D R A F T
M A N U A L

.....

This is the first draft of the Newton user's guide.

The content represents the state of Newton's software at the end of April '93.

There may be inconsistencies between the operation of the device and its description in this draft.

Newton MessagePad Handbook

Getting Started & Reference Guide

Apple Computer, Inc.

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Important: This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

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

This product was tested for FCC compliance under conditions that included the use of shielded cables and connectors between system components. It is important that you use shielded cables and connectors to reduce the possibility of causing interference to radios, television sets, and other electronic devices. For Apple peripheral devices, you

can obtain the proper shielded cables from your authorized Apple dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

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しかし、本装置をラジオ、テレビジョン受信機に近接してご使用になると、受信障害の原因となることがあります。

取扱説明書に従って正しい取り扱いをしてください。

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Safety Notes

As you work with your Newton device, follow these safeguards to protect yourself and the device:

- Take care not to break the glass screen. Don't drop the device. Don't subject it to any strong impact. Don't be tempted to put it into your back pocket, because if you sit on it, the glass may break. Always store the device in a case that has a stiff plate that can protect the screen. Don't press too hard on the screen when writing, drawing, or tapping buttons.
- 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. <same words>
- Don't leave the device anyplace that is extremely dusty or damp. <same words>
- Be careful not to scratch the screen. Use only plastic-tipped pens intended for use with a touch-sensitive screen. Don't use ink pens or any other sharp object.
- Never leave the card slot empty. If you haven't put a memory or application card in it, leave the plastic protection card installed.
- Turn off the device when you're not using it.
- Turn off Newton only by using the power switch.
- Always turn off the device before changing the batteries.

- To avoid battery leakage or lost data, replace the batteries as soon as they become weak. (See Chapter 23.)
- Clean the screen only with a soft dry cloth. Do not use solvents.
- Clean the painted surfaces only with isopropyl alcohol (rubbing alcohol) and a soft dry cloth. Do not use solvents.
- Keep the ports covered when you're not using them.

CHAPTER

1

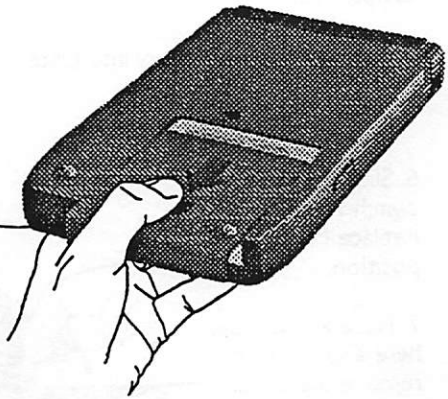
YOUR FIRST MINUTES WITH NEWTON

Welcome to Newton! Read this chapter to learn how to set up and use your Newton device. The rest of the book provides detailed instructions.

INSTALLING BATTERIES

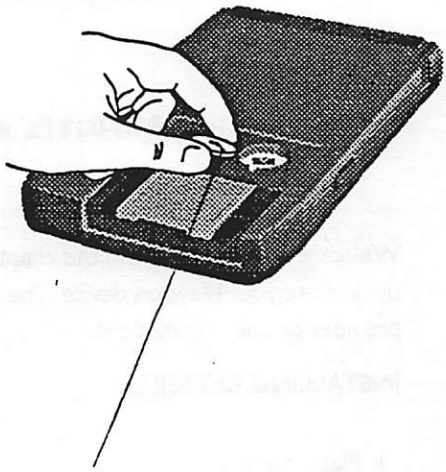
1. Place Newton screen-side down onto a surface that won't damage the screen.

2. Use your thumb to slide off the panel that covers the batteries.



3. Slide the orange switch to the Replace Backup position.

4. Find the round backup battery in the box and pick it up by its edges, holding it so the + is on top.

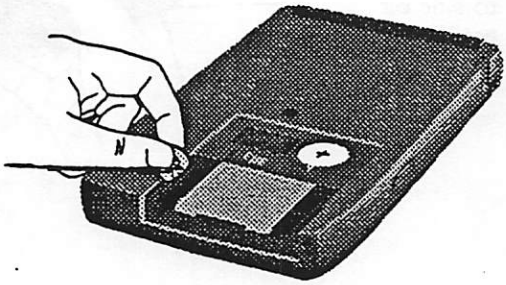


Caution: If the backup battery is inserted incorrectly, it can explode. Be careful to insert the battery + side up. See other cautions related to replacing the battery in Chapter 23.

5. Slide the backup battery into place.

6. Slide the orange switch to the Replace Main position.

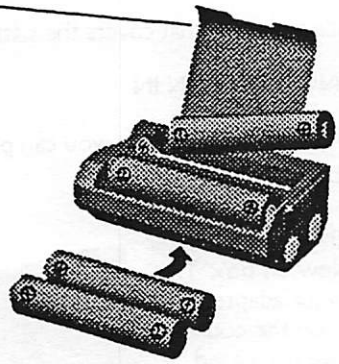
7. Place a small coin here and use it to remove the plastic and metal battery holder.



8. Hold the metal door open while you put in the first two AAA batteries.

Orient the batteries as shown in the drawings printed on the case.

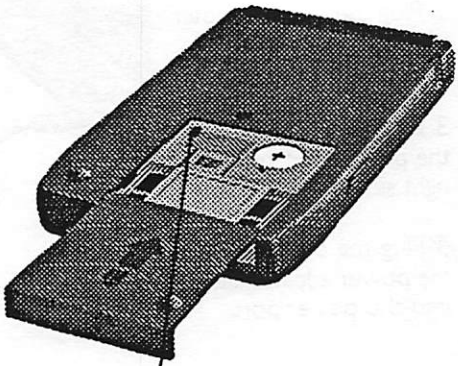
9. Put the last two AAA batteries in the other side.



10. Put the battery holder back in. The metal door should face up, and the slot should be on the left.

11. Move the orange switch to IN USE, the middle position.

12. Find the plastic Newton pen.



13. Use the pen to press the reset switch. (Do this only the first time you install the batteries. It erases all the information stored in Newton.)

14. Replace the panel that covers the batteries

PLUGGING NEWTON IN

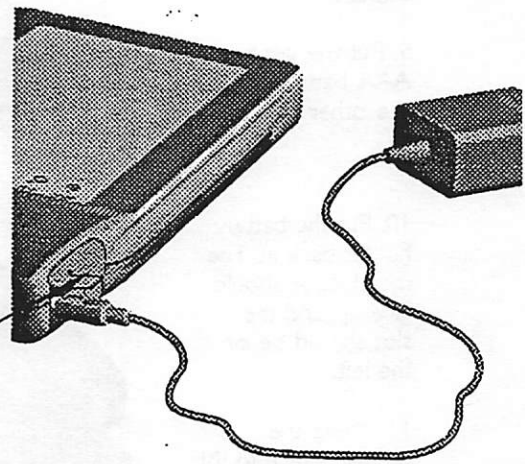
If you're near an electric outlet, you can plug Newton in and save the batteries.

1. Find the power adapter in the Newton box. The style of your adapter depends on the country where you purchased Newton.

2. Plug the power adapter into a standard electric outlet or power strip.

3. Lift up the flap covering the power port on the right side of the device

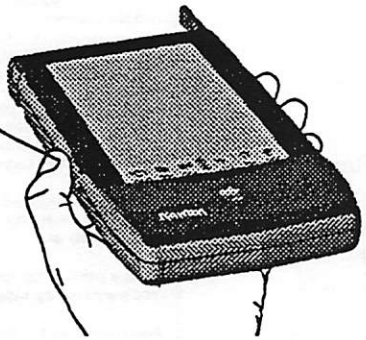
4 ~~3~~. Plug the other end of the power adpater cable into the power port.



1. Turn Newton on by sliding this switch down and letting it spring back.

2. Remove Newton's pen from its holder.

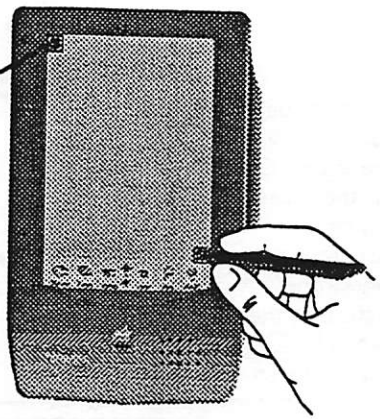
The pen has a dull point that won't scratch the screen.



After a moment, Newton displays this message.

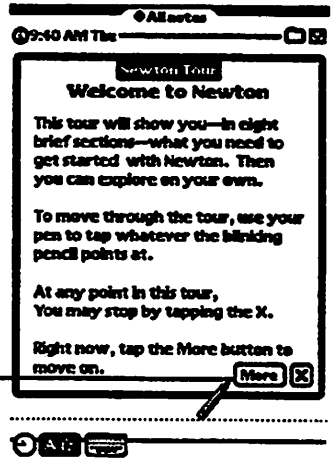
3. Use the pen to tap the X as directed.

4. Newton will ask you to tap two or more Xs. Follow the directions.

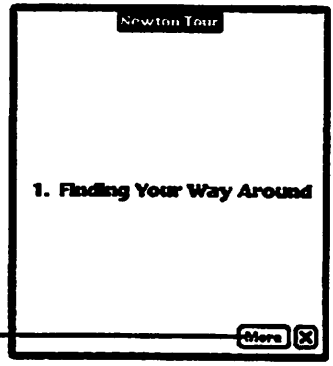


After you finish tapping Xs, Newton asks if you want to take a tour.

5. Tap More and follow the instructions on the screen.

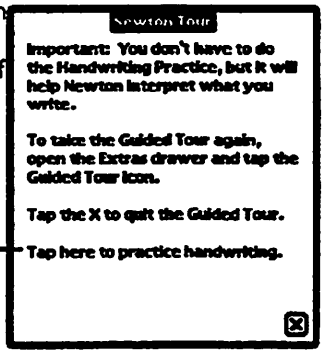


6. Continue the tour. Follow the instructions on the screen, paying attentention to where the picture of the pen is blinking. Tap More to continue.



After you finish the tour, Newton asks if you want to teach Newton about your handwriting

7. Tap here.

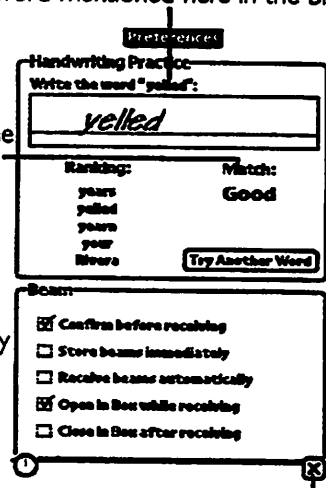


8. Practice your handwriting for as many words as you can. The more you write, the better Newton learns to understand your writing.

• Write the word mentioned here in the blank just below.

• Note how well Newton recognized the word. "Excellent" is the best.

• To practice with another word, tap "Try Another Word"



9. When you're finished practicing, tap this X.

10. Tap the X at the bottom-right corner once again to return to the Notepad.

IMPORTANT: PREPARING NEWTON FOR WORK

Before you start working with Newton, you need to prepare Newton by setting the time, date, location, and putting in your personal information, as described in "Important Settings" near the end of this chapter.

But first, go through the "test drive" in the next section. Even if you skip any of the test drive, make sure you go through all of the steps in "Important Settings."

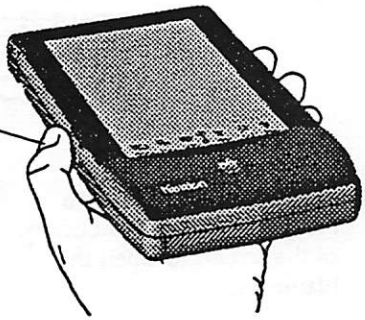
TEST DRIVE/BASIC FEATURES

Follow the instructions in the next few sections for a quick overview of what Newton can do.

Turning Newton on and off

1. To turn Newton on, slide switch down and let it spring back.

2. To turn Newton off, slide the switch in the same way. As long as the batteries are fresh, Newton stores your information even when the power is off.



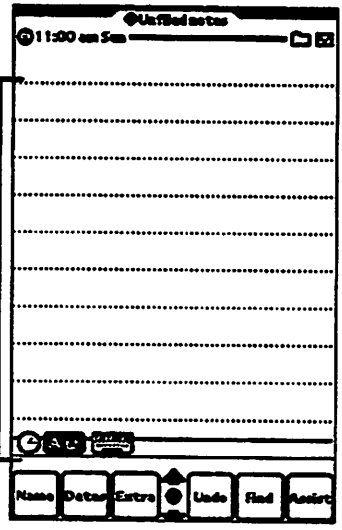
Looking at the Notepad, Names File, and Date Book

Follow these steps to look at the three areas where you can store information on Newton.

1. Turn on Newton as described earlier in this chapter.

The Notepad

The Notepad is always open, although sometimes it is covered up by something else.

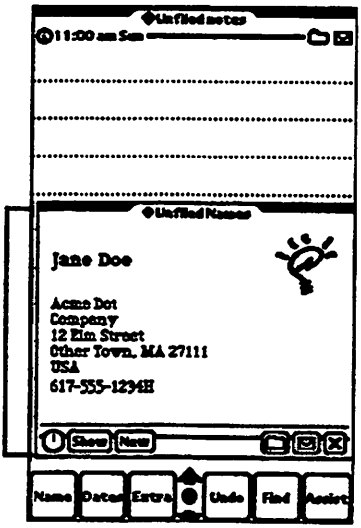


2. Use the pen to tap the Names button at the bottom of the screen to open the Name File.

Icon art: Names btn

3. Look at the Name File, which works like an address book.

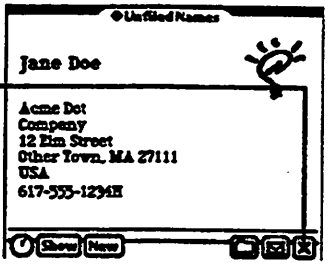
The Name File appears on top of the Notepad. (The Notepad is always underneath whatever else you have open.)



4. Tap the arrows to see more cards in the Name File.

5. Tap the X to leave the Name File.

Whenever you want to leave something, look for an X button.

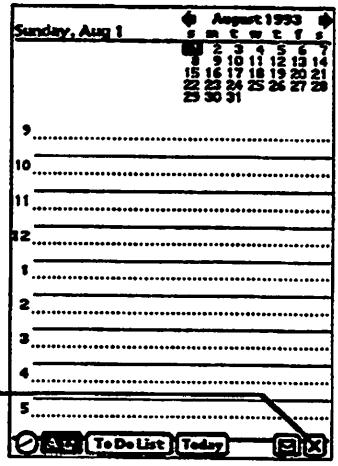


6. Tape the Dates button at the bottom of the screen to see the Date Book.

Icon art: Dates btn

7. Look at the Datebook. It has space for appointments and for a to-do list. (Don't worry if it doesn't show the correct date. You'll set the date later in this chapter.)

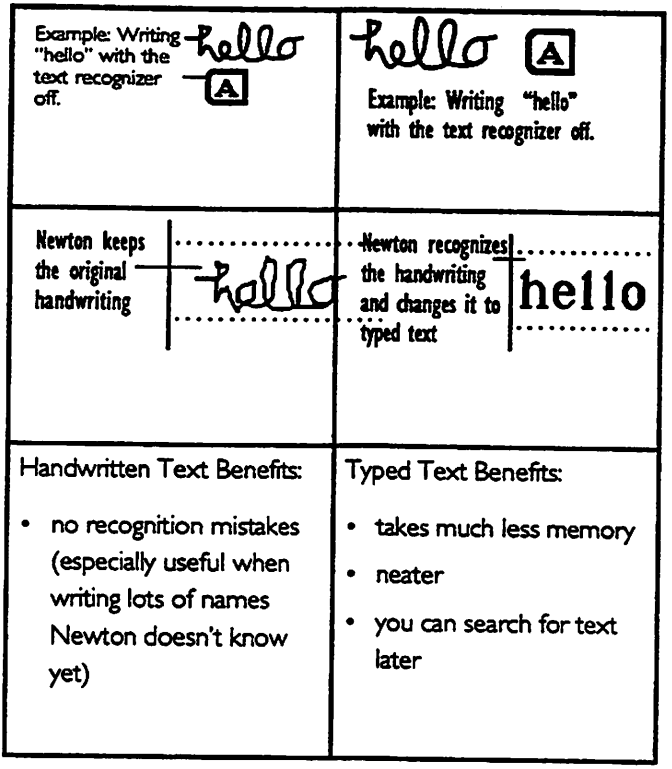
8. Tap X to leave the Date Book.



Writing: Handwritten versus typed text

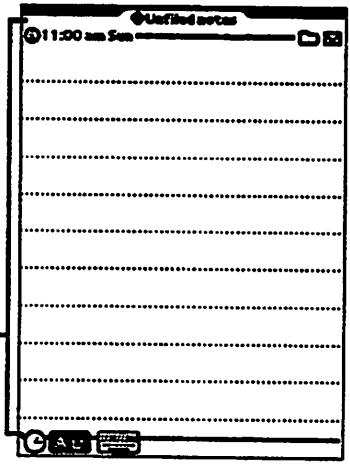
When you write on Newton, you can save your words as handwritten text or typed text. To understand the difference, see this table:

Handwritten text	Typed text

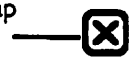


Follow these steps to try writing with and without text recognition:

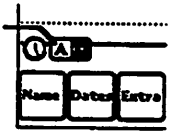
1. Make sure you can see the Notepad and that nothing is cover it.



If anthing is covering the Notepad, tap the X button to put it away.

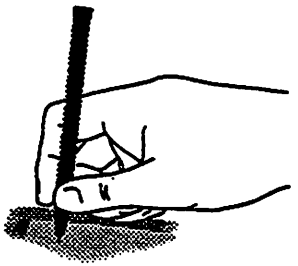


2. Turn off the text recognizer. If the button doesn't look like this, tap it once so it's no longer darkened.



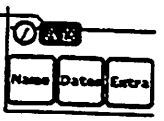
3. Use the pen to write the word "hello" in either cursive or printed letters.

Hold the Newton pen like a normal pen. **Do not rest your hand on the screen.** Use a light touch



Write the word as you normally would.

4. Turn on the text recognizer. If the button doesn't look like this, tap it once to darken it.



5. Write "hello" again.

After a moment, Newton converts your handwriting to typed letters. Don't worry if it makes a mistake.

Note for computer users: No need to save!

Newton automatically saves your information as you write it. Until you erase it, the information stays in Newton's memory, even while the device is off.

However, remember that like any electronic device, Newton can unexpectedly fail and forget your information. Chapter 26 discusses ways to make backup copies of your information..

Writing: Correcting recognition mistakes

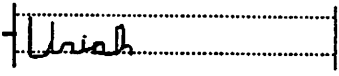
The text recognizer interprets your handwriting one word at a time by looking for the word in its word lists. If the word isn't there, or if Newton can't understand your handwriting, Newton will interpret the word incorrectly.

Follow these steps to learn how to correct a misinterpreted word:

1. If anything besides the Notepad is open, tap X to close it.

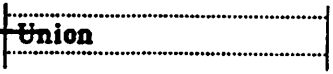
2. Make sure the text recognizer is on. If its button doesn't look like this, tap it to darken it.

3. Write the name Uriah in cursive or printed letters.



The word Uriah isn't in Newton's word list, so it will be misinterpreted.

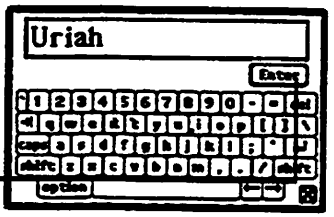
4. Tap the misinterpreted word twice to see a list of possible corrections.



(Newton may have misinterpreted the word differently on your screen.)

If the list of corrections didn't open, tap twice on the word again, taking care to use a light touch, to tap in the same place both times, and to tap quickly.

5. Tap the picture of the keyboard.



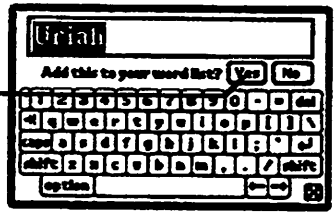
6. Tap the shift key.

7. Tap the letters of Uriah.

8. Tap Enter.

(For hints on using the keyboard, see "Using the Correction Keyboard" in Chapter 5.)

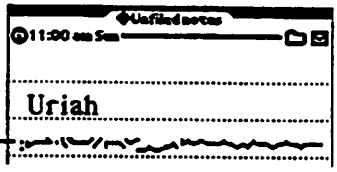
9. Tap Yes to add the word to your word list so Newton can recognize it later.



Writing a note with pictures in it

Suppose you have an inspiration for a new design for a toy boat your company sells.

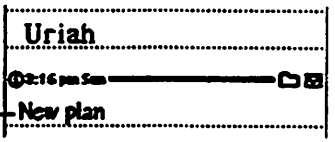
1. Draw a horizontal line to start a new note.



It turns into a "separator bar" showing the day and time the note was created. (If it just turns into a plain line, tap the Undo button at the bottom of the screen, then try drawing it again.)

2. Tap the down arrow to get more room to write.

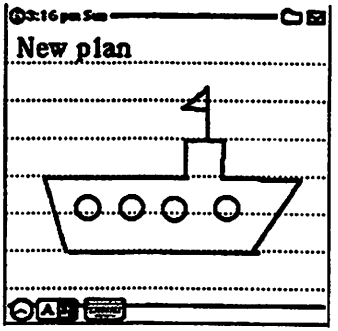
3. Write these words at the top of the new note.



4. Turn off the text recognizer but leave the shape recognizer on. Tap the buttons so they look like this.

5. Draw a ship. Don't worry if it doesn't look like this one.

- Leave room above and below the drawing.
- Try drawing one line at a time.
- If you make a mistake, tap the Undo button before trying anything else.



For more information about writing and drawing, see Chapter 5.

Erasing a word and undoing the erasure

You can erase words by scrubbing them out. And if you ever make a mistake, you can tap the Undo button, to undo your last two actions.

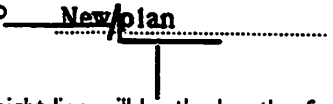
For example, you could erase the word "plan" and then undo the erasure, as shown in these steps:

1. Use the pen to scrub out the word "plan" using back-and-forth strokes like this.

2. Tap the Undo button. The erased word appears on the screen again.

1. Turn on the text button and turn off the shape button. Tap the buttons so they look like this.

2. Draw this shape to insert space to write the word.



The length of the straight line will be the length of the space inserted.

3. Write the new word in the space.

4. Turn on both buttons. Tap the buttons so they look like this.

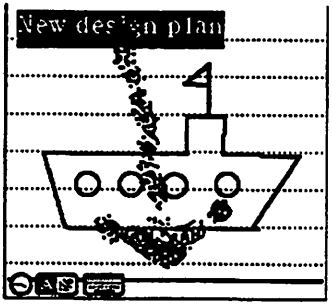
Moving things and erasing shapes

You can erase shapes the same way you erase words, by scrubbing them out (See "Erasing Shapes" in Chapter 5.). You can also select and move text or shapes. See "Selecting Things" and "Moving Things on a Page," both in Chapter 5.

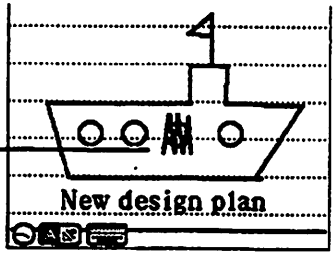
In this example, you'll move the words below the ship then erase one of the windows in your drawing of the ship.

1. Hold the pen lightly down until you see a blot and move the blot over the whole phrase to select it, then lift up then pen.

2. Hold the pen on the middle of the phrase and move it to here.



3. Erase a window by scrubbing it out



Seeing a list of the notes in the Notepad

You can scan through the notes in the Notepad one at a time by tapping the arrow buttons. You can also see a list of all the

notes—sort of a table of contents for the Notepad—by tapping the Overview button, the dot between the arrows, as shown here:

1. Tap the Overview button to see the list of notes.

3. Tap the note you want to go to, or tap X to leave this list.

The Overview button shows you an overview of whatever area you're in at the moment. It works in the Notepad (Chapter 2), the Name File (Chapter 3), the Date Book (Chapter 4), and Time Zones (Chapter 21). It also works when an error message is on the screen (Chapter 30).

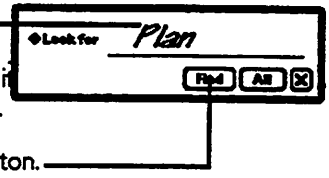
Looking for a note by searching for a word

Because Newton can store a lot of information, you may not want to wade through it all to find the item you're looking for. You can use the Find button to make your search easier (Chapter 6).

For example, suppose several days had passed and you wanted to find the note about the new design. Follow these steps:

1. Tap the Find button. The Find box opens.

2. Write the word "plan" If is is misinterpreted, tap it twice and correct it.



3. Tap the Find button.

4. Newton displays the first note it finds with the word "plan" in it.

5. Tap X to leave the Find area.

The Action button: printing, faxing, beaming, mailing, duplicating, and deleting

You use the Action menu to do something with a particular piece of information—to print or send it somewhere, or to make a copy of it or throw it away.

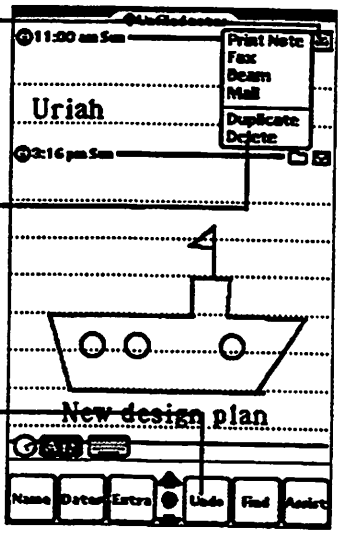
In this example, you'll use it to delete a note.

1. Tap the arrows at the bottom of the screen to find a note you want to delete. Your notes may look different.

2. Tap the Action button at the top of the note you want to delete.

3. Tap Delete. Notice the note wads up and disappears into a trash can which appears momentarily on the screen.

4. If you like, tap Undo to bring the note back.



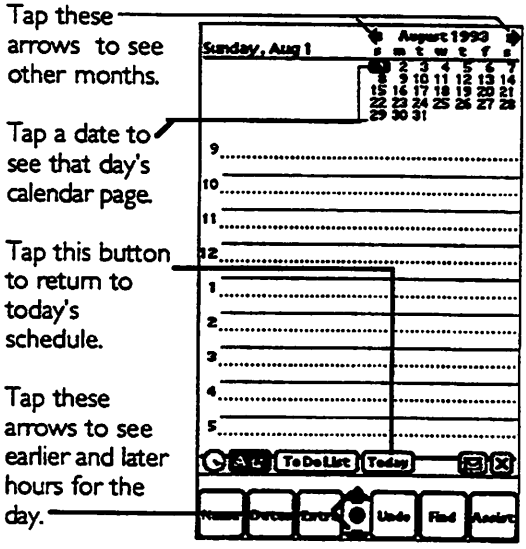
Moving around the Date Book

1. Tap the Dates button to see the Date Book.

2. Try tapping these parts of the calendar pages in the Date Book. (If you get lost, tap X to close things until you see

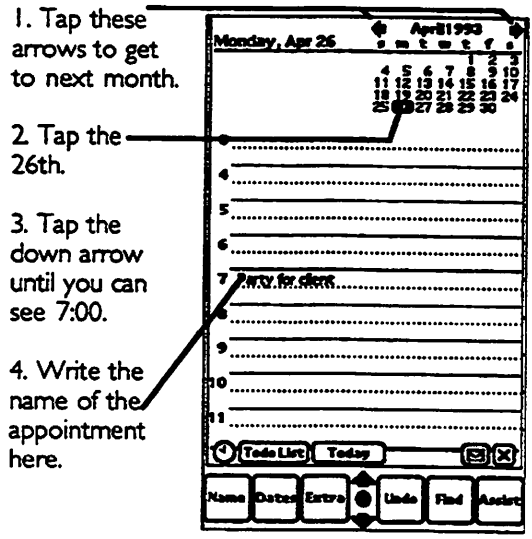
the Notepad again, then tap Dates to get back to the calendar pages.)

Note: Because you haven't yet set the current date and time, as explained in the "Important Settings" section later in this chapter, you won't automatically go to today's date as you normally would.



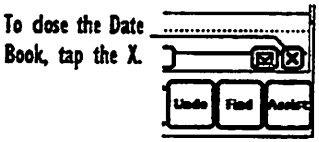
Scheduling an appointment in the Date Book

Imagine you have invited a client to attend your company's anniversary bash at 7:00 pm on the 26th of next month. To mark it in your Date Book, follow these steps.



You can find out more about setting appointments by reading "Making an Appointment" in Chapter 4.

Closing the Date Book

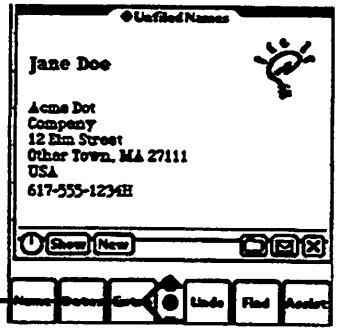


Using the Name File

Use the Name File to store names and addresses. The more up-to-date you keep the Name File, the better the Intelligent Assistant can fulfill your requests. (See Chapter 15 to learn about the Assistant.)

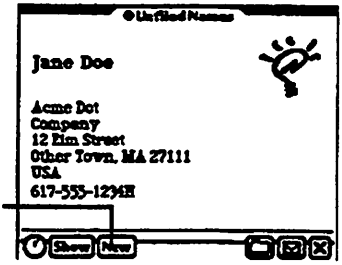
1. Tap the Names button to see the Name File.

Art: Names button



1. Tap the arrows to see other cards.

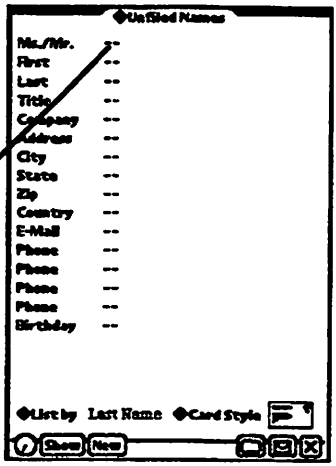
Adding a new card to the Name File



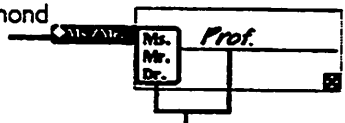
1. Tap New.

This is a blank form you need to fill in for the new card.

2. Tap "--" next to Ms./Mr. to fill in the blank.



3. Tap the diamond to see this list.



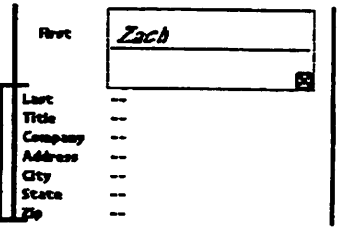
4. Tap the title you want in the list or write a different title in the blank.

Note: Whenever you see a diamond, you may tap it to see a list of choices.

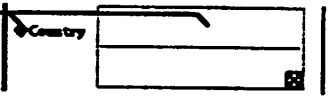
You can correct any text you write in the usual way, by tapping it twice.

5. Tap "--" next to First and write the first name.

6. Repeat with these blanks.



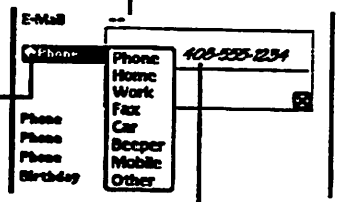
7. Fill in the Country blank by writing the name of the country or tapping the diamond to select from a list.



8. If this person has an electronic mail address, write it here.

9. Tap the first Phone blank.

10. Tap the diamond to see a list of types of phone numbers.



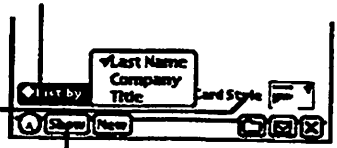
11. Write the area code and number.

12. Repeat for the other phone blanks as you like.

13. Fill in the birthday.

14. Tap Sort By to choose how you want to alphabetize the card.

15. Tap Card Style to choose how you want the card to appear.



16. Tap Show then tap Card to return to the regular size card.

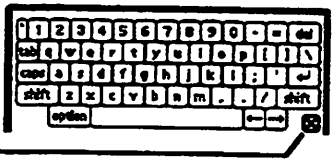
Closing the Name File

5. Tap the X at the bottom-right corner to close the Name File.

Hints for exploring on your own

When you see a diamond, tap it to see more choices.

If you make a mistake, tap Undo before doing anything else. You can undo your last two actions.

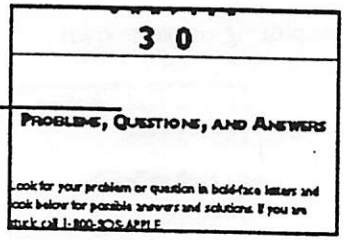


If you get lost, you can always return to the Note Pad by closing everything else. Close things by tapping the X.

Tap the arrows to turn the pages and see more.

Tap the overview button to open and close an overview or table of contents for the area you're looking at.

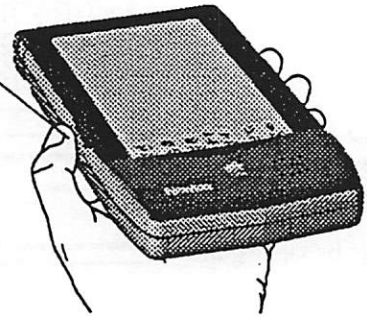
If you have a problem, see Chapter 30.



Finishing with Newton for the day

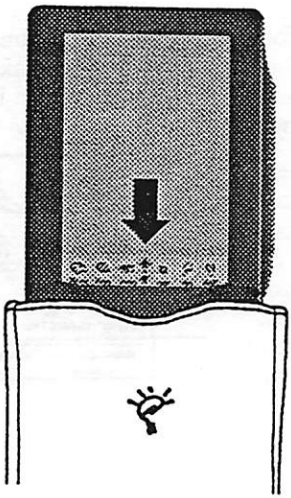
1. To turn Newton off, slide this switch then let it spring back.

Newton stores information even when it's turned off.



2. Return Newton to its case.

The front of the case—with the Apple logo on it—has a special plate to protect Newton's screen.



IMPORTANT SETTINGS

Before you start working with Newton, you need to prepare Newton by setting the contrast, time, date, location, and putting in your personal information.

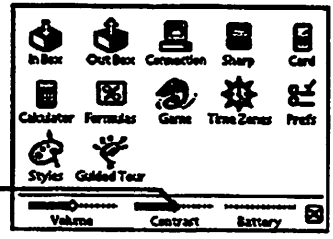
Contrast

1. Tap to open the Extras drawer if it's not already open.

Art: Extras Drawer icon

Caution: If you move the contrast control too far in either direction, you may make the screen unreadable. If so, tap the Undo button before you do anything else.

2. Use the pen to move this diamond a little bit at a time until you find the best position for your reading angle.



Time zone

1. Tap to open the Extras drawer if it's not already open.

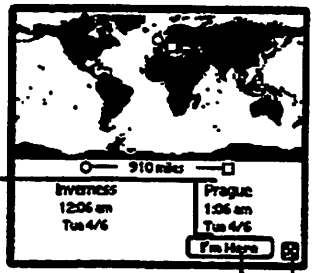
Art: Extras button

2. Tap Time Zones.

Time Zones

3. Tap the place on the map where you are.

4. Make sure the city listed here is in the same time zone as you are. If not, tap your location on the map again. Don't worry that the time shown isn't correct; you'll set the time later.



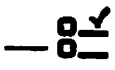
5. Tap I'm here.

6. Tap X to leave this area.

Note: The time zone map does not have every city in the world in its memory. For more information about selecting specific cities, see Chapter 21.

Date and time

1. Tap the Prefs button to see a list of the preferences you can set. (If you don't see the Prefs button, tap the Extras button.)



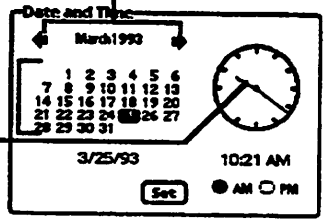
2. Tap here to go to where you can set the Date and Time.

Date and Time

3. Tap these arrows to go to the current month.

4. Tap today's date.

5. Draw a short hand on the clock to set the hour.



6. Draw a long hand on the clock to set the minute.

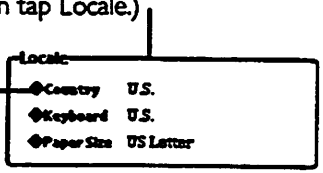
7. Tap AM or PM.

8. Tap the Set button.

9. Note that the clock near the bottom of the screen now shows the correct time.

Country preferences

(If you don't see this on the screen, tap Extras, then tap Prefs, then tap Locale.)

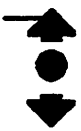


1. Tap Country to see a list, then tap your country. (Your choice controls many things, including the format of calendars, times, and numbers.)

2. Tap Keyboard to see a list, then tap the keyboard layout you prefer. Your choice controls the layout of the keys on the on-screen keyboards.

3. Tap Paper Size to see a list, then tap the paper size you're most likely to use.

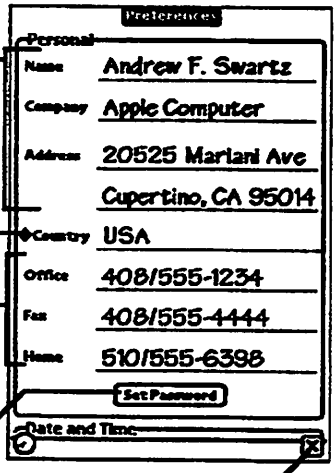
4. Tap the up arrow until you can see "Personal."



Personal information

(If you don't see the Personal information area on the screen, tap Extras, then tap Prefs, then tap Locale.)

Note: If Newton has trouble recognizing the information you enter, remember you can correct a misinterpreted word by tapping it twice, as described earlier in this chapter.



1. Write your name, company and address.

2. Tap Country to select your contry.

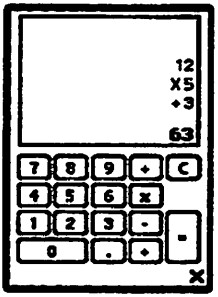
3. Write you office, fax, and home phone numbers.

(For information about passwords, see Chapter 27.)

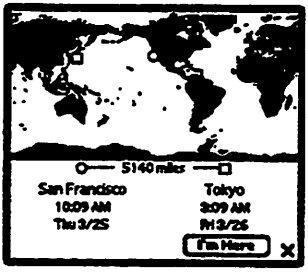
4. Tap X to return to the list of preferences.

5. Tap the X at the bottom-right corner to close the Extras drawer.

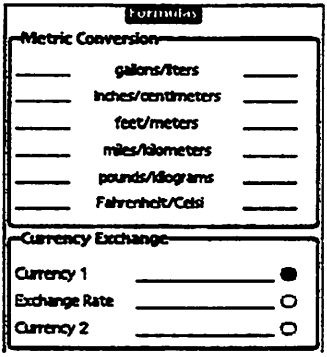
OTHER INTERESTING FEATURES



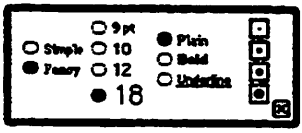
Calculator with "paper tape"
(Ch. 19)



Time Zone Map
(Ch. 21)



Automatic Formulas
(Ch. 20)



Styles for writing and
drawing (Ch.5)

Print (Ch. 8)

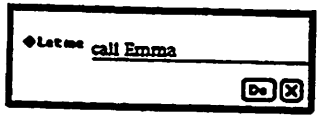
Send a fax (Ch. 9)

Beam information from one Newton to another (Ch. 10)

Send electronic mail (see booklet)

Connect Newton to your computer (optional kit)

Put information on an optional storage card (Ch. 25)



Ask the Intelligent Assistant to do tasks for you (Ch. 15).

Find out how to do something (Ch . 18)