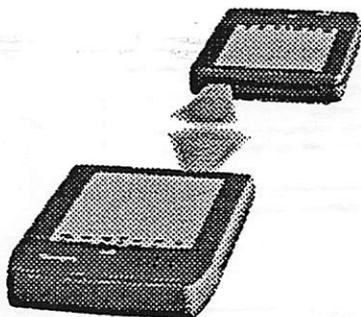


SENDING AND RECEIVING BEAMS



You can send information from one Newton to another by using an infrared beam. The Newtons should point directly at each other and should be less than three feet (one meter) apart.

BEAMING INFORMATION TO ANOTHER NEWTON

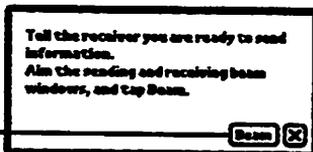
1. Go to the information you'd like to send—a note in the Notepad, a card in the Name File, or an appointment, note, or To Do item in the Date Book. You can beam anything that has an Action button.

2. Tap the Action button; then tap Beam.



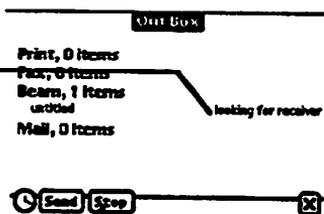
S-126

3. Point your Newton at the device to which you want to send the information. Then tap Beam.



S-127

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



S-128

- Tap here to cancel.

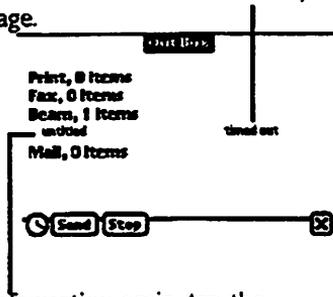
Problems sending the beam?

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

To delete the item, see Ch. 13.

To close the Out Box, tap X.

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



S-136

- Move the Newtons closer together and make sure they're pointed directly at each other.
- Make sure the other Newton is ready to receive a beam. Make sure "Receive Beams Automatically" is turned on in the Beam preferences area, or that the other Newton's In Box is set to receive a beam.

RECEIVING A BEAM

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

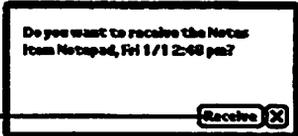
1. Tap Extras to open the Extras Drawer.

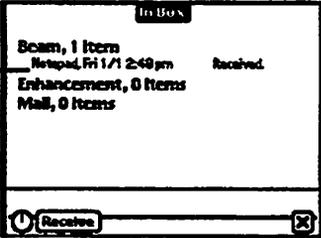


2. Tap In Box.  S-129
In Box

3. Tap Receive.  S-130

4. Tap Beam.  S-131
Beam
Enhancement
Mail

5. Tap Receive to confirm that you want to receive beamed information.  S-132
Do you want to receive the Netas from Netapod, Fri 1/1 2:48 pm?
Receive [X]

The item appears under Beam in the In Box.  S-133
In Box
Beam, 1 item Received
Netapod, Fri 1/1 2:48 pm
Enhancement, 0 items
Mail, 0 items
Receive [X]

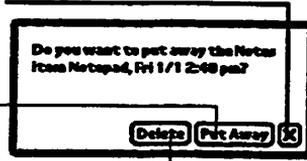
6. Tap the item to put it away.

7. Choose what to do with the item:

- Tap X to leave it in the In Box.

- Tap Put Away to put it in the location it belongs.

- Tap Delete to throw it away.



S-134

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



S-135

Receiving beams automatically

You can shorten the procedure for receiving beams by setting certain Beam preferences. Follow these steps:

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



2. Tap Prefs. 
Prefs

S-138

3. Tap Beam.  **Beam**

S-139

4. Choose the preferences that are best for you:

- To receive beams without being asked if its OK (skipping step 5 of "Receiving a Beam") tap this box to uncheck it:

Confirm before receiving

S-137A

- To have Newton put beamed information in the appropriate areas automatically (skipping steps 6 and 7 of "Receiving a Beam") check this box:

Store beams immediately

S-137B

- To have Newton look for incoming beams automatically (skipping steps 1, 2, 3, and 4 of "Receiving a Beam"), check this box (**Warning:** If your Newton isn't plugged in, this feature will shorten the life of your batteries):

Receive beams automatically

S-137C

- If you have checked "Receive beams automatically," you can also choose not to see the In Box while you're receiving a beam by unchecking this box:

Open In Box while receiving

S-137D

- To have Newton close the In Box automatically after receiving a beam (skipping step 8 of "Receiving a Beam") check this box:

Close In Box after receiving S-137E

BEAMING INFORMATION TO AND FROM A SHARP OZ/IQ 9000

You may beam information to any series 9000 Sharp OZ/IQ and receive beams from it, 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 you would receive any Direct IR transmission (see the Sharp manual for details).

Sending a beam from a Sharp OZ/IQ 9000 to a

Newton: Send the beam from the Sharp device as you would any Direct IR transmission (see the Sharp manual for details). Receive the beam on Newton as usual, though you must follow steps 1-4 of "Receiving a Beam" even if you have asked to receive beams automatically.

C H A P T E R

1 1

ELECTRONIC MAIL

See the booklet *Using Electronic Mail* for information about electronic mail.

IN BOX

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

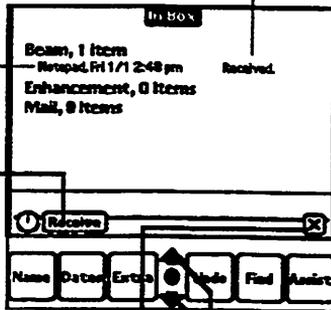
Status of received items.

Item received.

To receive more items, tap Receive.

To close the In Box, tap the X.

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



S-140

WHAT STORED IN THE IN BOX

- **Beams.** When someone beams you something (Ch. 10), it's stored in the In Box. However, if you'd rather have Newton automatically store the information where it belongs, check the Store Beams Immediately option in Beam preferences (as described in "Receiving Beams Automatically" in Ch. 10).
- **Enhancements.** When you use a Newton modem to obtain new applications and information (described later in this chapter), they're stored here.
- **Mail.** When you use a Newton modem to receive electronic mail (see the *Using Electronic Mail* booklet), it's stored in the In Box until you delete it.

OPENING THE IN BOX

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



2. Tap In Box.



S-141

RECEIVING ITEMS

1. Tap Receive.



S-143

2. Tap what you want to receive.



S-144

3. Continue according to the instructions for the particular item you want to receive: Beams (see Ch. 10), Enhancements (see below), or Mail (see the *Using Electronic Mail* booklet).

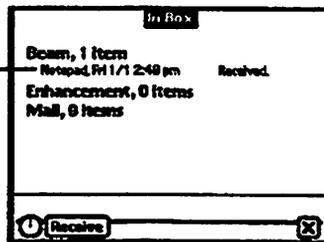
Enhancements

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

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

PUTTING AWAY OR DELETING IN BOX ITEMS

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



S-140

Note: See the *Using Electronic Mail* booklet for more details on putting away e-mail messages.

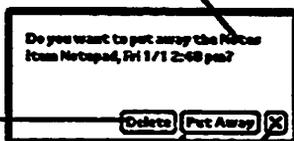
The messages tell you where the item will be stored.

2. Tap to indicate your choice:

• Tap here to throw away the item.

• Tap here to put it away.

• Tap X to leave it in the In Box.



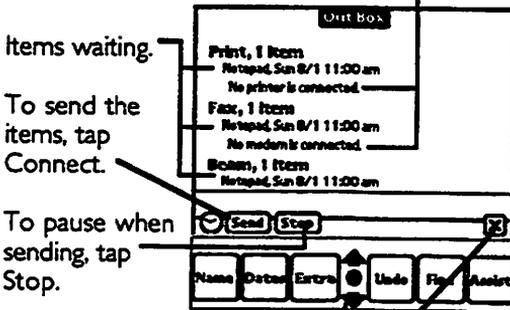
S-142

Notepad notes are store as unfiled items under the date they were originally created by the sender. Name File cards are also stored as unfiled items in the Name File.

OUT BOX

When you print, fax, beam, or mail an item, it waits in the Out Box until it successfully finishes.

Status of items waiting in the Out Box.



Items waiting.

To send the items, tap Connect.

To pause when sending, tap Stop.

To close the Out Box, tap the X.

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

S-145

OPENING THE OUT BOX

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



2. Tap Out Box.



S-146

WHAT WAITS IN THE OUT BOX

- **Print.** When you print something (Ch. 8), Newton tries to send it to the printer immediately. If the printer isn't connected, or if there's a problem, the print waits in the Out Box until you tell Newton to try again.
- **Fax.** When you fax something (Ch. 9), Newton tries to send the fax immediately. If the fax modem isn't connected or if there's a problem, the fax waits in the Out Box until you tell Newton to try again.
- **Beam.** When you beam something (Ch. 10), Newton tries to send it immediately. If there's a problem, the item waits in the Out Box until you tell Newton to try again.
- **Mail.** When you mail something (*Using Electronic Mail* booklet), you can choose to send it immediately or to wait. If you choose to wait, or if there's a problem, the item waits in the Out Box until you tell Newton to send it again.

SENDING ITEMS STORED IN THE OUT BOX

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

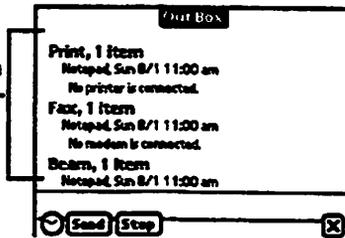
Sending one item at a time

Note: This procedure doesn't work for electronic mail. See the next section for sending e-mail from the Out Box.

1. Prepare to send:

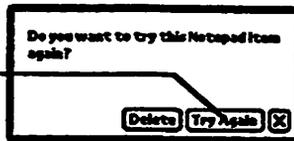
- To fax or send e-mail, connect the modem.
- To print, connect the printer.
- To beam, make sure the other Newton is ready to receive the beam.

2. Tap the item you want to send.



S-145

3. Tap Try Again.

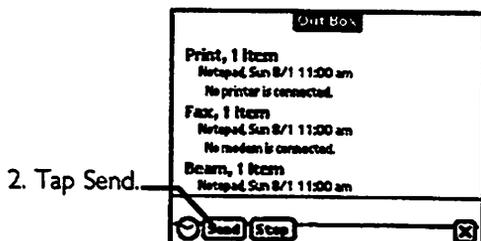


S-147

Sending all items of one type

1. Prepare to send:

- To fax or send e-mail, connect the modem.
- To print, connect the printer.
- To beam, make sure the other Newton is ready to receive the beam.

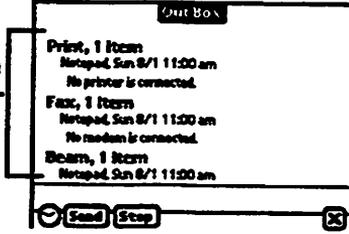


3. Tap what you'd like to send.



DELETING ITEMS FROM THE OUT BOX

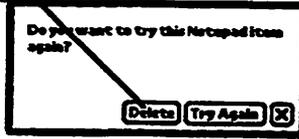
1. Tap the item you want to delete.



S-145

3. Tap Delete.

• Tap X to leave the item in the Out Box.



~~S-146~~
S-147

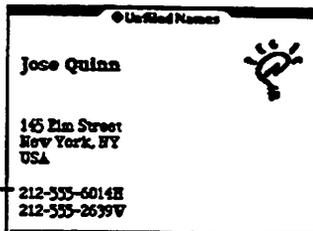
MAKING PHONE CALLS

Newton can find phone numbers and make phone calls. It can dial the numbers for you with speaker or the optional modem. It can find numbers stored in the Name File. Newton can intelligently decide whether to dial an area code and whether to include prefixes and calling card numbers.

ASKING TO PLACE THE CALL

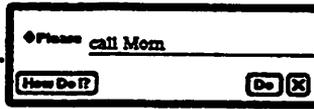
You can tell Newton to place a call in two ways:

- Tap a phone number in the Names File.



S-243

- Ask the Assistant to call someone (Ch. 12).



S-246

COMPLETING THE CALL

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

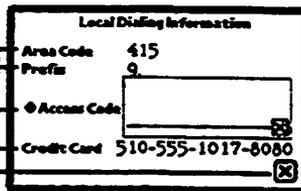
1. If you want to use the modem to place the call, make sure the both the modem and you telephone are connected. See the modem manual for details.
6. If you're dialing through the speaker, tap Call and hold the mouthpiece of your phone near Newton's speaker holes (by the Apple logo). If you're dialing through the modem, tap Call, wait until the modem finished dialing, then pick up your telephone handset.

S-2

CALLING OPTIONS

You set your calling options by tapping the Options button, as described in the previous section.

1. Tap the blanks to fill them in. See the list below for a description.



S-245

2. Tap X.

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

Prefix: Any sequence that must be dialed before the phone number. For example, many office phones require you to dial 9 for an outside line. For a one-second pause in dialing, write a comma.

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

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

INTELLIGENT ASSISTANT

Newton has an Intelligent Assistant which can simplify your work. The Assistant can infer important information to help carry out your requests.

WHAT YOU CAN REQUEST

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

- **call:** dial a phone number
- **fax:** send a fax (requires a Newton fax modem)
- **find:** search for text
- **mail:** send the item on your screen as electronic mail (requires a Newton modem)
- **print:** print the item on your screen (requires a printer)
- **remember:** add a reminder to you to-do list
- **schedule:** add an appointment to your calendar

- **time:** look up the time for a city or country

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

HELPING THE ASSISTANT

The Assistant uses the information in the Name File (Chapter 3) to infer important information for your requests. For example, it can figure out the whole name from just the first or last name, and it can determine the phone number or address from the name.

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

MAKING A REQUEST

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

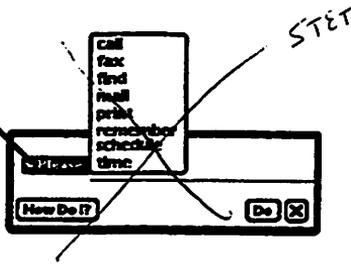
Requests in the Assist Drawer

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



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

3. Tap the request word you want.



S-193

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

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



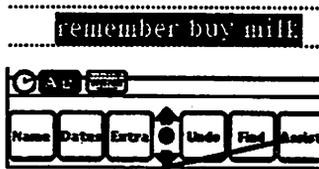
~~S-193~~
S-301

5. Tap Do. In most cases, a confirmation slip will appear. See "Using the Confirmation Slip," later in this chapter.

Requests outside the Assist Drawer

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

2. Select your request. (See "Selecting Things" in Ch. 5.)



3. Tap Assist. In most cases, a confirmation slip will appear after a few moments. See "Synonyms, Examples, and Confirmation Slips," later in this chapter.

Hints for filling in confirmation slips

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

- tap on diamonds to see suggestions for filling in blanks
- fill out all required information, then tap the confirmation button.

See the next section for details about individual confirmation slips.

SYNONYMS, EXAMPLES, AND CONFIRMATION SLIPS

The following sections list each standard request word, its synonyms, examples of requests, and details about its confirmation slip.

Call

Synonyms: phone, ring, and dial

Examples:

- *call* opens a blank call slip.
- *call Hilda* looks in the Name File to find her phone number then puts it in the call slip.
- *ring Hilda* is the same as "call Hilda."
- *call 555-1234* sets up the call slip to dial 555-1234.

Call slip confirmation:

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

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

A screenshot of a dialing interface. It features two input fields: 'Name' and 'Phone'. Below these fields are two radio buttons: 'Speaker' (selected) and 'Modem'. At the bottom are three buttons: 'Options', 'Call', and 'X'. Hand-drawn lines point from the text on the left to the 'Name' and 'Phone' fields. To the right of the form, there is a handwritten scribble and the text 'S-300'.

For information about Speaker, Modem, and Options, see Chapter 14, Dialing.

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

Fax

Synonyms: fax it

Examples:

- *fax* opens a blank fax slip for the item on the screen
- *fax it* is the same as "fax."
- *fax Jackson* opens a fax slip with the name Jackson filled in
- *fax 555-1234* sets up the fax slip to dial 555-1234.

Fax slip confirmation:

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

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

Name _____
Fax # _____
Format: Plain
 Cover page Manual dialing
Preview Notes Options Fax X

S-307
~~S-194~~

For information about Cover Page, Manual Dialing, Preview, Notes, and Options, see Chapter 9, "Faxing."

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

Find

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

Examples:

- *find* opens the find drawer
- *find it* is the same as "find."
- *find Simon* opens the find drawer and writes "Simon" in the blank
- *look for Simon* is the same as "find Simon."

Find slip confirmation:

See Chapter 6, "Finding," for details.

Look for _____
Find All X

S-308

Mail

Synonyms: mail, link, email, mail this, send this

Examples:

- *mail* opens a blank mail slip for the item on the screen
- *mail this* is the same as "mail"
- *link* is the same as "mail"
- *mail Jackson* opens a mail slip with the name Jackson filled in

Mail slip confirmation:

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

You must have an e-mail address. If there's a diamond here, tap it to choose the address.

Name _____
Subject Notepad, Sun 8/1 12:0
Email Address _____
Format Plain
 Attachment
Preview Mail Later Mail X

S-309

For information about the other parts of the slip, see the booklet *Using Electronic Mail*.

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

Print

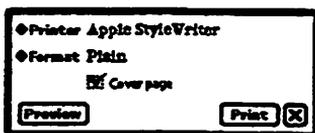
Synonyms: print it

Examples:

- *print* opens a blank print slip for the item on the screen
- *print it* is the same as "print."

Print slip confirmation:

See Chapter 8, "Printing," for details.



S-310

Remember

Synonyms: remind, remind me, to do, to do:, don't forget to, and don't let me forget to

Examples:

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

- *remind* is the same as "remember"
- *remind backup Monday* is the same as "remember backup Monday"
- *to do: backup Monday* is the same as "remember backup Monday"
- *don't let me forget to backup Monday* is the same as "remember backup Monday"

Remember slip confirmation:

Put the name of the to-do item here.

Write any form of the to-do item's date here—day name, abbreviated day name, full date, or other form—then tap the diamond to see how the Assistant interpreted the date.

S-311

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

Schedule

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)

Examples:

- *schedule* opens a blank schedule slip
- *schedule review Monday* opens a schedule slip with Monday's date and "review" as the subject
- *meet me* is the same as "schedule"
- *dinner Neil Wednesday* opens a schedule slip with Wednesday's date, time 7:00 pm, "dinner" as the subject, and "Neil" as who.

Schedule slip confirmation:

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

Write any form of the appointment's date here—day name, abbreviated day name, full date, or other form—then tap the diamond to see how the Assistant interpreted the date.

The image shows a screenshot of a schedule slip form. The fields are:

- Who: _____
- When: **Sun 8/1 12:02 pm**
- Where: _____
- Subject: **schedule**

 At the bottom right, there is a button labeled "Schedule" with a diamond icon next to it. A line from the text to the left points to the "When" field.

S-312

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

Write the name of the appointment in the Subject blank.

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

Time

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

Examples:

- *time* displays the Time Zone map (see Chapter 21.)
- *time Paris* opens the Time Zone map and shows the time in Paris.
- *time in Paris* is the same as "time Paris"
- *what time is it in Paris* is the same as "time Paris"
- *what time in Paris* is the same as "time Paris"

Time slip confirmation:

There is no time slip.

SOUND

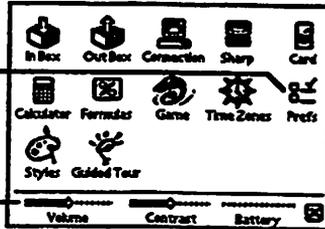
Newton has a built-in speaker and makes sounds. In the Sound preferences area, you can control the volume and type of sounds, or turn the sounds off altogether.

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



2. Tap Prefs.

(Note: You can adjust the sound volume here.)



S-228

3. Tap Sound. - • **Sound**

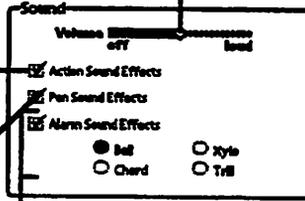
S-235

4. Adjust the settings as you like.

To adjust the volume, slide the diamond with the pen.

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

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



S-236

To hear a sound when a Date Book alarm goes off (Ch. 4), mark the Alarm Sound Effects box and choose which of the four sounds you want to hear.

5. Tap the X at the bottom-right corner to return to the list of Preferences.



S-231

6. Tap X again to leave the Preferences area.

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

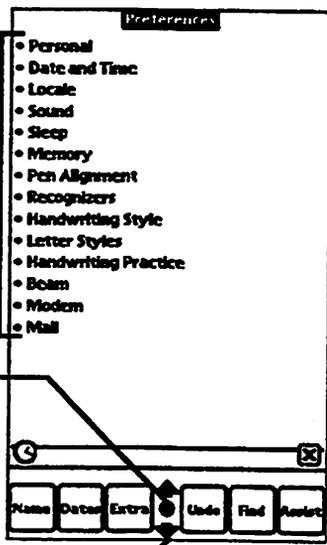
PREFERENCES

Tap a topic to set its preferences.

Tap X to leave the preferences area.

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

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



S-227

The preference areas are covered in detail throughout this book. This chapter describes them generally and gives cross-references to detailed explanations.

GOING TO THE PREFERENCES AREA

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



2. Tap Prefs. — 
Prefs

S-212

PERSONAL

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

To fill in these blanks, see "Personal information" in Chapter 1.

To set a password, see Chapter 27.

Personal	
Name	_____
Company	_____
Address	_____
Country	_____
Office	_____
Fax	_____
Home	_____
<input type="button" value="Set Password"/>	

S-213

DATE AND TIME

Use this area to set the current date and time.

For details, see "Date and time" in Chapter 1.

Date and Time

◀ August 1993 ▶

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

8/1/93 1:23 pm

AM PM

S-214

LOCALE

Use this area to choose which country's standards to use. For details, see "Country Preferences" in Chapter 1.

Locale

◆ Country U.S.

◆ Keyboard U.S.

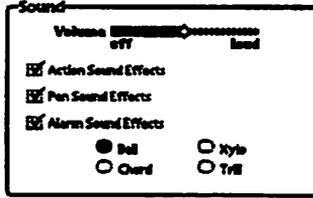
◆ Paper Size US Letter

- S - 215

Note: To avoid confusion, don't change the country setting in the middle of filling out a form. Close the form first.

SOUND

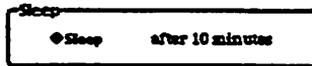
Use this area to control the types and volume of sound Newton plays. See Chapter 16.



S-216

SLEEP

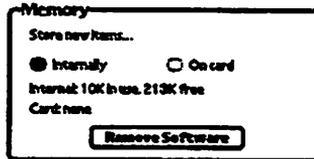
In this area, you set how long you want Newton to wait for activity before turning itself off.



S-217

MEMORY

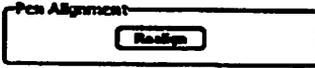
Use this area to control where new items are stored (Ch. 25), to see how much memory is available (Ch. 24), and to remove software (Ch. 24).



S-218

PEN ALIGNMENT

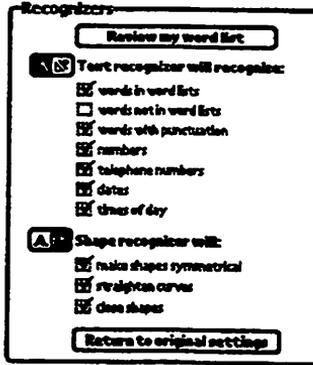
Go to this area if the pen seems to be out of alignment with the screen. See "Turning Newton on for the First Time" in Ch. 1 for details.



S-219

RECOGNIZERS

Use this area to control how the text and shape interpreters work or to remove words from your vocabulary list. See "Interpreter Preferences" Chapter 5.



S-220

Shortcut: To go directly to the Interpreters preferences area, tap the interpreter button twice quickly.



S-238

HANDWRITING STYLE

Use this preferences area to improve the speed and accuracy of the text interpreter by informing Newton of your writing style.

Handwriting Style

Recognize my handwriting slowly, more accurately fast, less accurately

Begin transforming my handwriting immediately after a delay

I write words with letters disconnected connected

Learn my writing style as I write
 Do not use my writing style

S-221

See "Handwriting Style Preferences" in Chapter 5.

LETTER STYLES

Use this preferences area to improve the speed and accuracy of the text interpreter by informing the text interpreter how you write specific characters. See "Letter Styles Preferences" in Chapter 5.

Letter Styles

A A A A

A a a a

a a a a

A A

I write this "A": Sometimes Rarely

BCDEFGHIJKL MNOPQRSTUVWXYZ
0123456789@:;'+*#& '()-

Return to original settings

S-222

MAIL

See the booklet *Using Electronic Mail* for information about Mail preferences.

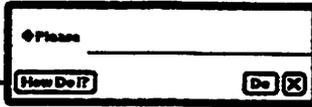
“How To” HELP

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

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



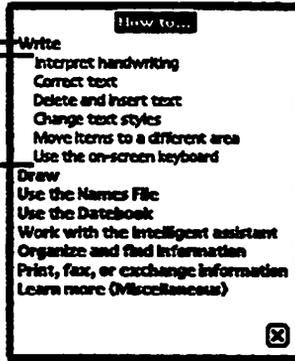
2. Tap How Do I? —



S-209

3. Tap a boldface topic to make subtopics appear.

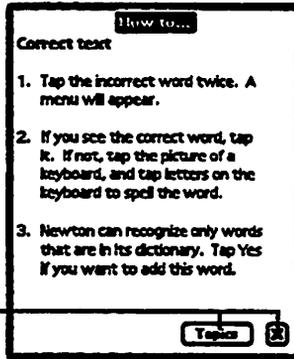
4. Tap a subtopic to read about it.



S-210

5. Read the instructions.

6. Tap X to return to your work or tap Topics to read about another topic.



S-211

CALCULATOR

GOING TO THE CALCULATOR

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



2. Tap this button.

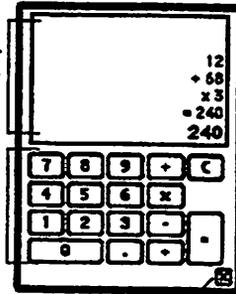


Calculator

S - 038

USING THE CALCULATOR

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



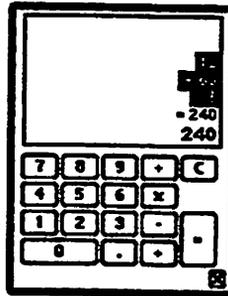
To calculate, tap these buttons.

To close the calculator, tap here.

S-039

COPYING INFORMATION FROM THE CALCULATOR

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



2. Use the pen to select the numbers you want to copy (See "Selecting Things" in Ch. 5).

3. Move text as usual (See "Moving Things to a Different Area" in Ch. 5).

S-041

FINANCIAL AND METRIC FORMULAS

Use Formulas to do financial calculations or convert measurements.

GOING TO FORMULAS

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



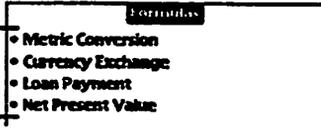
2. Tap this button to see list of formulas.



Formulas

S-108

3. Tap the name of the problem you want to solve.



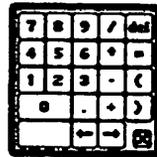
S-109

4. Fill in the blanks for that problem as explained in the rest of this chapter.

TIPS

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

1. Tap twice in the blank you want to fill in.
2. Tap numbers and symbols.
3. Tap X to finish.



S-313

Note: You can move the keypad by dragging its black border with the pen.

METRIC CONVERSION

Use Metric conversion to convert U.S. measurements to metric, or vice versa.

The sample numbers in this picture answer the question "If the temperature is 45° Fahrenheit, what is it in Celsius?"

1. Scrub out any old numbers to erase them.

2. Write the measurement you know, left for U.S. Standard, right for metric.

Metric Conversion		
_____	gallons/liters	_____
_____	inches/centimeters	_____
_____	feet/meters	_____
_____	miles/kilometers	_____
_____	pounds/kilograms	_____
<u>45</u>	Fahrenheit/Celsius	<u>7.22</u>

S-112

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

CURRENCY EXCHANGE

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

The sample numbers in this picture answer the question, "How much does this 85 crown hamburger cost in dollars if the exchange rate is 27 crowns to the dollar?"

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

2. Scrub out any old numbers to erase them.

3. Fill in the other numbers.

Currency Exchange		
Currency 1	<u>3.148</u>	_____
Exchange Rate	<u>27</u>	_____
Currency 2	<u>85</u>	_____

S-111

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

LOAN PAYMENT

Use Loan Payment to answer questions about loans paid back monthly with an unvarying interest rate.

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

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

2. Scrub out any old numbers to erase them.

3. Fill in the other numbers.

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

Loan Payment	
Number of Years	30
Interest Rate	8
Loan Amount	81770.096
Monthly Payment	600
Total Payout	216000.000
Total Interest	134229.904

S-110

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

NET PRESENT VALUE

Use Newt Present Value to answer questions about interest accounts with periodic interest and payments.

The sample numbers in this picture answer the question, "How many months will it take to pay off my \$2,500 credit

card rate, with monthly interest of 1.5 and monthly payments of \$500?"

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

Net Present Value	
Periods	5.236
Interest Rate	1.5
Present Value	2500
Future Value	0
Payment	-500

2. Scrub out any old numbers to erase them.

3. Fill in the other numbers.

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

S-314

Notes:

- Write interest amounts as percentages without the percent sign. For example, to write a rate of eight percent, simply write "8".
- You must use the same period length for all blanks. For example, if the period is a month, the number of periods will be the number of months, the interest rate will be the monthly rate, and the payment is the monthly payment.

TIME ZONES

Circle shows place you're asking about.

Square shows home.

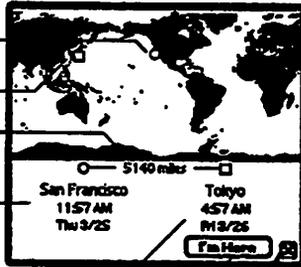
Distance between the two.

Home time and date.

Other place's time and date.

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

Tap X to close.



S-042

GOING TO TIME ZONES

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



2. Tap this button.



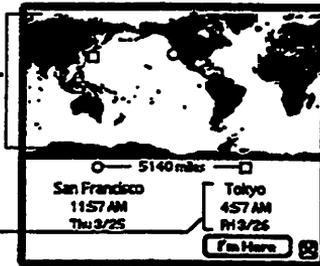
Time Zones

S-041

FINDING A PLACE BY LOCATION

1. Tap the place you want on the map.

2. Newton shows the closest place it knows about.



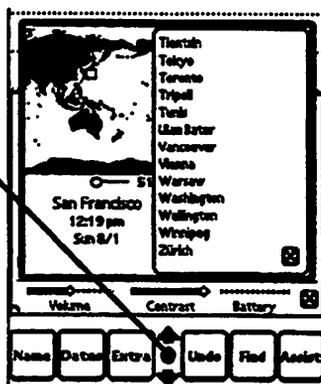
S-042

FINDING A PLACE BY NAME

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

2. Tap the arrows to see more of the list.

3. Tap the place you want.

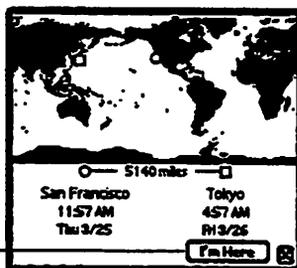


S-043

CHANGING YOUR HOME CITY AND TIME ZONE

1. Enter your location by place or by name (as explained earlier in this chapter).

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



- S-042

GRIDLOCK WORD GAME

You can play the Gridlock game for fun and to practice writing on Newton's screen. Make the snakes disappear by writing the names on their backs. The faster you make the snakes disappear, the more points you get.

GOING TO THE GAME

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



2. Tap this button.



S-316

The game appears on the screen. Read the instructions and tap New when you're ready to play.

PLAYING THE GAME

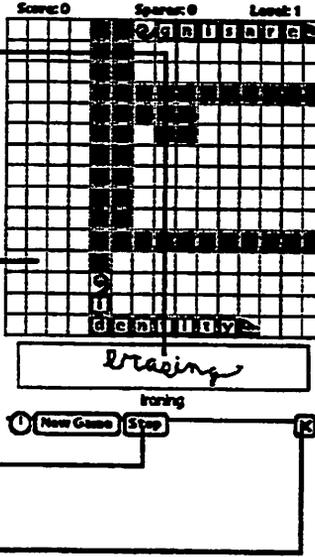
Tap New Game to play.

Write the words on the snakes' backs to make the snakes go away. The words may be backwards.

Toggle the color of the squares by tapping them. (Snakes can't go through black squares.)

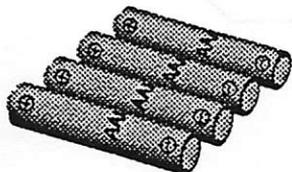
Tap Stop to Pause.

Tap X to quit.



SCORING

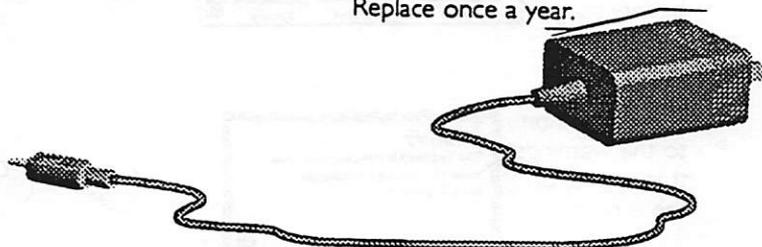
- Snakes leave black squares behind them as they move. The fewer black squares you have at the end of each level, the more points you get, so the sooner you make the snakes go away, the better.
- You lose points every time you tap on a square to change it from black to white or from white to black.

POWER AND BATTERIES

Main batteries: 4 AAA batteries or a Newton rechargeable battery pack.



Backup battery: Protects information in Newton's memory. Replace once a year.



Power adaptor: Model varies according to where it was purchased. Use the power adaptor when you're near an electric outlet to save your main batteries.

MONITORING THE MAIN BATTERIES

Unless you plug Newton into an electrical outlet, it draws power from the main batteries when you use it. Here's how to check how much battery power you have left:

- Tap the clock at the bottom of the screen to see the battery gauge.

The black portion of the gauge indicates the remaining battery power.



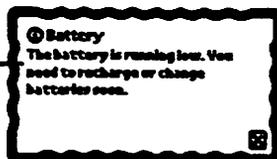
S-196

- Open the Extras drawer to look at the battery gauge.



S-197

- Pay attention to the warnings that appear on the screen.



- S-195

When you see this warning, you have about an hour of battery life left (depending on what you're doing). If you don't change the batteries in time, Newton will turn itself off

automatically to save the information in its memory. You can turn it back on once you've replaced the batteries.

REPLACING THE MAIN BATTERIES

Replace the batteries when you get a message telling you the batteries are running low or when you notice the battery gauge is nearly empty (see "Monitoring the Main Batteries," earlier in this chapter).

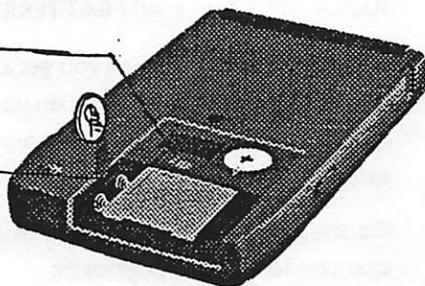
Caution: When you replace the main batteries, pay attention to the following points:

- Before you begin, make sure the backup battery is fresh and in place. The backup battery protects the information in Newton's memory while you're replacing the main batteries.
 - Take care to install the batteries with the correct +/- polarity, as illustrated on the plastic and metal battery holder. If you install batteries backward (with the + side pointing the wrong way round), the batteries may leak and damage your Newton or even cause a fire hazard.
 - Don't mix old and new batteries.
 - Don't mix types of batteries. Use all alkaline batteries, all lithium batteries, or all NiCd (nickel-cadmium) batteries.
1. Turn off the Newton device.
 2. Place the device screen-side down onto a surface that won't damage the screen.

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

4. Slide the orange switch to Replace Main.

5. Insert a coin here and use it to pry out the battery holder. (For a picture, see the beginning of Chapter 1.)



6. Remove the old AAA batteries and discard them in a legal and safe manner.
7. Insert four new AAA batteries, taking care to install them so they match the +/- polarity marked on the plastic holder. (If you're installing a Newton rechargeable battery pack, don't use the plastic and metal AAA battery holder.)
8. Put the battery holder back into Newton with the metal door face up and the coin slot to the left.
9. Slide the orange switch back to IN USE.
10. Replace the panel that covers the batteries.

USING RECHARGEABLE BATTERY PACKS

You can purchase a Newton rechargeable battery pack and use it instead of the 4 AAA batteries. Install the battery pack directly into Newton (don't use the plastic and metal battery holder).

When Newton is plugged in, the battery pack recharges automatically within about 21 hours. You can purchase a Newton recharger, which recharges the battery pack in 4-6 hours.

Note: When you remove the rechargeable battery pack from the Newton device, you can replace it with other batteries or plug in the device to extend the life of your backup battery.

REPLACING THE BACKUP BATTERY

Replace Newton's backup battery when you get a message telling you to do so, about once a year.

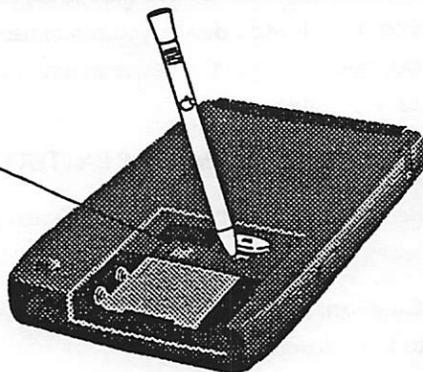
Caution: As you replace the backup battery, pay attention to the following points:

- Before you begin, make sure the main batteries are fresh and in place. The main batteries protect the information in Newton's memory while you're replacing the backup battery.
- If the backup battery is replaced incorrectly, it can explode. To replace the battery, follow the instructions in this section. Be very careful to insert the battery + side up.

- Replace the battery only with a Duracell DL2325 3-volt battery or its equivalent, as recommended by an authorized Apple dealer.
 - Discard used batteries according to manufacturer's instructions.
1. Turn off the Newton device.
 2. Place Newton screen-side down onto a surface that won't damage the screen.
 3. Use your thumb to slide off the panel that covers the batteries.

4. Slide the orange switch to Replace Backup.

5. Use the Newton pen (or similar object) to remove the old battery.



6. Put in the new Duracell DL2325 3-volt battery or its equivalent. Make sure the battery is + side up.
7. Slide the orange switch back to IN USE.
8. Replace the panel that covers the batteries.

CONSERVING POWER

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

- Turn Newton off when you're not using it.
- Set a shorter time before Newton turns itself off. (See "Adjusting the Sleep Time" later in this chapter.)
- Plug in the power adapter whenever you can.
- Avoid using beaming and the communication port when Newton is not plugged in. These features use a lot of power.
- If you use rechargeable battery packs, follow the instructions that come with them.

Adjusting the sleep time

To save power, Newton automatically turns itself off—"goes to sleep"—after you haven't used it for a while. To set the amount of time before Newton goes to sleep, follow these steps:

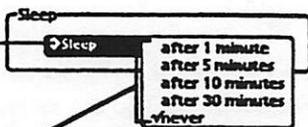
1. Tap to open the Extras drawer if it's not already open.



2. Tap Sleep → **Sleep**

S-198

3. Tap Sleep to see your choices.



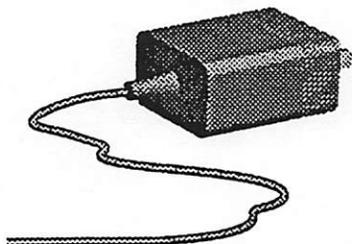
4. Tap your choice.

5. Tap X to close Prefs.

6. Tap X again to close Extras.

S-199

TRAVELING WITH THE POWER ADAPTER



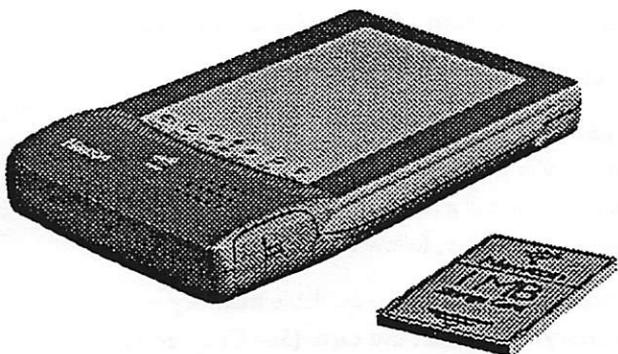
Art: Euro adaptor (can show just the end that plugs into the wall)

Works with any voltage from 110-230.

Works with any voltage from 210-230.

MEMORY

Everything you write in Newton must be stored in one of two places:



in Newton itself

or on an optional
storage card

CHOOSING WHERE TO STORE NEW INFORMATION

Some items, like the information in the Date Book, are always stored in Newton itself. Most other items, like the information in the Notepad and the Names File, can be stored where you like.

To choose where new items will be stored, see "Storing New Information on a Memory Card" in Chapter 23.

MOVING INFORMATION

You can move information back and forth between Newton and memory cards. For details, see "Moving Existing Information To or From a Memory Card" in Chapter 23.

KEEPING TRACK OF YOUR MEMORY USE

Once you use up all the available memory, you can't write anything new in Newton until you delete some of the old information or install a memory card. To check how much free memory you have, follow these steps:

1. If you want to check the available memory on a memory card, insert the card. (See Chapter 23.)

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



Art: Extras Drawer icon

3. Tap Prefs.



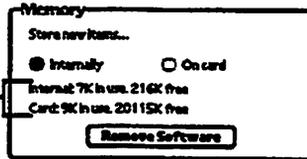
S-201

4. Tap Memory.



S-202

5. Check the available memory. In this example, Newton itself has 213 kilobytes (K) free and the installed memory card has 1,021 K free.



S-200

An average text-only note takes only 0.2 K, the average card only 0.3 K. In this example, there's still plenty of room.

6. Tap the X to close Prefs.

7. Tap the X to close Extras.

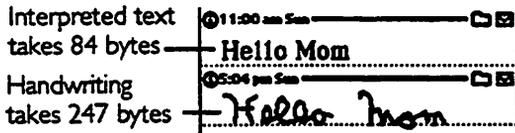
CONSERVING MEMORY

If you're running short on memory—or if you want to avoid running short—try the following:

- Delete old items in the Date Book. If you don't need to keep your old appointments and To Do items, you can

delete them one at a time, or delete all items older than a certain date all at once. See Chapter 4.

- Delete little-used words from your personal interpreter vocabulary list, as described in "Reviewing Your Vocabulary List" in Chapter 5.
- Delete items you no longer need in the In Box (Ch. 12) and the Out Box (Ch. 13).
- When possible, keep your information as interpreted text instead of as pictures or original handwriting. Interpreted text takes far less memory to store, as shown in this example:



- Delete notes that take up a lot of memory if you no longer require them. See "Getting Information from the Separator Bar" in Chapter 2 to see how much memory a note takes.
- Get a memory card. Memory cards can store a tremendous amount of information, and you can use as many as you like.
- Remove software you're not using. 1. Tap Extras; 2. Tap Prefs; 3. Tap Memory; 4. Tap Remove Software and follow the instructions on the screen.

STORAGE CARDS AND APPLICATION CARDS

Storage cards expand the amount of information Newton can store. Application cards add more features to Newton. (You can purchase these cards many places, including where you bought your Newton.)

INSERTING AND EJECTING CARDS

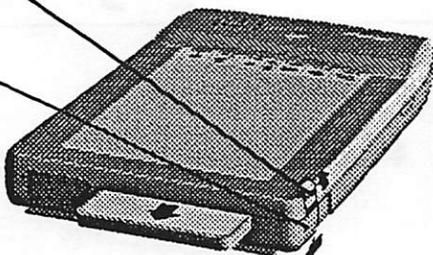
Caution: You may eject cards while Newton is on. However, *do not* eject a card while Newton is still using it, or you may lose the information stored on the card. If you want to eject a card, wait 20 seconds after asking to store or read something on the card.

1. Turn off Newton.

2. Lift up this latch.

3. Slide and release this lever.

4. Remove the card that's already installed. Do not discard the plastic card that comes with Newton.



5. Insert the card with the arrow on top pointing toward Newton.

6. Push in the card all the way until you hear or feel a click.

7. Push the latch back down.

Important: After ejecting a card, always insert another one, or insert the protective plastic card that was installed when you bought Newton. **You should never use or store Newton while the card slot is empty.**

APPLICATION CARDS

You can obtain application cards which add features to your Newton. The cards are called *application cards* because you *apply* them to specific uses.

To run an application from a card, follow these steps:

1. Insert the card as described in "Inserting Cards" at the beginning of this chapter.
2. Tap to open the Extras drawer if it's not already open. A button for your application will appear near the bottom of the Extras Drawer.



3. Tap the button for your application and follow the instructions in its manual.

Note: Don't remove application cards while you're using the application.

STORAGE CARDS

You can use storage cards to store information or to make a backup copy of the information in Newton's memory.

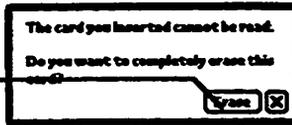
Which storage cards can you use?

You can use almost any Type II PCMCIA card, including S-RAM (static random-access memory) cards and flash cards. If your card requires its own battery, make sure you install the battery before inserting the card.

Preparing a storage card for use with Newton

Storage cards need to be prepared for use with Newton. This is sometimes called *initializing*.

When you insert a new storage card, Newton displays this question. Tap OK.



S-161

Newton also displays this question if you insert a card that has been used on a different type of machine.

Caution: Tapping OK erases all the information on the card.

Putting all new information on a storage card

Every time you create a new note in the Notepad or a new card in the Name File, Newton puts the information somewhere. If you want to put all new information on the storage card, follow these steps:

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



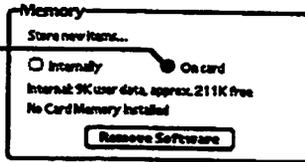
2. Tap Prefs. — 
Prefs

S-162

3. Tap Memory. — **Memory**

S-163

4. Tap "On Card."



S-164

Moving existing information to or from a storage card

You may move any Name File card or Notepad note to or from a memory card.

1. Go to the note or card you want to move.

2. Tap the Action button.



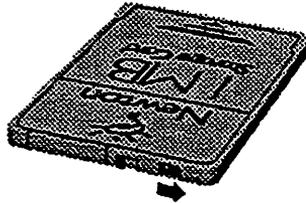
S-165

3. Tap "Move To Card" or "Move From Card."
(The text changes depending on where the information is.)

Protecting information on a storage card

You can lock the storage card. When it's locked, you can't store anything new on it and you can't delete or change anything on it. To lock a card, follow these steps:

1. Eject the card as described earlier in this chapter.
2. Slide the protection switch toward the edge of the card, as shown on the card's label.



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