

READ THIS BOOK FIRST



Newton

**MessagePad
Handbook**



MessagelPad Handbook



Newton

**MessagePad
Handbook**



Apple Computer, Inc.

© 1994 Apple Computer, Inc. All rights reserved.

1 Infinite Loop

Cupertino, CA 95014-2084

(408) 996-1010

Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

Apple, the Apple logo, AppleLink, LaserWriter, Macintosh, Newton, and StyleWriter are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. The light bulb logo and MessagePad are trademarks of Apple Computer, Inc.

Adobe, Adobe Illustrator, Adobe Photoshop, and PostScript are trademarks of Adobe Systems Inc., which may be registered in certain jurisdictions.

Centronics is a registered trademark of Centronics Data Computer Corporation.

DeskJet, HP, and LaserJet are registered trademarks of Hewlett-Packard Co.

Duracell is a registered trademark of Duracell Inc.

Epson is a registered trademark of Seiko Epson Corp.

Exposure is a registered trademark of Preferred Publishers, Inc.

Microsoft is a trademark, and Windows is a registered trademark, of Microsoft Corp.

QuarkXPress is a registered trademark of Quark, Inc.

SuperPaint is a registered trademark of Aldus Corp.

Tektronix is a registered trademark of Tektronix, Inc.



This product is powered by Advanced RISC Machine's high performance, power efficient, 32-bit RISC microprocessor.

For more information call:

- USA: 408-399-5199
- UK: 44-223-400400
- Japan: 81 44 850 1301
- email marketing@armltd.co.uk

Simultaneously published in the United States and Canada.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.

C O N T E N T S

.....

Communications regulation information iv

Safety, care, and maintenance vi

How to use this book xi

1 Setting Up Your MessagePad 1

Installing the batteries, opening the lid, turning on your MessagePad.

2 Quick Start 7

Learning the essentials for using your MessagePad.

3 Getting the Most From Your MessagePad 45

Making the best use of the MessagePad's features and capabilities.

4 Reference 51

A comprehensive alphabetical reference to the MessagePad.

5 Troubleshooting 165

Solutions to common problems.

Appendix A 177

Service and support information.

Appendix B 181

NewtonMail setup; U.S. and international access telephone numbers.

Appendix C 207

Using the MessagePad with the Sharp OZ/IQ.

Index 211

Communications regulation information

FCC statement

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. 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 computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

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

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

If necessary, consult an Apple-authorized service provider or Apple. See the service and support information that came with your Apple product. Or, consult an experienced radio/television technician for additional suggestions. You may find the following booklet helpful: *Interference Handbook* (stock number 004-000-00493-1). This booklet, prepared by the Federal Communications Commission, is available from the U.S. Government Printing Office, Washington, DC 20402.

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

This product was tested for FCC compliance under conditions that included the use of 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.

DOC 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.

Safety, care, and maintenance

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

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 buttons. Don't forcefully jab or hit the screen.
- Be careful not to scratch the screen. Use only the pen that came 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 dry cloth—such as a cloth made for cleaning eyeglasses. Do not use solvents.

Pen care

- Keep the tip of the Newton pen clean by occasionally rubbing it gently with a soft dry cloth. Do not use solvents.

Cleaning the case

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

Cables, ports, card slot

- Never leave the card slot empty. If you don't have a storage or application card in it, 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.

Batteries

- 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. Do not leave batteries in hot places.
- Never remove the main batteries and the backup battery from the MessagePad at the same time. If you do, the MessagePad will lose information that it needs to operate. If this occurs, you must restore the MessagePad's information from a backup copy.
- Use only alkaline AA batteries or the rechargeable battery pack designed for your MessagePad. Using other types of batteries may cause the battery indicator to be incorrect.
- Do not install both old and new AA batteries; replace all 4 alkaline AA batteries at the same time to ensure optimum battery life.

- Turn off the MessagePad when you're not using it, to ensure optimum battery life.
- Always turn off the MessagePad before changing the batteries, to minimize the chance of losing your information.
- Follow instructions carefully when replacing the backup battery. Make sure you insert the battery + side up; installing the battery incorrectly may cause a hazard.
- 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.
- Recharge only rechargeable battery packs, and follow instructions carefully when recharging. Failing to do so may cause a hazard.
- 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 on/off switch to avoid losing information stored in it.

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–40° C). Temperatures outside that range can cause the MessagePad to malfunction. Extreme heat or cold can damage the MessagePad.

- Don't leave the device anyplace that is extremely dusty, damp, or wet. Dust and moisture can damage the MessagePad and cause it to malfunction.
- If the MessagePad gets wet while it's plugged in with an optional power adapter, unplug it before you do anything else.
- If the MessagePad gets wet, remove the main batteries and allow the unit to dry for at least 24 hours.

How to Use This Book

Part 1

Use the first part of this book to set up and learn to use your MessagePad. These chapters will cover:

Setting up

Start here to install the batteries and turn on the MessagePad.

Quick start

Complete the tutorial in this chapter to get started using your MessagePad.

Getting the most from your MessagePad

Look in this chapter for more advanced information and strategies for using your MessagePad.

Part 2

Use the second part of this book to find answers to questions you may have later as you use your MessagePad. These chapters will cover:

Troubleshooting

Use this chapter to find solutions to common problems.

Reference

Use the alphabetic reference to look up information you need about using your MessagePad.

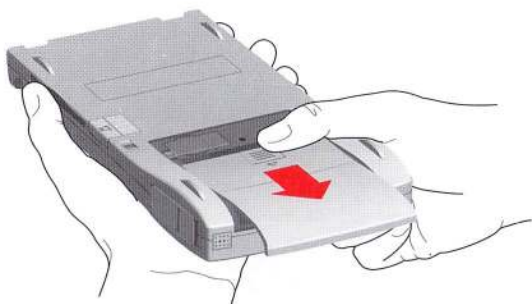
Appendixes

The Appendixes contain information about service and support for your MessagePad, a guide to NewtonMail, and instructions for sharing information between a Newton MessagePad and a series 9000 Sharp OZ/IQ organizer.

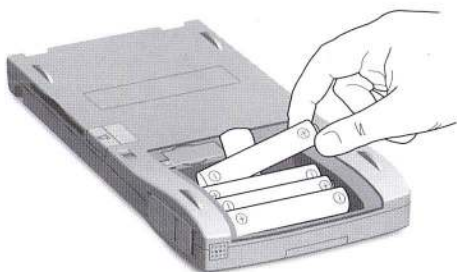
Setting Up Your MessagePad

Setting up your MessagePad involves installing the batteries, opening the lid, turning on the MessagePad, and adjusting the screen contrast. To set up your MessagePad, follow these steps:

- 1** Make sure the screen lid is closed.
- 2** Slide off the battery compartment cover.



- 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 do not all go in the same orientation). If you install the batteries the wrong way, they may leak and damage your MessagePad. Leaking batteries may be hazardous.



The tab that you pull to remove the batteries should stick out as shown above the topmost battery.

The batteries last about two to three weeks in normal use. A rechargeable battery pack is also available as an option.

- 4** Slide the battery compartment cover back on.

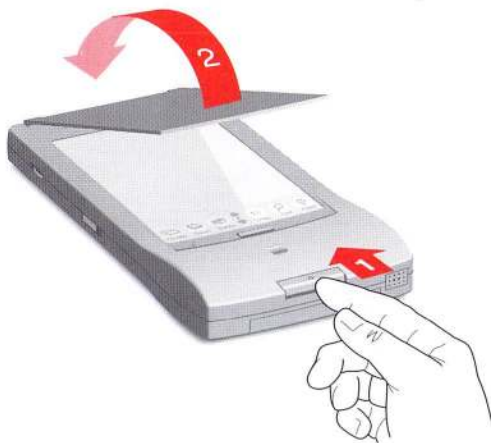


- 5** Remove the pen from your MessagePad.

Push and release the end of the pen to take it out.

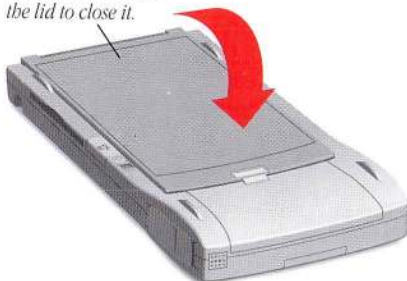


- 6** Open the screen lid by pressing in (not down) on the latch at the bottom of the MessagePad and lifting the lid.

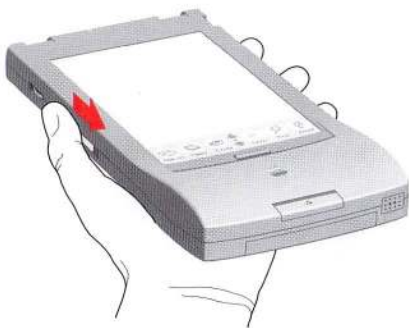


The lid is hinged at the top and snaps in place on the back of your MessagePad.

Press here to release the lid to close it.



- 7** Slide the on/off switch down and let it go. The switch slides back to its original position. This turns the MessagePad on (if it was off) and off (if it was on).



- 8** Make sure the MessagePad is turned on. If you don't see anything on the screen, adjust the screen contrast by turning the thumbwheel on the side of the MessagePad.



If instructions appear on the screen asking you to tap the center of several ☒ marks, use the Newton pen to tap them (this ensures that the pen is correctly aligned with the screen). The instructions appear only the first time the MessagePad is turned on.

Optional: If you purchased the Newton power adapter, you can connect it to your Newton and plug it in to conserve battery power. The power adapter plugs into the port beneath the rubber flap marked with the  icon.



An optional rechargeable battery pack is also available. When the optional battery pack is installed and the power adapter is plugged in, the battery pack is recharged.

Your MessagePad is ready to use! To learn how to use it, take a few minutes to go through the next chapter, "Quick Start."

Quick Start

This chapter is a quick course that will help you learn the essentials for using your MessagePad. The most important thing is to practice as you go!

The chapter is divided into four parts:

1. Meet the MessagePad

Finding out about the different areas of your Newton MessagePad and how to use them.

2. Practice writing and drawing

Learning to use Newton's handwriting and drawing recognizers.

3. Your settings and preferences

Entering your personal information into your MessagePad, and setting it up to work the way you want.

4. Using cards

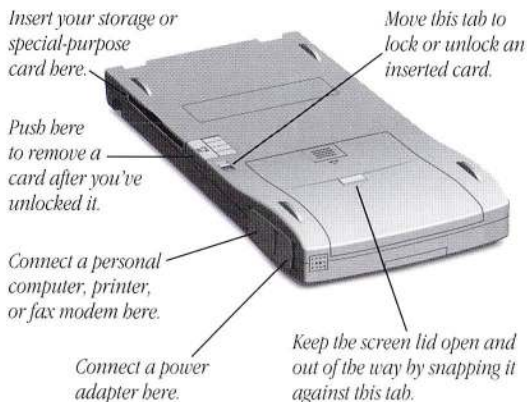
How to insert and use cards with your MessagePad.

Part 1: Meet the MessagePad

Welcome to the Newton MessagePad! This section gives you a brief tour of the MessagePad and the capabilities it offers.

The MessagePad

The bottom of your MessagePad is where you install batteries and lock or unlock a card you've inserted.



Turn this knob to adjust screen contrast.

Push here to remove or put away the pen.

Push here to release the screen lid.

To turn the MessagePad on or off, slide this switch down and then release.

Position this speaker directly in front of a telephone mouthpiece when using the MessagePad to dial a telephone.

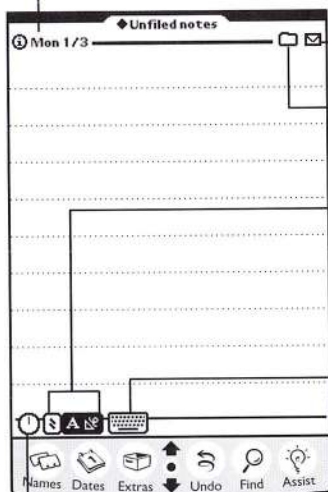
On the screen

Turn on your MessagePad (if it isn't already on). The Notepad appears on the screen. You use the Notepad for writing and drawing. It's always there, but sometimes you can't see it because it's hidden underneath other things that appear on the screen.

The Notepad always contains at least one note — and it can contain many notes. You go to different notes by tapping the arrow buttons  in the center at the bottom of the screen.

A note can be bigger than the screen. You also use the arrow buttons  to go to different parts of a large note.

A separator bar appears at the top of every note in the Notepad. The separator bar is stamped with the date the note was created.



Tap this button to print, fax, beam, mail, duplicate, or delete this note.

Tap here to file this note in a folder.

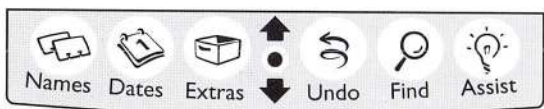
These buttons control the way Newton recognizes your handwriting and drawing.

Tap here to "type" on an on-screen keyboard and to add words to Newton's word list.

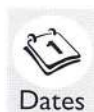
Information on these buttons is on the following pages.

Tap here to see the date and time and to check the battery level.

The pictures along the lower edge of the screen are buttons that are available no matter what is on the screen. To use a button, you tap it with the MessagePad pen.



Tap Names  to go to the Name File (a directory of names, addresses, and phone numbers).



Tap Dates  to go to the Date Book (for to-do lists and appointments).



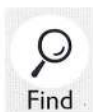
Tap Extras  to open the Extras Drawer, which contains almost everything else, including your In Box, Out Box, and items that appear when you use a special-purpose card.



Tap the up or down arrow to see more of the information that's on screen. Tap the dot between the arrows (the Overview button) to see a list of the contents of the area you're looking at (notes, names, to-do list items, or appointments).



Tap Undo  to cancel the last thing you did. Tap again to cancel the next-to-last thing.



Tap Find  to look for information in any area of your MessagePad.



Tap Assist  and you can ask Newton to do certain things for you—for example, remember to put something in your to-do list, or fax a note to someone. You can also get instructions on using your MessagePad.

The Name File

- 1 Tap Names  at the bottom of the screen.

The Name File opens, showing you the card for the first person in the file (there are four sample names already stored in your MessagePad).

- 2 To see an alphabetical list of names, tap the dot between the arrows  at the bottom of the screen.



The dot between the arrows is called the Overview button. It works in many areas of the MessagePad.

- 3 Tap Names  again to put away the Name File.

The Date Book

- 1 Tap Dates  at the bottom of the screen.

The Date Book opens. You use the Date Book for appointments, meetings, calendar items, and to-do items.

- 2 To go to a date, tap the date you want in the calendar in the upper-right corner of the screen.

◀ October 1994 ▶						
Sunday, Oct 16	s	m	t	w	t	f s
	2	3	4	5	6	7
	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

To see other months, tap the arrows.

- 3 To see more than one day at a time, draw across or down over the days you want.

◀ October 1994 ▶						
Oct 17 - Oct 21	s	m	t	w	t	f s
	2	3	4	5	6	7
	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

◀ October 1994 ▶						
Oct 10 - Oct 31	s	m	t	w	t	f s
	2	3	4	5	6	7
	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4** Tap the year to see a view of eight months.

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

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

December 1994														January 1995													
s	m	t	w	t	f	s								s	m	t	w	t	f	s							
4	5	6	7	8	9	10								1	2	3	4	5	6	7							
11	12	13	14	15	16	17								8	9	10	11	12	13	14							
18	19	20	21	22	23	24								15	16	17	18	19	20	21							
25	26	27	28	29	30	31								22	23	24	25	26	27	28							

February 1995														March 1995													
s	m	t	w	t	f	s								s	m	t	w	t	f	s							
5	6	7	8	9	10	11								5	6	7	8	9	10	11							
12	13	14	15	16	17	18								12	13	14	15	16	17	18							
19	20	21	22	23	24	25								19	20	21	22	23	24	25							
26	27	28												26	27	28	29	30	31								

- 5** Tap the name of a month to see a view of that month.

October 1994

Sunday, Oct 9

s	m	t	w	t	f	s
	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				

- 6** Tap a day to go to that date.

A view of a single day appears.

- 7** Draw a vertical line from 10 o'clock to 11 o'clock. Draw the line just to the right of the numbers.

A vertical bar, called an appointment marker, appears.



- 8** Tap the appointment marker.

A slip appears in which you can title the meeting, add notes, change the time of the meeting, set an alarm, set the meeting frequency (for example, every Tuesday), or delete the meeting.

- 9** Close the slip by tapping . The is a button that puts things away.
- 10** Tap Dates again to put away the Date Book.

The Extras Drawer

The Extras Drawer contains many useful objects, including your In Box, Out Box, Preferences, and items that appear when you use a special-purpose card.

- 1 Tap Extras  to open the Extras Drawer.

You'll be using some of the items in the Extras Drawer later in this tutorial.

- 2 Tap Extras  again to close the Extras Drawer.

Part 2: Practice writing and drawing

Writing is one of the most convenient ways to put information into your MessagePad (you can also use an on-screen keyboard). The MessagePad uses two methods to read your handwriting.

- **Word-based recognition:** The MessagePad compares what you write against its word list—more than 13,000 words stored in memory. You'll add your own words to the list as you use the MessagePad. Word-based recognition is faster and more accurate, but it's limited to the words in the list.
- **Letter-by-letter recognition:** The MessagePad tries to recognize each letter that you write. Letter-by-letter recognition is slower and less accurate for most words, but more effective if the word you're writing is not likely to be in the word list (for example, if you're writing someone's last name).

The recognizer buttons near the bottom of the MessagePad screen control the ways the MessagePad recognizes your writing and drawing. You tap a recognizer button to turn it on or off. (A button that's darkened is on.)

Try it!

Make sure your MessagePad is on, and go to the Notepad (you can get to the Notepad by tapping every  you see).

Make sure the recognizer buttons are set up like this before you start practicing writing:  . (Tap a button to turn it on or off.)

- 1 Write the word “Bob” on the screen.

Write it so that it looks somewhat similar to the example below. Write smoothly and at your normal pace.

The word "Bob" is written in a cursive script on a set of three horizontal dashed lines. The 'B' is large and loops around the middle line, while the 'ob' is smaller and sits between the middle and bottom lines.

After a moment, you should see your handwriting disappear, replaced by neatly typed text. (The text is smaller, and may not appear in exactly the same place you wrote.)

Bob

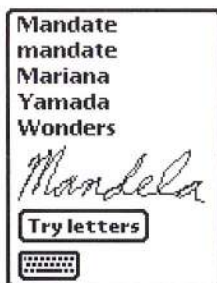
Newton does not always recognize your writing correctly, especially at first. As you use your MessagePad, it will learn to better recognize your handwriting. However, you may need to correct words from time to time.

- 2 Write the word “Mandela.”

This is a word the MessagePad is certain to misrecognize, because “Mandela” is not included in the word list.

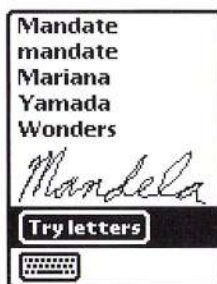
- 3 When the word turns into typed text, tap twice quickly in the middle of the word. Make sure both taps are in the same place.

A list appears. The words in the list are Newton's guesses about the word you wrote. Your list may contain different words.



If the list does not appear, or if a keyboard appears, you probably didn't tap on the word. Close the keyboard by tapping the  in the lower-right corner of the keyboard, and try again to make the list appear by tapping twice directly on the word.

- 4** In the list, tap Try Letters.



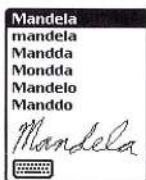
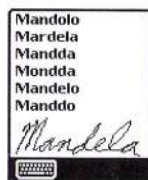
*Tap here to try
letter-by-letter
recognition.*

The MessagePad tries again to read the word, this time by using letter-by-letter recognition. Because the MessagePad has not had a chance to learn about your handwriting yet, it will probably still get the word wrong.

- 5 Tap the word twice again.

Another list appears (the words on the list are probably different this time).

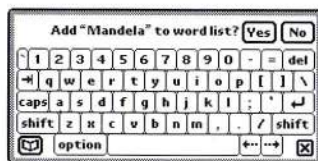
- 6 Tap the picture of the keyboard at the bottom of the list.



Normally, when the correct word appears in a correction list, you tap it to replace the misrecognized word.

For this exercise, tap the keyboard even if the correct word appears in the list.

- 7 Use the keyboard that appears to type the word correctly.
The keyboard works just like the keyboard on a computer.
- 8 Tap the  in the lower right corner of the keyboard.
The  is a button that puts things away. Before the keyboard closes, a question appears at the top:



Tap here to close the keyboard.

- 9 Tap No.

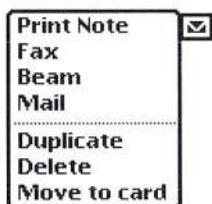
The keyboard disappears.

Cleaning up the screen

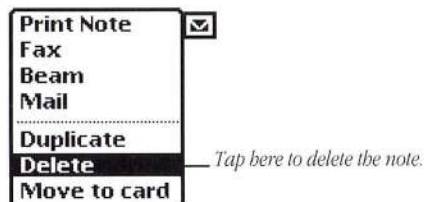
As you practice handwriting more, you'll probably need more open space on the screen. Follow these steps to "tear off" a note from the Notepad to get a new, empty page:

- 1 Tap the envelope button  in the upper right corner of the screen.

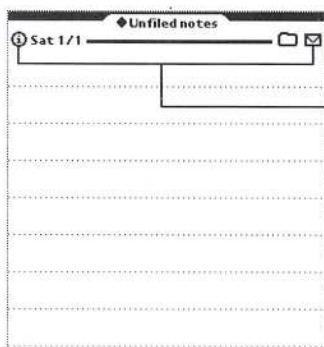
A list appears.



- 2 Tap Delete.



The note goes into the trash, with an accompanying sound and animation. The screen shows a new, empty note (the Notepad always has at least one note).



Every note has a black bar at the top. The bar is stamped with the note's date. The small pictures are buttons that let you get information ⓘ, file the note 📁, or take other actions ✉ (such as deleting the note).

The envelope picture is called the Action button. Each note (and many other items in the MessagePad) has an Action button.

As you continue practicing, delete a note whenever you want.

Handwriting techniques

Try these tips to get the best handwriting recognition. Try writing each of the examples. If the MessagePad doesn't recognize your writing, correct the words by tapping twice on them.

General tips

- Try writing (cursive) rather than printing when word-based recognition is turned on. Word-based recognition is better at recognizing cursive writing than printed block letters.
- Write at an even pace—slower isn't necessarily better.
- Don't pause in the middle of a word.
- Don't go back to a word you've finished writing.

Practice

- 1 Exaggerate the space between words.

Air it out

- 2 Write simply and neatly.

Be clean

- 3 Write capital letters and tall letters (such as *t* and *l*) so they are twice as tall as small letters.

Stand tall

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

finish

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

halt

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

Avoid crowds

- 7** Make parentheses bigger than tall letters.

(if)

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

Who?

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

Re:

- 10** Write exclamation points the same size as tall letters.

Hello!

- 11** Make slashes long and slanted.

either/or

Correcting a letter

When only one letter in a word is wrong, you can write the correct letter over the incorrect one. Correct only one letter at a time.

- 1 Write "fox" in the Notepad.
- 2 Write an *a* on the *o* to turn the word into "fax."

..... fox

Erasing a word

To erase a single letter or an entire word, "scrub" it out by drawing a zigzag that goes over the letter or word at least four times.

- 1 Write a word.
- 2 Scrub it out.

..... Do it now

The word disappears. If it doesn't work the first time, try again more slowly. Make sure your zigzag has sharp corners and at least four line segments.

Take a reading break...

You're more than halfway through the tutorial! Take a break from writing for a moment—here's some information about the recognizer buttons. You'll find this helpful as you continue learning to use the MessagePad.

The word and shape recognizer buttons

The word and shape recognizer buttons are near the bottom of the MessagePad screen. They control the ways the MessagePad recognizes your writing and drawing. Tap a recognizer button to turn it on or off. (A button that's darkened is on.) Try some different combinations of the buttons.



Text recognition on, shape recognition off:
Changes your writing to text.



Text recognition off, shape recognition on:
Cleans up your drawings.



Both buttons on: Reads your handwriting and cleans up your drawings.



Both buttons off: Leaves your writing and drawings alone as “electronic ink” (a good way to jot down notes—you can have the MessagePad convert your handwriting later).

The letter-by-letter recognizer

If you're about to write a word that is probably not in the word list, or numbers like dates and times, tap the text recognizer toggle .



In the box that appears, tap a button to tell the MessagePad whether you're writing text or numbers. You can move the box on the screen by holding the pen on the gray border and then moving the pen.



Tip: Letter-by-letter recognition works best when you write in lowercase, disconnected letters.

Remember that letter-by-letter recognition is on only while the toggle is selected and the box is open. Tapping  to close the box turns off letter-by-letter recognition, and the MessagePad asks if you want to add the words you've written to the word list.

Now it's time to practice with different combinations of the recognizer buttons.

Using deferred recognition

If you don't want to wait for the MessagePad to read your handwriting as you write, you can write in "electronic ink" and have the MessagePad read your handwriting later.

To write in electronic ink:

- 1 Turn all the recognizers off.



- 2 Write some words on the Notepad.

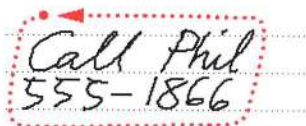
The words remain in your handwriting.

To convert handwriting into text:

- 1 Hold the pen in one place until a heavy mark appears on screen.

The MessagePad makes a squeak sound when the mark appears.

- 2 Draw the heavy mark around your handwriting to select it.



Your handwriting is surrounded by a black box with a gray border.

- 3 Tap twice in the selection.

The MessagePad converts your handwriting to text. If words are misrecognized, you can use the correction techniques described earlier in this chapter.

Drawing

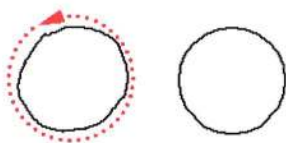
The MessagePad recognizes the shapes you draw, and it can smooth out curves and straighten lines and angles.

- 1 Turn on the shape recognizer, and turn off the word recognizer.



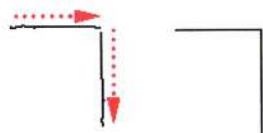
Turning off the word recognizer makes sure your shapes are not mistaken for letters.

- 2 Draw a circle, using a single stroke. Make sure the starting and ending points are close together.



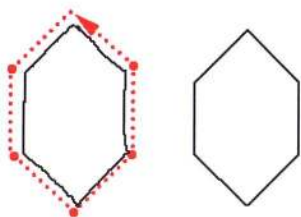
The MessagePad smooths out your circle.

- 3 Draw lines at perpendicular angles, using two separate strokes.



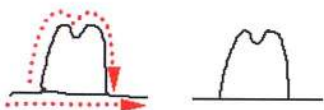
The MessagePad straightens the lines and makes sure they meet in the corner.

- 4** Draw a hexagon, using a single stroke for the whole shape, pausing at each corner.



You can also draw a separate line for each edge.

- 5** Draw a hat, using one stroke for the curved line and a separate stroke for the straight one.

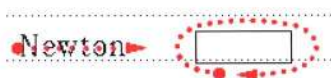


You can mix straight and curved lines in one shape. Each line should be either straight or curved, not both.

Manipulating text and shapes

Once you have some text and some shapes on the screen, you can try making some new kinds of changes. Try out the following techniques for manipulating text and drawings.

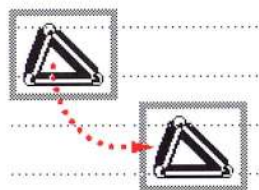
- 1 Select an item by holding down the pen in one place until a heavy mark appears under the pen (the MessagePad makes a squeak sound), then draw the mark over or around the item.



- 2 Unselect the item by tapping outside the selection.
- 3 Select an item again.
- 4 Move the selected item by holding the pen inside the selection, and moving the pen to where you want the item.



- 5 Duplicate 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.



- 6** Stretch and shrink a drawing by selecting it and then moving a corner of the selection box.

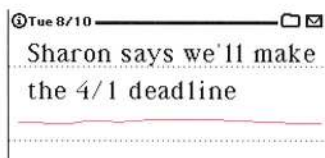


You've nearly finished the writing and drawing portion of the tutorial! In the next section, you'll use what you've learned to enter your name, address, and other information in the MessagePad. First, though, here's another way to get more space to write and draw on in the Notepad.

Make a new note

You can create a new note for each piece of information you want to record.

- 1** To create a new note, draw a line horizontally across the screen.

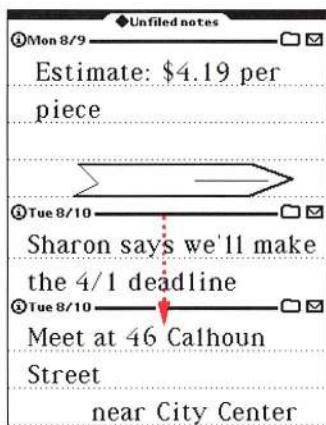


The line becomes a separator bar, with an information button ⓘ, a date stamp, a folder button □ for filing the note, and an Action button ☑ for printing, faxing, duplicating, or deleting the note, among other actions.

If the line you draw does not turn into a separator bar, tap Undo ⌘ and try again.

- 2 To get more space for the new note, tap the down arrow  at the bottom of the screen.
- 3 Make another new note by drawing a line across the screen.
- 4 Enlarge the previous note by holding the pen down on the separator bar and dragging it downward.

You may see a line appear on the screen as if the pen is drawing. The line should disappear when the separator bar moves to its new location.



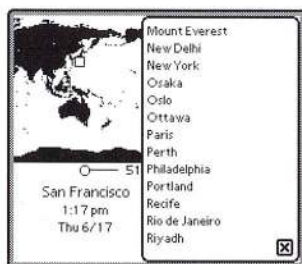
Part 3: Your settings and preferences

Before you start using your MessagePad, it's a good idea to set the time zone, the date and time, and your preferences for keyboards, paper sizes, and other conventions. You also need to fill in some personal information.

The MessagePad refers to your settings, preferences, and personal information when it prints or sends things, and as it keeps track of your notes and communications.

Setting the time zone

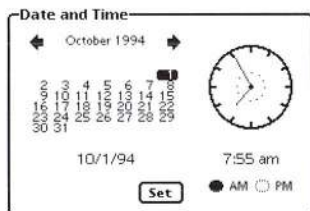
- 1 Open the Extras Drawer. (Tap Extras  to open the drawer, or to close it if it's already open.)
- 2 Tap Time Zones .
- 3 Tap the dot between the up and down arrows  at the bottom of the screen. A list of cities appears. Tap the up and down arrows to see more of the list.
- 4 Tap a city in the same time zone as yours.



- 5 Tap "I'm Here" to set your time zone.
- 6 Tap  to close Time Zones.

Setting the date and time

- 1 Tap **Prefs**  in the Extras Drawer. (If the Extras Drawer is not open, tap Extras .)
- 2 In the list of preferences, tap **Date and Time**.
- 3 Tap the arrows on either side of the calendar to set the month and year.

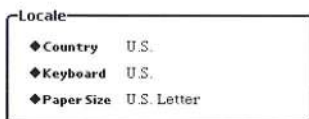


- 4 Tap today's date on the calendar.
- 5 Tap the dotted inner circle on the clock to set the hour.
- 6 Tap the outer circle on the clock to set the minute.
- 7 Tap AM OR PM.
- 8 Tap Set. The small clock near the bottom of the screen shows the time that you set.

Setting the Locale preferences

Your choices under Locale let the MessagePad know your preferences for keyboard, paper size, and local conventions for spelling, numbering, times, and dates.

- 1 Look for Locale in the list of preferences, immediately below Date and Time. (If you can't find it, tap the dot between the up and down arrows , and then tap Locale.)
- 2 Tap Country. In the list that appears, tap the country in which you are located.



- 3 Tap Keyboard, and then tap the keyboard layout you use.
- 4 Tap Paper Size, and then tap the paper size you use for printing and faxing.

Entering your personal information

- 1 Look for Personal in the list of preferences. (If you can't find it, tap the dot between the arrows  and then tap Personal.)
- 2 Fill in the blanks on the personal form. Tap each blank and write in the box that appears. To use the on-screen keyboard, tap twice in the box.

Personal

Name	--
Company	--
Address	--
	--
Country	--
Office	--
Fax	--
Home	--

Set Password

Tap Country. A box appears, and a diamond appears next to the word Country. Tap the diamond, then tap a country in the list that appears.

For information on setting a password, see the Reference chapter. You don't have to set a password.

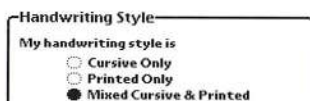
You can add your name, company, and other terms to the word list so Newton can read those words the next time you write them. (See the Reference chapter for details.)

Important If you set a password, make sure it's recognized as the word you intend. If you forget your password, you must return your MessagePad to Apple to reset the password without losing your data.

Telling Newton about your handwriting

Newton will be better able to read your handwriting if you tell it the handwriting style you prefer.

- 1 Open the Extras Drawer. (Tap Extras  to open the drawer, or to close it if it's already open.)
- 2 Tap Prefs .
- 3 In the list of preferences, tap Handwriting Style.
- 4 Tap the description of your preferred handwriting style.

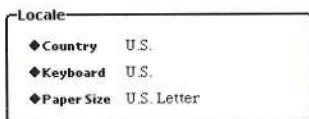


For more information about how to use Handwriting Style and other handwriting-related preferences, see the Reference chapter.

On your own

Here are some tips to remember as you explore and discover your MessagePad's different areas and capabilities:

- Tap any diamond to see a list of choices. You then tap your choice in the list that appears.



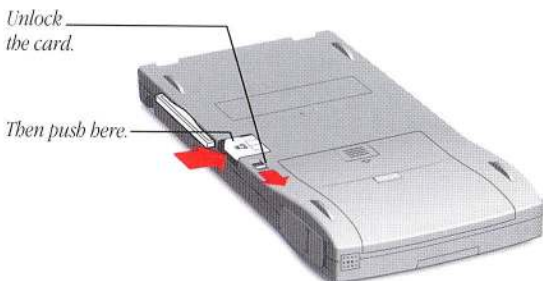
- If you make a mistake, tap Undo  before doing anything else. You can undo your last two actions.
- Tap  in the lower-right corner of an area to leave the area. You can get back to the Notepad by tapping every  you see. The Notepad is always available, and it does not have an .
- Tap Assist  to have your Newton help you with certain tasks.
- Some instructions are built into your Newton. Tap Assist , then tap "How Do I?" to find the instructions.

Part 4: Using cards

Your MessagePad came with a plastic card inserted in its card slot. You should always keep either this plastic card or a functioning card in the slot to avoid damaging the MessagePad's circuitry.

You can buy storage cards (which let you store more information), application cards (which contain software titles or application programs), and accessory cards (such as modems) from your Apple-authorized Newton dealer.

- 1 Unlock the card slot by pushing the locking tab.



- 2 Release the card by pushing the release lever, which pushes the card out of the slot.
- 3 Take the card out. Remember to put the plastic card back in the slot if you are not using another card.

- 4** Insert the card in the card slot. The card only fits one way; don't force it.



- 5** Push the card all the way in to make sure it's connected properly, then lock the card in the slot by pushing down the locking tab.



Congratulations!

You've completed the tutorial, and you're ready to use your MessagePad. For additional information about your MessagePad, see the "Reference" chapter. For hints and tips, see the next chapter, "Getting the Most From Your MessagePad."

3

Getting the Most From Your MessagePad

About this chapter

Use this chapter to get ideas about working more efficiently by using the features and capabilities of your MessagePad. This chapter contains hints and strategies for using the MessagePad, not detailed instructions.

To learn how to use the MessagePad, complete the tutorial in Chapter 2, "Quick Start." For more details about a topic, look it up in Chapter 4, "Reference."

Using Newton intelligence

You can use Assist  to accomplish many tasks automatically. Use these tips to get the most from Assist.

- Assist knows which area in the MessagePad you are using. This makes it easy to request assistance. For example, if you tap Assist , tap the diamond, and tap Print, Newton assumes you want to print the item you're looking at.

- Assist also knows the last thing you did. For example, if you write a name, tap Assist , tap the diamond, and tap Fax, Newton assumes you want to fax the item you're looking at to the person whose name you just wrote.
- Assist knows what you select. For example, if you select a name in a note, tap Assist , tap the diamond, and tap Mail, Newton assumes you want to electronically mail the note you're looking at to the person whose name you selected.

Organizing information

Keep related notes and names in file folders. When possible, work with items in a single folder rather than working with all items at once. The MessagePad works faster when you're using fewer items.

Working with multiple items

You can use Find  to locate multiple items and work with them all at once.

- To find items in one area of the MessagePad, go to that area and tap Find , enter the text you want to find, and tap Find.
- To find items in all areas of the MessagePad at once, tap Find , enter the text you want to find, and tap All.
- When you have a list of found items, you can tap an item to go to it, tap the Action button  to delete all items in the list (or move them to or from a storage card), or tap the folder button  to move all of the notes and names in the list to a folder (appointments are not stored in folders).

Entering information

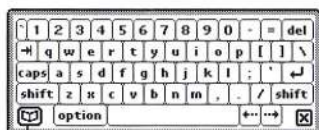
For the best results when entering information, follow the handwriting guidelines in the “Quick Start” chapter. Also keep in mind these hints:

- Review your word list regularly (see the next section, “Routine upkeep”).
- When you correct a word by changing or adding letters, the word is not added to your word list. To add it to your list, tap twice just past the end of the word. The keyboard appears. Tap  to close the keyboard. Before it closes, you are asked if you want to add the word to your word list. Tap Yes.
- When entering a word (such as a name) that's capitalized in your word list, you can write the word without a capital letter. Newton capitalizes the word when it is recognized.
- To enter numbers efficiently, tap the letter-by-letter recognizer toggle , and tap Numbers.
- Correct misrecognized words right away. If you don't, Newton assumes the recognition was correct, and learns a little bit about your handwriting. If the recognition wasn't correct, Newton is not learning correctly.

Routine upkeep

To keep your MessagePad operating most efficiently, and to make the best use of memory, perform these tasks monthly:

- Delete old appointments you don't need by going to the Date Book, tapping the Action button , tapping Delete, and using the slip that appears.
- Delete old day notes you don't need by tapping the appointment marker of each day note and tapping Delete.
- Review your word list by going to the Notepad, tapping the keyboard  and tapping the dictionary button in the lower-left corner.



*Tap the dictionary button
to work with your word list.*

For best results:

- Tap Add Names to include the first and last names and companies that are in your Name File.
- In the word list, tap words you don't use, then tap Remove.
- Add words by typing them on the keyboard, then tapping Add.



Tap a word in the list to select it, then tap Remove to erase it from the list.

To see more of the list, tap a letter or use the up and down arrows ⬆⬇.

To include a new word in the list, type it, then click Add.

Tap here to include in your word list names from the Name File.

- Delete old notes you don't need. To delete notes older than a certain date, go to the Notepad, then tap Find . Tap the diamond, choose Dates Before, enter a date, and tap Find. When you see the list of found items, make sure there are no notes you need to save. To delete the found notes, tap the Action button and tap Delete.

4

Reference

About this chapter

This chapter contains reference information organized alphabetically by topic name. Use the alphabet tabs on the edges of the pages to look up the topics you want.

Accent marks and accented letters

To use accent marks, you must use the keyboard. Newton does not recognize handwritten accent marks.

Display the 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).



To enter an accent mark above or below a letter, tap the accent mark first and then tap the letter.

See also Keyboards, Writing

The Action button

Every note, name card, and Date Book page has an Action button , which you can use to print, fax, beam, or mail the item. (Other MessagePad items may also have Action buttons.)

See also Beaming; Faxing; Electronic mail; Printing

Alarms. *See* Date Book

Aligning the pen. *See* Pen alignment

Applications

You can add new capabilities to your MessagePad by installing applications—software programs created for Newton by Apple and other companies. Applications are available on cards and on floppy disks. To install applications that are on application cards, you insert the card. To install applications that are on floppy disks, you need a Newton Connection Kit and a Macintosh or Windows computer.

When you install an application, a new button appears in the Extras Drawer. Tap the button to use the application.

See also Cards; Extras Drawer

Appointments. *See* Date Book

ARM

The Newton MessagePad contains an ARM 610 32-bit reduced instruction-set computer (RISC) processing unit designed by Advanced RISC Machines, Ltd., operating at 20 MHz.

Assistant

The assistant can do some tasks for you, including faxing, scheduling, mailing, finding text, printing, and entering items in your to-do list.

See also Dialing telephone numbers; Electronic mail; Faxing; Printing

To use the assistant, do one of the following:

- Write your request, then tap Assist .
- Select text, then tap Assist .
- Tap Assist , then write your request in the slip that appears, or tap the diamond to choose from a list of requests the assistant understands.

The Newton assistant understands the following requests and their synonyms. (Some programs also enable the assistant to handle additional requests.):

- **Call** to dial a phone number

Synonyms: phone, ring, dial

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

- **Fax** to fax the item on screen

Synonyms: fax it

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

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

- A** ■ **Find** to search for text
- B** Synonyms: find it, locate, locate it, search for, look for
- C** *Find Simon* opens the find drawer and writes “Simon” in the blank.
- D**
- E** ■ **Mail** to send the item on screen as electronic mail
- F** Synonyms: mail, email, mail this, send this
- G** *Mail Jackson* opens a mail slip with the name Jackson filled in.
- H** ■ **Print** to print the item on screen
- I** Synonyms: print it
- J** *Print* opens a blank print slip for the item on the screen.
- K** ■ **Remember** to add a reminder to your to-do list
- L** Synonyms: remind, remind me, to do
- M** *To do backup Monday* opens a to-do slip with Monday’s date and “backup” as the subject.
- N** ■ **Schedule** to add an appointment to your calendar
- O** Synonyms: meet, meet me, see, talk to, breakfast (implies 7:00 AM), lunch (implies noon), brunch (implies 10:00 AM), dinner (implies 7:00 PM), holiday (implies a day note rather than an appointment); birthday, b-day, bday, anniversary (all imply a day note that repeats every year)
- P**
- Q**
- R** *Lunch Rosemary* opens a schedule slip with “lunch” as the subject, and “Rosemary” as who. The date and time depend on when you make the request.
- S**
- T**
- U**
- V**
- W**
- X**
- Y**
- Z**

**IF YOU MAKE
YOUR REQUEST****ASSISTANT ASSUMES
LUNCH WILL BE**

before noon	today at noon
before 2:00 pm	the next half hour
after 2:00	tomorrow at noon
day of week	first occurrence of that day

If the assistant'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 is it, what time is it in, what time, what is the time, what is the time in

Time displays the Time Zone map.

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

Backing up and restoring information

A copy of all the information in your MessagePad is called a backup, which you use to restore the information in the unlikely event that the MessagePad seriously malfunctions and loses the information.

To keep your MessagePad information safe, you should always have a recent copy of all the information in your MessagePad (called a backup copy). You can keep a backup copy on a storage card or on a computer, using the Newton Connection Kit. You can purchase storage cards and the Newton Connection Kit from your Apple-authorized Newton dealer.

See also Cards

Making a backup copy on a storage card

- 1 Insert a storage card. Wait for a slip to appear indicating that the MessagePad has recognized the card.

Warning Each storage card can store only one backup copy. If there's already a backup stored on the card, it will be erased to make room for the new one. (Other information on the card is not erased.)

- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap Card .
- 4 Tap Backup.



When the MessagePad is finished backing up the information, the box goes away.

Restoring information from a storage card

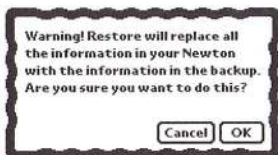
If you've made a backup copy of the information you have in your MessagePad, you can restore the information.

Warning Before the MessagePad restores the information from the storage card, it erases everything already stored in the MessagePad.

- 1 Insert the storage card that contains the backup information you want to restore. Wait for a slip to appear indicating that the MessagePad has recognized the card.
- 2 Tap Extras .
- 3 Tap Card .
- 4 Tap Restore.



- 5 Tap OK to continue or tap Cancel to stop.



Making a backup copy on a computer

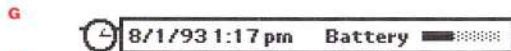
If you have the Newton Connection Kit, you can store backup copies of the MessagePad's information on a Macintosh or Windows computer. See the manual that came with your connection kit for details.

A Batteries

B Your MessagePad uses

- C ■ a set of four AA alkaline batteries or a rechargeable battery pack
- D ■ a DL2032 lithium backup battery

E To see the battery level indicator, tap the clock at the
F bottom of the screen.



I The black portion of the gauge shows the remaining battery
J power. The indicator also appears in the bottom of the
K Extras Drawer.

L Battery tips

- M ■ Never remove the main batteries and the backup battery
N from the MessagePad at the same time. If you do, the
O MessagePad will lose information that it needs to operate. If
P this occurs, you must restore the MessagePad's information
Q from a backup copy.

R *See* Backing up and restoring information

- Q ■ Use only alkaline AA batteries or the rechargeable battery
R pack designed for your MessagePad. The battery indicator
S doesn't work with other types of batteries, and your
T MessagePad can run out of power with little or no warning.
- U ■ Always handle batteries carefully. Do not drop, puncture,
V disassemble, mutilate, or incinerate batteries.
- W ■ Do not leave batteries in hot places.

X

Y

Z

- Always turn off the MessagePad before changing the batteries.
- Follow instructions carefully when replacing the backup battery. Make sure you insert the battery + side up; failing to do so could be hazardous.
- 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.
- Recharge only rechargeable battery packs, and follow instructions carefully when recharging.
- 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 on/off switch.

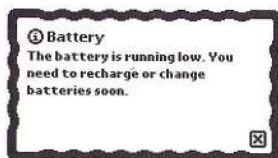
Power-saving tips

The MessagePad automatically conserves power by turning off various circuits when they're not in use. You can extend battery life further by doing the following:

- Purchase a power adapter and plug it in whenever you can.
- Turn the MessagePad off when you're not using it.
- Set a shorter time before the MessagePad turns itself off.
See sleep.
- Use the communication port and beaming feature as little as possible (these features consume extra power).
- Make sure your Beam preferences are not set to receive beamed information automatically. (This feature consumes extra 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 main batteries.

If you don't change the batteries in time, the MessagePad will turn 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.

The MessagePad displays a similar warning when the backup battery level is low.

Batteries—rechargeable

You can use a 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 power adapter or a charging station.

When the MessagePad is plugged in, the battery pack recharges automatically. You can use the charging station to recharge two battery packs at the same time (one in the MessagePad and another in the charging station). See the instructions that come with the charging station.

Important Do not use individual rechargeable batteries in your MessagePad. The battery level indicator is not calibrated for that type of battery and may drain too much power from the batteries, reducing their ability to stay charged.

Batteries—replacing

Warning Never take out both the main batteries and the backup battery at the same time. If you do, the MessagePad will lose important information that it needs to operate properly.

Replacing the main batteries

Warning When replacing the main batteries:

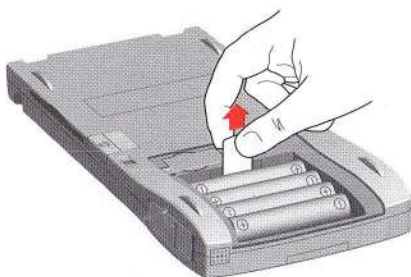
- Make sure each battery's + and – ends are in the correct position. Follow the diagram in the battery holder or battery compartment. If you install batteries the wrong way, the batteries may leak and damage your MessagePad. Leaking batteries may be hazardous.
- Replace all the main batteries at the same time. Don't mix old and new batteries.
- Install only alkaline batteries or a rechargeable battery pack designed specifically for your MessagePad. *Do not use individual rechargeable nickel-cadmium (NiCd) batteries. The battery level indicator is not calibrated for that type of battery.*

A To replace the main batteries:

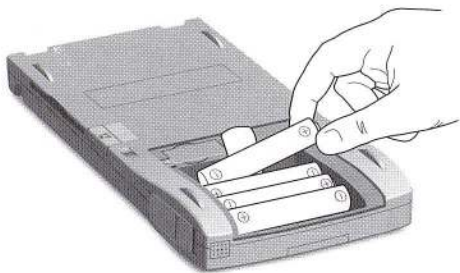
B **1** Turn off your MessagePad and close the cover. If you have a
C power adapter, plug it in as a precaution.

D **2** Slide off the battery compartment cover.

E **3** Remove the batteries by pulling the tab in the compartment.



M **4** Insert four new AA batteries or a rechargeable battery pack,
N taking care to install them so they match the $+/-$ polarity
O marked in the battery compartment. If you install the
P batteries the wrong way, they may leak and damage your
MessagePad. Leaking batteries may be hazardous.



X **5** Slide the battery compartment cover back on.
Y
Z

Replacing the backup battery

Replace the backup battery when the MessagePad displays a message warning that the backup battery level is low (about once a year).

Warning When you replace the backup battery:

- Make sure the main batteries are in place, so the MessagePad does not lose information in its memory.
- Make sure you insert the battery + side up. Installing the battery incorrectly may create a hazard.
- Replace the battery only with a Duracell DL2032 3-volt battery or its equivalent.
- Discard used batteries according to the manufacturer's instructions.

To replace the backup battery:

- 1 Turn off your MessagePad and close the cover. If you have a power adapter, plug it in as an extra precaution.
- 2 Slide off the battery compartment cover.
- 3 Use a small screwdriver to loosen the plate that keeps the the backup battery in place.



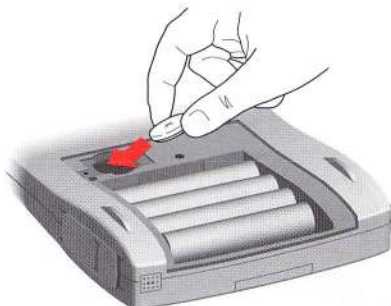
- 4 Lift the plate off the backup battery.



- 5** Use the small screwdriver to pry the old backup battery out of its compartment.



- 6** Put in a new Duracell DL2032 3-volt battery or its equivalent. Make sure the battery is + side up.



- 7** Put back the plate that keeps the backup battery in place. Insert its right end into the slot before you lower the left end (the end with the screw).



- 8** Tighten the screw.
- 9** Slide the battery compartment cover back on.

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

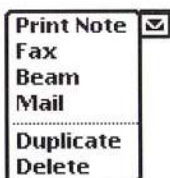
Beaming

You can send information from one Newton 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.

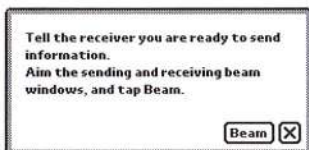


Beaming an item

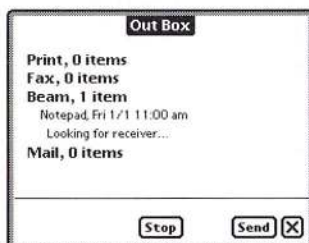
- 1 Go to the item you want to beam.
- 2 Tap the Action button , then tap Beam.



- 3** Make sure the infrared windows on both Newton devices are pointed directly at each other, that there's a clear sightline between them, and that the other Newton is ready to receive your beam (see "Receiving beamed information," below).



- 4** Tap Beam.
- 5** Watch the progress of the beam in the Out Box, which opens and closes automatically.



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

A Receiving beamed information

B 1 Tap Extras  to open the Extras Drawer.

C 2 Tap In Box .

D 3 Tap Receive.

E 

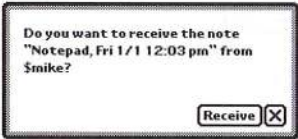
G 4 Tap Beam.

H 

I 

K 5 Make sure the infrared windows on both Newton devices are pointed directly at each other and that there's a clear sightline between them, then wait for the other Newton to beam.

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

M 

N  

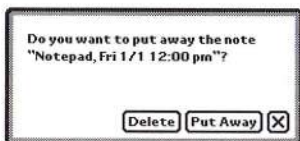
O The item appears under Beam in the In Box.

7 Tap the item.



8 To leave the item in the In Box, tap , or

- Tap Put Away to put it where it belongs. (Notes go in the Notepad, name cards in the Name File, and Date Book items go in the Date Book.)
- Tap Delete to throw it away.



Receiving beams automatically

You can set Beam preferences (in Prefs ) so that you receive beamed information automatically.

- 1** Tap Extras  to open the Extras Drawer.
- 2** Tap Prefs .
- 3** Tap Beam.

A **4** Choose the preferences that work for you:

B ■ To receive beams without the MessagePad's asking first, make sure "Confirm before receiving" is not checked.

C ■ To make sure beamed items don't stay in your In Box, check "Put away beams immediately."

D ■ To have the MessagePad look for incoming beams all the time, check "Receive beams automatically." This feature consumes extra battery power.

E ■ To hide the In Box while you're receiving a beam, make sure that "Open In Box while receiving" is not checked.

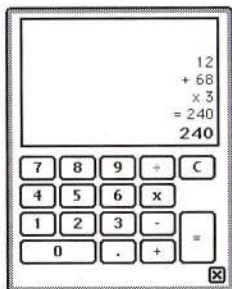
F ■ To have the MessagePad close the In Box automatically after receiving a beam, check "Close In Box after receiving."

G **K** **Calculator**

L **1** Tap Extras  to open the Extras Drawer.

M **2** Tap Calculator .

N To move the calculator, hold the pen on the gray border and move the pen.



To copy calculations, select the text (numbers and symbols) you want, 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 can tap the up and down arrows  to see more calculations.

See also Formulas

Calendar. *See* Date Book

Capitalizing words

To change how a word is capitalized, select the word and 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.

See also Correcting text; Modifying text and pictures.

Cards

You can use PCMCIA Type I and Type II 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).

When you insert a card, make sure you push it all the way into its slot and lock the locking tab. When you lock the locking tab, the MessagePad takes a few moments to examine the card. When it's ready to use the card, a slip appears with information about the card.

See also Backing up and restoring information

Important After removing a card, always insert another one, or insert the protective plastic card that came with your MessagePad. *Never use or store the MessagePad while the card slot is empty.*

Warning You may remove cards while the MessagePad is on. However, *do not* remove a card while the MessagePad is still using it, or you may lose the information stored on the card. If you want to remove a card, wait 5–10 seconds after storing or using something on the card.

To remove the plastic card that came with your MessagePad and insert an application card or storage card:

- 1 Unlock the card slot by pushing down the locking tab.

*Unlock
the card.*

Then push here.



- 2 Release the card by pushing the release lever, which pushes the card out of the slot.
- 3 Take the card out.
- 4 Insert the new card in the card slot. The card fits only one way; don't force it.



- A 5** Push the card all the way in to make sure it's connected properly, then lock the card in the slot by pushing the locking tab.



Application cards

Application cards contain software in a variety of categories, including financial tools, business and personal productivity, 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 and lock the locking tab.
- Wait for a slip to appear indicating that the MessagePad has examined the card.
- 2** Tap Extras  to open the Extras Drawer. A button for the application appears in the Extras Drawer.
- 3** Tap the button and follow the instructions that came with the application.

Storage cards

You can use storage cards to

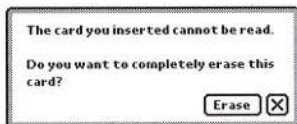
- store new information
- transfer information
- make a backup copy of all the information in your MessagePad

You can use any Apple storage card with the MessagePad. Other cards may also work, including SRAM (static random access memory) cards that have their own batteries. Ask your Apple-authorized Newton dealer for more information.

Preparing a new storage card

Storage cards that are new or that have been used on devices other than the MessagePad need to be erased and formatted before you can use them.

If you insert such a card, the MessagePad displays this message.



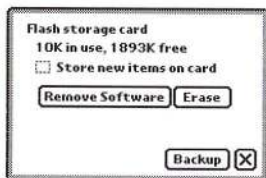
Warning Tapping Erase erases all the information on the card.

Tap Erase if you want to use the card in your MessagePad. After the MessagePad erases and formats the card, a box appears with a number of choices.

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

Storage card choices

When you insert a storage card, a box appears in which you tell the MessagePad how you want to use the card. (You can see this box at any time by tapping Extras  and then tapping Card .)



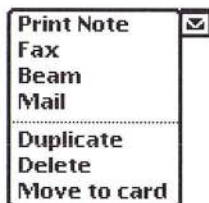
- To use the card to store items that you create or transfer to your MessagePad while the card is inserted, check "Store new items on card."
- To select programs from the card that you want to erase, tap Remove Software.
- To erase the card completely, tap Erase.
- To make a copy of all the information in the MessagePad, tap Backup.

See Backing up and restoring information

To move information to or from a storage card

You can move any item in the Name File or Notepad to or from a storage card.

- 1 Go to the note or card you want to move.
- 2 Tap the Action button .



- 3 Tap "Move to card" or "Move from card," depending on where the item is.

When a Notepad or Name File item is stored on a card, a triangle appears in the folder button on the item's separator bar.

 Tue 8/10 ————— Personal  

Protecting information on a storage card

You can lock a storage card so that you can't store, move, delete, or change any information that's on it (though you can see, copy, and use the information).

To lock a card, remove it from the card slot and slide the protection switch toward the edge of the card, as shown.



To unlock the card, slide the protection switch back toward the center of the card.

Changing batteries in a storage card

See the instructions that came with your storage card to determine whether the card has a battery. If it does, you must change the battery when you see a message that the card's battery is low. To change the battery, follow the instructions that came with the card.

Deleting information on a card

You can remove software you no longer use by tapping Card  in the Extras Drawer, tapping Remove Software, and following the instructions that appear.



You can remove backup information you no longer need by tapping Card  in the Extras Drawer and then tapping Remove under the “Last Backup” date.

Charging batteries. *See Batteries*

Cleaning and caring for the MessagePad.

See Safety, Care, and Maintenance

Connection . *See Extras Drawer*

Clearing. *See Deleting information; Erasing all the information in your MessagePad; Erasing text and pictures*

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

**Connecting a printer, fax modem,
or personal computer**

You connect a printer, fax modem, or personal computer to your MessagePad through the communication port.



Important If possible, use a power adapter when printing, faxing, or connecting the MessagePad to a personal computer.

To connect an Apple printer or modem, see the instructions that came with the device.

To connect a printer that has a parallel (Centronics-type) interface, you need the Newton Print Pack, available from your Apple-authorized Newton dealer.

To connect a Macintosh or Windows computer, you need the optional Newton Connection Kit, which includes connecting cables and a program for transferring and synchronizing data between the MessagePad and the computer.

See also Dialing telephone numbers; Electronic mail; Faxing; Printing

Copying. See *Duplicating text and pictures, Moving items*

Correcting text

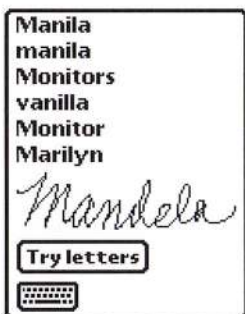
To correct a word that the MessagePad has misrecognized, you can use the following techniques:

- Tap the word twice. If the correct word is in the list that appears, tap it.

If the correct word is not on the list, tap Try Letters (to use letter-by-letter recognition on the word) or tap the keyboard  at the bottom of the list and then type the word.

Try Letters is in the list only the first time you tap the word twice.

When the list includes the word in your handwriting, the MessagePad has not yet assumed that it correctly recognized the word. When you correct the word, you're helping the MessagePad learn to interpret your handwriting.



A If the list contains just capitalized and lowercase versions of
B the word, the MessagePad has already assumed that it
C recognized the word correctly and has used it to learn more
D about your handwriting. You can still correct the word, but
the MessagePad can't use that word to learn about your
handwriting.



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

.....
letter

.....
live

M *See also* Capitalizing words; Erasing text and pictures;
N Inserting space in text; Keyboards; Modifying text and
O pictures; Recognizers; Word list

Dates

P The MessagePad can recognize a variety of formats for dates,
Q depending on which country you've chosen in the Locale
R preferences.

- If the date is within a week from today, you can write the full English name of the day, or you can abbreviate the name by using the first three letters. You can also use "Tues" for Tuesday, "Thur" and "Thurs" for Thursday.

- If the date is in the current calendar year, you can write the date and the English name of the month. You can abbreviate the month with three letters or write its number. You can also abbreviate September as “Sept”.

U.S. and Canada examples

September 29, Sep 29, 9/29, 09/29, 9-29, 09-29

U.K. examples

September 29, Sep 29, 29/9, 29/09, 29-9, 29-09

Canada (French locale) and Australia examples

29 September, 29 Sep, 29/9, 29/09, 29-9, 29-09

- To specify dates completely, you can write the date, the year, and the English name of the month. You can abbreviate the month with three letters or write its number. You can use two or four digits to specify the year.

U.S. and Canada examples

September 29, 1994; September 29, 94; Sep 29, 94; 9/29/94; 9/29/1994; 09/29/94; 9-29-94; 09-29-94

U.K. examples

September 29, 1994; September 29, 94; Sep 29, 94; 29/9/94; 29/09/94; 29-9-94; 29-09-94

Canada (French locale) and Australia examples

29 September 94; 29 September 1994; 29 Sep 94; 29/9/94; 29/09/94; 29-9-94; 29-09-94

See also Assistant

Date Book

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

You tap Dates  to go to the Date Book. Tap it again to put away the Date Book. You can also tap  in the Date Book to put it away.

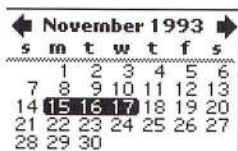
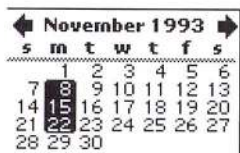
Moving around in the Date Book

You use the monthly calendar in the top right corner of the Date Book to quickly go through the Date Book. (These techniques work in both the calendar and the to-do list.)

Sunday, Oct 17		October 1993						
		s	m	t	w	t	f	s
			3	4	5	6	7	8
	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. You can select the same day over consecutive weeks (vertically) or days in a single week (horizontally).



- To see a month at a time, tap the beginning of the name of the month, then tap the up and down arrows  to see other months.



- To see a distant date, tap the year. (An eight-month calendar appears. You can tap the up and down arrows  to see more months.) Tap the date you want to see.

August 1994							September 1994						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
October 1994							November 1994						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
						1				1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												
December 1994							January 1995						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
						1	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				
February 1995							March 1995						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
				1	2	3					1	2	3
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

- To see the calendar or to-do list for an entire week, tap the Overview button (the dot between the arrows at the bottom of the screen).

Scheduling an appointment

- 1 Go to the date you want in the calendar.
- 2 Find the time of day for your appointment. To see more of the hours in the day, tap the up and down arrows.

3 Write the appointment next to its starting time.

A vertical bar, called an appointment marker, appears next to the appointment. (You can also create an appointment marker by drawing a vertical line from the starting time to the ending time before you write the appointment.)



Hint: If the first letter in an appointment you write begins with a downstroke (for example, M or L), an appointment marker may appear instead of the letter. Tap Undo  and try again. You can also draw the appointment marker first, then write the appointment.

Important If you write your appointment in electronic ink (with the text recognizer turned off), you must create an appointment marker by drawing a vertical line from the starting time to the ending time.

To move the appointment, press and hold the pen in the middle of the appointment marker, until the marker turns white. Move it slightly to the right, then move it up or down to the new time. (If you write an appointment in electronic ink, you need to convert it to text before you can move it.)

To adjust the duration of the appointment, hold the pen down on the bottom end of the appointment marker and move it up or down to the correct ending time. You can make half-hour adjustments this way.

For more exact adjustments, tap the appointment marker, then write the starting and ending times in the appointment slip that appears. (The minimum duration of any appointment is 30 minutes.)

The image shows a rectangular appointment slip with a thin border. At the top, it has a label 'Title:' followed by the text 'Weekly staff meeting'. Below this, there are two labels: 'From:' followed by '2:00 pm' and 'To:' followed by '4:00 pm'. The rest of the slip is filled with horizontal dotted lines for writing. At the bottom, there is a row of four buttons: 'Alarm', 'Frequency', 'Delete', and a button with an 'X' icon.

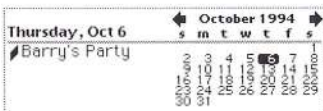
Putting notes on the calendar

To add notes about an appointment, write or draw on the right half of the calendar next to the appointment, or tap the appointment marker and write or draw in the appointment slip that appears.

Adding day notes

You can also add notes about a specific date, called day notes. You can make day notes repeat and set alarms for them, as if they were appointments. (See Scheduling repeating appointments and Setting an alarm, below.)

To add a day note, write a note in the upper-left corner of the calendar, beneath the date.



Scheduling repeating appointments

You can schedule repeating appointments and make day notes repeat. If you've written the appointments and day notes in electronic ink, you must first convert them to text.

- 1 Tap the marker for the appointment or the day note.



- 2 Tap Frequency in the slip that appears.

Frequency

- 3 Tap your choices.

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

- Tap “Every week” for appointments that recur at the same time every week. Tap as many days of the week as you like. For example, this meeting occurs every Wednesday and Friday weekly meetings until the end of 1994.

Tip: You can also use “Every week” to schedule an event that repeats on consecutive days, such as daily appointments, a vacation, or a conference. Tap the days of the event, then write the end of the week as the ending date.

- Tap “Every other week” for appointments that recur at the same time every other week. You can select only one day of the week for this type of appointment.
- Tap “Every month” for appointments that happen on the same day of every month.

- Tap “Every year” for events that happen on the same date every year. For example:

The screenshot shows a dialog box for selecting event frequency. On the left, there are radio buttons for: "Don't repeat", "Every week", "Every other week", "Every month", "Every year" (which is selected with a black dot), and "Week in month". To the right of these is a calendar for the month of "October". The calendar shows dates from 1 to 31, with the 5th highlighted in blue. Below the calendar, a text box contains the text "Every October 5". At the bottom, there is a label "No meetings after" followed by a blank line. At the very bottom are four buttons: "Alarm", "Frequency" (highlighted in black), "Delete", and a close button with an 'X' icon.

- Tap “Week in month” for appointments that recur on the same day of a specific week in the month (such as the second Wednesday of the month). Select which week or weeks the appointment occurs on. For example:

The screenshot shows a dialog box for selecting event frequency. On the left, there are radio buttons for: "Don't repeat", "Every week", "Every other week", "Every month", "Every year", and "Week in month" (which is selected with a black dot). To the right of these is a list of week options: "first", "second" (checked with a black dot), "third", "fourth", and "last". Below this list, a text box contains the text "The Second Wednesday of every month". At the bottom, there is a label "No meetings after" followed by a blank line. At the very bottom are four buttons: "Alarm", "Frequency" (highlighted in black), "Delete", and a close button with an 'X' icon.

A Setting an alarm

B You can set an alarm for appointments or day notes (the
C notes in the top left of a day's calendar).

- D 1 Tap the marker for the appointment or the day note.



- G 2 Tap Alarm in the slip that appears.

H
I **Alarm**

- J 3 Tap "Alarm on" to turn on the alarm.

K Tap the diamond next to "minutes notice" to choose
L whether you want the alarm to go off minutes, hours, or
M days ahead of time. (Day note alarms always go off at
N 9:00 AM, so it always says "days notice" for day notes.)

O If you wish, scrub out the number and write a new number,
P or tap the number twice to use the numeric keypad.

- Q 4 Tap .

R When the time arrives, a message appears on your screen.

S You can also choose to hear a sound when the alarm goes
T off; using the Sound option in Prefs  in the Extras Drawer.

U If the alarm goes off while the MessagePad is turned off, the
V MessagePad will turn itself on and display the message.

Scheduling overlapping appointments

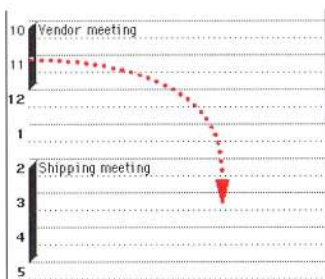
You can set two appointments for overlapping times by placing them side-by-side. Schedule the first appointment, then do either of the following:

- Draw a vertical line near the middle of the calendar, next to the first appointment, creating a marker for the second appointment. Then write the second appointment next to the new marker.

You must create the marker before writing the second appointment. Otherwise, whatever you write will be appended to the first appointment's marker.



- Schedule the second appointment at a different time, then move it to overlap with the first appointment. You move the second appointment by holding down the pen on the appointment marker until the marker turns white and then moving the marker next to the first appointment, on the right half of the calendar.



If you write an appointment in electronic ink, you need to convert it to text before you can move it.

A Date Book: Creating a to-do item

B 1 Go to the day you want in the To Do List.

C 2 Draw a line across the screen to create a new item.



E 3 Write the to-do item. If you need more room, hold down the pen on the bottom end of the marker and move it down.

F 4 Tap the black square to set the item's priority. Items are arranged from highest priority to lowest on the to-do list.

G To check off a completed item, tap the checkbox next to the item's priority square. The MessagePad moves unchecked items from past to-do lists to today's list.



I Checked to-do items remain on the day they were checked.

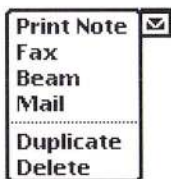
J **Deferred recognition.** See *Recognizing handwriting later*

Deleting information

See *also* Erasing all the information in your MessagePad;
Erasing text and pictures

You can delete any item that has an Action button . This includes notes, name cards, and appointments. To delete:

- 1 Go to the item you want to delete.
- 2 Tap the Action button .
- 3 Tap Delete.



To get the item back, tap Undo  before you do anything else.

Deleting appointments

You can delete a single appointment, or all appointments older than a certain number of days.

To delete a single appointment:

- 1 Tap the appointment marker to open the appointment slip.
- 2 Tap Delete.

A To delete old appointments:

B **1** Go to the Date Book.

C **2** Tap the Action button .

D **3** Tap Delete.

E In the slip that appears, write a number of days (for example,
F all appointments older than 30 days).

G **4** Tap Delete.

H Deleting day notes

I To delete a day note:

J **1** Tap the appointment marker to open the day note slip.

K **2** Tap Delete.

L **Hint:** To quickly delete several consecutive day notes,
M select several days in the calendar. You can see day notes for
N all of the dates you select.

Q Deleting multiple items

R You can use Find  to delete multiple notes or cards all
S at once.

T **1** Tap Find . You can search in the area that's topmost on
U screen or in all areas of the MessagePad.

V **2** To delete the items, tap the Action button  in the list of
W found items and then tap Delete.

X

Y

Z

Deleting to-do items

To-do items that are not checked off are carried forward to the next day's list. To remove an item from your continuing to-do list, check it off. Checked items remain on the to-do list for the day on which they were checked off.

To delete an item from the current day's to-do list:

- 1 Scrub the item's text to delete it.
- 2 Scrub the item's marker (not the priority square or check-off box), starting from the right side.

The item and its marker are removed.

Dialing telephone numbers

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 the optional modem. When you enter phone numbers (for example, in the Name File), always include the area code. Based on the information in Time Zones and your Personal preferences, Newton can decide whether to dial an area code and whether to include prefixes and calling card numbers.

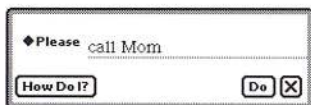
Important The MessagePad's dialing feature does not work with all phones. Some phones, such as PBX phones, do not recognize the tones that come out of the MessagePad's speaker.

Tip: You can include letters in a phone number (for example, 1-800-SOS-APPL). When you dial the phone or send a fax, Newton uses the phone pad numbers corresponding to the letters you enter.

To have the MessagePad place a call, tap a phone number on a card in the Name File.



Or tap Assist  and fill in the name or number you want.



Completing the call

When you tell the MessagePad to place a call, a call slip appears to confirm your choices. Make any corrections you need to, then tap Speaker to set the MessagePad to dial the phone number through its speaker, or tap Modem to place the call through a modem connected to the MessagePad.

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.

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



See also Faxing; Name File; Preferences; Time Zones

Dialing options

When you ask the MessagePad to place a call, a call slip appears.

◆ Name	Michelle
◆ Phone	(408) 555-1234
☒ Speaker	☐ Modem
Options Call X	

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

Tap Options to give the MessagePad the following information. To change an item, tap it, then make your changes in the box that appears.

Local Dialing Information

Area Code	408
Prefix	9,,
Access Code	555
Credit Card	555-44-33

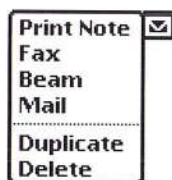
✕

- **Area code:** The area code of the phone you're using. If the phone number you're calling has a different area code, the MessagePad dials 1 (or the access code) and then the area code.
- **Prefix:** Any sequence that must be dialed before the phone number—for example, a 9 for an outside line. For one or more two-second pauses in dialing, write a comma for each pause.
- **Access Code:** The access code for your preferred long-distance company (if the code is other than 1). Tap the diamond for a list of popular U.S. long-distance carriers.
- **Credit Card:** The calling card number you want the call billed to.

Duplicating items

You can duplicate any item that has an Action button . This includes notes, name cards, and appointments. To duplicate:

- 1 Go to the item you want to duplicate.
- 2 Tap the Action button .
- 3 Tap Duplicate.



Duplicating text and pictures

- 1 Select the text or pictures you want to duplicate.
- 2 Quickly tap the selected item twice, but don't lift the pen after the second tap.



- 3 Keeping the pen down, drag the item where you want it to go.

See also Correcting text; Erasing text and pictures; Modifying text and pictures; Moving items; Selecting text and pictures

Electronic ink

If you want to take quick notes without waiting for the MessagePad to interpret your handwriting, you can turn off the text recognizer  and store your handwriting as electronic ink. You can convert your handwriting to text later.

See also Recognizing handwriting later

Electronic mail

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

You can mail items from the Notepad, Name File, or Date Book. When you send one of these items as e-mail, the MessagePad normally sends a copy of the original item as well as a cover letter that includes the text that's in the item.

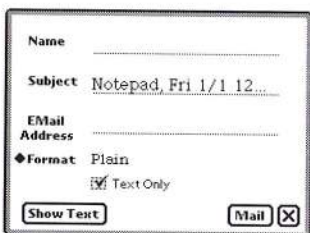
You can send only a cover letter by checking the Text Only box in the e-mail slip.

- *The copy of the original item* can include drawings and can be put away where it belongs when it's received. It also takes longer (and may cost more) to send than a cover letter only.
- *The cover letter* contains only the text of the original item. It can be read as soon as it's received. The cover letter takes less time to send than the original item, but recipients cannot automatically store it. (They can select the text and move it to the Notepad.)

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 Out Box until you connect the MessagePad to a modem.

To mail an item:

- 1 Go to the item you want to send.
- 2 Tap the Action button .
- 3 Tap Mail.
- 4 Fill in the name of the recipient, the subject of the message, and the recipient's e-mail address.



Name _____

Subject Notepad, Fri 1/1 12...

EMail Address _____

◆Format Plain

☒ Text Only

Show Text Mail X

If the recipient's name and e-mail address are in the Name File, you can write the first or last name and then tap the diamond next to Name to find the recipient's full name and address.

- 5 Tap Format to choose a format for your e-mail message.
In the Notepad, the Week Summary format sends a week's worth of notes. In the Date Book, there are several multiple-day formats. These formats are text-only.
- 6 If you want to send *only* the text of the item, make sure Text Only is checked.

A 7 If you want to view, change, or add text, tap Show Text.

B If you are sending a copy of the original item, you might add
C information in the cover letter to tell recipients what the
D item is and where to look for it after they've put it away.

Mail Message
Subject: Notepad, Fri 1/6 11:00 am
From: swartz.a
To: bobo22
Date: Friday, January 6, 1995

Meet you in Salinas next week?
.....
I've enclosed a note with a map.
.....
.....
.....
.....
.....

K Tap ☒ to put the text away.

L 8 Tap Mail to send the item to the Out Box.

M You can leave the item in the Out Box until your MessagePad
N is connected to a modem. When you're ready to send your
O e-mail:

P 1 Tap Extras  to open the Extras Drawer.

Q 2 Tap Out Box .

R 3 Tap Send, then tap Mail.

S The modem will connect, send your mail, open the In Box,
T and check for any mail you've received.

U
V
W
X
Y
Z

Receiving e-mail

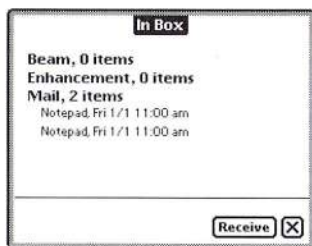
Your MessagePad has to be connected to a modem before you can check whether you've received any e-mail. The MessagePad puts any e-mail addressed to you in the In Box. Each time you check your mail, the MessagePad also sends any mail waiting in the Out Box.

- 1 Connect your MessagePad to a modem.
- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap In Box .
- 4 Tap Receive.
- 5 Tap Mail.

**Beam
Enhancement
Mail**

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

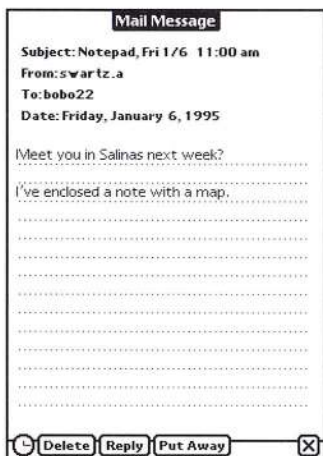
- 6 Tap an item to read it.



A Tap the up and down arrows and the Overview button  to go through your messages. You can copy the text of messages to other areas of the MessagePad.

C If a message has a Put Away button, you can tap it to store the item where it belongs (in the Notepad, Name File, or Date Book.)

E To throw away a message, tap Delete. You can leave the message in the In Box by tapping .



R To reply to or forward a message, tap Reply. A mail slip appears for your reply or forwarded message.

S You send a reply or forward a message the same way you send a message.

Sending mail to other e-mail systems

You can exchange text-only mail with people who have mail accounts on the services listed below.

You can use either the long address or the short address. A person's address starts with either a "userName" (usually a single word with no spaces) or a sequence of numbers that specifically identifies that person on the network.

SERVICE	LONG ADDRESS
	SHORT ADDRESS
<i>eWorld</i>	userName
<i>AppleLink</i>	userName@applelink.apple.com userName@alink
<i>America Online</i>	userName@aol.com userName@aol
<i>CompuServe*</i>	user.Number@compuserve.com user.Number@cis
<i>MCI Mail</i>	userNumber@mcimail.com userNumber@mci
<i>AT&T Mail</i>	<userName>@attmail.com <userName>@att
<i>EasyLink**</i>	<62userID>@eln.attmail.com <62userID>@easy
<i>Internet</i>	userName@<site>.<domain>

*CompuServe commas must be changed to periods.

**EasyLink users can receive your message but cannot reply.

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

A Receiving mail from other e-mail systems

B You can have mail sent to you at the following address:
userName@eworld.com

C Using different e-mail accounts

D To switch to a different e-mail account:

E **1** Send any e-mail waiting in the Out Box.

F **2** Change the account name and password in the Mail
G preferences.

H **3** Change the name in Personal preferences if the accounts
I belong to different people.

J NewtonMail tips

K *Avoid toll charges* Check the NewtonMail access phone
L numbers directory (Appendix B) and enter the appropriate
M local access number before sending mail.

N *Keep your business card available* Keep a card for
O yourself in the Name File to use as an “electronic business
P card.” When you mail the card (with the Text Only box not
checked), your recipient can store the card in his or her
own Name File.

Q *Schedule meetings* You can schedule a meeting with
R another Newton user by sending a calendar item (with the
S Text Only box not checked).

T
U
V
W
X
Y
Z

Use Assist When you receive a message that requests an action, such as “Call Stan,” you can ask the assistant to help you by selecting the text and tapping Assist .

You can send mail by tapping Assist  and then entering a request such as “Mail Jonathan.” If your Name File contains a card for someone with that name, the MessagePad puts that person’s e-mail address in the e-mail address blank.

Protect your e-mail account The MessagePad remembers your e-mail password so you don’t have to enter it every time you send or receive mail. To ensure the privacy of your mail and prevent unauthorized use of your account, set a Newton password in the Personal preferences section in Prefs .

Send in batches to save money Every time you connect to NewtonMail, you are charged at least one minute of connect time. You can use NewtonMail more efficiently when you send several items at once.

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

Erasing all the information in your MessagePad

To erase everything stored in your MessagePad, slide down the on/off switch, hold it down as you press the Reset button, then release the on/off switch. This does not remove Newton's programs or operating system software (including system updates).

See also Deleting information; Reset button.

Erasing text and pictures

You erase text and pictures by “scrubbing” them out with a zigzag line.

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



- Draw the zigzag with sharp corners, making each segment about the same length.
- Don't draw the zigzag so it loops or crosses over itself.
- It works better if you draw the zigzag slowly.

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 pictures (start the zigzag outside the selection to avoid moving it)

~~f~~iend

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

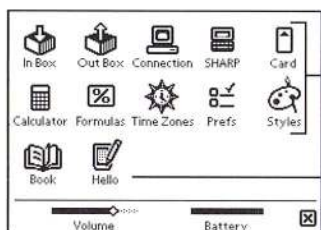
See also Correcting text; Deleting information; Modifying text and pictures

Extras Drawer

The Extras Drawer contains buttons you can tap to go to different areas of the MessagePad. Additional functions or programs you install or use (on a card you insert, for example) also appear in the Extras Drawer.

To open the Extras Drawer, you tap Extras . Tap it again to close the drawer. You can also tap  in the Extras Drawer to put it away.

In the Extras Drawer are the following items (additional items appear if they are stored in the MessagePad or on a card inserted in your MessagePad):



The items in the top two rows are always in the Extras Drawer.

Additional items you install (like these samples) appear here.

 **In Box** for receiving electronic mail, beamed information, Newton enhancements, wireless messages, and other items

 **Out Box** for storing items waiting to be printed or sent as faxes, beamed information, and electronic mail

 **Connection** for exchanging and synchronizing information with a Macintosh or Windows computer (requires the Newton Connection Kit)

 **Sharp** for exchanging information with a Sharp OZ/IQ device (see Appendix C)

 **Card** for choosing what information to store on a storage card and for backing up information on your MessagePad.

 **Calculator** for simple arithmetic calculations

 **Formulas** for conversions and financial calculations

 **Time Zones** for setting your location and determining times around the world

 **Prefs** for fine-tuning your MessagePad

 **Styles** for choosing the appearance of text and lines

Faxing

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

See also Connecting a printer, fax modem, or personal computer; Dialing telephone numbers

Preparing to send faxes

- 1 Enter your personal information in the Personal preferences area in Prefs 8² (in the Extras Drawer). The information will be used in your return address when you send faxes.
- 2 Fill in the information requested for Modem preferences in Prefs 8².

If you are using a phone system that doesn't have a dial tone, make sure Require Dial Tone is not checked.

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 Out Box until you are connected to a fax modem.

- 1 Go to the item you want to fax.
When faxed, text will be formatted as wide as the fax page. Drawings and uninterpreted handwriting will be centered on the page.
- 2 Tap the Action button , then tap Fax.

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

- A** **3** Fill in the blanks. If the recipient's fax number is in the Name
B File, you can write the first or last name, tap the diamond,
C then tap the full name to enter the fax number automatically.

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

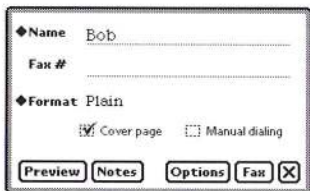
V

W

X

Y

Z



- 4** Tap Format and choose a format for the fax.

Format

Plain

Letter

✓Memo

Week summary

If you choose a format that requires an addressee (such as Memo or Letter), fill in the addressee's information. If the addressee is in the Name File, you can write the first or last name, tap the diamond, then tap the full name to enter the Name File information automatically.

Addressee for Letter format

Name Bob

Address

- 5** Check “Cover page” if you want to send a cover page.

If you want to send notes on the cover page, tap Notes and write what you want to appear on the cover page.

- 6** If you don't want the modem to dial the fax number, make sure “Manual dialing” is checked. (See “Manual dialing,” below.)

- 7** To see how the fax will look, tap Preview.

- 8** Tap Options to set your dialing options.

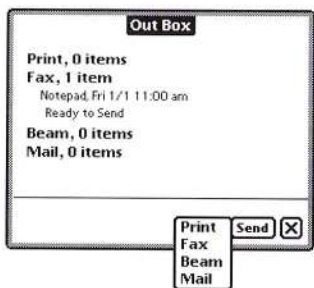
- 9** Tap Fax to send the fax to the Out Box.

You can leave the item in the Out Box until your MessagePad is connected to a fax modem. When you're ready to send the fax:

- 1** Tap Extras  to open the Extras Drawer.

- 2** Tap Out Box .

- 3** Tap Send, then tap Fax.



A Manual dialing

B Sometimes you may need to dial the fax number yourself; for example, when asking an operator for a particular extension.

C

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

E

F **2** Send a fax. Be sure to check the “Manual dialing” box.

G

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

I

J **4** Tap the Fax button.

K

L **5** Wait about eight seconds, until you hear sounds from the modem speaker.

M

N **6** Hang up the phone.

O

M Using the assistant to send a fax

P

Q If the text of the fax includes the recipient’s name, and if the recipient has a fax number in the Name File, you can use the assistant as follows: Select the recipient’s name, tap Assist , tap Please, tap Fax, tap Do, and then fill out the fax slip that appears.

R

S

T

U

V

W

X

Y

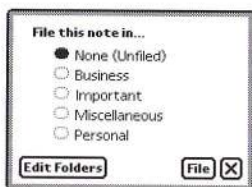
Z

Folders

You can file name cards and notes in folders. If you create a card or note while you're in a folder, the new item will automatically be stored in that folder. If you create an item while looking at all your cards or notes, the new item goes into the Unfiled folder.

To put a card or note into a folder, or to move a card or note from one folder to another:

- 1 Go to the card or note.
- 2 Tap the folder button .
- 3 Tap the name of folder where you want to file the item, or None if you don't want to file it.



- 4 Tap File. (Or tap  to put the file slip away without making any changes.)

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

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

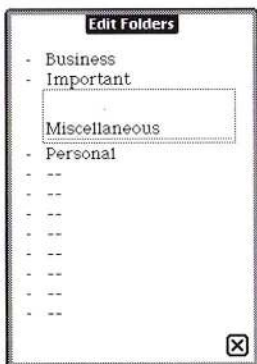
Creating, renaming, and deleting folders

The MessagePad comes with several folders for notes and name cards. You can create additional folders (up to a total of 12), and you can delete and rename folders.

- 1 Go to any note or name card.
- 2 Tap the folder button .
- 3 Tap Edit Folders.

Edit Folders

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



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

To delete a folder, tap its name, then scrub out the name. (The items inside the folder move to the Unfiled area.)

- 5** Tap  when you're finished.

Filing multiple items

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

- 1** Tap Find . You can search in the area that's topmost on screen or in all areas of the MessagePad.
- 2** To file the items, tap the folder button  in the list of found items and choose the folder you want to file the items in.

Finding information

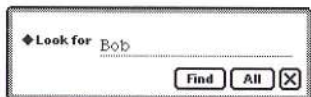
The MessagePad makes it easy to find specific pieces of information no matter where you have put them in the MessagePad. You can search for:

- whole words
- the first letters of words
- more than one word at a time (The order of the words doesn't matter. The MessagePad shows you the first place that has both words, whether or not they're next to each other.)
- dates before a certain date
- dates after a certain date

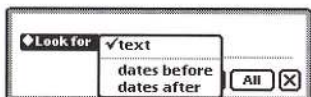
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

Important The MessagePad cannot find handwritten text or drawings. You can, however, search for these items by date.

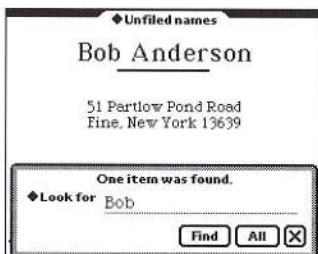
- 1 Tap Find .
- 2 Write the text you want to find.



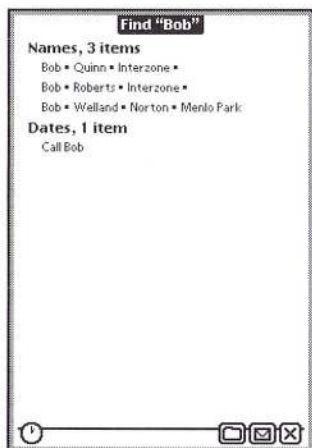
If you want to find dates before or after a certain date, tap the diamond next to “Look for,” tap your choice, and write the date you want.



- 3 Tap Find  to search in the area you're in. Tap All to search in all areas of the MessagePad.
- If the MessagePad finds what you're looking for in only one place, it displays the item.



- If the MessagePad finds what you're looking for in several places, it displays a list of the items it found.



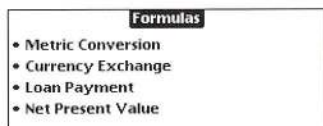
Tap an item in the list to see it. Then tap the up and down arrows  to see the other items one by one, or tap the Overview button to see the list again.

Formulas

Use Formulas to do financial calculations or to convert measurements.

See also Calculator

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Formulas .
- 3 Tap the formula you want to use.



To go to a different formula, tap the up or down arrow , or tap the Overview button , then tap the formula you want to use.

Write the values to use, or tap twice in the blank to use the numeric keypad. You can move the keypad by holding the pen on its gray border and moving the pen.



Metric Conversion

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

Enter the value you know on the right or left. The converted value appears on the other side.

Metric Conversion		
.....	US gallons/liters	
.....	inches/centimeters	
.....	feet/meters	
.....	miles/kilometers	
.....	pounds/kilograms	
45	Fahrenheit/Celsius	7.22

Currency Exchange

Use the Currency Exchange formula to convert from one currency to another or to determine an exchange rate.

Tap the dot next to the value you want to calculate, then enter the values that you know. In the example shown, the amount in currency 2 and the exchange rate are filled in, and the equivalent amount in currency 1 is calculated.

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

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

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

Loan Payment

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

To indicate money you're paying out, write the amount as a negative number. To indicate money you're receiving, write the amount as a positive number. Do not include a percent sign when you write interest rates.

Tap the dot next to the value you want to calculate, then enter the values that you know. In the example shown, the MessagePad calculates the loan amount based on \$600 monthly payments over 30 years at 8 percent interest.

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

Net Present Value

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

To indicate money you're paying out, write the amount as a negative number. To indicate money you're receiving, write the amount as a positive number. Do not include a percent sign when you write interest rates.

Tap the dot next to the value you want to calculate, then enter the values that you know.

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

In the example shown, the MessagePad calculates how many months it would take to pay off a \$2500 debt with a monthly interest of 1.5 percent and monthly payments of \$500.

Net Present Value		
Periods	5.236	☒
Interest Rate (%)	1.5	☐
Present Value	2500	☐
Future Value	0	☐
Payment	-500	☐

Handwriting practice

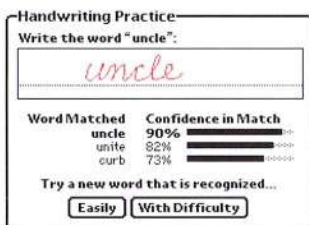
Use Handwriting Practice to see how well the MessagePad can interpret your writing. By practicing in this area, you may be able to change your writing style to improve text recognition.

See also Handwriting style; Letter styles; Recognizers

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

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

- A** **1** Go to the Handwriting Practice preferences area.
- B** **2** Write the word that the MessagePad asks you to write in the
- C** space provided.



- I**
- J** **3** Wait a moment to see how the MessagePad interprets the
- K** word. You can write the same word again by tapping the box
- L** to clear it.

M *Understanding the percentages* The percentage

N information reflects the MessagePad's confidence in its

O guess. When practicing, try to increase the percentage of the

correct choice while decreasing the percentage of the

incorrect guesses.

- P** **4** To try writing another word, tap either Easily or With
- Q** Difficulty.
- R**
- S**
- T**
- U**
- V**
- W**
- X**
- Y**
- Z**

Handwriting Style

Handwriting Style is found in Prefs  in the Extras Drawer. You use it to teach the MessagePad your writing style and to improve the speed and accuracy of the text recognizer.

See *also* Handwriting practice; Letter styles; Recognizers.

Handwriting Style

My handwriting style is

☐ Cursive Only

☐ Printed Only

☒ Mixed Cursive & Printed

My words are

widely spaced

closely spaced

Recognize my handwriting

slowly, more

fast, less

accurately

accurately

Transform my handwriting

immediately

after a delay

Configure for guest user

☐

Adjust the settings as follows:

My handwriting style is Tap the button that best describes how you write. Cursive Only means your letters are always connected. Printed Only means they are not connected. Unless your writing style is very consistent, choose Mixed Cursive & Printed.

Important If you tap Cursive Only, and letter-by-letter recognition is checked in the Recognizers preferences, remember to use cursive and not printed letters wherever you want the MessagePad to use letter-by-letter recognition, including the Find and Assist slips.

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

C *Recognize my handwriting* If you have neat handwriting
D that the recognizer does well with, slide the diamond toward
E the “fast” end. If the text recognizer makes too many
mistakes, slide it toward the “more accurately” end.

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

I *Configure for guest user* Before you let someone else use
your MessagePad, check this box. It tells the MessagePad not
J to learn his or her writing style. When you start using your
K MessagePad again, uncheck this box, and the MessagePad
L will remember your handwriting style.

M **In Box** 📁. See *Extras Drawer*

N **Indenting and using tabs**

O You can indent a paragraph by leaving at least a half-inch
P (1.3 cm) of space at the beginning of the first line. This
technique works with all paragraphs except for the first one
Q you write in any particular place. To insert a tab in the first
R paragraph (or anywhere else), display the keyboard and tap
the tab key.



U See *also* Correcting text; Modifying text and pictures

V **Infrared.** See *Beaming*

Inserting space in text

To insert space in text, draw carets and lines as shown. 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.

a word



Inserts space for a single letter

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

See also Correcting text, Modifying text and pictures.

Keyboards

See also Correcting text

The MessagePad has four on-screen keyboards: a text keyboard and three types of numeric keyboards (for entering calculations, telephone numbers, and times). When you tap twice in an area, the keyboard most appropriate for that area appears. For example, if you tap twice when entering a phone number in the Name File, the phone keyboard appears.

A In the Notepad, you can tap the keyboard button  repeatedly until you get the keyboard you want.

B The text keyboard works like a typewriter keyboard.

C **To display a keyboard:**

- D
- E
- F
- Tap the keyboard button  at the bottom of the Notepad. You can tap the button repeatedly until you get the keyboard you want.
 - Tap a misrecognized word twice, then tap the keyboard  at the bottom of the list that appears.
 - Tap twice anywhere you're writing, such as in notes, on Date Book pages, and in blanks you need to fill.

J **To move a keyboard:**

K Hold down the pen on the keyboard's gray border and drag it where you want it.

L **To change the layout of the text keyboard:**

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

- N
- O
- P
- Q
- R
- S
- 1 Tap Extras  to open the Extras Drawer.
 - 2 Tap Prefs .
 - 3 Tap Locale.
 - 4 Tap Keyboard, then tap the keyboard layout you want.



Letter Styles

Letter Styles is found in Prefs  in the Extras Drawer. You use Letter Styles to tell the MessagePad to improve handwriting recognition by identifying letter styles you don't use. Your settings do not prevent the MessagePad from recognizing the letters if you write them in other ways. As the MessagePad learns to recognize your handwriting, it changes the Letter Styles settings automatically.

- 1 Make sure you've set your preference for printed and cursive letters in the Handwriting Style preferences.
- 2 Go to the Letter Styles preferences.
- 3 Tap a letter form, watch how it's stroked, then tap Sometimes or Rarely to indicate how often you write the letter this way. (If more than one form is boxed, your choice will affect all the forms in the box.)

If you wish to discard all the Letter Styles preferences you've set and everything the MessagePad has learned about your handwriting, tap "Return to original settings."

See also Handwriting practice, Handwriting style, Recognizers

Lists

To write a list, add a dash in front of each line. (If each item on your list is shorter than half the width of the screen, you can skip the dash.)

To split a long list, select the items you want to split off, move them to the edge of the screen, draw a separator bar to start a new note, and drag the items to the new note. You can also insert a line (see Inserting Space in Text) and create a separator bar (see Notepad) in the space you opened up.

Memory

Once you fill the MessagePad's memory, you can't store any more information in the MessagePad until you delete information you no longer need or insert a storage card.

To check how much memory is available:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap Memory.



An average text note takes 0.2 Kilobytes (K), and the average card in the Name File takes 0.3K. The maximum size of a note is approximately 4.0K. To see how much memory a note takes, tap ⓘ in its separator bar.

You can tap Remove Software if you are storing programs or other items that you no longer need.

See also Backing up and restoring information; Cards.

Tips for conserving memory

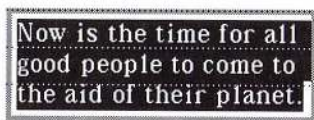
- Delete old items in the Date Book.
- Delete In Box and Out Box items you no longer need.
- Store your information as typed text rather than drawings or handwriting.
- Delete notes you no longer need.

- Review your word list and remove words you no longer use.
- Use a storage card.
- Remove software you're not using by tapping Remove Software in the Memory preferences and following the instructions that appear. Make sure you first make a backup copy of the software (see Backing up and Restoring).

Modifying text and pictures

Changing paragraph margins

- 1 Select the paragraph by drawing a selection box around it.
Note: Selecting text by drawing a line through it does not create a selection box. You must select by drawing around the paragraph.
- 2 Hold the pen on the left or right side of the box and move it.



Removing extra space from paragraphs

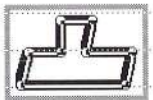
- 1 Select the paragraph by drawing a selection box around it.
Note: selecting text by drawing a line through it does not create a selection box. You must select by drawing around the paragraph.
- 2 Tap the border of the box.

A **Modifying the size or shape of a picture**

B **1** Select the picture by drawing a selection box around it.

C Use these techniques to modify the picture:

- D ■ Hold the pen on the dot where the two line segments meet and then move it.



- E ■ Hold the pen on the middle of the picture and move the picture.

- J ■ Hold the pen on a corner or edge of the box and drag to stretch, shrink, or distort the picture.

- L ■ Scrub out a line to erase it.

M **Changing the thickness of lines and shapes**

N **1** Select the line or shape. (If you want to set the thickness of a line or shape before you draw it, make sure nothing is selected.)



S **2** Tap Extras  to open the Extras Drawer.

T **3** Tap Styles .

U **4** Tap the size you want.

V

W

X

Y

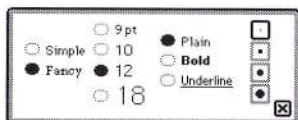
Z

Changing the style of text

- 1 Select the text you want to change. (If you want to set the style of text before you write it, make sure nothing is selected.)

.....jenny's design.....

- 2 Tap Extras  to open the Extras Drawer.
- 3 Tap Styles .
- 4 Tap the styles and size you want.



See also Capitalizing words; Correcting text; Inserting space in text; Styles of text and pictures

Moving items

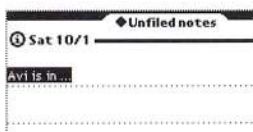
To move an item within the same area (for example, the Notepad), select the item, hold the pen inside the selection, and move it where you want it.

To move an item to another area (for example, from the Notepad to the Date Book):

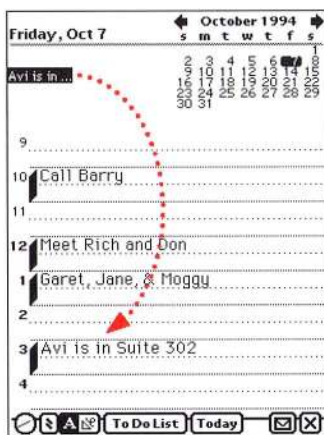
- 1 Select the item.



- 2** Hold the pen inside the selection and move it to the top, left, or right of the screen. The item becomes a miniature and attaches itself to the edge of 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 and move it where you want it. The item returns to its normal size.



See *also* Duplicating text and pictures; Selecting text and pictures

Name File

The Name File is a directory of cards that can include names, addresses, phone numbers, and notes. Tap Names  to go to the Name File. Tap it again to put away the Name File. You can also tap  in the Name File to put it away.

You can store name cards in file folders.

See Folders

Creating a name card

- 1 Tap Names  to open the Name File.
- 2 Tap New.
- 2 Tap each item you want to fill in and write in the box that appears. The tips that follow will help you fill in the boxes.



◆ Unfiled names	
Ms./Mr.	--
First	Andrew
Last	--
Title	--
Company	--
Address	--
City	--
State	--
Zip Code	--
Country	--
E-Mail	--
Phone	--
Phone	--

- To use the on-screen keyboard to fill in a box, tap twice in the box. (A keyboard opens automatically when you tap E-Mail.)

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

- A ■ Tap any diamond to choose from a list.



Tip: Always include the area code when entering phone numbers. When you dial the phone or send a fax, Newton checks your settings in Personal Preferences and Time Zones, and dials the area code when necessary.

See also Dialing telephone numbers; Faxing; Preferences; Time Zones

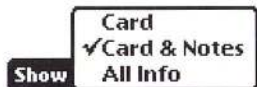
Tip: You can include letters in a phone number (for example, 1-800-SOS-APPL). When you dial the phone or send a fax, Newton uses the phone pad numbers corresponding to the letters you enter.

- 3 Choose the appearance of the card. Tap Card Style, then tap your choice. You can choose a different style for each card.
- 4 To see the card you've created, tap Show, then tap Card.



Adding notes to a name card

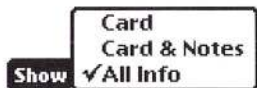
You can add notes to a name card (like writing notes on the back of someone's business card). Tap Show, then tap Card & Notes.



You can write and draw in the notes area that appears.

Changing or adding information on a card

To change or add information on a name card, tap Show, then tap All Info.



Tip: You can quickly go to All Info by tapping a card twice.

Going through your name cards

Tap the Overview button  to see a list of all the name cards in the current folder. If the list is long, tap the up and down arrows to see the rest of the list. To see a name card that's on the list, tap it.

To go quickly to the name cards filed under a specific letter of the alphabet, tap that letter at the bottom of the list.



Notepad

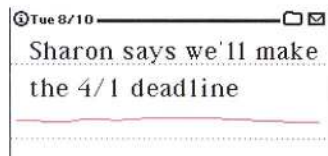
The Notepad is for notes and memos, to yourself and others. It's always there while the MessagePad's on, though sometimes other things are covering it up. If you want to see only the Notepad, tap every ☒ button you see to put away everything that's on top of the Notepad.

You can store notes in several different file folders.

Making notes

Make a separate note for each piece of information you want to record. The MessagePad does better with many short notes than with a few long ones.

To begin a note, draw a line completely across the screen.

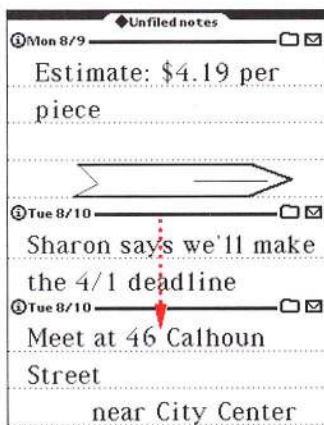


The line becomes a separator bar, with an information button ⓘ, today's date, a folder button □ for filing the note, and an Action button ☑ for printing, faxing, beaming, mailing, duplicating, or deleting the note.

If the line you draw does not turn into a separator bar, tap Undo ↶ and try again.

If you need additional space for a new note, tap the down arrow ⌵ at the bottom of the screen.

If you need additional space for an existing note, hold the pen down on the separator bar and drag it down.



Going through your notes

Tap the Overview button ⌵ to see a list of all the notes in the current folder. If the list is long you can tap the up and down arrows ⌵ to see the rest of the list.

To see a note that's on the list, tap it.

Out Box . See *Extras Drawer*

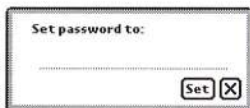
Password

To prevent unauthorized people from using your Newton, you can set a password that Newton asks for each time it's turned on.

Important If you forget your password, you must return Newton to an Apple-authorized Newton dealer to reset the password. In the United States, call 1-800-SOS-APPLE for instructions. Outside the U.S., contact your local Apple-authorized Newton dealer.

To set a password:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap Set Password.
- 4 Write your password.



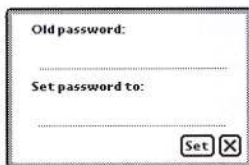
Tap the blank twice to use the on-screen keyboard. Do not include any optional characters (such as symbols or accented letters). Use letters rather than numbers. Use a word you can remember but no one else can guess. If you choose a nonsense word, the MessagePad will ask if you want to enter the word in the word list. Tap Yes so the MessagePad can recognize your password when you enter it.

5 Tap Set.

You must enter the password every time you turn on the MessagePad. If the MessagePad doesn't recognize the password when you write it, tap twice in the blank to use the keyboard.

To change or remove your password:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap Set Password.
- 4 Write your old password in the first line and your new password in the second line. If you want to remove your password, leave the second line blank.



Old password:

.....

Set password to:

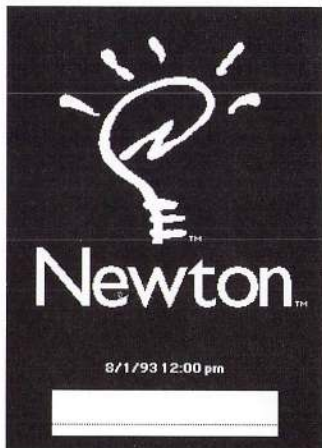
.....

Set X

5 Tap Set.

To enter your password:

Each time you turn on the MessagePad, it will ask for your password. Write your password in the white space. Tap twice to use the keyboard.



If the MessagePad misrecognizes your password, tap it twice to correct it or scrub it out and write it again.

Pen alignment

Occasionally the pen and screen may become out of alignment. You use the Pen Alignment preferences to fix this.

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap Pen Alignment.
- 4 Tap Realign, then follow the directions that appear.

Power. See *Batteries*

Preferences

To set any of the preferences in Prefs :

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap the preferences you want to set.

Once you're looking at the preferences, you can tap the up and down arrows at the bottom of the screen to go through them. Tap the Overview button  to see the list of preferences again.



Additional items may appear in the Preferences list when you install software in the MessagePad or on a card inserted in your MessagePad.

A Printing

B You can use the following printers:

- C** ■ Apple personal printers, including StyleWriter printers, the Personal LaserWriter 300, and the Personal LaserWriter LS (you cannot use ImageWriter printers)
- D**
- E** ■ Apple network printers, including most LaserWriter printers (with the exception of LaserWriter Select printers)
- F**
- G** ■ If you have the Newton Print Pack, printers using a parallel (Centronics-type) interface, such as the Epson LQ, Epson FX, HP DeskJet, HP LaserJet, Canon BubbleJet, and printers that emulate them
- H**
- I**

J Preparing to print

- K** ■ Fill in the Personal preferences in Prefs . The information will be used in your return address when you print memos or letters.
- L**
- M** ■ Choose a paper size in the Locale preferences.
- N**

N Printing an item

O The MessagePad does not have to be connected to a printer when you choose to print an item. The item will be printed when you connect to a printer.

- P**
- Q**
- R** **1** Go to the item you want to print.

S These instructions are for printing from the Notepad. Printing from other areas is essentially the same, although some details may differ.

T

U

V

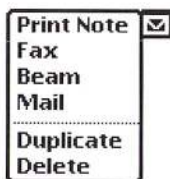
W

X

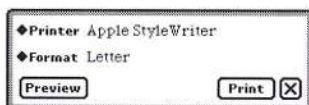
Y

Z

- 2** Tap the Action button , then tap Print.



- 3** Tap Printer and choose a printer (see “Choosing a printer,” below).



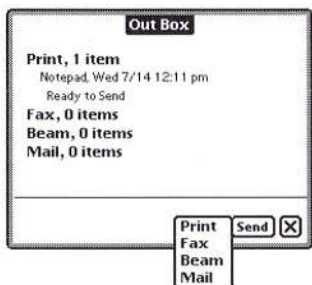
- 4** Tap Format and choose a format (see “Choosing a print format,” below).
- 5** If you want to see what the pages will look like, tap Preview.
- 6** Tap Print to send the item to the Out Box.

A You can leave the item in the Out Box until your Newton is
B connected to a printer. When you're ready to print:

C **1** Tap Extras  to open the Extras Drawer.

D **2** Tap Out Box .

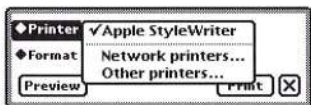
E **3** Tap Send, then tap Print.



M Choosing a printer

N When you tap the Action button  and tap Print, you see
O the print slip, which you use to choose a printer.

P **1** Tap Printer to see the list of available printers.



T **2** Tap your printer's name. If your printer is not on the list, tap
U "Network printers" (if you're connected to a network) or
V "Other printers" (if you're not connected to a network).

W **3** Tap the printer you want to use.

If your printer is on a network and in a different zone, tap “Change Zone,” then tap the zone in the list that appears.

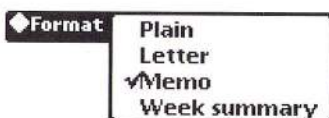
If you have a Personal LaserWriter LS, tap Personal LaserWriter 300.

4 Tap “Use printer.”

Choosing a print format

When you tap the Action button ☒ and tap Print, you see the print slip, which you use to choose a print format.

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



If you choose a format that calls for an addressee (such as Memo or Letter), fill in the addressee’s information. If the addressee is in the Name File, you can write the first or last name, tap the diamond, then tap the full name to enter the Name File information automatically.

A Recognizers

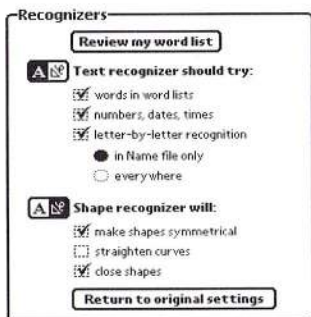
B Use the Recognizers preferences to specify how you want
C the text recognizer to work when it tries to read your
D handwriting and how you want the shape recognizer to
E modify shapes.

F *See also* Handwriting practice; Handwriting style;
G Letter styles

H To go to Recognizers quickly, tap the text recognizer button
I  (at the bottom of the Notepad) twice quickly.

J Tap “Review my word list” to add or remove words in your
K personal word list, which the MessagePad uses when it tries
L to recognize what you’ve written.

M *See also* Word list



S Check only the options you need (see the tables on the
T following pages). The more options you check, the more
U slowly recognition works

Recognizer settings are in effect wherever the recognizer buttons appear on screen (the Notepad, the Date Book, and the notes area below each card in the Name File). New Name File cards and information slips use their own settings.

Tap “Return to original settings” to set Recognizers at their default settings.

Text recognizer options

Words in word lists

When “words in word lists” is checked, the MessagePad tries to match each word that you write against the more than 13,000 words in the word list (including the words you’ve added).

Numbers, dates, times

Leave “numbers, dates, and times” checked if you often write them in text (in the Notepad, for example).

Turn off this option if you write numbers, dates, and times only in blanks where the MessagePad expects you to write those types of numbers. (In number blanks, the MessagePad tries to recognize numbers regardless of how you set this option.)

(continued)

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

A Letter-by-letter recognition in Name File only

B Because most proper nouns (such as last names and
C company names) are not included in the MessagePad's word
D list, leaving "letter-by-letter recognition" checked and "in
E Name file only" selected helps the MessagePad recognize
F words that you write in the Name File. This setting also
affects how the MessagePad recognizes your handwriting in
the slip that appears when you tap Find  or Assist .

G Turn off this option if you plan to create most of the cards in
H your Name File on a personal computer, or if you prefer
using the on-screen keyboard to correct misread names.

I Letter-by-letter recognition is used alone when you tap "Try
J letters" in a list of misrecognized words, and when you tap
K the recognizer toggle .

L Letter-by-letter recognition everywhere

M Selecting this option extends the MessagePad's use of letter-
N by-letter recognition (in combination with word-list checking)
beyond the Name File and the Find and Assist slips.

O Letter-by-letter recognition is the second method that the
P text recognizer uses to read your handwriting (word-list
Q recognition is the first method). The two methods are used
together when "letter-by-letter recognition" is checked.

R Select this option if you write a lot of unusual or non-English
S words in the Notepad and the Date Book. The MessagePad's
T text recognizer will tend to work more slowly when this
U option is selected.

V
W
X
Y
Z

Shape recognizer options

Make shapes symmetrical

Leave “make shapes symmetrical” checked if you like to draw regular polygons and perfect circles and ellipses.

Straighten curves

Check “straighten curves” if you want the MessagePad to give all your shapes straight edges.

Close shapes

Leave “close shapes” checked if you want the MessagePad to try to connect the end points of the shapes that you draw.

Recognizer buttons

Make sure that the text recognizer button is on (darkened) when you’re writing and that the shape recognizer button is on when you’re drawing.



When you’re writing



When you’re drawing



When you’re writing and drawing



When you’re writing in “electronic ink” or want your drawings left alone

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

Recognizing handwriting later

If you don't want to wait for the MessagePad to read your handwriting as you write, you can write in "electronic ink" and have the MessagePad read your handwriting later. To write in electronic ink, make sure both text and graphics recognizers are off.



Later, select your handwriting by holding the pen in one place until a heavy mark appears on screen, then draw the heavy mark around or across your handwriting.



Tap twice in the selection. The MessagePad then reads your handwriting.

If you want the MessagePad to read a single word, you don't have to select it. Just tap it twice.



See also Electronic ink

Removing and replacing the lid

You can use your MessagePad with the lid in place or removed. To remove the lid, pull it straight out from the hinge (where it attaches to the MessagePad case). Hold the lid close to the hinge.

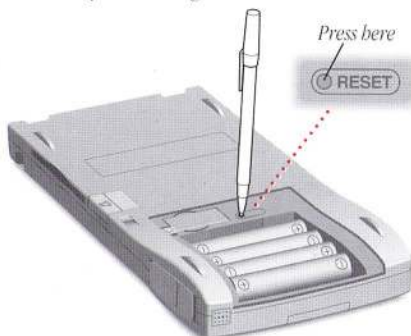
To replace the lid, snap the hinges straight into place.



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

Reset button

You use the Reset button (inside the battery compartment) when you're experiencing problems with your MessagePad. Pressing Reset does not erase information that you have stored in your MessagePad.



To use the Reset button, slide off the battery compartment cover, and use a pencil or ballpoint pen to press and release the Reset button. Do not use the MessagePad pen.

See also Erasing all the information in your MessagePad

Scrubbing text and pictures. *See Erasing text and pictures*

Selecting text and pictures

To select an item, hold the pen down on or near the item until a heavy mark appears under the pen, then draw the highlighting mark over or around the item. You hear a “squeak” when the heavy mark appears under the pen (unless sound is turned off in Prefs ).

To select words, draw the highlighting mark across them.

some words

some words

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.

This is a
short paragraph

This is a
short paragraph

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

This is another
short
paragraph

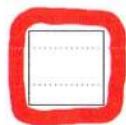
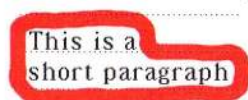
This is another
short
paragraph

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. Newton puts a box around the things you select.

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



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

To select more than one item in the same note, circle the items you want with the highlighting mark, or select one item at a time. (Other items remain selected when you select a new item.)

To deselect everything you've selected:

Tap outside the selection but near it (in the same area).

See also Correcting text; Duplicating text or pictures;
Modifying text or pictures; Moving items

Sending. *See Beaming, Electronic mail, Faxing*

Sharp . *See Extras Drawer*

Sleep

To save power, the MessagePad turns itself off if you haven't used it for a specified period of time. Slide the on/off switch to turn the MessagePad back on.

To set the timer:

- 1 Tap Extras  to open the Extras Drawer.
- 2 Tap Prefs .
- 3 Tap Sleep, then tap your choice.

◆ Sleep

after 1 minute
after 5 minutes
✓ after 10 minutes
after 30 minutes
never

Space, inserting in text. See *Inserting space in text; Modifying text and pictures*

Storage cards. See *Cards*

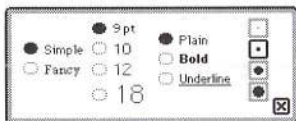
Styles of text and pictures

You can change the style and size of text, and the thickness of lines and shapes.

- 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.)



- A** **2** Tap Extras  to open the Extras Drawer.
- B** **3** Tap Styles .
- C** **4** Tap your choices.



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

See also Letter styles; Modifying text and pictures; Selecting text and pictures

Times

The way the MessagePad interprets a time is the same no matter what country you've chosen in the Locale preferences area. However, if you chose "Canada (French locale)," the MessagePad will display times in 24-hour format—for example, it will display 23:15 instead of 11:15 PM. The MessagePad can recognize AM and PM better if you write them without periods.

Time Zones

You use Time Zones to tell Newton which city you're in (or closest to). You can also use it to find out how far away another city is and what time it is there.

- U** **1** Tap Extras  to open the Extras Drawer.
- V** **2** Tap Time Zones .

Setting your time zone and city

- 1 Tap the location on the map that's closest to where you are, or tap the Overview  button and tap the closest city in the alphabetical list that appears (you can tap the up and down arrows to go through the list, and you can tap Find  to search for a particular city).



- 2 Tap I'm Here.

If you change your time zone and city, the MessagePad adjusts its clock to your local time.

- 3 The MessagePad shows the closest city or country it knows about and displays the time and distance in the space below.

Finding the time and distance of another city

When you've set your time zone and city, you can use Time Zones  to find out what time and how far it is to another city.

Tap the other city on the map, or tap the Overview button  and tap the closest city in the alphabetical list that appears (you can tap the up and down arrows to go through the list, and you can tap Find  to search for a particular city).

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

A To Do List. *See Date Book*

B Wireless messages

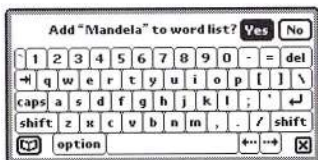
C If you have a Newton Messaging Card and subscribe to the
D Apple wireless messaging service, you can also receive
E wireless messages and pages through the In Box. See the
F instructions that came with your messaging card for more
information.

G Word list

H The word recognizer works by comparing the words you
I write to the word list in the MessagePad. The MessagePad
J can recognize words more easily if they are in its word list.
K You can add words to the list using the following techniques:

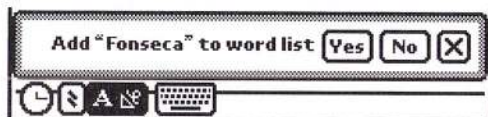
- Use the on-screen keyboard to tap out a word.

L When you use the keyboard and tap  (to put away the
M keyboard) or the space bar (to start another word), the
N MessagePad checks to see if the word you typed is already in
O its word list. If not, the MessagePad asks if you want to add
the word to the list.



- Use the text-recognizer toggle .

When you write with the text-recognizer toggle on and then tap  to turn it off, the MessagePad asks if you want to add the words you've written to the word list.



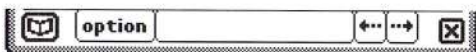
Tap Yes if you use the word often, so that the MessagePad will be able to recognize the word when you use it again.

Tap No if the word is a two-letter abbreviation or some other short word, especially if you don't use it often. The text recognizer works more slowly if there are too many short words in the list.

Reviewing your 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 the open-book button in the lower-left corner of the on-screen keyboard.



- A** ■ Or tap Extras , tap Prefs , tap Recognizers, and tap
B “Review my word list.”

C Add words that you are likely to use often, and remove
words that you don’t use often—especially short ones.

D Adding more than a thousand words or so may cause
E memory problems.

F The capitalization you use when you add a word determines
G how it’s capitalized when the MessagePad recognizes the
word the next time you write it.

- H** ■ Words entered in lowercase letters (for example, “jet”) will be capitalized according to context.
I
J ■ Words entered with letters capitalized (for example, “Jet,”
K “JET”) will always be capitalized as they are in the list.

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

5

Troubleshooting

This chapter describes common problems and suggests solutions. If, after trying the suggested solutions, you still can't solve your problem, call 1-800-SOS-APPL (1-800-767-2775) in the United States. Outside the United States, contact your local Apple-authorized Newton dealer.

Many of the procedures in this section are described in more detail in the Reference chapter.

Pressing Reset

If your MessagePad is working erratically, the simplest solution is to turn it off and then on again by pressing the Reset button (inside the battery compartment). Use a pencil or a ballpoint pen.

Don't use your MessagePad pen to press the Reset button. Using your MessagePad pen only to write on the screen will prolong the life of the pen and the screen.

Note: Pressing Reset does not erase the information that you have stored in your MessagePad, and it solves many problems.

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.)

The screen

The screen appears too light or too dark.

- Adjust the contrast.
- Adjust your viewing angle.
- Adjust the surrounding lighting.
- Make sure the MessagePad is not too hot or too cold (it's designed to be used in temperatures between 32° F and 104° F (0° C — 40° C)).

Passwords

I forgot my password.

You must return the MessagePad to an Apple-authorized Newton dealer to reset the password. In the United States, call 1-800-SOS-APPL for instructions. Outside the United States, contact your local Apple-authorized Newton dealer.

The Newton doesn't recognize my password when I write it.

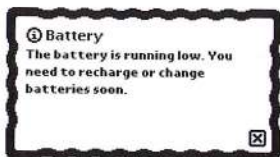
Tap the misrecognized password twice and correct it using the on-screen keyboard.

I forgot my e-mail password.

In the United States, call 1-800-SOS-APPL and be prepared to give your password verification code (whatever you wrote in the "Password Verification" blank when you registered your account). Outside the United States, contact your local Apple-authorized Newton dealer.

When Newton sends you a message

- Tap ⓘ to see when the message was displayed.



- To see recent messages, tap the up arrow.
- To see a list of recent messages, tap the Overview button ⋮.
- Tap [X] to put away the message.

The MessagePad says it is out of memory.

In most cases, this message means you need to insert a storage card or remove information you no longer need.

If you get this message while adding text to a paragraph, try pressing the Reset button inside the battery compartment.

There is nothing to undo.

The MessagePad can undo only the last two changes you made, so if you tap Undo  more than twice in a row, it can no longer find anything to undo. There are also some actions the MessagePad cannot undo, such as backing up and restoring information.

The MessagePad is asking for a card I've removed.

Reinsert the card. If you no longer want to use the card, make sure that "Store new items on card" is not checked in the box that appears when you reinsert the card.

If the card isn't available, you can start over by using a pencil or ballpoint pen to press the Reset button inside the battery compartment (do not use the MessagePad pen to press the reset button). However, if you do not reinsert the card, you may lose information stored on it.

The MessagePad suggests that I restart it.

The item you're working on may be too big for the MessagePad, or you may have too many applications in use at one time. Tapping the Restart button in the message slip usually corrects the problem.

The MessagePad can't store anything on a storage card because it's write-protected.

Turn off the card's write-protection by sliding the switch on the exposed edge of the card.

Writing and drawing

I want Newton to convert my handwriting to text, but it doesn't.

Make sure the text recognizer button  is on (darkened). To avoid having your letters mistaken for shapes, make sure the shape button is off.

If the text button was on but your handwriting wasn't converted, Newton 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.

I saved my original handwriting. Can I convert it to text?

Yes. Select your handwriting and tap it twice. To convert a single word, tap it twice.

Newton misinterpreted a word I wrote.

The text recognizer 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. Use the keyboard to enter the word correctly. When you close the keyboard, the MessagePad asks if you want to add the word to the word list. Tap Yes. (See the Reference chapter for more information.)
- Make sure "words in word lists" is checked in the Recognizers preferences.
- Check the options in the Handwriting Style preferences to make sure they reflect your own writing style.

Newton interprets my handwriting too slowly.

Check the settings in the Handwriting Style preferences.

When I erase by scrubbing, the scrub mark turns into a drawing.

Try again more slowly. Make sure your scrub mark is a zigzag with at least four line segments joined at sharp angles.

Long jagged lines appear on the screen while I'm writing or drawing.

Be careful not to rest your hand on the screen while you're writing or drawing.

When I write numbers, phone numbers, dates, or times, Newton interprets them as words.

Make sure "numbers, dates, times" is checked in the Recognizers preferences.

The MessagePad changes my drawings to something else.

The shape recognizer can clean up your shapes. Turn off the shape recognizer or adjust the settings in the Recognizers preferences.

My writing or drawing doesn't appear under the tip of the pen.

Realign the pen.

- 1** Tap Extras  to open the Extras Drawer.
- 2** Tap Prefs .
- 3** Tap Pen Alignment.
- 4** Tap Realign. Follow the instructions on the screen.

Power and batteries

I can't turn the MessagePad on.

- Try adjusting the screen contrast.
- 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.
- Make sure that each battery's + and – terminals are positioned properly, and that the batteries are fresh.
- Press the Reset button in the battery compartment.

My batteries don't last as long as they used to.

Setting the MessagePad to receive beams automatically uses extra battery power. Also, the more you use the communication port for faxing, mailing, and printing, the faster the batteries will run out.

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.

Electronic mail

Electronic mail does not work.

NewtonMail is not available in all countries. If you purchased your MessagePad outside the U.S., check the materials you received with your MessagePad for more information. If you purchased your MessagePad in the U.S., but want to use e-mail outside the U.S., call the Apple Online Services Helpline (see your NewtonMail information for the number).

I got disconnected while I was registering.

First, open the battery compartment and use a pencil or ballpoint pen to press the Reset button. Then repeat the registration process. If you are disconnected again, call the Apple Online Services Helpline. You can find the phone number in the NewtonMail information you received with your MessagePad.

My credit card number isn't being accepted.

Check to be sure that you have entered the number correctly. No spaces are required.

Note: To prevent credit card fraud, a credit card number can be used only once to register for NewtonMail, unless you make special arrangements by calling the Apple Online Services Helpline (see your NewtonMail information for the number).

The account name I requested was rejected.

Your account name must have 3 to 12 characters (letters or numbers only) and must begin with a letter. The name must not be assigned to another user.

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). Go to the Modem preferences and make sure the Require Dial Tone box 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 it, 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.

Tap the Stop button that appears in the In Box or Out Box. If this does not work, open the battery compartment and use a pencil or ballpoint pen to press the Reset button. Then try to connect again.

The MessagePad says that "No modem is connected" when my Newton 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.

I can't seem to solve my NewtonMail problem.

If you still can't solve your problem, call the Apple Online Services Helpline (see your NewtonMail information for the number).

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.

My return address is missing from faxes and printouts.

Make sure your personal information appears in the Personal preferences area.

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 that come out of the MessagePad's speaker.

Other

The MessagePad has gotten wet.

If the MessagePad gets wet while it's plugged in with an optional power adapter, unplug it before you do anything else.

Remove the main batteries and allow the unit to dry for at least 24 hours.

The time or date is wrong.

Set the time zone (in the Extras Drawer), then tap Prefs  and set the date and time.

The MessagePad's clock may lose time when you press the Reset button. Check the time in the Date and Time preferences whenever you press Reset.

I've lost track of where I am on the screen.

Go back to the Notepad by tapping every  you see.

Many of my notes or cards seem to be missing.

- You may be looking at the contents of only one folder.
- If you use a storage card, it may not be inserted.

Nothing happens when I tap buttons at the bottom of the screen (like the Overview button).

Wait after you tap the 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.

Before you erase all the information you have stored in your MessagePad, make a copy (see the Reference chapter). To erase everything, slide down the on/off switch, hold it down as you press the Reset button in the battery compartment, and then release the on/off switch.

This procedure erases only information you have stored. It does *not* remove the MessagePad's programs, operating system software, or system updates.

A

Service and Support

Apple User Assistance

When you purchase your Newton MessagePad you receive “up and running” support from Apple for as long as you own your Newton. Our trained staff members are ready to help you with the following topics:

- Installation and setup
- Basic product use
- Configuration
- Compatibility with other hardware and software products
- Hardware and software troubleshooting

The Apple User Assistance Center is open in the United States from 6:00 AM to 6:00 PM Pacific time, Monday through Friday, excluding holidays. To call Apple User Assistance in the United States, dial 1-800-SOS-APPL (1-800-767-2775).

In Australia, call 1-800-0023-980

In Canada call 1-800-263-3394

In the United Kingdom, call FREE 0500-639866

Outside the countries listed above, contact your local Apple-authorized reseller.

When you have a question, look for the answer in this handbook. The handbook provides information about all aspects of using your Newton MessagePad and is designed to help you find the information you need quickly and easily.

Apple's automated product information system can also provide you with information about your Newton, 24 hours a day, 7 days a week. Information is available by fax, or you can listen to recorded information about Newton and other Apple products. To call the automated product information system in the United States, dial 1-800-SOS-APPL.

Your Apple warranty and Apple repair services

Your Newton MessagePad 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 Newton needs repair services, call 1-800-SOS-APPL. 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 Newton 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 Newton MessagePad for more information.

Extended service agreement

To cover repairs after your warranty expires, Apple offers the AppleCare extended service agreement. AppleCare provides an unlimited number of remedial repairs, including both parts and labor. For more information, dial 1-800-776-2333 in the United States.

The AppleCare program may not be available in all countries. Check with your local Apple-authorized service provider for the extended service agreements available in your area.

B

**NewtonMail Setup and
Access Numbers****Setting up an e-mail account**

To use e-mail, you must set up a NewtonMail account. The account gives you an e-mail address to use for sending and receiving mail.

Before you begin, you need the following:

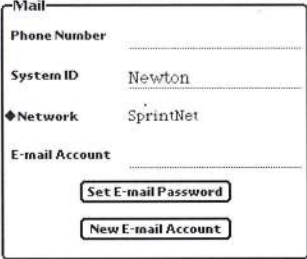
- A Newton fax modem and the appropriate cables.
- A standard analog phone line. See the instructions that came with your Newton modem for more information.
- A NewtonMail access phone number. In most places you can use a local phone number to access NewtonMail, thereby avoiding long-distance charges. See the list of access phone numbers in this appendix for the number closest to your location.
- Your registration certificate number and password, which are printed on the Welcome to NewtonMail brochure that came with your Newton. (In some countries, Newton comes with a reply card that you can use to order the brochure.)
- A credit card. NewtonMail charges are billed to your VISA, MasterCard, American Express, or Discover card.

You should also:

- Set the Modem preferences.
- Connect the Newton fax modem to your Newton (see the instructions that came with your modem).
- Complete your Personal preferences information and set your location in Time Zones .

To set up a NewtonMail account:

- 1 Tap Extras  to open the Extras Drawer.
 - 2 Tap Prefs .
 - 3 Tap Mail.
 - 4 Fill in the blanks in Mail preferences. To use the on-screen keyboard, tap twice in a blank.
- In the blank for phone number, enter the NewtonMail access phone number you want to use.
 - The word *Newton* should be in the blank for System ID.



The image shows a screenshot of the 'Mail' preferences screen on a Newton device. The screen has a title bar labeled 'Mail'. Below the title bar, there are four labeled input fields: 'Phone Number', 'System ID', 'Network', and 'E-mail Account'. The 'System ID' field contains the text 'Newton'. The 'Network' field has a small diamond icon to its left and contains the text 'SprintNet'. Below these fields are two buttons: 'Set E-mail Password' and 'New E-mail Account'.

- Tap the diamond next to Network and tap SprintNet in the list that appears.
- Leave the E-mail Account line blank. It will be filled in automatically later.

- 5 Tap New E-mail Account.
- 6 Fill in the blanks for registration certificate number and certificate password. Your number and password are printed on the Welcome to NewtonMail brochure that came with your Newton.

Mail Registration	
Certificate Number	
Certificate Password	
First Name	
Last Name	
Address	
City	
State	
Zip Code	
◆ Country	
Home Phone	
Work Phone	
Password Verification	
Continue Cancel	

- Fill in your personal information. (Any information you've entered in Personal preferences will appear automatically.)
- Fill in Password Verification with a word that you can use to verify your identity, such as your mother's maiden name. If you call Apple about your account, you will be required to provide this information. The word should have between four and nine characters.

- 7 Tap Continue.

- 8** Fill in the information about the credit card you want to use to pay for the e-mail account.

Tap Credit Card to see a list of accepted credit cards, then tap your choice. You can tap twice in any blank to use the keyboard. (You don't need to include dashes or spaces when you enter the credit card number.)

Mail Registration	
◆ Credit Card	VISA
Card Number	
Expiration Date	
First Name on Card	
Last Name on Card	

- 9** Tap Continue. Newton connects you to the NewtonMail system, which suggests an account name for you. The suggested account name appears in the first blank on the screen.

Mail Registration	
Account Name	ARCELLANA7
Password Desired	

- 10** Make sure you like the account name. Your account name serves as your e-mail address, which you will be giving out to friends and associates.

You can change the name that NewtonMail suggests by scrubbing it out and writing another one. (Remember that you can tap twice in any blank to use the on-screen keyboard.)

Your account name should have at least 3 characters and no more than 12. You can use letters and numbers, but the name must start with a letter. Do not use any other characters. Capitalization doesn't matter and any spaces are ignored by the NewtonMail system.

- 11** Enter the password you want to use. Your password should have at least 4 characters and no more than 8. Use a password that you can remember but no one else can guess.
- 12** Tap Continue. Newton makes sure that no one is already using the account name you want and that the e-mail system can use your password.

If there's a problem with the name, Newton will suggest another one. If you like the suggestion, tap Continue. If you don't, scrub it out, write a new name, then tap Continue. Keep trying until you find a name that the system can use.

When your account name and password are verified, Newton automatically enters them into the Mail preferences.

Trouble? If you have trouble registering for NewtonMail, see the electronic mail section in the troubleshooting chapter.

As soon as you set up your account, you can begin sending and receiving e-mail.

U.S. access numbers

State names are abbreviated, but states are listed in alphabetical order by their full name. For example, AL (Alabama) comes before AK (Alaska). Cities in each state are also listed in alphabetical order. The abbreviation "A/C" stands for area code.

Each listing includes a bits-per-second (bps) rate, which is a measure of the speed at which information can be exchanged using that access number.

The access numbers listed here are for use with the SprintNet network. If you don't find an access number for a particular city, or if you need assistance, call SprintNet automated customer service, toll-free, at 1-800-473-7983.

Communications surcharges apply when you use access numbers marked with an asterisk (*).

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
AL	205	Anniston	236-9711	236-9711	
AL	205	Birmingham	328-2310	251-1885	328-5719
AL	205	Decatur	355-0206	355-0206	
AL	205	Dothan	793-5034	793-5034	793-5034
AL	205	Florence	767-7960	767-0497	
AL	205	Huntsville	539-2281	539-1631	533-6787
AL	205	Mobile	432-1680	438-6881	432-9190
AL	205	Montgomery	269-0090	832-4314	264-7284
AL	205	Tuscaloosa	752-1472	758-5799	
AK	907	Anchorage	*276-0453	*276-0453	
AK	907	Juneau	*789-7009	586-4342	
AZ	602	Phoenix	254-0244	256-6955	254-1903
AZ	602	Flagstaff	773-0588	773-0588	
AZ	602	Tuscon	747-0107	747-9395	620-0658
AR	501	Fayetteville	442-0212	442-0212	442-0212
AR	501	Ft Smith	782-2852	782-2852	782-2852
AR	501	Hot Springs	623-3159	623-3159	
AR	501	Little Rock	372-4616	374-2861	375-4177
AR	501	Texarkana	772-6181	772-6181	772-6181
CA	805	Bakersfield	327-8146	327-5321	631-0577
CA	916	Chico	894-6882	894-6882	894-6882
CA	909	Colton	824-9000	824-8976	824-5571
CA	310	Compton	516-1007	516-1007	
CA	510	Concord	827-3960	674-0127	687-0216
CA	916	Davis	753-4387	753-4387	
CA	619	Escondido	741-7756	741-9536	738-0203
CA	707	Eureka	444-3091	444-3091	
CA	707	Fairfield			426-3860
CA	510	Fremont	490-2050	490-2050	249-9220
CA	209	Fresno	233-0961	441-1861	233-6928
CA	714	Garden Grove	898-9820	895-1207	898-3132
CA	818	Glendale	507-0909	246-3886	507-0511
CA	510	Hayward	881-1382	727-1708	538-0623

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
CA	805	Lancaster	949-7396	949-7396	
CA	213	Los Angeles	624-2251	622-1138	
CA	213	Los Angeles	937-3580	622-1138	937-5526
CA	310	Marina Del Rey	306-2984	306-4922	306-3450
CA	209	Merced	383-2557	383-2557	
CA	209	Modesto	576-2852	576-2852	
CA	408	Monterey	646-9092	646-5122	655-1925
CA	310	Norwalk	404-2237	802-2275	
CA	510	Oakland	836-4911	834-3194	836-3844
CA	619	Oceanside	430-0613	430-0613	
CA	619	Palm Springs	343-3470	343-3470	343-3470
CA	415	Palo Alto	856-9995	856-0484	856-4854
CA	510	Pinole	724-4200	724-2225	724-0271
CA	909	Pomona	626-1284	626-1284	
CA	916	Redding	243-0690	243-0690	243-0690
CA	916	Sacramento	448-6262	443-7434	448-0820
CA	714	Saddle Brook Valley	458-0811		
CA	408	Salinas	443-4940	443-8791	
CA	415	San Carlos	591-0726	595-8870	591-8578
CA	619	San Diego	233-0233	231-1703	233-1025
CA	415	San Francisco	956-5777	247-9890	247-9976
CA	408	San Jose	294-9119	286-6340	294-9067
CA	310	San Pedro	548-6141	514-1590	548-7146
CA	415	San Rafael	472-5360	472-2550	499-1629
CA	510	San Ramon	829-6705	829-6705	
CA	714	Santa Ana	558-7078	550-4625	558-1501
CA	805	Santa Barbara	682-5361	564-1158	965-3326
CA	408	Santa Cruz	429-6937	429-9192	459-7735
CA	805	Santa Maria	925-2969	925-2969	
CA	707	Santa Rosa	578-4447	578-1055	523-1048
CA	209	Stockton	957-7610	957-7627	478-0402
CA	805	Thousand Oaks	495-3588	495-3588	495-3588
CA	805	Ventura	656-6760	650-1070	650-9203
CA	619	Victorville	951-2612	951-2612	951-2612

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
CA	209	Visalia	627-1201	627-1201	
CA	818	West Covina	915-5151	915-0349	331-6611
CA	818	Woodland Hills	887-3160	348-7141	887-7420
CO	719	Colorado Springs	635-5361	635-2551	632-0278
CO	303	Denver	337-6060	696-0159	745-3285
CO	303	Ft Collins	493-9131	493-4014	495-6799
CO	303	Grand Junction	241-3004	241-3004	
CO	303	Greeley	352-8563	352-8563	
CO	719	Pueblo	542-4053	542-4053	
CT	203	Bridgeport	335-5055	367-9130	332-7400
CT	203	Danbury	794-9075	792-5354	778-2022
CT	203	Hartford	247-9479	724-9396	560-1385
CT	203	Middletown	344-8217	344-8217	
CT	203	New Britain	225-7027	225-7027	
CT	203	New Haven	624-5954	773-3569	624-5945
CT	203	New London	447-8455	437-0909	440-0656
CT	203	Norwalk	866-7404	866-7404	
CT	203	Stamford	348-0787	359-9404	961-8371
CT	203	Waterbury	753-4512	756-0342	759-1445
DE	302	Dover	678-8328	678-8328	
DE	302	Newark	454-7710	737-4340	477-1745
DC	202	Washington	429-7896	429-0956	
DC	202	Washington	429-7800	429-0956	659-2733
FL	407	Boca Raton	338-3701	338-3701	367-0732
FL	813	Cape Coral	275-7924	275-4153	275-6342
FL	407	Cocoa Beach	267-0800	267-0800	
FL	904	Daytona Beach	255-2629	257-4770	
FL	305	Ft Lauderdale	764-4505	524-5304	764-0318
FL	407	Ft Pierce	466-4566	466-4566	
FL	904	Gainesville	338-0220	338-1700	331-3799
FL	904	Holly Hill	257-4770	257-4770	252-1609
FL	904	Jacksonville	353-1818	791-9201	353-1137

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
FL	813	Lakeland	683-5461	687-0666	680-3332
FL	904	Leesburg	787-0799	787-0799	
FL	407	Melbourne	242-8247	729-9156	725-9641
FL	305	Miami	372-0230	372-1355	358-5349
FL	813	Naples	263-3033	263-3033	
FL	904	Ocala	351-3790	351-0263	
FL	407	Orlando	422-4088	422-8858	246-0851
FL	904	Panama City	763-8377	763-8377	
FL	904	Pensacola	432-1335	434-2103	469-9688
FL	305	Pompano Beach	941-5445	941-5445	
FL	813	St Petersburg	323-4026	327-1163	327-7024
FL	813	Sarasota	923-4563	925-1499	952-1152
FL	904	Tallahassee	681-1902	561-8830	222-0533
FL	813	Tampa	224-9920	223-5859	221-3713
FL	904	Valparaiso	897-3421	897-3421	
FL	407	W. Palm Beach	833-6691	655-2993	820-9391
GA	912	Albany	888-3011	431-9384	
GA	706	Athens	548-5590	548-9698	
GA	404	Atlanta	523-0834	584-0212	688-1212
GA	706	Augusta	724-2752	724-4494	722-9877
GA	706	Columbus	571-0556	323-8931	322-9386
GA	404	Gainesville	532-9880	532-9880	
GA	912	Macon	743-8844	741-2108	
GA	706	Rome	234-1428	234-1428	
GA	912	Savannah	236-2605	236-2875	236-2898
HI	808	Oahu	*528-0200	*528-0200	*536-3886
HI	800	Other islands	*272-5299	*272-5299	
ID	208	Boise	343-0611	343-1272	343-0957
ID	208	Idaho Falls	529-0406	529-0406	
ID	208	Lewiston	743-0099	743-5885	
ID	208	Pocatello	232-1764	232-1764	

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
IL	708	Arlington Heights	255-6465	255-6465	670-9522
IL	708	Aurora	896-0620	896-3363	896-9802
IL	618	Belleville	277-5483	277-5483	277-9551
IL	309	Bloomington	827-7000	828-2573	828-1441
IL	312	Chicago	938-0600	938-8725	938-5462
IL	217	Decatur	429-0235	429-6054	
IL	815	De Kalb	758-2623	758-5046	756-3455
IL	708	Glencoe	835-8037	835-8037	835-1143
IL	815	Joliet	726-0070	726-8731	722-9652
IL	708	Libertyville	362-7838	362-7838	362-5718
IL	708	Naperville	355-2910	355-2910	355-4449
IL	309	Peoria	637-8570	637-8582	674-2344
IL	815	Rockford	965-0400	965-0696	962-9523
IL	217	Springfield	753-1373	753-1391	525-1590
IL	217	Urbana	384-6428	328-0317	384-3322
IN	812	Bloomington	332-1344	331-8890	
IN	812	Evansville	424-7693	428-2522	422-2911
IN	219	Ft Wayne	426-2268	422-3431	422-8013
IN	219	Gary	882-8800	882-1835	881-1020
IN	317	Indianapolis	299-0024	299-6766	299-2593
IN	317	Kokomo	455-2460	452-0073	
IN	317	Lafayette	742-6000	742-5488	
IN	317	Muncie	282-6418	288-1113	
IN	219	South Bend	233-7104	233-4031	288-2355
IN	812	Terre Haute	232-5329	234-4119	235-5671
IA	515	Ames	233-6300	233-2603	
IA	319	Burlington	752-2516	752-2516	
IA	319	Cedar Rapids	364-0911	362-2764	393-8488
IA	319	Davenport	324-2445	324-8902	322-3361
IA	515	Des Moines	288-4403	288-6206	288-4626
IA	319	Dubuque	556-0783	556-0783	
IA	319	Iowa City	351-1421	354-0676	339-0320

STATE	A/C	CITY	1200 BPS	2400 BPS	9600 BPS
IA	712	Sioux City	255-1545	255-1545	255-1545
IA	319	Waterloo	232-5441	232-0195	
KS	913	Lawrence	843-8124	843-8124	
KS	913	Leavenworth	651-0015	651-0015	
KS	913	Manhattan	537-0948	537-0948	
KS	913	Salina	825-7900	825-7900	
KS	913	Topeka	233-9880	233-4660	232-5507
KS	316	Wichita	262-5669	262-7961	729-9888
KY	502	Bowling Green	782-7941	782-6380	843-0632
KY	502	Frankfort	875-4654	875-1942	875-2911
KY	606	Lexington	233-0312	233-7217	231-7717
KY	502	Louisville	589-5580	583-1006	583-1209
KY	502	Owensboro	686-8107	686-8107	686-8107
LA	318	Alexandria	445-1053	445-1053	
LA	504	Baton Rouge	343-0753	343-0771	293-6010
LA	318	Lafayette	233-0002	234-8451	233-6951
LA	318	Lake Charles	436-0518	436-0518	
LA	318	Monroe	387-6330	322-9826	345-0106
LA	504	New Orleans	524-4094	522-3967	524-7442
LA	318	Shreveport	221-5833	424-2255	
ME	207	Augusta	622-3123	622-7364	
ME	207	Brewer	989-3081	989-3081	
ME	207	Lewiston	784-0105	784-0105	
ME	207	Portland	761-4000	761-9029	
MD	410	Annapolis	224-8550	224-0795	266-6851
MD	410	Baltimore	727-6060	752-5555	244-0470
MD	301	Frederick	293-9596	293-9596	
MA	508	Attleboro			226-8956
MA	617	Boston	292-0662	574-9244	338-0002
MA	508	Brockton	580-0721	588-3315	583-3533
MA	617	Dedham	326-4064	326-4064	
MA	508	Fall River	677-4477	677-4477	

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
MA	508	Framingham	879-6798	820-0480	620-1119
MA	508	Lawrence	975-2273	683-0680	687-8252
MA	617	Lexington	863-1550	863-1745	862-9124
MA	508	Lowell	937-5214	453-8803	459-2350
MA	508	New Bedford	999-2915	999-9667	990-3300
MA	413	Northampton	586-0510	586-0510	
MA	413	Pittsfield	499-7741	499-7741	
MA	508	Salem	744-1559	744-1559	
MA	413	Springfield	781-3811	737-9285	747-3700
MA	508	Woods Hole	540-7500	457-9390	540-4035
MA	508	Worcester	755-4740	792-1785	791-7630
MI	313	Ann Arbor	996-5995	665-2900	741-8488
MI	616	Battle Creek	968-0929	968-9851	961-9927
MI	616	Bridgman	465-3248	465-3248	
MI	313	Detroit	964-2988	963-2274	965-3011
MI	313	Flint	235-8517	235-5477	767-3590
MI	616	Grand Rapids	774-0966	774-0131	774-5958
MI	517	Jackson	782-8111	782-8111	
MI	616	Kalamazoo	345-3088	345-3122	774-5958
MI	517	Lansing	484-0062	484-6301	482-0120
MI	517	Midland	832-7068	832-7068	
MI	616	Muskegon	726-5723	726-5723	
MI	313	Pontiac	332-5120	332-5979	858-7109
MI	313	Port Huron	982-8364	982-8364	
MI	517	Saginaw	790-5166	799-3190	797-3822
MI	313	Southfield	827-4710	827-4710	
MI	616	Traverse City	946-2121	946-2121	
MI	313	Warren	575-9152	558-8460	573-7300
MI	313	Wayne	326-4210	326-4210	
MN	218	Duluth	722-1719	722-5032	722-3029
MN	507	Mankato	388-3780	388-3780	388-3780
MN	612	Minneapolis	341-2459	338-1661	332-0033
MN	507	Rochester	282-5917	282-0253	282-0555
MN	612	St Cloud	253-1264	253-1264	253-1264

STATE	A/C	CITY	1200 BPS	2400 BPS	9600 BPS
MS	601	Gulfport	863-0024	863-0024	863-0024
MS	601	Hattiesburg	264-0815	264-0815	
MS	601	Jackson	969-0036	969-0152	354-5303
MS	601	Meridian	482-2210	482-2210	
MS	601	Port Gibson	437-8916	437-8916	
MS	601	Starkville	324-2155	324-2155	
MO	314	Columbia	449-4404	443-3432	499-0580
MO	314	Jefferson City	634-5178	634-8436	
MO	816	Kansas City	221-9900	472-1430	421-5783
MO	314	St Charles	723-5179	723-5179	
MO	816	St Joseph	279-4797	279-4797	
MO	314	St Louis	421-4990	421-0381	421-1376
MO	417	Springfield	864-4814	864-4945	831-0057
MT	406	Billings	245-7649	248-6373	
MT	406	Great Falls	771-0067	771-0067	
MT	406	Helena	443-0000	443-0527	
MT	406	Missoula	721-5900	543-5575	
NE	308	Grand Island	381-2049	381-2049	
NE	402	Lincoln	475-4964	475-3839	
NE	402	Omaha	341-7733	346-6419	341-4622
NV	702	Las Vegas	737-6861	737-5466	737-1752
NV	702	Reno	827-6900	827-5290	324-1718
NH	603	Concord	224-1024	225-8710	225-2566
NH	603	Durham	868-2924	868-2924	
NH	603	Manchester	627-8725	625-8088	647-2750
NH	603	Nashua	880-6241	880-3901	880-0118
NH	603	Portsmouth	431-2302	431-7592	431-7984
NJ	609	Atlantic City	348-0561	344-8571	348-3233
NJ	908	Freehold	780-5030	780-9122	780-2680
NJ	201	Hackensack	488-6567	488-2063	488-1726
NJ	609	Marlton	596-1500	596-8659	424-1144
NJ	609	Merchantville	663-9297	665-6860	663-7730
NJ	201	Morristown	455-0275	644-4745	605-1836

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
NJ	201	Newark	623-0469	623-7122	624-8843
NJ	908	New Brunswick	745-2900	745-7010	220-0405
NJ	201	Passaic	778-5600	773-3674	777-2700
NJ	201	Paterson	684-7560	742-4415	279-4515
NJ	609	Princeton	799-5587	936-0231	799-2266
NJ	908	Rahway	815-1885	815-1885	388-5288
NJ	908	Redbank	571-0003	571-0003	
NJ	201	Roseland	227-5277	227-6722	
NJ	908	Sayreville	525-9507	525-9507	
NJ	908	Summit	273-9619	273-9619	701-0767
NJ	609	Trenton	989-8847	989-7127	392-4010
NJ	609	Vineland			692-3883
NM	505	Albuquerque	243-4479	242-1742	246-8950
NM	505	Las Cruces	526-9191	526-9191	
NM	505	Santa Fe	473-3403	473-3403	
NY	518	Albany	465-8444	465-8632	433-0092
NY	607	Binghamton	772-6642	772-9526	773-2244
NY	716	Buffalo	847-1440	847-1825	847-8181
NY	516	Deer Park	667-5566	243-1105	254-6021
NY	516	Hempstead	292-3800	485-3380	292-2820
NY	607	Ithaca	277-2142	272-9980	273-2200
NY	212	New York City	741-8100	645-0560	206-0256
NY	212	New York City	741-4950	645-0560	
NY	212	New York City	620-6000	645-0560	
NY	716	Niagara Falls	282-1462	282-3284	
NY	518	Plattsburgh	562-1890	562-1890	
NY	914	Poughkeepsie	473-2240	473-3200	471-6728
NY	716	Rochester	454-1020	454-5730	546-6998
NY	315	Syracuse	472-5583	479-5445	448-0021
NY	315	Utica	797-0920	797-0228	792-9962
NY	914	White Plains	328-9199	682-3505	949-6878
NC	704	Asheville	252-9134	252-0133	259-9945
NC	910	Burlington	229-0032	229-0032	

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
NC	704	Charlotte	332-3131	333-6204	332-4023
NC	910	Fayetteville	323-8165	323-4148	323-5940
NC	704	Gastonia	865-4708	865-4708	
NC	910	Greensboro	273-2851	275-1251	299-6600
NC	704	Hickory	326-9860	326-9860	
NC	910	High Point	889-7494	889-7494	
NC	919	N. Wilkesboro	838-9034	838-1663	
NC	919	Raleigh	834-8254	834-8254	781-9976
NC	919	Res Tri Park	549-8139	541-9096	549-0542
NC	919	Tarboro	823-0578	823-7459	
NC	910	Wilmington	763-8313	251-8900	763-8292
NC	910	Winston-Salem	725-2126	777-0312	785-9962
ND	701	Fargo	235-7717	235-9069	
ND	701	Grand Forks	775-7813	775-7813	
ND	701	Mandan	663-2256	663-6339	
OH	216	Canton	452-0903	452-6642	455-1700
OH	513	Cincinnati	579-0390	241-8008	579-1593
OH	216	Cleveland	575-1658	771-6480	575-0811
OH	614	Columbus	463-9340	461-9044	461-8671
OH	513	Dayton	461-5254	461-0755	461-4600
OH	216	Elyria	322-8712	322-8645	
OH	419	Findlay	422-8188	422-8188	
OH	513	Hamilton	863-4116	863-4116	
OH	216	Kent	678-5115	678-5043	678-8330
OH	216	Lorain	960-1771	960-1771	
OH	419	Mansfield	526-0686	526-0686	
OH	419	Sandusky	627-0050	627-0050	
OH	513	Springfield	324-1520	324-1520	
OH	419	Toledo	255-7881	255-1906	255-7010
OH	216	Warren	394-0041	394-0041	394-0041
OH	216	Wooster	264-8920	264-8920	
OH	216	Youngstown	743-1296	743-6843	743-2983

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
OK	918	Bartlesville	336-3675	336-6362	
OK	405	Lawton	353-0333	353-0225	
OK	405	Oklahoma City	232-4546	232-9513	270-0028
OK	405	Stillwater	624-1112	743-1447	
OK	918	Tulsa	584-3247	587-2774	584-6935
OR	503	Corvallis	754-9273	754-0559	
OR	503	Eugene	683-1460	342-6626	683-5147
OR	503	Hood River	386-4405	386-4405	386-4405
OR	503	Klamath Falls	882-6282	882-6282	
OR	503	Medford	779-6343	773-7601	772-3994
OR	503	Portland	295-3028	241-0496	295-0337
OR	503	Salem	378-7712	378-1660	375-3104
PA	215	Allentown	435-3330	770-1405	435-8118
PA	814	Altoona	949-0310	949-0310	
PA	717	Carlisle	249-9311	249-9311	
PA	717	Danville	271-0102	271-0102	
PA	814	Erie	899-2241	453-3793	459-9779
PA	412	Greensburg	836-4771	836-4771	
PA	717	Harrisburg	236-6882	236-2007	236-1186
PA	814	Johnstown	535-7576	536-3630	535-3356
PA	215	King of Prussia	337-4300	337-2850	265-2812
PA	717	Lancaster	295-5405	295-7128	
PA	215	Levittown	946-3469	946-3469	
PA	412	Monroeville	856-1330	856-1330	
PA	215	Philadelphia	854-0352	854-0352	854-0589
PA	412	Pittsburgh	288-9950	471-6430	281-8326
PA	412	Pittsburgh	288-9974	471-6430	
PA	215	Reading	376-8750	375-6945	
PA	717	Scranton	961-5321	961-5480	341-5611
PA	814	State College	231-1510	231-1510	
PA	215	Warrington	343-6010	343-6010	
PA	215	West Chester	436-7406	436-7406	
PA	717	Wilkes-Barre	829-3108	824-8209	820-9755

STATE	A/C	CITY	1200 BPS	2400 BPS	9600 BPS
PA	717	Williamsport	494-1796	494-1796	
PA	717	York	846-6550	843-0039	845-9717
RI	401	Providence	751-7912	831-3990	453-5353
RI	401	North Kingston	295-7100	295-7100	
RI	401	Woonsocket	765-0019	765-0019	
SC	803	Charleston	722-4303	577-4710	723-7342
SC	803	Columbia	254-0695	252-0328	254-0038
SC	803	Florence	669-0042	669-0042	
SC	803	Greenville	233-3486	271-0231	232-7832
SC	803	Myrtle Beach	626-9134	626-9134	
SC	803	Spartanburg	585-1637	585-9197	542-1653
SD	605	Pierre	224-0481	224-2257	
SD	605	Rapid City	348-2621	348-2048	
SD	605	Sioux Falls	336-8593	336-6438	334-4953
TN	615	Bristol	968-1130	968-2480	
TN	615	Chattanooga	756-1161	265-7929	266-3066
TN	615	Clarksville	552-0032	552-0032	
TN	615	Johnson City	282-6645	282-6645	
TN	615	Knoxville	523-5500	521-5072	523-4031
TN	901	Memphis	521-0215	527-5175	525-5201
TN	615	Nashville	244-3702	255-2608	726-1213
TN	615	Oak Ridge	481-3590	481-3590	
TX	915	Abilene	676-9151	672-2284	672-3902
TX	806	Amarillo	373-0458	373-1833	373-2926
TX	903	Athens	677-1712	677-1712	
TX	512	Austin	928-1130	929-3622	929-0078
TX	210	Brownsville	542-0367	544-7073	
TX	409	Bryan	822-0159	779-0713	
TX	512	Corpus Christi	884-9030	884-6946	888-7207
TX	214	Dallas	748-6371	745-1359	653-0840
TX	817	Denton	381-1897	381-1897	
TX	915	El Paso	532-7907	541-1931	532-1912

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
TX	817	Ft Worth	332-4307	332-6794	332-1015
TX	409	Galveston	762-4382	765-7298	762-8076
TX	713	Houston	227-1018	227-8208	228-0705
TX	210	Laredo	724-1791	724-1791	
TX	903	Longview	236-4205	758-1161	
TX	806	Lubbock	747-4121	765-9631	
TX	210	McAllen	686-5360	686-2452	631-8967
TX	915	Midland	561-9811	561-8597	561-8931
TX	409	Nederland	722-3720	727-4090	722-7162
TX	915	San Angelo	944-7621	949-1231	944-0376
TX	210	San Antonio	225-8004	225-3444	225-1191
TX	903	Sherman	893-4995	893-4995	
TX	817	Temple	773-9723	773-9723	
TX	903	Tyler	597-8925	597-8925	
TX	512	Victoria	572-3197	572-3197	
TX	817	Waco	752-9743	752-2681	
TX	817	Wichita Falls	322-3774	322-3774	
UT	801	Logan	752-3421	752-3421	
UT	801	Ogden	627-1630	627-1640	
UT	801	Provo	373-0542	375-2084	371-0278
UT	801	Salt Lake City	359-0149	359-0578	355-9030
VA	703	Blacksburg	552-9181	552-9181	
VA	804	Charlottesville	977-5330	977-5330	
VA	703	Covington	962-2217	962-2217	
VA	703	Fredericksburg	371-0188	371-0188	371-0188
VA	703	Harrisonburg	434-7121	434-0374	
VA	703	Herndon	435-1800	481-6807	787-6719
VA	804	Lynchburg	845-0010	845-0010	
VA	804	Newport News	596-6600	596-2710	596-9232
VA	804	Norfolk	625-1186	625-2408	340-8930
VA	703	Occoquan	494-0836	494-0836	
VA	804	Richmond	788-9902	343-4140	225-0021
VA	703	Roanoke	344-2036	344-2404	857-4266

STATE A/C		CITY	1200 BPS	2400 BPS	9600 BPS
VT	802	Burlington	864-0808	864-5485	660-4795
VT	802	Montpelier	229-4966	223-0758	
VT	802	Rutland	775-1676	775-1676	
VT	802	White River Jcn.	295-7631	295-7631	
WA	206	Auburn	939-9982	939-9982	
WA	206	Bellingham	733-2720	733-2873	
WA	206	Everett	775-9929	774-7466	
WA	206	Longview	577-5835	577-3992	
WA	206	Lynwood	774-7466	774-7466	
WA	206	Olympia	754-0460	786-5066	705-0769
WA	509	Pullman	332-0172	332-0172	
WA	509	Richland	943-0649	946-2350	943-6117
WA	206	Seattle	625-9612	623-9951	625-1386
WA	509	Spokane	455-4071	838-9065	747-2069
WA	206	Tacoma	627-1791	383-2233	383-9488
WA	206	Vancouver	693-6914	693-6914	
WA	509	Wenatchee	663-6227	663-9180	663-9482
WA	509	Yakima	575-1060	575-1060	575-1060
WV	304	Charleston	345-6471	345-7140	346-0524
WV	304	Clarksburg	622-6827	622-6827	
WV	304	Huntington	523-2802	523-2802	
WV	304	Morgantown	292-0104	292-0492	
WV	304	Wheeling	233-7732	233-7732	
WI	608	Beloit	362-2433	362-2433	
WI	715	Eau Claire	836-9295	836-0097	
WI	414	Green Bay	432-2815	432-0346	
WI	414	Kenosha	552-9242	552-9242	
WI	608	La Crosse	784-0560	784-0560	784-0560
WI	608	Madison	257-5010	257-8472	257-8330
WI	414	Milwaukee	271-3914	278-8007	271-2420

STATE	A/C	CITY	1200 BPS	2400 BPS	9600 BPS
WI	414	Neenah	731-0620	731-1560	
WI	414	Racine	632-6166	632-2174	
WI	414	Sheboygan	452-3995	452-3995	
WI	715	Wausau	845-9589	845-9589	848-6044
WI	414	West Bend	334-2206	334-2206	
WY	307	Casper	265-5167	265-8807	
WY	307	Cheyenne	638-4421	637-3958	
WY	307	Laramie	721-5878	721-5878	

International access numbers

Countries are listed in alphabetical order, and cities within each country are also listed alphabetically. The abbreviation "C/C" stands for city code.

NewtonMail is not yet available outside the United States. The access numbers listed for a particular country become effective when NewtonMail becomes available in that country.

For assistance in connecting to NewtonMail, call the Apple Online Services Helpline in your country. The phone number is in your Welcome to NewtonMail brochure.

The international access numbers listed here are for use with the SprintNet network. If you don't find an access number for a particular city, you can call Sprint automated customer service. Within the United States call, toll-free, 1-800-473-7983. Outside the United States, call (703) 318-7740.

An international surcharge for accessing NewtonMail may apply in some countries.

COUNTRY	C/C	CITY	300/1200	2400	9600
Australia	80000	Adelaide	373-4734	373-4734	373-4734
Australia	7	Brisbane	236-1082	236-1082	236-1082
Australia	6	Canberra	257-5055	257-5055	257-5055
Australia	3	Melbourne	764-0421	764-0421	764-0421
Australia	9	Perth	481-1122	481-1122	481-1122
Australia	2	Sydney	281-0800	281-0800	281-0800
Austria	1	Vienna	504-2811	504-2811	504-2811
Belgium	2	Brussels	725-3400	725-3400	725-3400
Bulgaria	2	Sophia	73-361	73-361	73-361
Canada	514	Montreal	392-0202	392-0202	392-0202
Canada	416	Toronto	594-1121	594-1121	594-1121
Canada	604	Vancouver	684-4696	684-4696	684-4696
Colombia	1	Bogota	320-3811	320-3811	320-3811
Denmark	1	Copenhagen	32-96-1511	32-96-1511	32-96-1511
Estonia	0142	Tallinn	43-1519	43-1519	
Finland	0	Helsinki	146-3022	146-3022	146-3022
France	2	Lille	065-3260	065-3260	065-3260
France	7	Lyon	864-5095	864-5095	864-5095
France	1	Paris	6928-0404	6928-0404	6928-0404
France	9	Sofia Antipolis	296-0049	296-0049	296-0049
Germany	69	Frankfurt	666-9151	666-9151	666-9151
Germany	40	Hamburg	279-5411	279-5411	279-5411
Germany	511	Hannover	879-1800	879-1800	879-1800
Germany	89	Munich	369-031	369-031	369-031
Hong Kong	852	Hong Kong	754-8442	754-8442	754-8442
Indonesia	21	Jakarta	386-1044	386-1044	386-1044
Ireland	1	Dublin	661-4466	661-4466	661-4466
Italy	2	Milan	953-01301	953-01301	953-01301

COUNTRY	C/C	CITY	300/1200	2400	9600
Japan	6	Osaka	910-7111	910-7111	910-7111
Japan	3	Tokyo	3794-6381	3794-6381	3794-6381
Kazakhstan	3272	Alma-Ata	50-7000	50-7000	
Kuwait		Kuwait City	484-4133	484-4133	484-4155
Latvia	0132	Riga	22-3817	22-3817	
Luxembourg		Echternach	727-788	727-788	727-788
Netherlands	01719	Noordwijk (Amsterdam)	46370	46370	46370
New Zealand	9	Auckland	358-4491	358-4491	358-4491
New Zealand	4	Wellington	499-3617	499-3617	499-3617
Norway	66	Oslo	845-011	845-011	845-011
Portugal	1	Lisbon	395-5445	395-5445	395-5445
Puerto Rico	809	San Juan	273-7400	273-7400	273-7400
Romania	0	Bucharest	1311-2525	1311-2525	1311-2525
Russia	218	Angarsk	9-4821	9-4821	
Russia	3852	Barnaul	26-1601	26-1601	
Russia	3953	Bratsk	42-0620	42-0620	
Russia	3432	Ekaterinburg	51-9949	51-9949	
Russia	3952	Irkutsk	33-6116	33-6116	
Russia	34794	Ishimbaj	3-3708	3-3708	
Russia	4212	Khabarovsk	21-4937	21-4937	
Russia	42172	Komsomolsk na Amure	3-6504	3-6504	
Russia	3912	Krasnoyarsk	21-0529	21-0529	
Russia	34764	Meleuz	4-0008	4-0008	
Russia	095	Moscow	928-0985	928-0985	
Russia	423	Nakhodka	664-2710	664-2710	
Russia	34713	Neftekamsk	5-7301	5-7301	
Russia	86134	Novorossiysk	9-1800	9-1800	
Russia	3832	Novosibirsk	29-8861	29-8861	
Russia	34767	Oktyabrskij	4-3831	4-3831	
Russia	3812	Omsk	25-4396	25-4396	

COUNTRY	C/C	CITY	300/1200	2400	9600
Russia	3422	Perm	65-9636	65-9636	
Russia	8632	Rostov	69-6911	69-6911	
Russia	34763	Salavat	2-4322	2-4322	
Russia	8462	Samara	33-0021	33-0021	
Russia	4240	So. Sakhalinsk	0-29091	0-29091	
Russia	812	St Petersburg	110-7792	110-7792	
Russia	34711	Sterlitamak	5-5161	5-5161	
Russia	3822	Tomsk	21-1556	21-1556	
Russia	3472	Ufa	52-9410	52-9410	
Russia	4232	Vladivostok	22-3310	22-3310	
Russia	8442	Volgograd	32-9965	32-9965	
Russia	41122	Yakutsk	6-2934	6-2934	
Singapore	65	Singapore	738-0566	738-0566	738-0566
Spain	3	Barcelona	335-9000	335-9000	335-9000
Spain	1	Madrid	766-2122	766-2122	766-2122
Sweden	8	Stockholm	751-15-15	751-15-15	751-15-15
Switzerland	31	Bern	26-1049	26-1049	26-1049
Switzerland	13	Zurich	02-8868	02-8868	02-8868
Taiwan	5	Chiayi	232-4430	232-4430	
Taiwan	35	Hsinchu	718-946	718-946	
Taiwan	7	Kaohsiung	315-1365	315-1365	
Taiwan	4	Taichung	381-4064	381-4064	
Taiwan	6	Tainan	220-4166	220-4166	
Taiwan	2	Taipei	785-1198	785-1198	
Taiwan	3	Touyan	335-1633	335-1633	
Ukraine	044	Kiev	245-0379	245-0379	
Ukraine	0482	Odessa	26-2801	26-2801	
U.K.	25	Basingstoke	660-0061	660-0061	660-0061
U.K.	31	Edinburgh	459-1290	459-1290	459-1290
U.K.	71	London	973-1030	973-1030	973-1030
U.K.	061	Manchester	747-5000	747-5000	747-5000
Uzbekistan	3712	Tashkent	49-0356	49-0356	
Venezuela	2	Caracas	993-0364	993-0364	993-0364

C

Using the Sharp OZ/IQ**Beaming information**

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

Sending a beam from Newton to a Sharp OZ/IQ 9000

Send the beam as usual from Newton; receive the beam on the Sharp device as a Direct IR transmission. (See the Sharp manual for details.)

Sending a beam from a Sharp OZ/IQ 9000 to Newton

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

Copying information

To transfer information from any series 7000, 8000, or 9000 Sharp OZ/IQ device to your Newton, follow these steps:

- 1 Connect the Sharp device to your Newton using an RS-422 Level Converter (Sharp part number CE135T).



- 2 Put the Sharp device into PC Link Mode. See the manual that came with the device. (On a series 9000, use Input Other Format.)
- 3 On Newton, tap Extras  to open the Extras Drawer.
- 4 Tap Sharp .
- 5 Tap Application, then tap the Sharp application you want to copy to Newton.
- 6 If you have a storage card in Newton, choose where you want to store the new information by tapping Internally or On Card.
- 7 Tap Receive. The Sharp device will say Sending. When it says "<PC Link>" again, the copy is finished.

To avoid duplication, import each Sharp application only once.

Not every Sharp OZ/IQ model has every application. Consult the manual that came with your device.

If Newton tells you it couldn't import the information, it may not have enough memory. See the Memory section in the Reference chapter.

A

- AA batteries
 - installing 1–2
 - replacing vii, viii, 58, 59, 61–62
- abbreviations in dates 82, 83
- accent marks or accented letters 51–52
- access code, in phone numbers 100
- access numbers
 - controlling costs with 108
 - international 202–205
 - in U.S. 186–201
- accessory cards 42, 72.
See also cards
- account name, for NewtonMail 173
- AC power adapter. *See* power adapter
- Action button (envelope icon) 23, 52
 - for beaming 66
 - for deleting old appointments 48, 95–96
 - for deleting old notes 49, 95
 - for duplicating items 101
 - for faxing 113
 - for moving items to or from storage card 77
 - for printing 147
 - for sending e-mail 103
 - on separator bar 34
- Add button 48, 49
- adding words to word list 48
- Add Names button 48
- address, choosing account name for 184–185
- addresses
 - on e-mail systems 107
 - return, for fax 113, 174
- Advanced RISC Machines, Ltd. ii, 53
- alarm, setting 92
- Alarm button 92
- aligning pen with screen 5, 144, 171
- alkaline batteries
 - installing 1–2
 - replacing vii, viii, 58, 59, 61–62
- America Online
 - addresses 107
- AppleCare extended service agreement 179
- AppleLink addresses 107
- Apple network printers 146
- Apple Online Services Helpline 172, 173, 174
- Apple personal printers 146
- Apple User Assistance 177, 178
- application cards 42, 72, 74.
See also cards
- applications, installing 52
- appointment marker 87
 - creating 87
 - using 17

appointments. *See* Date Book
ARM processing unit ii, 53
arrow buttons 12
 for going to note 10
 for moving in note 10
 Overview button with
 12, 14
assistant, using 53–55.
 See also Assist button;
 specific tasks
 for acting on e-mail 109
 for sending e-mail 54, 109
 for sending fax 46,
 53, 116
Assist button 12, 41, 45–46.
 See also assistant;
 specific tasks
AT&T Mail addresses 107

B

backing up the MessagePad
 55–57
 on a computer 55, 57
 on storage cards 55, 56,
 75, 76
backup battery
 cautions vii, viii, 58, 61, 63
 replacing 63–65
batteries
 care of vii–viii, 58–59
 data loss warnings vii, viii,
 61, 63
 installing 1–2
 in storage card,
 replacing 78
 low-battery indicator 58
 low-battery warning 60
 power-saving tips 59, 80,
 159, 172

rechargeable battery pack
 6, 60–61, 172
recharging viii, 59, 60
replacing vii, viii, 58, 59,
 61–65
safety precautions 58, 59,
 61, 62
specifications 58
tips for using 58–59
troubleshooting 171, 172
battery compartment cover,
 removing and
 replacing 1, 2
battery level indicator 58
beaming feature 66–70
 between Newton and
 Sharp OZ/IQ 9000 207
 power use and 59, 172
 receiving beamed
 information 68–70
business card, electronic 108
buttons. *See also specific*
 buttons
 on Notepad 11
 slow response by 176
 turning on or off 19
 using 11

C

cables, safety tips vii
calculations, using keyboard
 for 129
calculator (Extras Drawer)
 70–71, 112
 copying calculations
 from 71
 moving 70
calendar
 adding day notes to 89
 moving around in 84–86

- putting appointments on 54–55, 86–88
 - putting notes on 88
 - sending an e-mail item from 108
 - setting date and time on 37
 - using 15–17
 - using assistant with 54–55
 - viewing for entire week 86
- calling card calls 100
- call request 98
 - making 98, 99–100
 - using assistant for 53
- call slip 98, 99–100
- call waiting, modem
 - problems and 173
- canceling, Undo button for 13
- Canon BubbleJet
 - printers 146
- capitalization
 - automatic 47, 164
 - changing 71
- Card (Extras Drawer) 112
 - for backing up to storage card 56
 - for restoring from storage card 57
- cards 72–79. *See also* name cards; storage cards
 - accessory 42, 72
 - application 42, 72, 74
 - data loss warning 72
 - deleting information on 79
 - filing in folders 117–119
 - inserting 43, 72, 73–74
 - message asking for 168
 - missing 175
 - removing 72, 73
 - types of 72
 - using 42–43
- card slot 8, 42
 - inserting card in 43, 72, 73–74
 - locking 72, 74
 - removing card from 72, 73
 - replacing card in 72
 - unlocking 42
- Card Style, choosing 138
- caret, for inserting space 129
- caring for batteries vii–viii, 58–59
- caring for Newton vi–ix
- case, cleaning vi
- Centronics printer 80, 146
- charging station 60
- circle, drawing 31
- cities. *See also* access numbers; locale
- cleaning your Newton vi
- clock, resetting MessagePad and 166. *See also* time
- closing the Date Book 17, 84
- closing the Name File 14
- closing the screen lid 4
- communication port 80
 - power use and 59, 80
- compatibility
 - information 177
- CompuServe addresses 107
- computer. *See* personal computer
- conditional searching 119, 120
- configuration help 177

- Connection (Extras
 - Drawer) 112
- contents, viewing 12
- contrast, adjusting 166
- copying
 - e-mail message 106
 - from calculator 71
 - from Sharp OZ/IQ device 208–209
 - items with Action
 - buttons 101
 - text or shapes 33, 101
- corrected word, adding to
 - word list 47
- correcting
 - letters 27, 82
 - misrecognized words 47,
 - 81–82, 170
 - text 81–82
- cost considerations,
 - NewtonMail 108, 109
- countries
 - date formats and 83
 - international access
 - numbers 202–205
 - looking up time in
 - 55, 161
 - setting locale preferences
 - for 38
- cover letter 102, 104
- cover page, with fax 114, 115
- creating folders 118
- creating name cards
 - 137–138
- creating notes 34–35,
 - 140–141
- credit card, registering for
 - NewtonMail with 172,
 - 181, 184

- credit card calls 100
- crossing out, on Notepad 27
- Currency Exchange
 - formula 123
- curved lines, drawing 32

D

- daily appointments or day
 - notes 90
- dash, for writing a list 131
- date
 - checking after reset 166
 - entering, text recognizer
 - option for 151
 - formats for 82–83
 - misinterpreted as
 - words 170
 - searching for 119, 120
 - setting 37
- Date Book 84–94
 - adding an appointment to
 - 54–55, 86–88
 - adding day notes to 89
 - adding notes to calendar
 - in 88
 - adding a reminder to 54
 - adjusting appointment
 - length in 88
 - alarm in 92
 - closing 17, 84
 - creating to-do items in 94
 - deleting appointments
 - from 48, 95–96
 - deleting day notes from
 - 48, 96
 - mailing items from. *See*
 - electronic mail
 - moving an appointment
 - in 87

- moving around in 84–86
 - opening 12, 15, 84
 - overlapping appointments in 93
 - repeating appointments or day notes in 89–91
 - using 15–17, 84–94
 - using assistant with 54–55
 - Dates button 12, 15
 - day notes
 - adding to calendar 89
 - deleting 48, 96
 - repeating 89–91
 - setting alarm with 92
 - deferred recognition 30, 102, 154
 - Delete button 95
 - deleting. *See also* erasing
 - appointments 95–96
 - day notes 96
 - e-mail messages 106
 - folders 119
 - items 95–97
 - letters 111
 - multiple items 96
 - notes 23
 - to-do items 97
 - words 27, 111
 - words from word list 48, 49
 - desktop computer port 8
 - dialing phone numbers
 - 97–100
 - dialing options 99–100
 - speaker for 9, 98, 99
 - troubleshooting 173, 174, 175
 - using assistant for 53
 - dial tone missing 173
 - diamond, for list of choices 41
 - dictionary button, for reviewing word list 48
 - DL 2032 lithium backup battery 58
 - replacing 63–65
 - DOC statement v
 - drawing 31–34
 - changing size of 34
 - duplicating 33
 - moving 33
 - problems with 170, 171
 - selecting 157, 158
 - shape recognizer options for 28, 31, 153
 - duplicating. *See* copying
 - Duracell DL2032 3-volt battery 58
 - replacing 63–65
- E**
- EasyLink addresses 107
 - Edit Folders 118
 - editing on Notepad 27
 - electronic ink 102
 - recognizing later 154
 - turning text/shape recognizer buttons off for 153
 - writing an appointment in 87
 - writing in 30, 87, 154
 - electronic mail (e-mail) 102–109
 - account name for 184–185
 - addresses 107, 108

- assistant for 54
- Assist button for 46, 109
- business card with 108
- cost considerations 108, 109
- cover letter 102
- forgetting password for 167
- forwarding 106
- hardware requirements for 181
- local access numbers 108, 186–205
- preparing 103–104
- protecting your account 109
- receiving 105–106
- receiving from other e-mail systems 108
- replying to 106
- sending 104
- sending in batches 109
- sending item on screen as 54
- sending to other e-mail systems 107
- setting password for 39, 142–143, 185
- setting up a NewtonMail account 181–185
- tips for 108–109
- troubleshooting 173–174
- using different accounts for 108
- e-mail slip 103
- enlarging a note 35
- enlarging text or shapes 34
- entering date or time 151, 170
- entering information, hints for 47. *See also* writing
- entering lists 131
- entering numbers 47, 151, 170
- envelope icon. *See* Action button
- environmental requirements viii–ix, 166
- Epson LQ or FX printers 146
- erasing
 - entire MessagePad 110, 176
 - groups of words 111
 - letters 111
 - storage cards 75
 - text or pictures 110–111
 - scrub mark problems 170
 - words 27, 111
- eWorld addresses 107, 108
- extended service agreement 179
- Extras Drawer 12, 18, 111–112
- backing up to storage card with 56
- battery indicator in 59
- calculator in 70–71
- changing text style in 135, 159–160
- changing line or shape thickness in 134, 159–160
- closing 18, 36, 111
- formulas in 112, 122
- In Box in 68, 105
- for mailing Out Box items 104

- newly installed application
 - in 52
- for NewtonMail account
 - setup 182
- opening 12, 18, 36, 111
- preferences list in
 - 37–40, 145
- receiving beamed
 - information in 68–69
- receiving mail in 68,
 - 105–106
- removing software from
 - card in 79
- for restoring from storage
 - card 57
- reviewing word list in 164
- setting Beam preferences
 - in 69–70
- Time Zones in 36,
 - 160–161

F

- fax cover page 114, 115
- fax return address 113
 - missing 174
- faxing 113–116
 - by manual dialing 116
 - power use and 80
 - preparing for 113–115
 - sending fax 115
 - using assistant for 46,
 - 53, 116
- fax modem
 - connecting 80
 - NewtonMail
 - requirements 181
 - problems with 173–174
- fax modem port 8, 80

- fax request, using assistant
 - for 53
- fax slip 114
- FCC statement iv–v
- file slip 117
- filing. *See* folders
- financial calculations,
 - formulas for 122
- Find button 12, 13, 120
 - for finding city 161
 - locating multiple items
 - with 46, 119
 - locating old notes with 49
- finding information 119–121
- finding text
 - multiple items 46
 - using assistant for 54
- first letters of words,
 - searching for 119
- floppy disks, installing
 - applications from 52
- folder button 34, 117
- folders 117–119
 - creating 118
 - deleting 119
 - filing multiple items in
 - 119
 - filing notes in 11
 - missing 175
 - organizing information
 - in 46
 - renaming 119
 - viewing notes in 141
- foreign language, entering
 - words in 51–52
- forgetting your password
 - for e-mail 167
 - for MessagePad 142
- formatting

- e-mail messages 103
- for printing 147, 149
- storage cards 75
- Formulas (Extras Drawer)
 - 112, 122
- Currency Exchange 123
- Loan Payment 124
- Metric Conversion 123
- Net Present Value
 - 124–125
- forwarding an e-mail message 106

G

- guest user, configuring
 - handwriting style
 - for 126

H

- handwriting
 - converting to text 30
 - discarding preferences
 - for 131
 - guest user style 126
 - letter-by-letter recognition
 - and 21, 29
 - Letter Styles settings
 - and 131
 - recognizing later. *See* electronic ink
 - setting style preference
 - for 40, 127–128
 - techniques 25–26
 - troubleshooting 169–170
 - using 19–22
 - word-based recognition
 - and 19, 20–21, 25–26
- Handwriting Practice
 - 125–126

- hardware components 8–9
 - batteries 6, 58
 - for NewtonMail 181
 - processor ii, 53
- hardware maintenance vi–ix
- hardware problems.
 - See* troubleshooting
- help. *See also* assistant; Assist
 - button
 - Apple User Assistance
 - 177, 178
 - with NewtonMail 172, 174
- Hewlett-Packard DeskJet or LaserJet printers 146
- highlighting. *See* selecting
- How Do I? instructions 41

I, J

- Ⓢ button. *See* information button
- importing information from
 - Sharp OZ/IQ device
 - 208–209
- In Box (Extras Drawer)
 - 12, 112
 - beamed information
 - received in 68
 - checking for mail 104
 - receiving wireless messages in 162
 - retrieving mail from 105
- indenting paragraphs 128
- information
 - backing up 55–57
 - entering 47
 - moving 135–136
 - moving to or from storage card 77

- protecting on storage card 78
- searching for 119–121
- information (Ⓢ) button
 - for checking memory use 132
 - checking Newton message with 167
 - on separator bar 34, 141
- infrared beam. *See* beaming feature
- installation help 177
- installing applications 52
- installing batteries 1–2
- interest rate formulas 124–125
- international access numbers 202–205
- Internet addresses 107

K

- keyboard, on-screen 11, 21
 - adding words to word list with 162
 - changing layout of 130
 - choices for 129–130
 - displaying 130
 - locale preferences 38
 - moving 130
 - tab key on 128
 - using 22

L

- LaserWriter printers 146
- letter-by-letter recognition 19, 21–22
 - cursive style required for 126
 - using everywhere 152

- using in Name File only 152
- letter-by-letter recognizer toggle
 - for entering letters 29
 - for entering numbers 47
- letter format, printing in 149
- letters
 - correcting 27, 82
 - entering 47
 - erasing 111
- lid, removing and replacing 155
- light bulb button, for help 12
- lighting, adjusting 166
- line breaks, inserting 129
- lines
 - changing thickness of 134
 - drawing 32
 - inserting space for 129
- lists 131
- lithium backup battery 58
 - replacing 63–65
- Loan Payment formula 124
- local access numbers 108
 - international 202–205
 - no answer by 173
 - in U.S. 186–201
- locale
 - date formats and 82–83
 - looking up time for 55
 - setting preferences for 38
 - setting time zone 36, 160–161
 - time display and 160
- locking a storage card 78
- locking tab 72, 73

lock/unlock switch, for
 inserted card 8
long-distance calls 100

M

Macintosh computer.
 See personal computer
mail features. *See* electronic
 mail
maintenance vi–ix
 routine MessagePad
 upkeep 48–49
margins, changing 133
MCI mail addresses 107
measurements, formulas for
 converting 122, 123
memo format, printing
 in 149
memory 132–133
 checking availability
 of 132
 out of memory
 message 168
 tips for conserving
 132–133
 word list in 19
MessagePad lid, removing
 and replacing 155
MessagePad pen
 aligning with screen 5,
 144, 171
 care of vi, 166
 problem using 171
 removing or replacing 3
messages. *See* electronic
 mail; troubleshooting
Metric Conversion
 formulas 123

misrecognized words,
 correcting 47,
 81–82, 170

modem

 dialing phone with 98
 NewtonMail

 requirements 181

 troubleshooting 173–174

modifying pictures or
 shapes 134

modifying text 133, 135

monthly appointments or
 day notes 89–91

moving

 appointments 87

 items between areas
 135–136

 items on screen 135–136

 keyboard 130

 multiple items to
 folders 46

 text or shapes 33

multiple items

 deleting 96

 filing 119

 selecting 158

 working with 46

multiple words, searching
 for 119

N

name cards

 adding notes to 139

 changing or adding
 information on 139

 creating 137–138

 going through 139–140

- Name File 14, 137–140
 - adding information to 139
 - adding notes to 139
 - calling a phone number in 53, 98–100
 - changing information in 139
 - choosing Card Style for 138
 - creating a name card in 137–138
 - entering phone numbers in 97–98
 - mailing to address in 103
 - moving items to storage card from 77
 - opening 12, 14, 137
 - putting away 14, 137
 - reviewing cards in 139–140
- Net Present Value formula 124–125
- new note, creating 34–35
- Newton
 - communication with another. *See* beaming messages from 167–169
- Newton Connection Kit 80
 - for backing up on computer 55
 - Connection for 112
 - for installing applications from computer 52
- NewtonMail
 - address for 108
 - cost considerations 108, 109
 - international access numbers for 202–205
 - problems using 172–174
 - setting up account on 181–185
 - U.S. access numbers for 186–201
- Newton Messaging Card, receiving messages with 162
- Newton Print Pack 80, 146
- nickel-cadmium (NiCd) batteries, warning about 61
- Notepad 10–13, 140–141.
 - See also* notes
 - clearing 23–24
 - creating new notes on 34–35, 140–141
 - drawing on 31–34
 - going to 19
 - keyboard button in 130
 - mailing items from. *See* electronic mail
 - making corrections on 27
 - moving items to or from storage card 77
 - printing from 146–148
 - writing on 19–31
- notes. *See also* Notepad
 - Action button for 11
 - adding to calendar 88
 - adding to name card 139
 - average and maximum size of 132
 - checking size of 132
 - creating 34–35, 140–141
 - deleting 23, 48, 49, 95

- enlarging space for
 - 35, 141
- filing in folders 11, 46,
 - 117–119
- going through 141
- missing 175
- moving to or from storage
 - card 77
- restoring 95
- writing. *See* writing
- “nothing to undo”
 - message 168
- numbers
 - entering 47, 151
 - misinterpreted as
 - words 170
- “numbers, dates, and times”
 - text recognizer
 - option 151
- numeric keyboards 129

O

- on/off switch 4, 9
- open-book button, for
 - reviewing word
 - list 163
- opening the Date Book 12,
 - 15, 84
- opening the Name File
 - 12, 14
- opening the screen lid 3
- operating speed 53
- organizing information,
 - folders for 46
- Out Box (Extras Drawer)
 - 12, 112
 - beam progress noted
 - in 67
 - fax items held in 113, 115

- mail held in 103, 104
- print requests held in
 - 147–148
- out of memory message 168
- overlapping
 - appointments 93
- Overview button 12, 14
 - for finding city's time and
 - distance 161
 - for finding closest
 - city 161
 - not working 176
 - for viewing entire
 - week 86
 - for viewing formulas 122
 - for viewing found item
 - list 121
 - for viewing mail 106
 - for viewing name cards
 - 139–140
 - for viewing Newton
 - messages 167
 - for viewing notes 141
 - for viewing preferences
 - list 145

P

- paper size, setting preference
 - for 38, 146
- paragraphs
 - changing margins for 133
 - indenting 128
 - removing extra space
 - from 133
 - selecting 158
- password 142–144
 - changing or
 - removing 143
 - for e-mail 109, 167

- entering 144
- failure to recognize 167
- forgetting 142, 167
- setting 39, 142–143, 185
- PCMCIA Type I and Type II cards. *See* cards
- pen
 - aligning with screen 5, 144, 171
 - care of vi, 166
 - problem using 171
 - removing or replacing 3
- personal computer
 - backing up to 55, 57
 - connecting 80
 - installing applications from 52
 - power use and 80
- personal computer port 8, 80
- Personal LaserWriter printers 146
- personal preferences, setting 39
- phone calls
 - dialing feature 97–100
 - using assistant for 53
 - to wrong number 175
- phone numbers
 - Apple User Assistance 177
 - entering in Name File 97–98, 138
 - keyboard for 129
 - misinterpreted as words 170
- pictures
 - drawing 32
 - duplicating 33, 101
 - erasing 110–111
 - manipulating 33–34, 134
 - modifying 134
- power adapter
 - communication port tip 59, 80
 - connector for 8
 - problem with 171
 - using 6, 59
- power problems 171–172
- power-saving tips 59, 172
 - for communication port use 59, 80
 - sleep mode 159
- practicing handwriting style 125–126
- practicing writing on pad 19–22
- preferences 36–40, 145
 - Date and Time 37
 - for faxing 113
 - Handwriting Practice 125–126
 - Handwriting Style 40, 127–128
 - Letter Styles 131
 - Locale 38
- password 39, 142–143
- Pen Alignment 144
- Personal 39
 - for printing 146
- receiving beams
 - automatically 69–70
- Recognizers, text and shape 150–153
- Sleep 159
- time zone 36
- Prefs (Extras Drawer) 37, 112

- printer
 - choosing 146, 148
 - connecting 80
- printer port 8
- printing 146–149
 - choosing a format for 147, 149
 - choosing a printer 146, 148
 - item on screen 54
 - power use and 80
 - preparing for 146
 - troubleshooting 174
 - using assistant for 54
 - using Assist button for 45
- print slip 149
- privacy. *See* password
- processing speed 53
- protecting your e-mail account 109
- protection switch, on storage card 78
- punctuation, using 26
- Put Away
 - for beamed information 69
 -  button for 17, 41

Q

- quick start tutorial 7–43
 - Date Book 12, 15–17
 - Extras Drawer 18
 - MessagePad components 8–9
 - Name File 12, 14
 - Notepad 10–13
 - writing practice 19–22

R

- radio and television interference iv–v
- receiving beamed information 68–69
 - automatically 69–70
- receiving mail. *See* electronic mail
- rechargeable battery pack 6, 60–61
 - recharging viii, 59, 60
 - replacing 172
- rechargeable nickel-cadmium (NiCd) batteries, warning about 61
- recognizer buttons 19, 28–29
 - letter-by-letter 29
 - word or shape 28, 153
- Recognizers preferences 150–153
 - close shapes 153
 - letter-by-letter everywhere 152
 - letter-by-letter in Name File only 152
 - make shapes symmetrical 153
 - numbers, dates, and times 151
 - for reviewing word list 164
 - straighten curves 153
 - words in word lists 151
- reduced instruction-set computer (RISC) processing unit ii, 53
- release lever 73
- Remember notes 54

- reminders. *See* to-do list
- Remove Software button 79, 132, 133
- removing a card 8
- removing words from screen 27
- removing words from word list 48, 49
- renaming a folder 119
- repeat appointments, scheduling 89–91
- replying to an e-mail message 106
- Reset button
 - for erasing all information 110
 - for modem problem 174
 - for NewtonMail problem 172
 - using for problem solving 154, 166
- restart, message asking for 168. *See also* Reset button
- restoring information from storage card 56–57
- return address, for fax 113, 174
- ring request 53
- RISC (reduced instruction-set computer)
 - processing unit ii, 53
- routine upkeep 48–49

S

- safety precautions vi, vii, viii
 - with batteries 58, 59, 61, 62

- scheduling, using assistant for 54–55. *See also* Date Book

screen

- adjusting contrast on 5, 9
- aligning pen with 5, 144, 171
- care of vi
- clearing 23–24
- moving items on 135–136
- Notepad, described 10–13
- printing item on 54
- sending e-mail item from 54
- troubleshooting 166, 170, 175

screen lid

- closing 4
- opening 3, 9

scrubbing. *See* entries

beginning with erasing

scrub mark problems 170

searching for information

119–121

Find button for 12, 13

multiple items 46

using assistant for 54

security. *See* password

selecting 33, 156

multiple items 158

pictures 157, 158

text 133, 156–158

unselecting 33, 158

word 49, 157

selection box 133, 157–158

sending mail.

See electronic mail

separator bar 34

- creating 34
- folder shown on 34, 117
- on Notepad 11, 141
- service
 - AppleCare extended service agreement 179
 - Apple User Assistance 177, 178
 - warranty and repair 178
- setting up your MessagePad 1–6
- setup help 177
- shape recognizer button 28, 31
 - when to use 153
- shapes
 - drawing 32, 153
 - duplicating 33, 101
 - erasing 110–111
 - manipulating 33–34, 134
 - modifying 134
 - problems with 171
 - recognizer options for 153
 - selecting 157, 158
- Sharp (Extras Drawer) 112
- Sharp OZ/IQ device
 - beaming information to or from 207
 - copying information from 208–209
 - icon for 112
- size of text or shapes, changing 34
- Sleep
 - hints for using 59
 - setting timer for 159
- software
 - installing 52
 - removing 79
 - software problems.
 - See* troubleshooting
- space
 - inserting in text 129
 - removing from paragraphs 133
- speaker 9
 - dialing phone through 98, 99
- special-purpose card, slot for 8
- specifications
 - batteries 58
 - cards 72
 - processor ii, 53
- SprintNet
 - contacting 186, 202
 - international access numbers 202–205
 - U.S. access numbers 186–201
- starting MessagePad 4, 9.
 - See also* quick start tutorial
- storage cards 42, 72, 75.
 - See also* cards
 - backing up on 55, 56, 75, 76
 - changing batteries in 78
 - for conserving memory 133
 - deleting information on 79
 - erasing 75, 76
 - locking and unlocking 78
 - message asking for 168
 - missing 175
 - moving items to or from 77

- moving multiple items to
 - or from 46
- preparing for use 75
- protecting information
 - on 78
- removing 79
- restoring information
 - from 56–57
- storing information on
 - 76, 77
- write protection
 - error 169
- storage slot 8
- stored information, erasing
 - all 110
- storing an e-mail
 - message 106
- Styles box 160
- Styles (Extras Drawer) 112,
 - 159–160
 - for changing line or shape
 - thickness 134
 - for changing text
 - style 136
- StyleWriter printers 146
- support. *See* service and support
- symbols, entering 51–52
- system messages 167–169

T

- tabs, using 128
- telephone calls
 - dialing feature 97–100
 - using assistant for 53
 - to wrong number 175
- telephone numbers
 - Apple User Assistance 177
 - entering in Name File
 - 97–98, 138

- keyboard for 129
- misinterpreted as words
 - 170
- television interference iv–v
- text
 - accent marks or accented
 - letters 51–52
 - automatic capitalization of
 - 47, 164
 - changing capitalization
 - of 71
 - changing style of 135
 - converting handwriting to
 - 30
 - correcting 81–82
 - duplicating 101
 - erasing 110–111
 - finding 46, 54
 - inserting space in 129
 - manipulating shapes and
 - 33–34
 - modifying 133, 135
 - recognizer options for
 - 151–152
 - selecting 133
- text keyboard 129, 130
 - changing layout of 130
- text-only e-mail messages
 - 102, 103
- text recognizer button 28, 29
 - adding words to word list
 - with 163
 - turning off for drawing
 - 31, 153
 - turning off for electronic
 - ink 102, 153
 - when to use 153
- time
 - checking after reset 166
 - display method for 160

- entering AM and PM 160
- keyboard for entering 129
- looking up for city or
 - country 55
- misinterpreted as
 - text 170
- setting 37
- text recognizer option
 - for 151
- timer
 - setting alarm 92
 - setting for Sleep 159
- time zone
 - looking up time in 55
 - setting 36, 160–161
- Time Zone map
 - displaying 55
 - finding time and distance
 - of city in 161
- Time Zones (Extras Drawer)
 - 36, 112, 160–161
- titles. *See* application cards
- to-do list. *See also* Date Book
 - adding an item to 94
 - adding a reminder to 54
 - checking off completed
 - items in 94
 - deleting items from 97
 - moving around in 84
 - setting priorities on 94
 - using assistant with 54
 - viewing for entire
 - week 86
- triangle indicator, for item
 - stored on card 77
- troubleshooting
 - 165–176, 178
- Apple User Assistance for
 - 177, 178
- batteries 171, 172
- date and time wrong 175
- dialing phone numbers
 - 173, 174, 175
- drawing problems
 - 170, 171
- electronic mail problems
 - 173–174
- environmental problems
 - viii–ix, 166
- heat problems viii
- messages from Newton
 - 167–169
- missing notes or
 - cards 175
- modem problems
 - 173–174
- password problems 167
- power problems 171–172
- printing problems 174
- Reset button for 154
- screen problems 166,
 - 170, 175
- wet MessagePad 175
- writing problems
 - 169–170, 171
- Try Letters button 21, 81
- turning on the MessagePad
 - 4, 9
 - entering password 144
 - problem with 171
- turning off the MessagePad 4
 - for problem solving 166
- 24-hour format, displaying
 - time in 160
- typing accent marks 51

U

- Undo button 13, 41
 - nothing to undo message 168
 - for restoring deleted item 95
- unlock switch, for inserted card 8
- unselecting 33, 158
- uppercase letters. *See* capitalization

V

- viewing angle, adjusting 166

W

- warranty and repair service 178
- weekly appointments or day notes 89–91
- Windows computer.
See personal computer
- wireless messaging service 162
- word-based recognition 19, 20–21
 - correcting letters for 27, 82
 - correcting misrecognized words 47, 81–82, 170
 - handwriting tips 25–26
 - text recognizer option for 151
- word list 19, 21
 - adding corrected word to 47
 - adding words to 11, 48, 49, 162–163

- automatic capitalization
 - with 47, 164
 - recommendations for 164
- removing words from 48, 49
- reviewing 48, 49, 150, 163–164
- word recognizer button. *See* text recognizer button
- words. *See also* word list
 - automatic capitalization of 47, 164
 - changing capitalization of 71
 - correcting 27, 47, 81–82, 170
 - erasing 27, 111
 - inserting space for 129
 - searching for 119
- “words in word lists”
 - recognizer option 151
- write protection error 169
- writing 19–22
 - accent marks or accented letters 51–52
 - converting handwriting to text 30
 - correcting 27
 - correcting misrecognized words 47, 81–82, 170
 - in electronic ink 30, 87, 154
 - guest user style 126
 - handwriting style 40, 127–128
 - handwriting techniques 25–26
 - letter-by-letter recognition 21, 29

Letter Styles preferences
 and 131
lists 131
practicing 19–22,
 125–126
problems with
 169–170, 171
text recognizer button for
 28, 153
text recognizer options
 for 151–152
using punctuation 26
word-based recognition
 19, 20–21, 151

X

 button 17, 41

Y

yearly appointments or day
 notes 89–91

Z

zigzag line, for “scrubbing
 out” 110–111
problems with 170

The Apple Publishing System

This Apple manual was written, edited, and produced on a desktop publishing system using Apple Macintosh computers and QuarkXPress. Technical illustrations were drawn in Adobe Illustrator; screen shots were created and modified with system software, Exposure Pro, Aldus SuperPaint, and Adobe Photoshop. Proof pages were created on Apple LaserWriter printers and on Tektronix color printers. Final pages were output directly to separated film on a PostScript™-driven imagesetter.

Text type is Apple Garamond. Display type is Helvetica Black. Ornaments are custom symbols designed for Apple Computer.

PostScript, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.



Apple Computer, Inc.
1 Infinite Loop
Cupertino, California 95014-2084
(408) 996-1010
TLX 171-576

030-6092-A
Printed in Taiwan

