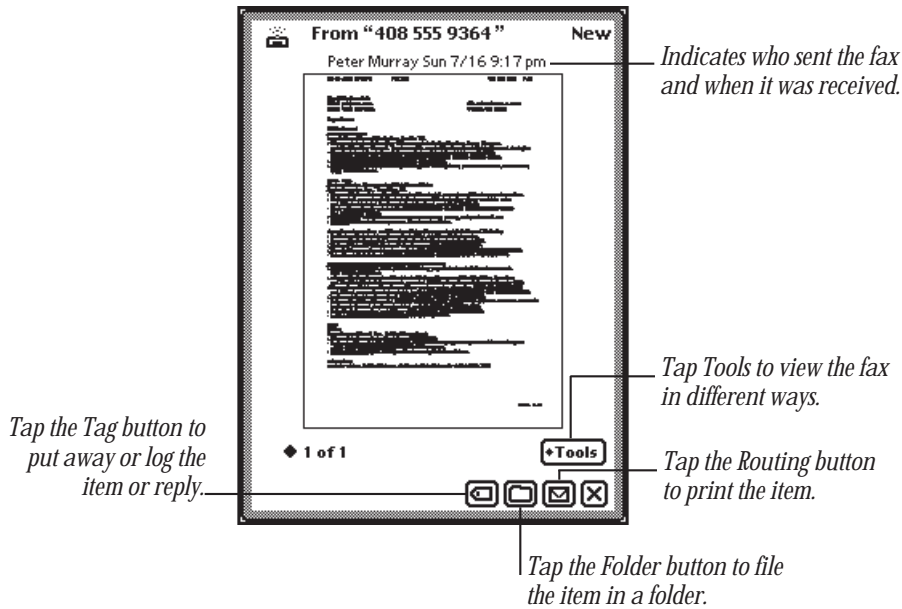
- If you tap Wait For Call, the MessagePad prepares the fax modem and waits for the fax telephone call. Once the connection is made, a slip appears showing you the status of the fax.
- If you tap Manually Connect, a slip appears with instructions. Follow these instructions, then tap Fax. Once the connection is made, a slip appears showing you the status of the fax.

Viewing a fax

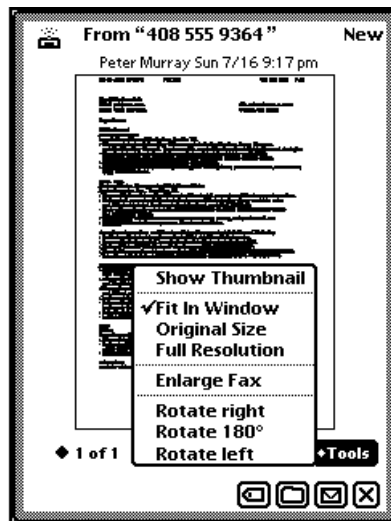
You can view items that have been faxed to you in several formats.



- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .

- 3 Tap the faxed item you want to view.
A viewer appears showing you the information.



- 4 Tap Tools and in the list that appears, tap a choice to see different views of the item or to rotate the image.






- *Show Thumbnail*—displays tiny representations of the pages.
 - *Fit In Window*—shows the entire fax image on the MessagePad screen.
 - *Original Size*—displays the item in the size it was originally sent.
 - *Full Resolution*—displays the item pixel for pixel.
 - *Enlarge Fax*—displays the item larger than actual size.
 - *Rotate right; Rotate 180°; Rotate left*—rotates the image on the screen.
- 5 To reply to a fax, tap the Tag button . Write information on the fax and send it with your annotations.
 - 6 Tap  when you are finished.

Sending and receiving beamed information to Newton devices

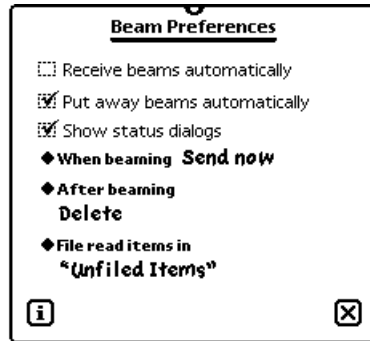
You can send information from one Newton device to another using an infrared beam. The infrared windows on the Newton devices should point directly at each other and should be less than 1 meter (about 3 feet) apart—closer in bright sunlight.

Setting beam preferences

To set beam preferences:

- 1 Tap Extras  to open the Extras Drawer; tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap the Information button  and, in the list that appears, tap Beam Preferences. A slip appears.


4 Select the appropriate information.



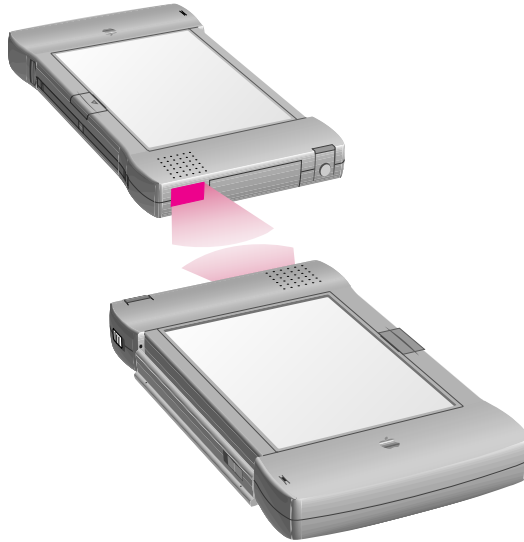
- Tap the checkbox next to “Receive beams automatically” if you want your MessagePad to receive beams at any time. Receiving automatically uses more battery power.
- Tap the checkbox next to “Put away beams automatically” if you want your MessagePad to put beamed information into the corresponding application. For example, if you receive a note, it is automatically filed in your Notepad.
- Tap the checkbox next to “Show status dialogs” if you want to see status messages while you are beaming.
- Tap “When beaming” to set when you want to beam an item.
 - *Send now*—always beams the item right away.
 - *Send later*—always routes the item to the InOut Box. The items wait in the Out Box until you choose to beam them.
 - *Specify when*—gives you a choice of Now or Later when you fill out the routing slip.
- Tap “After beaming” to select what to do with an item after it is beamed. In the list that appears, tap your choice.
- Tap “File read items in” to choose where to file beamed items that you have already read. In the list that appears, tap your choice.

5 When you are finished, tap **X** to close the slip.

Beaming an item

- 1 Go to the item you want to beam.
- 2 Tap the Routing button and, in the list that appears, tap Beam .

Make sure the infrared windows on both Newton devices are pointed directly at each other, that there's a clear line of sight between them, and that the other Newton device is ready to receive your beam (see the next section, "Receiving Beamed Information"). The two devices should be no closer than 7 inches (20 centimeters) and no farther than 3.2 feet (1 meter) apart.



A slip appears showing you the status of the beam. The MessagePad tries to beam the item for about two minutes. If it doesn't succeed, a message appears in the InOut Box and the item stays in the InOut Box until you try again.

Receiving beamed information




There are two ways you can receive beamed information.

Receiving beams automatically

If you have set your MessagePad to receive beams automatically (see “Setting Beam Preferences” earlier in this chapter), you can receive beams any time. Make sure the infrared windows on both Newton devices are pointed directly at each other and that there’s a clear line of sight between them. A slip appears showing you the progress of the beam. Receiving automatically uses more battery power.

Receiving beams manually

If you haven’t set up your MessagePad to receive beams automatically, follow these steps:


- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder’s name.)
- 2 Tap InOut Box .
- 3 Tap Receive and in the list that appears, tap Beam .

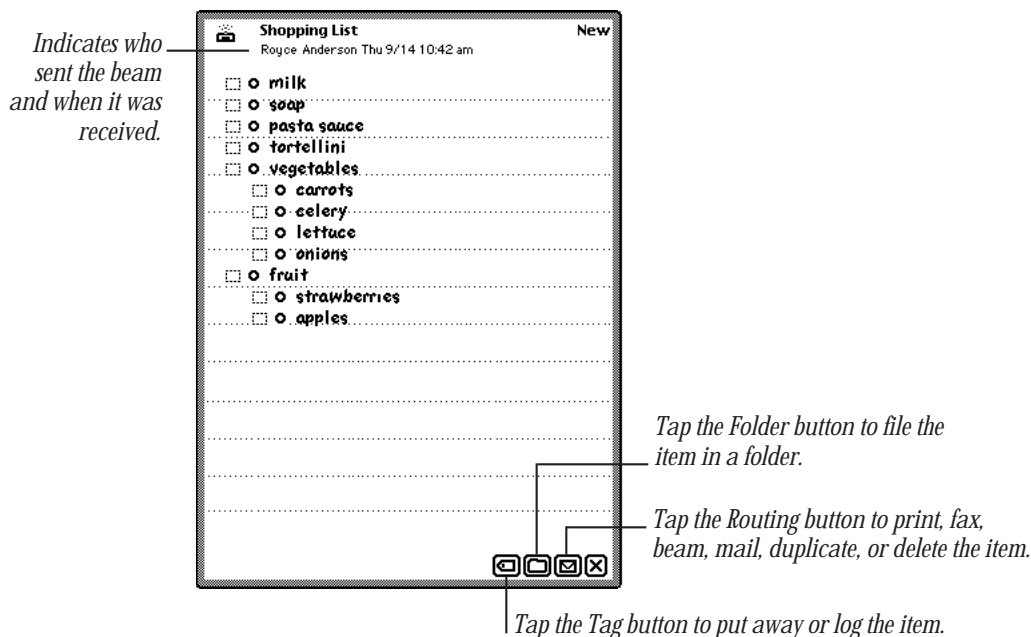
Make sure the infrared windows on both Newton devices are pointed directly at each other, that there’s a clear line of sight between them, and that the other Newton device is ready to receive your beam.


The item appears in the InOut Box.

Viewing beamed items

Your MessagePad is preset to put beams away automatically, filing information with the corresponding application. For example, a note beamed to you is automatically placed in your Notepad. You can view the beamed item by opening the application.

If you chose not to put away beamed items, items are placed in the InOut Box. A blinking star appears at the top of the screen. Tap the star and in the slip that appears, tap InOut Box . A slip with the beamed information appears.



When you're finished viewing the item, tap  to close it.

Using electronic mail

You can use electronic mail, or e-mail, to send and receive text messages, packages, and entire items from the Notepad, Name File, Date Book, Calls, or InOut Box. Some third-party applications may also support the mail option.

To send and receive e-mail you must have

- A Newton-compatible modem and the cables required to connect it to the phone line and to your MessagePad (see your modem manual for more information).
- An e-mail account with an e-mail service provider.

Important Because of local regulations, electronic mail options may be different or unavailable in some countries.

Connecting your MessagePad 2000 to a modem

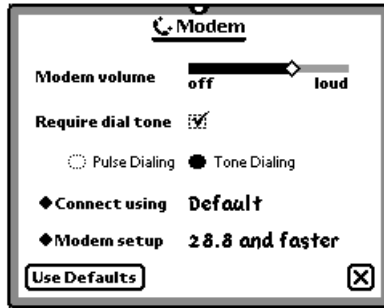
To connect a modem, see the instructions that came with the device. The MessagePad does not have to be connected to a modem when you choose to send an item. Items to be mailed wait in the InOut Box until you decide to mail them.

Preparing to send and receive e-mail

- Make sure you've filled out owner and worksite information in Owner Info. The information is used in your return address and for dialing. If you want to avoid long distance charges, you can change the e-mail access number in Owner Info.

Note: If you have more than one e-mail address, see "Creating Additional Owner Cards for More Than One E-mail Address" in Chapter 5, "Managing the MessagePad 2000."

- Fill in the information requested for Modem preferences in Prefs.



For more information, see “Prefs” in Chapter 5, “Managing the MessagePad 2000.”

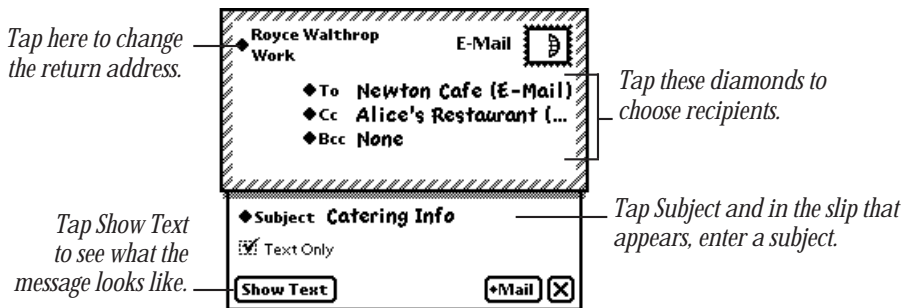
If you are using a phone system that doesn’t have a dial tone, make sure “Require dial tone” is not checked.

Sending e-mail

- 1 Go to the item you want to send.
If you want to mail a package, go to the package and select it.
- 2 Tap the Routing button and in the list that appears, tap Mail.
- 3 In the slip that appears, enter the appropriate information.

Note: The routing slip may look different depending upon the e-mail service you have.

If you need to change your access number, see the next section, “Receiving Electronic Mail.”

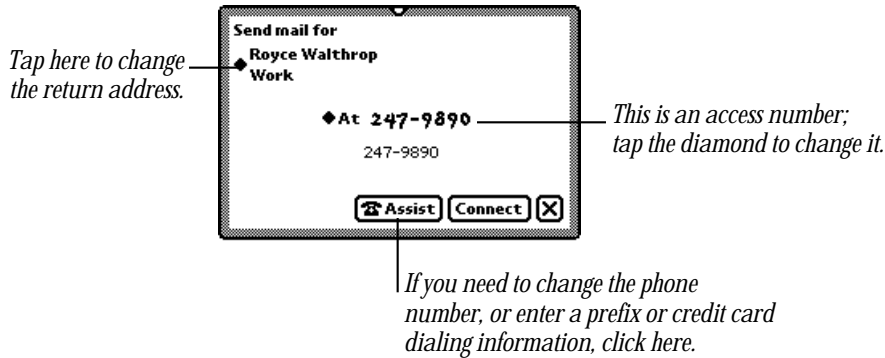


- 4 Tap Mail.

- 5 In the slip that appears, tap Now or Later.

If you tap Later, the item is routed to the Out box of the InOut Box. To mail items that are in the InOut Box, see “Routing Items in the InOut Box” later in this chapter.



If you tap Now, enter the appropriate information in the slip that appears.




- 6 Tap Connect to send the mail.

Receiving electronic mail

You can receive messages and packages via e-mail.



- 1 Tap Extras  to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap Receive and in the list that appears, tap the name of your e-mail service.
- 4 In the slip that appears, enter the appropriate information.



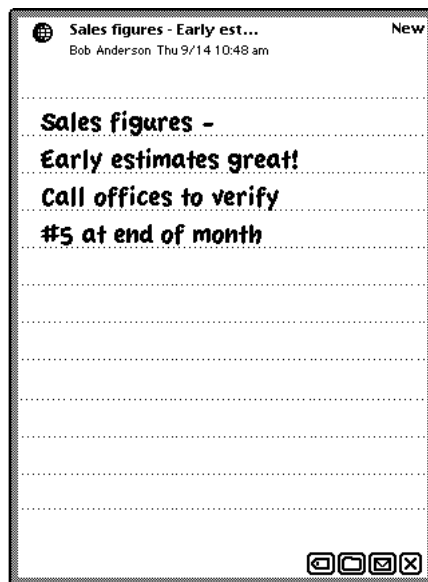
- Tap Assist  to change the access number, add a prefix, or enter credit card information.
- 5 Tap Connect.


Viewing e-mail messages



To view items that are received as e-mail, do the following:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 3 Tap InOut Box .
- 4 Tap the item you want to view.

It appears on the screen.




- 5 You can now do one of the following:
 - Tap the Tag button  and, in the list that appears, tap your choice:
 - Put Away*—places items where they should logically go (for example, text messages are placed in the Notepad).
 - Log*—marks the message as read in the InOut Box.
 - Forward*—forwards the item to someone via e-mail.
 - Reply*—sends a reply via e-mail.

- Tap the Folder button  to file the item.
- Tap the Routing button  to print, fax, beam, duplicate, or delete it the item.

You may also see an option labeled Add to Names, which creates a card in the Name File for the sender and includes the sender's e-mail information.

Using downloaded packages


Packages that are sent to you via e-mail must be put away in the Extras Drawer before you can use them. Go to the InOut Box and tap the item. Tap the Tag button  and in the list that appears, tap Put Away. The package is placed in the Extras Drawer.

Replying to and forwarding an e-mail message

You can reply to or forward an e-mail message and select the text you want to include in the reply or in the forwarded message.

- 1** Go to the e-mail message you received in the InOut Box.
- 2** Select the portion of the text you want in the reply. Hold the pen on or near the text until a heavy mark appears under the pen, then draw the mark over or around the text.



You can select up to one screen of information.

- 3** Tap the Tag  button and in the list that appears, tap Reply or Forward. A slip appears.
- 4** Enter the appropriate information in the slip.
The item is automatically tagged "Pending."
- 5** Tap Send and a routing slip appears.
Enter the appropriate information and tap Mail.

Routing items in the InOut Box

You can place items in the InOut Box to route at a later time or date. Items that have not been sent are logged as “Ready.”

To route these items, do the following:


- 1** Tap Extras  to open the Extras Drawer.
- 2** Tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder’s name.)
- 3** Tap InOut Box .
- 4** Tap the item you want to route or the checkbox next to it.

You can select multiple items, but they must all be routed the same way (for example, all faxes or all e-mail). To do this, tap the checkbox next to each item you want to select.

- 5** Tap Send and in the list that appears, tap your choice.


A slip appears showing you the status of the connection. The item is then logged as “Sent.”

Using the blinking star notification

When you are routing an item and the status slip is hidden (if you've opened another application or tapped  to close the status slip), a blinking star appears at the top of the screen.

Tap the star to see the status slip.



The blinking star also appears when you receive new items in your InOut Box while it is not open. For example, if you selected “Receive beams automatically” in the Beam Preferences slip and someone beams you information while you’re working in the Notepad, the star appears at the top of the screen indicating that something is in the InOut Box. Tap the star and a list appears. Tap InOut Box  to open it and see the item.




Note: A blinking star also appears at the top of the screen each time you write a word that is not in the MessagePad’s dictionary. For more information, see “Using the Word List” in Chapter 1, “Writing and Drawing.”

8

Using Assist and Accessing On-Screen Help

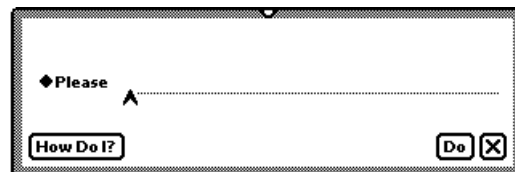
You can have the MessagePad automatically perform certain tasks for you using Assist. The tasks that can be performed include sending faxes or electronic mail, dialing telephone numbers, scheduling, setting the time and date, finding text, printing, and entering items in your To Do list. You can also tap Assist to access on-screen help.

You can make requests in several ways:

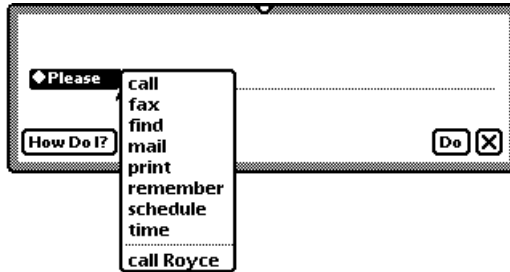
- Tap Assist  and, in the slip that appears, tap Please. In the list that appears, tap your choice.
- Tap Assist  and, in the slip that appears, write your request on the blank line next to Please.
- Write your request, such as “Call Alice,” and select it. Then tap Assist .

Using the Assist button

- 1 Make sure no text is selected, then tap Assist .
A slip appears.

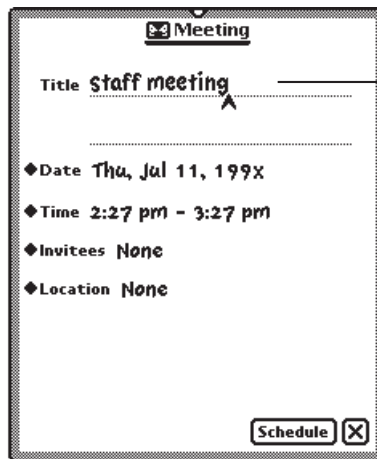


- 2 You can enter your request in two ways:
 - Write your request on the line.
 - Tap Please and in the list that appears, tap the request word you want.



The word appears on the line.

- 3 Add more words if you like, such as a name or date.
You may find it easier to add the details in the confirmation slip.
- 4 Tap Do.
A confirmation slip appears with some information already entered, based on your request.
- 5 Enter any other necessary information.

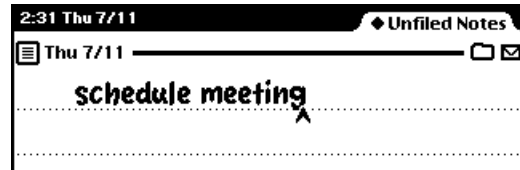


This is an example of a confirmation slip that appears when you make a schedule request from Assist.

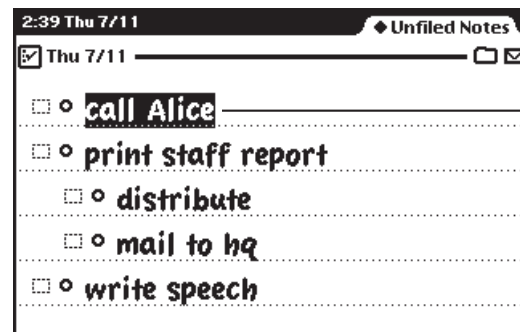
- 6 When you're finished, tap the button near the bottom of the slip to perform the action. Tap Schedule, for instance, to schedule the meeting.

Writing your request

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



- 2 Select the request. Place the pen on or near the item until a heavy mark appears under the pen. Then draw the highlighting mark over or around the item.



Example of selected text from a checklist.

3 Tap Assist .

The MessagePad interprets the request and a confirmation slip appears with some information already entered, based on your request.



4 Enter other necessary information.

5 When you're finished, tap the button near the bottom of the slip to perform the action. Tap Call, for instance, to place the call.

Using the correct request words

The MessagePad understands the following requests and their synonyms. (If you have other applications installed on your MessagePad, the other applications may recognize additional request words.)

- **Call** to dial a telephone number.

Synonyms: phone, ring, dial

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

- **Fax** to fax the item on the screen.

Synonyms: none

Fax Anderson opens a fax slip with the name Anderson and Anderson's fax number filled in.

- **Find** to search for text.

Synonyms: locate, search for, look for

Find Linda opens a find slip and enters "Linda."

- **Mail** to send the item on the screen as electronic mail.

Synonyms: email, send

Mail Anderson opens a mail slip with the name Anderson filled in.

- **Print** to print the item on the screen.

Synonyms: none

Print opens a print slip for the item on the screen.

- **Remember** to add a reminder to your to-do list.

Synonyms: remember to, don't forget to, don't let me forget to, to do, remind, remind me, remind me to

Remember to back up Monday opens a to-do slip with Monday's date and "back up" as the subject.

- **Schedule** to add a meeting or event to your calendar.

Synonyms: meet, meet me, meet with, talk to, talk with, breakfast, breakfast with, brunch, brunch with, lunch, lunch with, dinner, dinner with, holiday, birthday, b-day, bday, anniversary

Lunch Linda opens a schedule slip. The date and time depend on when you make the request.

| If you make the request | The MessagePad assumes lunch will be |
|--------------------------------|---------------------------------------------|
| before noon | today at noon |
| before 1:00 pm | the next half hour |
| after 1:00 pm | tomorrow at noon |
| specifying a day | first occurrence of that day at noon |

If the MessagePad's assumption is wrong, you can make corrections in the confirmation slip.

- **Time** to look up the time in a city or country.







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

Time displays the Time Zone map.

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

Tips on using Assist

The MessagePad infers important information to help you carry out your requests.

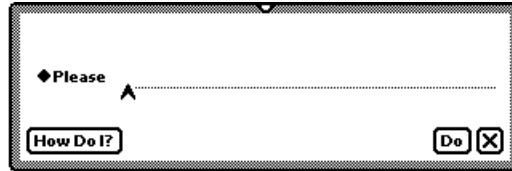
- Your MessagePad knows which area in the MessagePad you are using, which makes it easy to request assistance. For example, if you tap Assist , tap the diamond , and tap Print, your MessagePad assumes you want to print the item you're looking at.
- Your MessagePad also knows the last thing you did. For example, if you write a name, tap Assist , tap the diamond , and tap Fax, your MessagePad assumes you want to fax the item you're looking at to the person whose name you previously wrote.
- Your MessagePad knows what you select. For example, if you select a name from an item in the Notepad, tap Assist , tap the diamond , and tap Mail, the MessagePad assumes you want to e-mail the note you're looking at to the person whose name you selected.

Accessing on-screen help using Assist

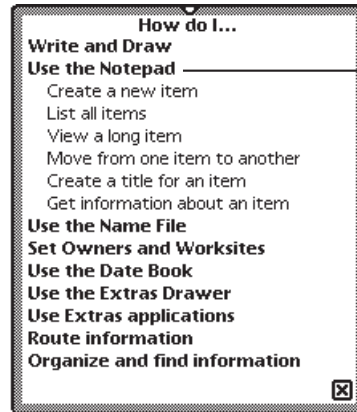
On-screen help is available at any time on the MessagePad. On-screen help contains basic information on how to perform various tasks.

To access the on-screen help:

- 1 Make sure no text is selected, then tap Assist .
A slip appears.



- 2 Tap How Do I?
A list of help topics appears. The on-screen help is organized by topics and subtopics. The topics cover main areas, while the subtopics list specific tasks.

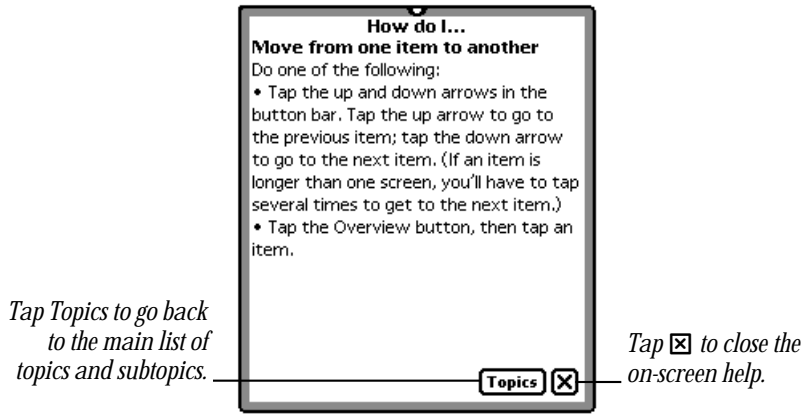


This is a topic; subtopics appear below it.

- 3 If necessary, tap a topic to see the list of subtopics.

- 4 Tap a subtopic.

The information on that subject is shown.



- 5 When you finish viewing information, tap Topics to go back to the list of topics, or tap [X] to leave the on-screen help.

9

Using Storage and Application Cards

You can use PC cards with your MessagePad. There are three types of cards: application cards (also called titles), storage cards (which add more storage space to your MessagePad), and accessory cards (such as modems). For information about using an accessory card, see the documentation that came with the card.

Inserting and removing cards

Before you can use a card, you must remove the plastic card that came in the slot with your MessagePad.

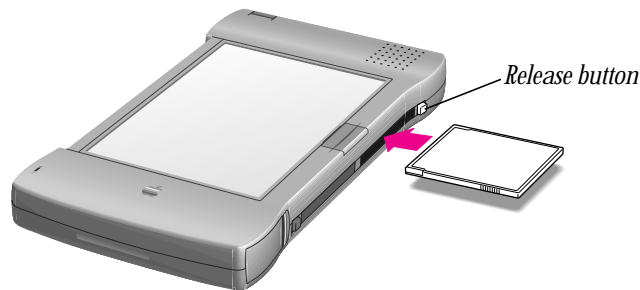
- 1** Push the release button beside the card slot.
The button pops out ready to release the plastic card.
- 2** Release the card by pushing the release button again, which pushes the card out of the slot.

Always use the release button to remove a card. Never pry the card or use another object to pull a card from the slot.

- 3** Take the plastic card out.

4 Insert the new card in the card slot.

The card fits only one way; don't force it. Push the card all the way in until it locks in even with the side of the MessagePad.



Your MessagePad takes a few moments to examine the card. When your MessagePad is ready to use the card, a slip appears with information about the card.

What you see next on your MessagePad depends on what type of card you inserted:

- *New storage card*—A message appears telling you the card cannot be read and you need to erase all the information on it. See the next section, “Using Storage Cards.”
- *Previously used storage card*—A slip appears showing the name of the card. See the next section, “Using Storage Cards.”
- *Application card*—An icon appears in the Extras Drawer. See the section “Using Application Cards” later in this chapter.
- *Accessory card*—A slip appears showing that a communications card has been inserted. For information about using an accessory card, see the documentation that came with the card.

Important After removing a card, always insert another card or insert the protective plastic card that came with your MessagePad. Never use or store your MessagePad while the card slot is empty.

Using storage cards

You can use storage cards to store new information and to back up information in your MessagePad.

You can use any Newton storage card with your MessagePad. Other cards may also work, including SRAM (static random-access memory) cards that have their own batteries. Ask your Apple-authorized dealer for more information.

Important Most storage cards have a write-protect switch that allows you to lock and unlock the card for security purposes. If you lock the card, you cannot move or revise information that is on the card. To find out whether a card is locked, see the section “Protecting Information on a Storage Card,” later in this chapter.

Preparing a new storage card

Storage cards that are new or that have been used on devices other than a MessagePad may need to be erased and formatted before you can use them.

Note: To use a card that has been used in a device with an earlier version of the Newton operating system, see the next section, “Using a Storage Card Formatted with an Earlier Version of the Newton Operating System.”

- 1 Insert the new storage card.

A message appears.



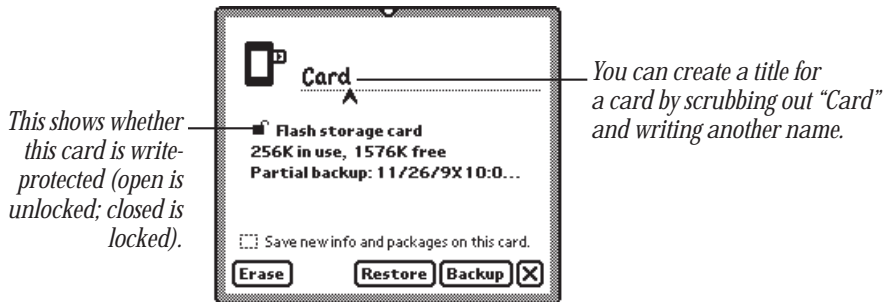
- ▲ **Warning** Tapping Erase erases any information and data on the card, including packages or a backup. ▲

- 2 Tap Erase.

You see another warning message asking if you really want to erase the information on the card.

3 Tap Erase.

After your MessagePad erases and formats the card, a slip appears showing information about the card.



4 Tap to close the slip.

Using a storage card formatted with an earlier version of the Newton operating system

You can use storage cards in your MessagePad that were formatted with an earlier version of the Newton operating system. You can choose to read or convert the card.

Insert the card. A warning slip appears.




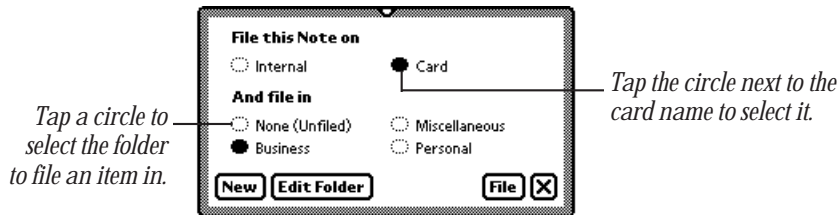
- If you tap "Mount read-only," you can view your information and packages, but you cannot edit them. You can still use the card with a Newton device that has an earlier version of the Newton operating system.
- If you tap Convert, the MessagePad converts the card's format and data for use with the Newton 2.0 operating system. A warning message appears telling you that converting the card makes it unusable on a MessagePad that has an earlier version of system software. Tap Convert to convert the card.

Important Some applications and application data may not be compatible with the Newton 2.0 operating system. Please contact the software publisher for more information about compatibility or an upgrade.

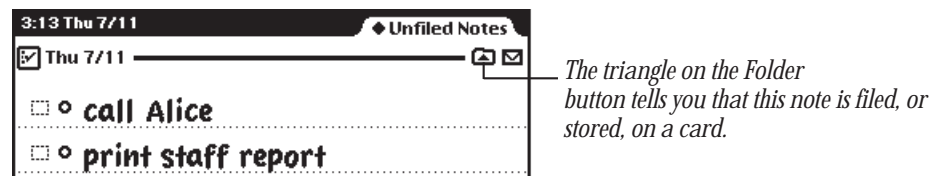
Filing information on a storage card

You can file name cards, notes, calls, and icons in the Extras Drawer in folders on a storage card.

- 1 Go to the item you want to file.
To file an icon from the Extras Drawer, you must first select it. See the section “Putting Icons from the Extras Drawer Into Folders” in Chapter 6, “Organizing and Finding Information.” You cannot move built-in icons, such as Formulas, to a folder on a storage card.
- 2 Tap the Folder button  and, in the slip that appears, tap the name of the card and the name of the folder.
- 3 Tap File.





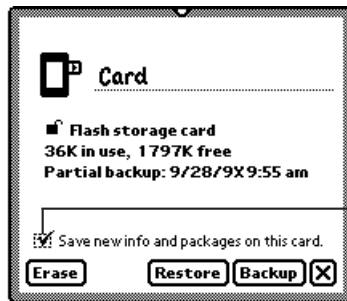
The item is now moved to the card and isn't available if you remove the card. A small triangle appears on the Folder button for the item, unless it's stored in the Extras Drawer.



Automatically storing information on a card

To store new information that you create and packages that you transfer to your MessagePad, open the Card slip.



- 1 Tap Extras  to open the Extras Drawer, tap the Folder tab, then tap Unfiled Icons. (If you filed Card in another folder, tap that folder's name.)
- 2 Tap Card .
A slip appears.
- 3 Tap "Save new info and packages on this card." Your MessagePad automatically saves your new information and packages on the card.

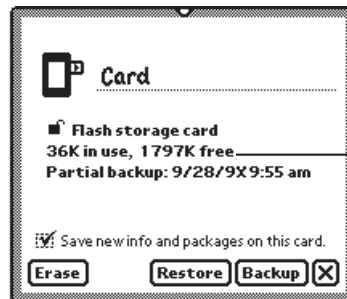


Tap this checkbox to store new information on a card.

For more information on organizing information into folders, see Chapter 6, "Organizing and Finding Information."

Checking the amount of space available on a storage card



You can check the amount of available space on a storage card whenever the card is inserted into your MessagePad. Tap Extras  to open the Extras Drawer, then tap Card . (If you filed Card in another folder, tap that folder's name.) A slip appears.

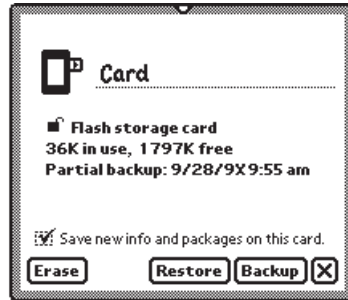


The amount of available space is listed.

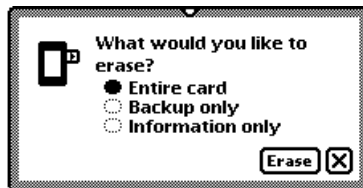
Deleting information on a storage card

You can remove software that you no longer use or need from a storage card.

- 1 Tap Extras  to open the Extras Drawer. (If you filed Card in another folder, tap that folder's name.)
- 2 Tap Card .
The card slip appears.



- 2 Tap Erase.
- 3 In the slip that appears, tap a choice.



- *Entire card*—deletes all of the information on a card.
 - *Backup only*—deletes only the backup file.
 - *Information only*—deletes the data files only for all applications; packages and backup files are not deleted.
- 4 Tap Erase.

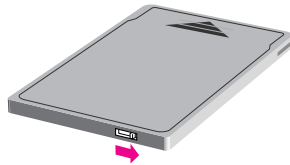
Deleting specific items on a card

- 1 Go to the item on the card that you want to delete.
If you want to delete more than one item, tap the Overview button ● and, in the list that appears, tap the checkbox next to each item you want to delete.
Note: You can tell from the Overview list which items are on the card.
- 2 Tap the Routing button ☑ and, in the list that appears, tap Delete.

Protecting information on a storage card

You can lock most storage cards so that you can't move, delete, or change any information that's on the card (although you can see, copy, and use the information). You can't store new information on a locked card.

To lock a card, remove it from the card slot and slide the write-protection switch toward the edge of the card, as shown.



To unlock the card, slide the write-protection switch back toward the center of the card.


Changing batteries in a storage card

See your storage card instructions to determine whether the card has a battery. If it does, you must change the battery when you see a message that the card's battery is low. To change the battery, follow the instructions that came with the card.

Using application cards

Application cards contain software in a variety of categories, including financial tools, business and personal productivity tools, travel guides, reference information, and games.

To use an application card:

- 1** Insert the card.
Make sure you push it all the way into its slot.
Wait for a slip to appear indicating that the MessagePad has examined the card.
- 2** Tap Extras  to open the Extras Drawer.
An icon for the application appears in the Extras Drawer.
- 3** Tap the icon and follow the instructions that came with the application.


10

Backing Up and Restoring Information

You can back up information from your MessagePad to a storage card. A copy of all the information in your MessagePad is called a backup. You use the backup to restore information in the unlikely event that your MessagePad seriously malfunctions and information is lost or damaged.

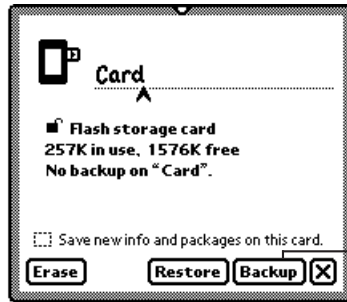
To keep your MessagePad information safe, you should always have a recent copy of all the information in your MessagePad. You can keep a backup on a storage card or on a computer.

Backing up information to a storage card

- 1** Insert a storage card into your MessagePad.
A slip appears indicating that the MessagePad recognizes the card.
- ▲ Warning** Each storage card can only store one backup file for a particular MessagePad. If there's already a backup stored on the card, it is replaced with the new backup. (Other information on the card is not erased.) **▲**
- 2** Tap Extras  to open the Extras Drawer.

- 3 Tap Card .

The card slip appears.



Tap here to make a backup of your information.

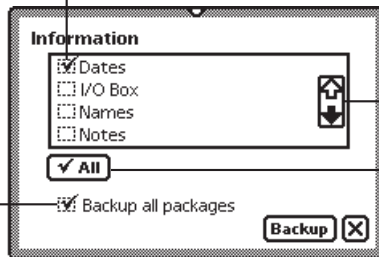
- 4 Tap Backup.

A backup slip appears.

- 5 Tap the applications whose information you want to back up.

If you want to make a backup copy of everything on your MessagePad, tap All. Tap it again to deselect all applications. To back up all the packages stored in the internal memory (not including the built-in applications), tap the checkbox next to “Backup all packages.”

Tap the checkbox next to each application you want to back up.



Tap “Backup all packages” if you want to make a backup of the packages stored in the internal memory.

Tap the scroll arrows to move up and down in the list.


Tap All to select all information (this doesn't include packages).

- 6 Tap Backup.

A slip appears showing you the progress of the backup.



The MessagePad automatically creates a new backup. If there was a previous backup on the card, your MessagePad replaces the old backup with the new backup.

When the MessagePad is finished backing up the information, the progress slip goes away. A Restore button now appears on the card slip.

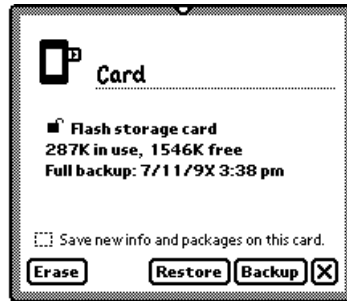
- 7 Tap  to close the card slip.

Restoring information from a storage card

If something causes you to lose information stored on your MessagePad, you can restore it if you've made a backup on a storage card.

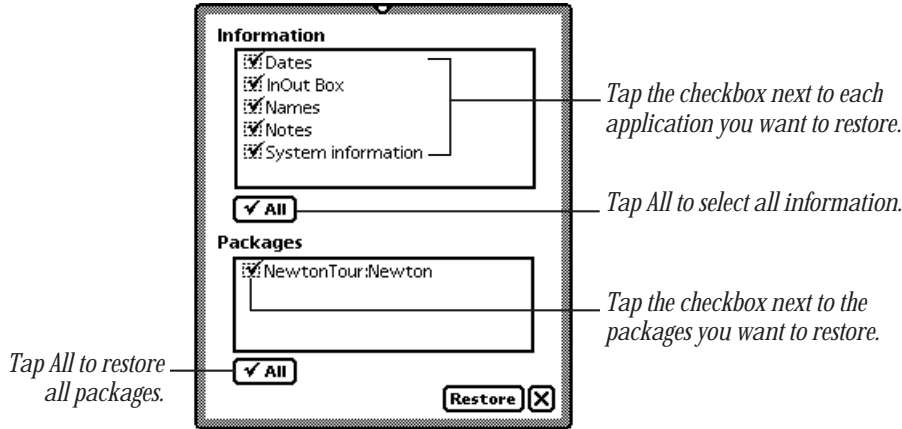
- 1 Insert the storage card with the backup information into your MessagePad.
- 2 If the card slip is not open, tap Extras  to open the Extras Drawer, then tap Card .

The card slip appears.



3 Tap Restore.

A slip appears. Tap the applications and packages you want to restore. If you want to restore everything, tap both All buttons. Tap them again to deselect all applications and packages.

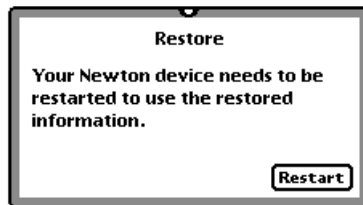


4 Tap Restore.

A message appears asking you if you really want the information on your MessagePad to be replaced with the information in the backup.

5 Tap Restore.

A slip appears showing you the progress of the restoration. When your MessagePad is finished restoring the information, a slip appears telling you to restart your MessagePad.



6 Tap Restart.

Your MessagePad restarts.

7 Tap **X** to close the card slip.

11

Viewing Newton Books

You can use the Newton Book Reader application to view a Newton book on the MessagePad. When you install a Newton book, the package appears with its own icon and title. The Newton Book Reader automatically becomes available on your MessagePad when you install a book package.

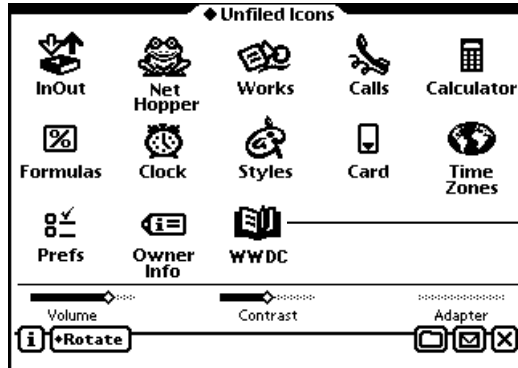
Using Newton Book Reader, you can do all the following:

- open a Newton book
- move from page to page to view the book
- open a table of contents to jump to a specific topic
- set bookmarks to move quickly to a particular page whenever you want
- make annotations in the text
- copy and paste text (but not edit text)
- print or fax a book

Opening a book on your MessagePad 2000

You can only have one Newton book open at a time.

If you installed the book on your MessagePad, you can find the book icon in the Extras Drawer.



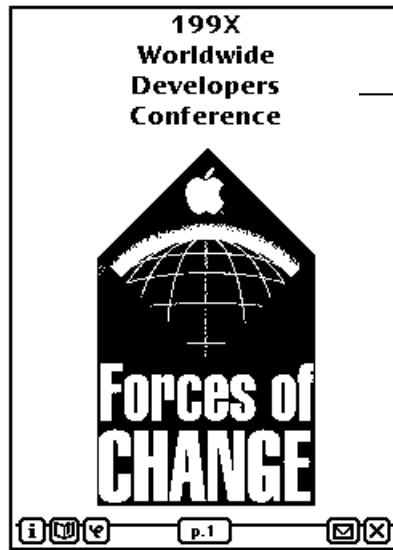
An example of a Newton book icon installed in the internal memory.

To open a book:

- 1 Tap Extras  to open the Extras Drawer, then locate the book icon.
- 2 Tap the book icon.

Viewing pages

After you open a book, the book appears on the screen.



An example of a Newton book

You can move page by page through a book by tapping the up or down arrows.

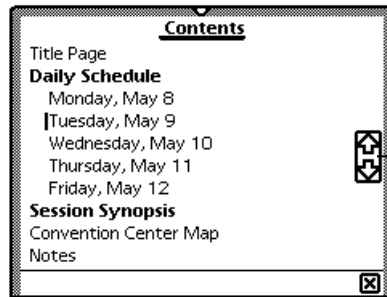
Using a table of contents

A Newton book may have a table of contents that lists the topics in the book. You can quickly view a particular topic by tapping it.

To use the Contents slip to see a specific topic:

- 1 Tap the Overview button ●.

The Contents slip appears listing the topics of the book. You can tap the scroll arrows  on the right side to move through the table of contents, if necessary.



Use these scroll arrows to move up and down in the table of contents.

- 2 Tap the topic you want to view.

The topic appears behind the Contents slip.

If there are subtopics in the table of contents, they appear below the main topic.

- 3 If you want, tap a subtopic in the list.

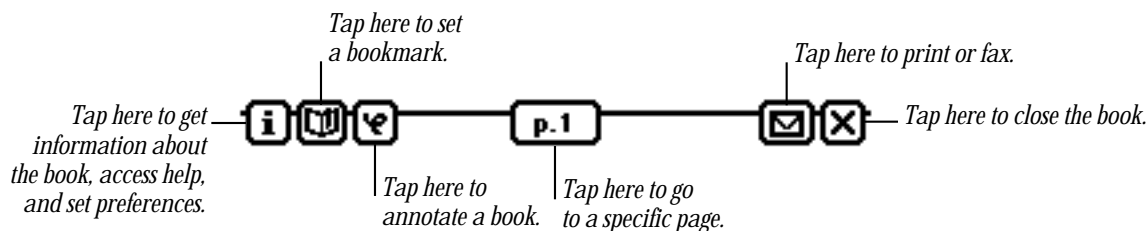
The desired subtopic appears behind the Contents slip.

- 4 Tap  to close the Contents slip.

You can use the Newton Book Reader controls to navigate, annotate, or print information in the book.

Using Newton Book Reader controls

When a book is open, you see the Newton Book Reader controls. These controls allow you to view and annotate the Newton book.



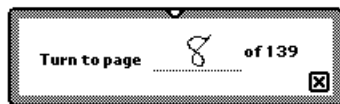
You can mark up and make notes on a book. You can hide or display the annotations whenever you want. You can also print or fax the book if your MessagePad is connected to a printer or a fax modem.

Going to a specific page

When the controls appear, the number of the currently displayed page appears in the page number button.

To move to a specific page:

- 1 Tap the Page Number button . The page number slip appears.
- 2 Write the number of the page you want to go to.




The page you entered appears behind the slip.


- 3 Tap to close the page number slip.

Creating bookmarks

You can easily display pages that you refer to frequently by setting bookmarks.

When you tap the Bookmark button , the bookmark slip appears. This slip shows miniature images of the pages that are currently marked. The size of the slip changes depending on how many pages you mark. You can mark up to six pages in a book.

To set a bookmark

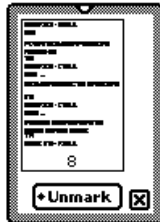
- 1 Display the page you want to mark.
- 2 Tap the Bookmark button .

The bookmark slip appears listing the page number you are currently viewing.




- 3 Tap the Mark Page button.

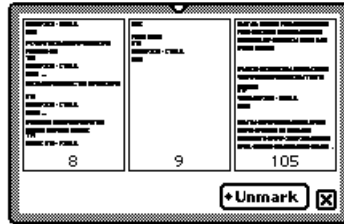
A new image for that page is added to the Bookmark slip.



If you create more than six bookmarks, the last bookmark is added to the slip and the first bookmark you created is erased.


To display a marked page

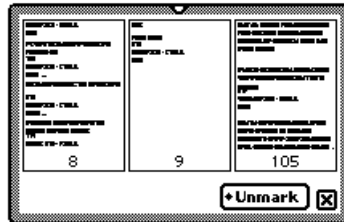
- 1 Tap the Bookmark button .
The Bookmark slip appears.



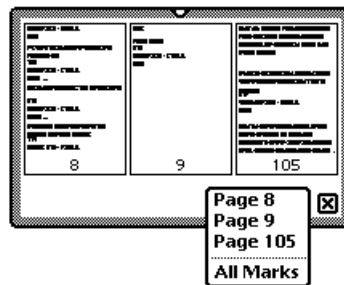
- 2 Tap the page image you want to see.
The Bookmark slip disappears and the page you selected is shown on the screen.

To erase bookmarks

- 1 Tap the Bookmark button .
The Bookmark slip appears.



- 2 Tap Unmark.
A list appears.



- 3 Tap the page you want to unmark, or tap All Marks to erase all bookmarks. The picture of the unmarked page disappears from the slip.

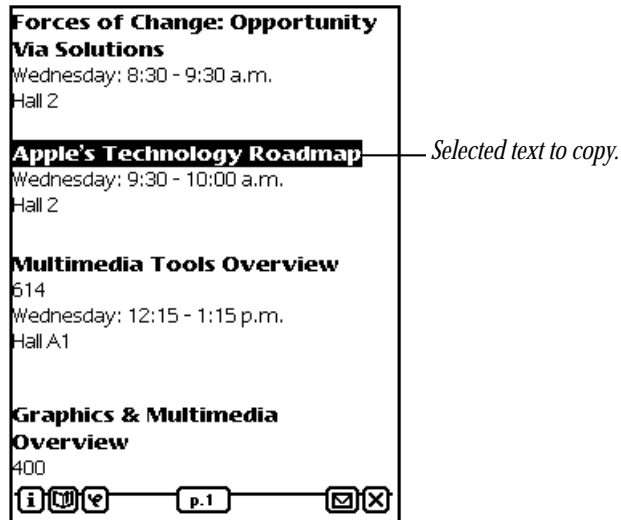
Copying parts of a book

You can select and copy any text in a book. You can move the copied text to another application.

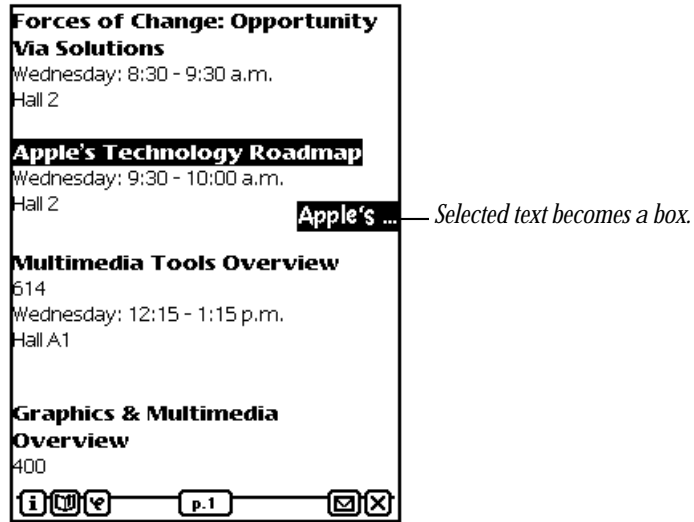
To copy parts of a Newton book


- 1 Go to the part of the Newton book you want to copy.
- 2 Select the text you want to copy.

Your MessagePad places a box around the selected item.

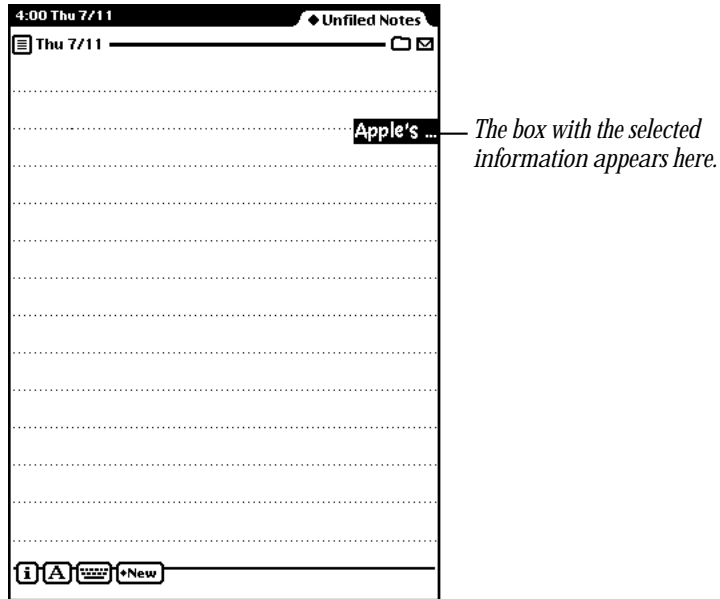


- 3 Drag the selected item to one side of the screen.
The item becomes a small box, waiting for you to place it in another document.



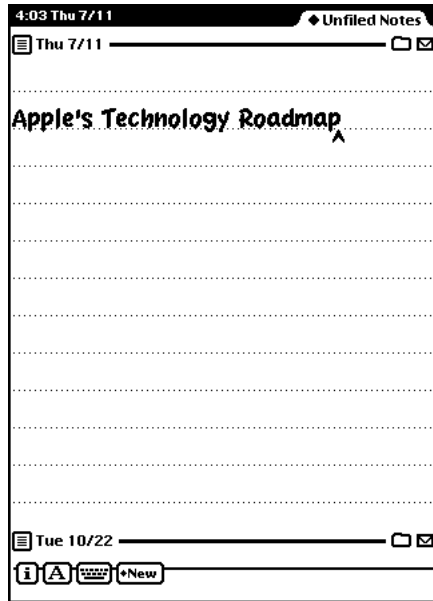
- 4 Tap  to close the book.

- 5 Open the application where you want the selected information to appear. The small box indicating the selected item is on the side of the screen.



- 6 Drag the box from the side of the screen to where you want it. The information appears and is still selected.

- 7 Tap the selection to deselect it.
The information is in its new location.




Annotating books

You can add your own annotations to a book by tapping the Markup button.


You cannot edit a Newton book on your MessagePad. You can however, mark the copy by writing, drawing, or typing on the on-screen keyboard. You can also hide your annotations. After marking up a book, you can print it or fax it with your annotations.

To annotate a book:

- 1 Tap the Markup button .
- 2 Make the annotations you want.



You can write, draw, or use the on-screen keyboard. When you're annotating, you cannot select text in the book, but you can select, move, and erase (scrub) your annotations.

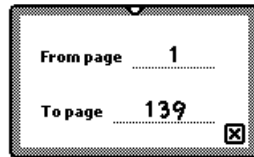
To hide your annotations, tap the Markup button  again.

Printing and faxing a Newton book

You can print or fax all or part of a Newton book when your MessagePad is connected to a printer or fax modem. If you annotated the book, you can choose to include your annotations when you tap Format to select a format.

To print or fax a book, follow these steps:

- 1** Connect your MessagePad to a printer, a fax modem, or fax modem card. See Chapter 7, “Routing Information,” for more information.
- 2** Open the book you want to print or fax.
- 3** Tap the Routing button .
- 4** In the list that appears, tap Print Book or Fax.
A page number slip appears on top of a print or fax slip.
- 5** Write the page numbers you want to print.



- 6** Tap to close the page number slip.
- 7** Enter the appropriate information in the print or fax slip.
Tap Format to choose a format. You can print or fax with or without the annotations.
- 8** Tap Print Book or Fax.

12

Troubleshooting

This chapter describes common problems and suggests solutions. If, after trying the suggested solutions, you still can't solve the problem, call 1-800-SOS-APPL (1-800-767-2775) in the United States. Outside the United States, contact your local Apple-authorized dealer.

Many of the procedures in this section are described in more detail in other chapters. Topics in this chapter include:

- Resetting the MessagePad
- The screen
- Personal Identification Number (PIN)
- Alert messages
- Writing and drawing
- Modems and cellular telephones
- Power and batteries
- Electronic mail
- Printing, faxing, and dialing
- Beaming

Resetting the MessagePad

Resetting your MessagePad can resolve some problems. You can try three different types of reset: a software reset, a hardware reset, and a system reset. Be sure to try these resets in the order presented to limit the risk of losing data.

- **Software reset:** Press and hold down the Reset button (on the back of the MessagePad) for two seconds. This procedure does not erase the information that you have stored in your MessagePad and may solve many problems.
- **Hardware reset:** Press and hold down the Reset button (on the back of the MessagePad) for twenty seconds. When you perform a hardware reset, you risk losing the last information most recently entered on your MessagePad.
- **System reset:** Remove the batteries from your MessagePad and leave them out for at least twenty minutes. When you perform a system reset, you risk losing some information entered on your MessagePad, and will need to reset your clock and calendar information.

Check the time in the Date and Time preferences whenever you press Reset. (The MessagePad's clock may lose some time when you press Reset.)

Hard reset

If you've tried the software, hardware, and system resets and your MessagePad still doesn't work properly, call 1-800-SOS-APPL to find out if there's anything else you can do. If not, you can try a hard reset.

- ▲ **Warning** A hard reset erases all data and information in the MessagePad's internal memory. This includes any applications that were already on your MessagePad when you bought it (including the Newton Tour and HW Instructor). It also erases information you have stored, such as name cards, notes, calls, and pages in the Date Book. This procedure does *not* remove the MessagePad's built-in programs, operating system software, or system updates. ▲

To do a hard reset:

- 1** Remove any storage or application cards that are inserted in the MessagePad.
- 2** Press and hold down the Reset button and then press and hold down the Power switch.
- 3** Hold down the Reset button for two seconds, then release it while continuing to hold down the Power switch. Continue holding down the Power switch until a message appears asking if you want to erase your data completely.
- 4** Tap Yes.
Another slip appears telling you that all of the data will be erased.
- 5** Tap OK.

All the information (including any packages you loaded and other applications that are not built in) is erased and your MessagePad reverts to the defaults set at the factory. This procedure may take several minutes.

The screen

The screen appears too light or too dark.

- Adjust the contrast.
- Adjust your viewing angle.
- Adjust the surrounding lighting.
- If the surrounding lighting is too dark, you may want to turn the backlighting on. If the surrounding lighting is too bright, you may want to turn backlighting off. See Chapter 1 of the *Getting Started* manual for more information.
- Make sure your MessagePad is not too hot or too cold (it's designed to be used in temperatures between 32° F and 104° F, or 0° C and 40° C).

The screen action seems slow.

Make sure your MessagePad is not too cold (it's designed to be used in temperatures between 32° F and 104° F, or 0° C and 40° C).

Personal Identification Number (PIN)

The MessagePad doesn't recognize my password.





Tap your Personal Identification Number (PIN) on the keypad again.

I forgot my PIN.

Your only option is to do a hard reset. This erases all data and information on your MessagePad. If you set a PIN in the future, remember to record the PIN in a safe place and always keep your information backed up. See the instructions in “Hard Reset” earlier in this chapter.

Alert messages

A message says the internal memory or storage card is full.

- Close any applications not in use.
- Check to see how much available space there is on your MessagePad and any storage card you have inserted. Tap Extras , then tap the Information button . In the list that appears, tap Memory Info.
- Delete some applications, such as the Newton Tour or HW Instructor. (You can make a backup copy and then delete them from your MessagePad.)
- You can change the default storage settings. Tap Extras , then tap Card . If you want, tap the checkbox next to “Store new info and packages on this card.”

A message says there is nothing to undo.

Your MessagePad can undo only the last change you made. If you tap it again, it will redo your last action. There are some actions the MessagePad cannot undo, such as backing up and restoring information.

A message asks for a card I've removed.

Reinsert the card.

- ▲ **Warning** Do not insert any card except the one asked for. Information on the second card could become damaged. ▲

If the card isn't available, you can start over by doing a software reset (press the Reset button on the back of the device for two seconds). However, if you do not reinsert the card, you may lose information stored on it.



A message says my MessagePad is out of memory and suggests that I restart it.

Your MessagePad has no more memory available to complete your request. Tap the Restart button; usually this corrects the problem.

To avoid this situation in the future:

- Don't run too many applications at once. Close applications when you are no longer using them; even if you're not doing anything in an open application, it still takes up valuable memory.
- Limit the number of background activities. Turn off "Receive beams automatically" in the Beam preferences. Don't set the MessagePad to receive calls using the modem (in the Calls preferences). Wait for an item to finish printing before continuing with another activity (don't, for example, write in the Notepad while a print job is active). Close applications before attempting communication.
- Remove unneeded applications. Even if you never use or open an application, it uses a small amount of memory. Limiting the number of packages you have installed may be enough to avoid out-of-memory situations.

A message says a storage card is write-protected.

- Take the card out of your MessagePad and turn off the card's write-protection by sliding the switch on the exposed edge of the card.
- The storage card may be full. Tap Extras , tap the Information button , then tap Memory Info. In the slip that appears, you'll see how much space is left on the card.

When using Find, a message says too many items were found.

- Your MessagePad may be running out of memory. Close some applications. Then perform the search again.
- Go back to the Find slip and narrow the search further by adding additional terms or searching by date.

Writing and drawing

I'm not tapping where I think I'm tapping.

You need to realign the pen. Tap the Recognition button **A** and, in the list that appears, tap Preferences. Tap Align Pen and follow the instructions on the screen. Tap **X** to close the slip.

Why isn't my handwriting recognized?


If your handwriting is not recognized and appears as ink text, there may be several reasons.






- Make sure you've selected the Text recognition setting **A**.
- If you are using the Text recognition setting but your handwriting wasn't converted, the MessagePad may have been too busy—for example, sending a fax or receiving beamed information—to convert your handwriting. Scrub out the handwritten text and try again, or double-tap the word to try converting again.
- Double-tap on the selected ink text again.
- Your MessagePad may be low on memory. Try quitting some applications (tap **X** to close them).
- Try not to write too far ahead of the recognition.
- Space out your words more.
- You may be writing long, overhanging crossbars on letters such as capital *J* and capital and lowercase *t*. Try using shorter strokes when you form these letters.
- You may be writing long, underhanging strokes on letters such as lowercase *g* or *y*. Try using shorter strokes when you form these letters.
- If you selected Printing as your handwriting style, you may be writing in cursive, in particular, long cursive words or expressions. You must write in the style that you select in order for the MessagePad to recognize your writing. In this case, either use printing, or change your handwriting style selection to Cursive.

I wrote information in Ink Text. Can I convert it to text?


Yes. Select your handwriting and tap it twice. To convert a single word, tap it twice.

The MessagePad misinterpreted a word I wrote.

When you select the Text recognition setting , the MessagePad uses a word list to interpret the words you're writing. You can use the on-screen keyboard to enter the word in the MessagePad's word list.

- To correct a word, tap it twice. If the correct word is not in the list, use the corrector button  or the on-screen keyboard  to enter the word correctly.
- Make sure the checkbox next to "Add new words to Personal Word List" is checked. To do this, tap Extras , tap the folder tab, then tap Unfiled Icons (if you filed Prefs in a different folder, tap the name of that folder). Tap Prefs , then tap Handwriting Recognition . Now tap Options and, from the list that appears, tap Text Editing Settings.
- Check the options in the Handwriting Recognition preferences to make sure they reflect your own writing style.

The MessagePad interprets my handwriting too slowly.

Check the settings in the Handwriting Recognition preferences. You can also select the Ink Text recognition setting  to store your handwriting as ink text, which can be recognized later if you want.



When I erase by scrubbing, the scrub mark turns into letters.



Try scrubbing more slowly. Make sure your scrub mark is a zig-zag with at least four line segments joined at sharp angles. Make sure it goes well above and below the word.

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. Use a little more pressure when writing.

When I write numbers, phone numbers, dates, or times, the MessagePad interprets them as words.





Use an on-screen keyboard to enter the numeric information. If the on-screen keyboard is not open, tap the Keyboard button  twice and, in the list that appears, tap the type of keyboard you want to use. If the on-screen keyboard is open, tap the Keyboard button  once more.

You might want to use Writing Practice and practice writing numeric information. To use this, tap Extras , tap the folder tab and tap Setup (if you filed Writing Practice in another folder, tap that name). Tap Writing Practice .

The MessagePad changes my drawings to something else.





The Shape recognition setting  cleans up your shapes. If you don't want the MessagePad to do this, select the Sketches recognition setting .

My writing doesn't appear under the tip of the pen.

- Realign the pen. Tap Extras  to open the Extras Drawer. Tap Prefs  and, in the slip that appears, tap Handwriting Recognition . In the slip that appears, tap Align Pen. Follow the instructions on the screen.
- The option to insert new words at the caret may be turned on. Tap the Recognition button , tap Preferences, then tap Options. Tap Editing Settings. Tap the checkbox next to "Insert new words at caret."
- If pen alignment remains a problem, try resetting your MessagePad.

I can't write all of my information on a line

Sometimes a line is too short or your handwriting is too large to let you fit all your information on one line. If so, in some areas you can write on the screen and use the caret to place the information where you want it. Follow these steps:

- 1 Tap the Recognition button  and in the list that appears, tap Preferences .
- 2 Tap Options and in the list that appears, tap Text Editing Settings.
- 3 Tap the checkbox next to "Insert new words at caret," to select it.
- 4 Tap every  until you return to the application you were using.
- 5 Tap on a line to place the caret .
- 6 Write the information you want. It is placed at the caret.

Modems and cellular telephones

A message says my modem is not responding or warns about using digital lines.

- If you are using an external fax modem, check to make sure the batteries in the modem are good.
- If you are using a PC card fax modem, make sure the modem is inserted properly in the card slot.
- Check all of the cable connections. Make sure you are using a standard analog phone line and you are getting a dial tone. Reset your MessagePad.

My cellular phone and modem don't seem to work.

- Make sure your modem is inserted properly in the card slot.
- Make sure the cable is connected between the modem and your cellular telephone.
- Make sure you've chosen the right Modem setup. See Chapter 7, "Routing Information."
- Make sure your cellular telephone is on. If you're using a flip-phone, make sure the mouthpiece is flipped closed.
- Make sure you are calling from a location that has a strong signal.

Power and batteries

I can't turn the MessagePad on.

- Press the Power button once and wait for 30 seconds for the system to reset.
- If you've recently replaced the batteries, press the Reset button.
- Make sure that each battery's + and – terminals are positioned properly. Make sure the batteries are fresh.
- If you've connected a power adapter to the MessagePad, 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.
- Follow the resetting procedures listed earlier in this chapter.

My batteries don't last as long as they used to.

- Setting the MessagePad to receive beams automatically uses extra battery power.
- The more you use peripherals for faxing, mailing, and printing, the faster the batteries lose power.
- If you're using an optional rechargeable battery pack, it may have reached the end of its life. Dispose of it safely and legally and get a new one.

Important Use only alkaline batteries or a rechargeable battery pack designed for your MessagePad.

- The more you use backlighting (or have it turned on), the faster the batteries use power. Turn off backlighting when you don't need it. You can also change the backlighting preferences. See "Prefs" in Chapter 5, "Managing the MessagePad 2000."

The batteries leaked and my MessagePad won't work.

Any damage caused by leaking batteries is not covered by the warranty.

Electronic mail

There is no dial tone.

- Make sure that your modem has adequate power from batteries or a power adapter and that it is connected to a working telephone line.
- You may be using a phone system that does not generate a dial tone (as is the case with some analog PBX systems). In the Modem preferences slip, make sure the checkbox next to "Require dial tone" is not checked.

The local access number won't answer.

Make sure that the number you are dialing is correct and appropriate for your location. If you need to dial a number to get an outside line, enter that number, followed by a comma, before the access phone number.

I lost the connection while transmitting.

Make sure you turn off call waiting while using the modem. Contact your local phone company if you need instructions.

When I try to connect, my modem doesn't dial or I get a "Please wait" message.

Press the Reset button on the back of the device, then try connecting again.

The MessagePad says "No modem is connected" when my Newton-compatible fax modem is connected.

If your modem has batteries, make sure they are fresh and properly installed. Make sure your phone is on the hook.

Printing, faxing, and dialing



I couldn't print.

- Make sure you've selected the correct type of printer.
- Check all the cable connections.
- Turn the printer off, wait 30 seconds, and turn it back on; then try again.

I don't see my network printer in the list.

- Check your cable connections.
- Check the network hardware between the MessagePad and the printer.
- If your network has zones, make sure you've selected the correct zone.

My return address is missing from faxes and printouts.

Make sure you've entered information for an owner and worksite. Tap Extras , tap the folder tab, tap Setup, and tap Owner Info .





The MessagePad dialed the wrong number.

- Make sure you're using the appropriate calling options for the phone from which you are placing the call.
- The MessagePad's dialing feature does not work with all phones. Some phones, such as PBX phones, do not recognize the tones of the MessagePad's speaker.

The phone is not dialing the correct phone number when I use the speaker to dial.



- Try changing the distance between the phone handset and the MessagePad's speaker. Try changing the orientation of the phone handset and the MessagePad's speaker.
- You can also try using different phones or a different phone system.

Extra numbers appear in the phone number I'm trying to call.

- Make sure the following settings are correct: Time/Date settings in Clock , Time Zones , and Locale  in Prefs .
- Verify that the local dialing information area code is correct for the location you are dialing.

Beaming

I'm not getting items that are beamed to me.




- Make sure the infrared windows on the Newton devices are pointing directly at each other and are less than 1 meter (about 3 feet) apart—closer in bright sunlight.
- You may not have chosen to receive beams automatically. To receive beams automatically, go to the InOut Box , tap the Information button  and, in the list that appears, tap Beam Prefs. Tap the checkbox next to “Receive beams automatically.”

Other

The MessagePad has gotten wet.

- If the MessagePad gets wet while it's plugged in using a power adapter, unplug the power adapter from the MessagePad before you do anything else.
- Remove the main batteries and allow the unit to dry for at least 24 hours at room temperature. Don't place the device in an oven or microwave oven.

The time or date is wrong.

- Tap Extras , tap the folder tab, then tap Unfiled Icons. (If you filed Clock in another folder, tap that folder's name.) Tap Clock , then tap Set. In the list that appears, tap Time/Date, then set the correct date and time.
- The MessagePad's clock may lose time when you press the Reset button. Check the time and date in Clock  whenever you press Reset.

Many of my items seem to be missing.

- You may be looking at the contents of only one folder.
- If you filed or stored information on a storage card, you need to insert the card to view those items.

Nothing happens when I tap buttons at the bottom of the screen (such as the Overview button).

When a lot of information is stored in an area, the MessagePad may take a few seconds to display it.

I want to erase everything stored in the MessagePad.


See “Resetting the MessagePad” earlier in this chapter.

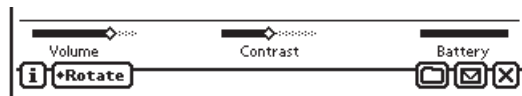


Appendix A Installing and Replacing Batteries

Your MessagePad 2000 uses:

- four AA alkaline batteries or a Newton Rechargeable Battery Pack
- a super capacitor as a backup power source

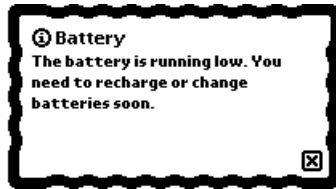
To see the battery level indicator, tap Extras  to open the Extras Drawer. At the bottom of the screen on the right side, you see the battery level.



The black portion of the gauge shows the remaining battery power.

Battery warnings

The MessagePad displays a warning when the battery level is low.



When you first see the warning, you have less than an hour of power left in your batteries.

If you don't change the batteries in time, the MessagePad turns itself off automatically to save the information in its memory. You can turn the MessagePad back on once you've replaced the batteries or plugged in a power adapter.

Rechargeable batteries

You can use a Newton Rechargeable Battery Pack instead of alkaline batteries. Use only the battery pack designed for your MessagePad. Follow the instructions that come with the battery pack.

If you buy a rechargeable battery pack, you also need a Newton 9W Power Adapter. When the MessagePad is plugged in, the battery pack recharges automatically.

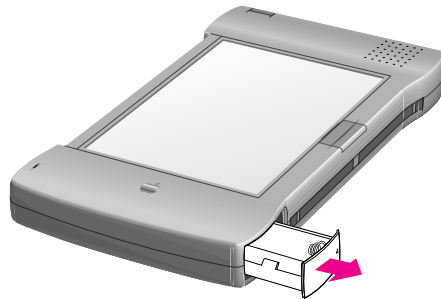
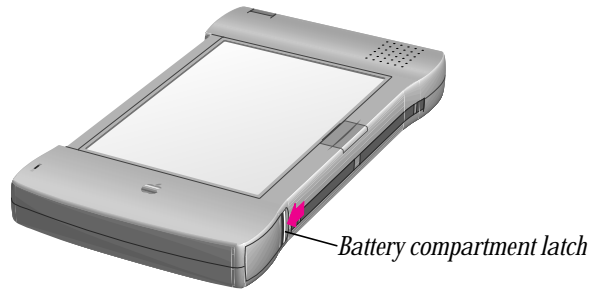
Replacing batteries

- ▲ **Warning** When replacing the batteries:
 - Make sure each battery's + and – ends are in the correct position. Follow the diagram in the battery holder or battery compartment. If you install batteries the wrong way, the batteries may leak and damage your MessagePad. Leaking batteries may be hazardous and any damage they cause is not covered by your warranty.
 - Replace all the batteries at the same time. Don't mix old and new batteries.
 - Install only alkaline batteries or a Newton Rechargeable Battery Pack designed specifically for your MessagePad.
 - Don't leave your MessagePad without batteries for longer than one hour, or your clock and calendar information may need to be reset when the backup charge of the super capacitor becomes depleted. If you must remove your batteries for an extended time without replacing them, attach the Newton 9W Power Adapter. ▲

- ▲ **Warning** Do not use individual rechargeable nickel metal-hydride or nickel-cadmium (NiCad) batteries. The battery level indicator is not calibrated for that type of battery. ▲

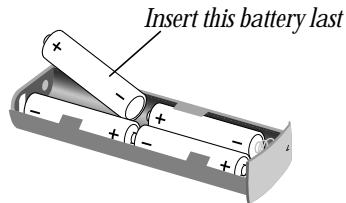
To replace the batteries:

- 1 Turn off your MessagePad and close the cover.
- 2 Slide the battery latch to open the battery compartment and remove it.



- 3 Install four AA batteries in the battery compartment.

Make sure you position each battery's + and – terminals according to the diagram in the compartment (the batteries don't all have the same orientation). If you install the batteries the wrong way, they may leak and damage your MessagePad. Leaking batteries may be hazardous.



Load the last battery as shown above.

Alkaline batteries should last about three to six weeks in normal use.

Note: If you use backlighting frequently, the life of your batteries is reduced. You may want to use the Newton 9W Power Adapter to conserve battery power.

- 4 Slide the battery compartment back into your MessagePad until it locks in place.

Battery tips

- Batteries are inherently hazardous due to internal caustic materials and high energy levels. For this reason, always handle batteries carefully. Do not drop, puncture, disassemble, mutilate, or incinerate batteries. Don't put batteries in your mouth.
- Do not leave batteries in hot places.
- Use only alkaline AA batteries or the Newton Rechargeable Battery Pack designed for your MessagePad. The battery indicator doesn't work with other types of batteries, and your MessagePad can run out of power with little or no warning.
- Always turn off the MessagePad before changing the batteries, to minimize the chance of losing your information.
- Do not short-circuit battery terminals—that is, do not touch both terminals with a metal object at the same time. Doing so may cause an explosion or a fire.
- Do not install both old and new AA batteries; replace all four alkaline AA batteries at the same time to ensure optimum battery life.
- To avoid battery leakage or lost data, replace the batteries as soon as they become weak.
- In normal circumstances, turn off the MessagePad only by using the Power switch to avoid losing information.
- If you expect to store the MessagePad for a prolonged period, it's a good idea to remove the batteries to prevent leakage during storage.



Appendix B Service and Support

Apple User Assistance

If you need assistance, Apple's trained staff members are ready to help you.

To contact Apple User Assistance in the United States, refer to your Apple Support Card for detailed information.

- In Australia, call 1-300-300-995
- In Canada, call 1-800-263-3394
- In the United Kingdom, call FREE 0800-639866

Outside the countries listed above, contact your local Apple-authorized reseller.

Your Apple warranty and Apple repair services

Your MessagePad 2000 comes with the Apple One-Year Limited Warranty, covering all remedial repairs (repairs required because of defects in workmanship). In the United States, if you suspect your MessagePad needs repair services, call 1-800-500-7078. Our trained staff members will help in determining if service is needed and will explain Apple's mail-in repair options.

If you are outside the United States and need to have your in-warranty MessagePad repaired, you can take it to any Apple-authorized service provider for repair at no charge. Please refer to the Apple One-Year Limited Warranty included with your MessagePad for more information.

Extended service agreement

Many Apple-authorized resellers offer an extended service agreement at the time you purchase your MessagePad, or at any time during the warranty period, to cover repairs after your warranty expires.

You may also purchase AppleCare, Apple's extended service agreement, from an Apple-authorized reseller or from Apple through AppleCare Direct. AppleCare offers up to 36 months of the same protection as the original Apple One-Year Limited Warranty, beginning when your warranty expires.

If your warranty has expired and you have not purchased an extended service agreement, you can contact an Apple-authorized service provider or Apple for repair services. Nonwarranty repair charges are usually based on an hourly service rate plus the cost of parts.



Appendix C Compatibility Information

Your MessagePad uses the Newton 2.1 operating system. You can beam and mail items and share storage cards between another Newton device with the Newton 2.0 or 2.1 operating system and your MessagePad.

There are some limitations, however, when you are beaming or mailing items from your MessagePad to a Newton device that has an earlier version of the Newton operating system. There are also some limitations when a device with an earlier version of the Newton operating system is beaming or mailing items to your MessagePad. You may also run into problems when using storage cards in devices with different versions of the Newton operating system.

The next few pages show you the details of compatibility between your MessagePad and devices with an earlier version of the Newton operating system.

Newton 2.1 OS to Newton 2.0 OS Feature compatibility

Beaming

| | |
|------------------------------|-----|
| Faxes | Yes |
| Icons (application packages) | Yes |
| Name Cards | |
| ■ Person | Yes |
| ■ Company | Yes |
| ■ Group | Yes |
| Owner Cards | Yes |
| Worksite Cards | Yes |
| Beam My Card | Yes |
| Calls | Yes |
| Meetings | Yes |
| To Do Tasks | Yes |
| Checklists and Outlines | Yes |
| Notes | Yes |

Mailing

| | |
|------------------------------|-----|
| Faxes | Yes |
| Calls | Yes |
| Icons (application packages) | Yes |
| Name Cards | Yes |
| Meetings | Yes |
| To Do Tasks | Yes |

Storage cards

| | |
|--------------------|-----|
| Interchangeability | Yes |
|--------------------|-----|

Newton 2.1 OS to an earlier Newton 1.x OS

Beaming

| | |
|------------------------------|--------------------------------------------------------------|
| Faxes | No |
| Icons (application packages) | No |
| Name Cards | |
| ■ Person | Yes (no 2.0 info, no ink text) |
| ■ Company | Yes (no 2.0 info, no ink text) |
| ■ Group | No |
| Owner Cards | Yes |
| Worksite Cards | No |
| Beam My Card | No |
| Calls | No |
| Meetings | Yes (no 2.0 info) |
| To Do Tasks | Yes (no 2.0 info) |
| Checklists and Outlines | Yes (converted to note with tabs) |
| Notes | Yes (ink text converted to sketch with some formatting loss) |

Mailing

| | |
|------------------------------|--------------------------------|
| Faxes | No |
| Calls | No |
| Icons (application packages) | No |
| Name Cards | Yes (no 2.0 info, no ink text) |
| Meetings | Yes (no 2.0 info) |
| To Do Tasks | Yes (no 2.0 info) |

Storage cards

| | |
|--------------------|----|
| Interchangeability | No |
|--------------------|----|

Using items from an earlier version of the Newton operating system

A Newton device with system software earlier than the Newton 2.0 operating system can beam and mail certain types of information to a Newton device with the Newton 2.1 operating system.

Here's what you can do:

- *Beam*—name cards for a person or company, meetings, to-do tasks that have no sketches or shapes, and items in the Notepad.
- *Mail*—name cards and meetings.
- *Share storage cards*—you can share storage cards with devices that have the Newton 2.1 operating system only if you choose “Mount read-only” (not “Convert”) when you insert the card into your MessagePad. For more information, see Chapter 9, “Using Storage and Application Cards.”
- *Convert to-do tasks that do not contain ink text, shapes, and sketches*—you cannot convert to-do tasks that include ink text, shapes, or sketches.

If you want to keep this information, you have two options:

- *Ink text*—convert it to text on the device with the earlier version of the Newton operating system. Then back up the information and restore it to your MessagePad.
- *Ink text, sketches, or shapes*—copy or cut and paste the information from the to-do task into a note in the Notepad. After you restore information, you can leave the ink text, sketches, or shapes in the Notepad, or move them to any place that accepts that kind of information, such as the notes of a meeting. You cannot put sketches or shapes into a to-do task.



Appendix D Printer Compatibility

You can use your MessagePad to print information on many kinds of printers.

In general you can use the following types of printers:

- Apple personal printers connected serially, including the StyleWriter I and II printers; the StyleWriter 1200; the StyleWriter 1500; the Color StyleWriter 2200, 2400, and 2500; the Personal LaserWriter 300; and the Personal LaserWriter LS.
- Apple network printers (PostScript printers connected using AppleTalk), including the LaserWriter 360 and most other LaserWriters.
- If you have the Newton Print Pack, printers using a parallel (Centronic-type) interface, such as the Epson LQ, Epson FX, HP Deskjet, HP DeskWriter, HP LaserJet, Canon BubbleJet, Portable StyleWriter, and printers that emulate them.
- Printers that use the Infrared connection, such as the HP LaserJet 5MP, and HP DeskJet 340.

The following is a specific list of Apple printers that work with your MessagePad:

| Printer | Connection |
|---------------------------------|-------------------|
| StyleWriter I and II | serial |
| Personal LaserWriter 300 | serial |
| StyleWriter 1200 | serial |
| StyleWriter 1500 | serial |
| StyleWriter 2200 | serial |
| StyleWriter 2400 | serial |
| StyleWriter 2500 | serial |
| LaserWriter | LocalTalk |
| LaserWriter Plus | LocalTalk |
| Personal LaserWriter NT | LocalTalk |
| Personal LaserWriter NTR | LocalTalk |
| Personal LaserWriter 320 | LocalTalk |
| LaserWriter II NT | LocalTalk |
| LaserWriter II NTX | LocalTalk |
| LaserWriter IIf | LocalTalk |
| LaserWriter IIg | LocalTalk |
| LaserWriter 4/600 PS | LocalTalk |
| LaserWriter Select 360 | LocalTalk |
| LaserWriter Pro 600 | LocalTalk |
| LaserWriter Pro 630 | LocalTalk |
| LaserWriter Pro 810 | LocalTalk |
| LaserWriter 16/600 PS | LocalTalk |
| LaserWriter 12/600 PS | LocalTalk |

You can also use the following printers via Infrared connection:

| Printer | Connection |
|------------------------|-------------------|
| HP LaserJet 5MP | IrDA |
| HP Deskjet 340 | IrDA |

The following printers don't work with the MessagePad 2000:

| Printer | Connection |
|----------------------------------------|---------------------|
| ImageWriter I & II | serial or AppleTalk |
| ImageWriter LQ | serial or AppleTalk |
| ImageWriter IISC | serial or AppleTalk |
| LaserWriter Select 300 | serial or AppleTalk |
| LaserWriter Select 310 | serial or AppleTalk |
| LaserWriter Pro 810 Fax Card | serial or AppleTalk |
| LaserWriter 16/600 PS Fax Card | serial or AppleTalk |
| LaserWriter Select 360 Fax Card | serial or AppleTalk |

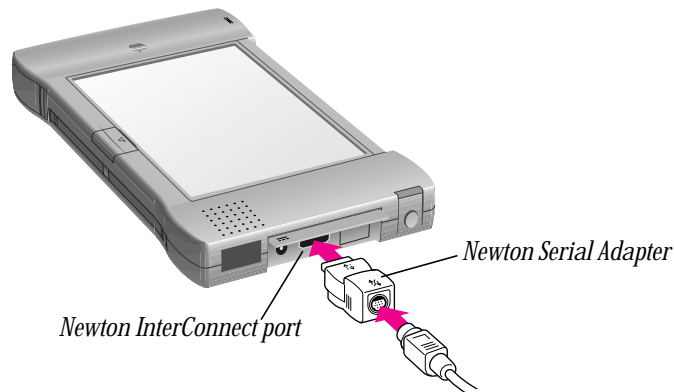
Appendix E

Using the Newton Keyboard

If you have an optional Newton keyboard, follow the instructions here for attaching and using the keyboard.

Connecting the Newton keyboard

Connect the keyboard cable to the Newton Serial Adapter that came with your MessagePad 2000 and then insert the adapter into the Newton InterConnect port. (Make sure the power is turned on.)

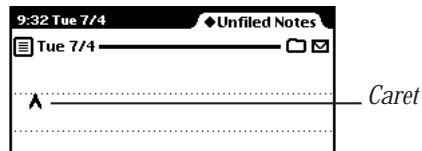


Using the Newton keyboard

You can use the Newton keyboard to enter information in any area that accepts text.

- 1 Turn on your MessagePad.
- 2 Go to the application where you want to enter information (such as the Notepad).
- 3 Tap the MessagePad pen on the screen where you want the text to be placed.

A caret appears.



- 4 Type your information.
- Note:* Some keys, such as the Tab key, may work differently in various applications.

When you are finished using the keyboard

- 1 Disconnect the keyboard cable and adapter from your MessagePad.
- 2 Store the keyboard in the case to protect it. Store your adapter in a safe place.

Care and maintenance

- Keep your keyboard away from extreme heat.
- Don't leave your keyboard anyplace that is extremely dusty, damp, or wet.
- Don't place heavy objects on the keyboard.
- Take care not to spill any liquid on your keyboard. If you do, turn off your MessagePad immediately. Unplug the keyboard and tilt it to let the liquid drain out. Let the keyboard dry for 24 hours at room temperature.

To clean the keyboard

- Turn off your MessagePad and disconnect the keyboard.
- Clean your keyboard with a soft cloth dampened with water and mild soap. Do not use solvents.



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MessagePad 2000 User's Manual



Newton

Apple Computer, Inc.

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Communications regulation information

FCC declaration of conformity

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. See instructions if interference to radio or television reception is suspected.

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 Newton device is causing interference by turning it off. If the interference stops, it was probably caused by the Newton device or one of the peripheral devices.

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

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 Apple peripheral devices and Apple shielded cables and connectors between system components. It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple-authorized dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

Responsible party: Robert Steinfeld, Apple Computer, Inc., 1 Infinite Loop, Cupertino, CA 95014-2084, 408-974-2618.

Industry Canada statement

DOC Class B Compliance This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

Observation des normes—Classe B Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur : “Appareils Numériques”, NMB-003 édictée par le ministre des Communications.

VCCI Class 2 statement**情報処理装置等電波障害自主規制について**

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づく第二種情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取り扱いをしてください。



Preface

Safety, Care, and Maintenance

As you work with your Apple MessagePad 2000 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.

Screen care

- Take care not to break the glass screen. Don't drop the MessagePad. 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.
- Don't press too hard on the screen when writing, drawing, or tapping. Don't forcefully jab or hit the screen.
- Be careful not to scratch the screen. Use only the pen that comes with your MessagePad. Don't use ink pens or any other sharp object.
- Clean the screen frequently to ensure that dust and grit do not build up on the surface. Clean the screen only with a soft cloth—such as a cloth made for cleaning eyeglasses. Do not use strong solvents to clean the screen, although you can use general purpose eye-glass cleaners or isopropol alcohol to remove fingerprints and spots. Don't pour cleaning liquids directly on the screen; apply to a cleaning cloth before cleaning.
- When your MessagePad is not in use, keep the lid closed to protect the screen.

Pen care

- Keep the tip of your MessagePad pen clean by occasionally rubbing it gently with a soft dry cloth. Do not use solvents.
- To prolong the life of the pen and screen, use only your MessagePad pen to tap, draw, and write.

Cleaning the case

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

Cables, ports, card slots

- Never leave a card slot empty. If you don't have a card in the slot, leave the plastic protection card installed.
- 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 properly aligned before you attach it.
- When transporting your MessagePad, always disconnect the Newton Serial Adapter.

Heat, moisture, dust

- 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. Heat can damage the screen, the plastic case, and internal parts of the MessagePad.
- Use the device only in environments where the temperature is between 32° F and 104° F (0° C and 40° C). Temperatures outside that range can cause the MessagePad to malfunction. Extreme heat or cold can damage the MessagePad. If the MessagePad becomes too hot, the screen turns black. If the device becomes too cold, the screen turns white.

- Don't leave the device any place that is extremely dusty, damp, or wet. Dust and moisture can damage the MessagePad and cause it to malfunction.
- If the MessagePad gets wet, remove the main batteries and allow the unit to dry for at least 24 hours at room temperature.
- If the MessagePad gets wet while it's plugged in with an optional Newton 9W Power Adapter, unplug the power adapter from the MessagePad before you do anything else.