

BACKUP AND RESTORE

To ensure that a malfunction won't cause you to lose the information stored inside Newton, you should always keep a recent backup copy of your information. You can keep a backup copy on an optional storage card or on a computer, using the optional connecting kit.

MAKING A BACKUP COPY ON A STORAGE CARD

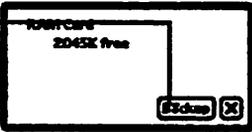
1. Insert a storage card. (See "Inserting and Ejecting Cards" in Chapter 23.)

Warning: Each storage card can store only one backup copy. If there's already a backup copy on the card, it will be erased to make room for the new one.

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



3. Tap Card.  S-188
Card

4. Tap Backup.  S-189

When Newton is finished backing up the information, this message box goes away.

RESTORING INFORMATION FROM A STORAGE CARD

If something causes you to lose the information stored in Newton, you can use a backup copy on a memory card to restore it.

Warning: Before Newton restores the information from the memory card, it erases everything already stored in Newton.

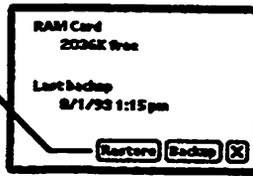
1. Insert the memory card that contains the backup copy you want to restore. (See "Inserting and Ejecting Cards" in Chapter 23.)

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

3. Tap Card.  S-188
Card

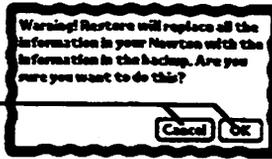
4. Tap Restore.

When Newton is finished restoring the information, this message box goes away.



S-190

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



S-191

MAKING A BACKUP COPY ON A COMPUTER

If you have an optional connecting kit, you can store backup copies of Newton's information on your Macintosh or Windows computer. See the manual that comes with your connecting kit for details.

SECURITY

If you store private information on Newton, you may want to protect it from curious eyes. You can take any of these three approaches:

- Set a password.
- Keep information on a storage card which you can lock up.
- Lock up Newton when you're not using it.

SETTING A PASSWORD

You may create a password which is required every time you turn on Newton.

Important: If you set a password and then forget it, you will not be able to use Newton again until you return it to Apple. Apple may charge a fee to reset your password.

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



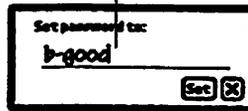
2. Tap Prefs.  S-204

3. Tap Personal.  S-205

4. Tap Set Password.  S-206

5. Write the password here. Choose a word you can remember but no one else can guess. If you choose a nonsense word, you have to use on-screen keyboard (Ch. 5).

6. Tap Set.



S-207

Note: You will be asked to enter the password every time you turn on Newton. To make sure you don't leave Newton on, and thus unprotected, you can tell Newton to turn itself off after a period of inactivity. See "Adjusting the Sleep Time" in Chapter 23.

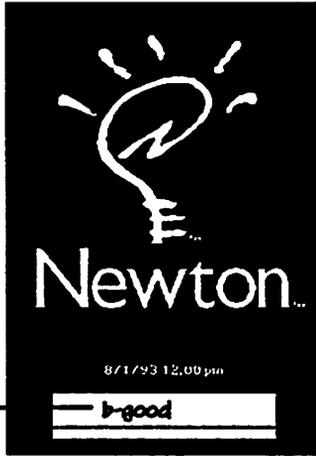
ENTERING A PASSWORD TO USE NEWTON

After you set a password, you see this message when you turn on Newton:

1. Write the password.

• If it's correct, this image goes away and you can begin your work.

• If Newton doesn't recognize the word, tap it twice to correct it, as usual (Ch. 5).



S-208

CHANGING OR ELIMINATING THE PASSWORD

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



2. Tap Prefs. 

S-204

3. Tap Personal. 

S-205

4. Tap Set Password.

Set Password

- S-206

5. Write your old password here.

Old password:
good
Set password to:
Set X

S-315

6. Leave this blank empty to eliminate the password, or write a new password to change it.

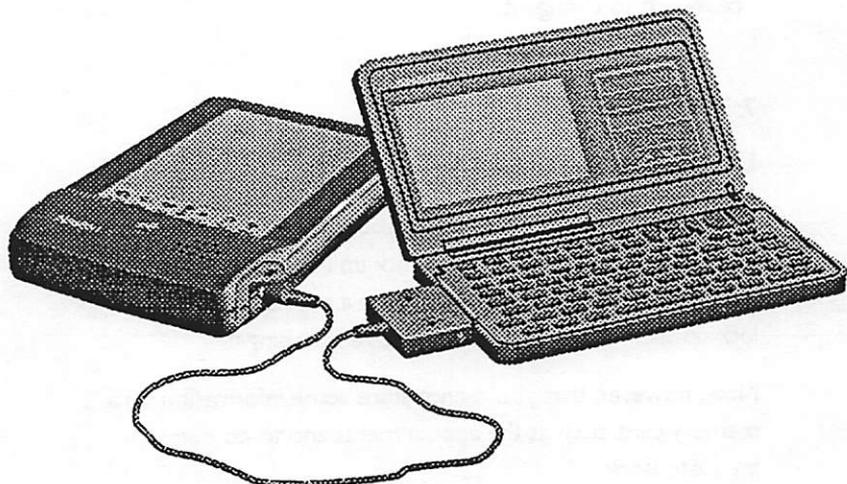
7. Tap Set.

USING A MEMORY CARD

The most effective way to secure your information is to lock it up. If you don't have room to lock up Newton itself, you can store the sensitive information on a memory card, then lock up the memory card when you're not using it.

Note, however, that you cannot store some information on a memory card, such as the appointments and to-do items in the Date Book.

To move existing information onto a memory card, see "Moving Existing Information to or from a Memory Card" in Chapter 25. To tell Newton to store all new information on a memory card, see "Storing New Information on a Memory Card," also in Chapter 25.

SHARP OZ/IQ**COPYING DATA FROM SHARP OZ/IQ TO NEWTON**

To transfer information from any series 7000, 8000, or 9000 Sharp OZ/IQ device to your Newton, follow these steps:

1. Connect the Sharp device to your Newton using a RS-422 Level Converter (Sharp part number CE135T).

2. On the Sharp device, press the correct keys to put it into PC Link Mode. (See the manual that came with the device.)

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



4. Tap this button.  Sharp

S-044

Notes:  - S-045

- To avoid duplicate Newton entries, import each Sharp application only once.
- Not every Sharp OZ/IQ model has every application. Consult the manual that came with your device to see which it has.
- If Newton tells you it couldn't import the information, you may not have had enough memory. See Chapter 24 for suggestions making more memory available.

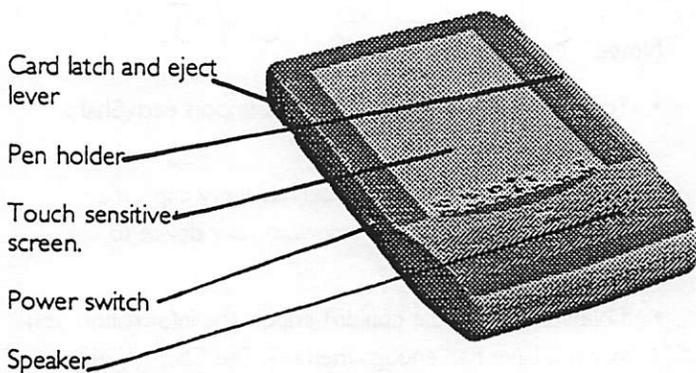
BEAMING TO OR FROM AN OZ/IQ SERIES 9000

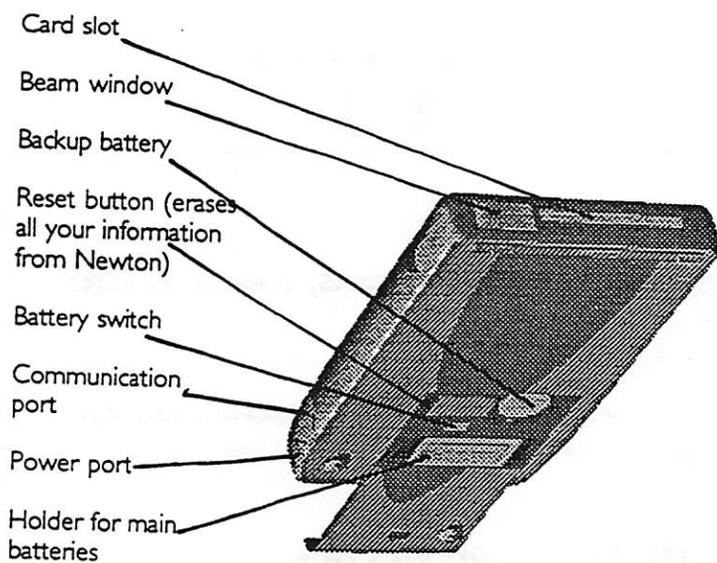
You can beam pieces of information—such as a single address or appointment—between your Newton and a series 9000 Sharp OZ/IQ (Ch. 10).

C H A P T E R

2 9

PIECES AND PARTS





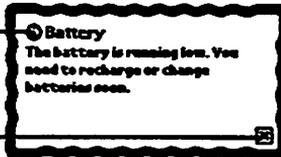
PROBLEMS, QUESTIONS, AND ANSWERS

Look for your problem or question in bold-face letters. If you get stuck, call 1-800-SOS-APPLE in the United States.

MESSAGES FROM NEWTON

When a message appears, you can do the following:

- Tap the **i** to see when the message was displayed.



S-318

- Tap the **X** to close the message box.

- To see recent messages, tap the up arrow.



- To see a list of recent messages, tap the dot.



“Newton is out of memory.”

You must either provide Newton with more memory or delete some of the information you have stored. You can provide Newton with more memory by inserting a storage card (Chapter 25).

You can make more room by deleting information you no longer need, such as completed to-do items, past appointments, and outdated notes. For more suggestions, see “Conserving Memory” in Chapter 24.

“There is nothing to undo.”

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

“Newton still needs the card you removed. Please insert it now.”

Reinsert the card. If for some reason the card isn't available, you can continue working by using the Newton pen to press the Reset button inside the battery compartment. However, if you fail to reinsert the card, you will lose all the information stored on it.

WRITING, DRAWING, AND THE RECOGNIZERS

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

Make sure this text button is darkened. To avoid having your letters mistaken for shapes, make sure the shapes button is not darkened.



S-291

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

You must have the text button turned on at the time you're writing for Newton to convert it to printed text. Write the text again with the text recognizer turned on.

Newton misinterpreted a word I wrote.

Normally, the text recognizer uses two word lists to figure out what words you're writing. If the word you wrote isn't on either list, Newton will misinterpret it. The two lists are: (1) Newton's own built-in list containing thousands of words, names, and abbreviations; and (2) a list of words you teach Newton using the correction keyboard.

- To correct a word, tap it twice and use the correction keyboard. See “Using the Correction Keyboard” in Chapter 5.
- Make sure you have the appropriate options checked in the Recognizers preferences area. The “words in word lists” option should be checked. See “Recognition Preferences” in Chapter 5.

Newton interprets my handwriting too slowly.

Follow the suggestions in “Improving Text Recognition” in Chapter 5.

Long spidery lines appear on the screen while I’m writing or drawing

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

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

Make sure you have the “numbers,” “telephone numbers,” “dates,” or “times of day” options checked in the Recognizers preferences area. See “Recognition Preferences” in Chapter 5.

When I draw a shape, Newton changes it to be something else.

The shape recognizer can clean up your shapes. You can control how the shape recognizer works by setting options in the Interpreter preferences area. See "Recognition Preferences" in Chapter 5.

My writing or drawing comes out a little bit away from the tip of the pen.

You should realign the pen and the screen:

1. Tap Extras.
2. Tap Prefs.
3. Tap Pen Alignment.
4. Tap Realign.

POWER AND BATTERIES

I can't turn on the device.

- If you have connected the power adapter to Newton, make sure it's plugged into a working outlet. If it's plugged into a power strip, make sure the power strip is turned on.

- If you are using batteries, try a fresh set. See “Replacing the Main Batteries” in Chapter 23.

I can't move the orange switch in the battery compartment to change the batteries

The orange switch is designed to prevent you from accidentally removing both the main and backup batteries at the same time, which could cause you to lose all the information stored in Newton.

- If the orange switch is stuck in the Replace Backup position, make sure the small round backup battery is completely and correctly installed.
- If the orange switch is stuck in the Replace Main position, make sure the battery holder (or the rechargeable battery pack) is completely and correctly installed.

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

Setting Newton to receive beams automatically (see “Automating the Process of Receiving Beams” in Chapter 10.) uses up a lot of battery power. Also, the more you use the communication port for faxing, mailing, and printing, the faster the battery will run out. See Chapter 23 for more suggestions on saving power.

If you're using rechargeable batteries, they may have reached the end of their life. You should dispose of them safely and legally and get some new ones.

PASSWORDS

I forgot my Newton password.

You must return Newton to someone authorized to reset the password. In the United States, call 1-800-SOS-APPLE for specific directions.

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

Tap the misinterpreted password twice and correct it as described in "Correcting Misinterpreted Text or Changing it Back to Handwriting" in Chapter 5.

I forgot my e-mail password.

See the *Using Electronic Mail* booklet.

THE SCREEN

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

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

The screen appears too light or too dark.

- Adjust the contrast control in the Extras drawer.
- Adjust your viewing angle.
- Make sure the device is at room temperature.

If you adjust the contrast so far in one direction that you can no longer see the screen, tap Undo. If that doesn't work, tap the up arrow.

PRINTING, FAXING, BEAMING, AND MAILING

Your return address is missing from faxes or printouts

You haven't filled in the personal information in the Preferences, as explained in "Personal Information" in Chapter 1.

I've connected my printer, but a message in the Out Box tells me the print attempt failed.

- Turn printer off and then, wait 30 seconds, then turn it back on.
- Check all the cable connections.

- Make sure you have selected the correct type of printer. See "Choosing the Printer Type in the Print Box" in Chapter 8.

OTHER

The device is wet

Warning: If Newton gets wet while it's plugged in, you run the risk of electrocution. Turn off the circuit it's plugged into before you do anything else.

You should not allow the unit to become wet. However, if it does get wet, remove the main batteries and allow the unit to dry for at least 24 hours.

The time or date is wrong.

1. Set the time zone as described in "Time Zone" in Chapter 1.
2. Set the date and local time as described in "Date and Time" in Chapter 1.

I tapped some buttons and now I don't know where I am.

Go back to the Notepad by putting away everything else on your screen. To put away something, tap the X in the corner.

Many of my notes or cards seem to be missing

- You may have asked to see only one file folder. See the instructions in “Looking at One Folder or at All Folders” in Chapter 7, choosing to see all.
- If you use a storage card, it may not be installed.

Newton dials the wrong number

You may not have set all your calling options correct for the phone from which your placing the call. See “Calling Options” in Chapter 14.

I get a message telling me I can't store anything on a storage card because it's protected

Unprotect the card as described in Chapter 25.

Undo doesn't work.

The Undo button only undoes changes to your information. It doesn't affect navigation—going from one area to another, moving up and down with the arrow button, and so on. It also doesn't affect backing up or restoring.

Newton Notes for the Road

qS01

Recognition



Best for recognizing text



Best for cleaning up shapes



Most flexible



No changes to writing or shapes

qS02

Inserting



Insert this much space **a word**



a word



Insert this many blank lines



first line
second line



first line

second line

qS03

Erasing



Erase by scrubbing with a zigzag motion



Oh



Oh

qS04

Selecting

Detail selection

~~some words~~



some words



Box selection

some words



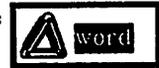
some words



qS05

Unselecting

Tap away from the selection.

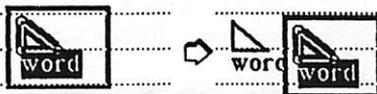


word

Newton Notes for the Road

Duplicate
Selected Items

Tap twice; on the second tap, hold down the pen. Move the pen to move the copy.

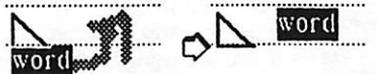


qS06

Move
Selected Items

Nearby:

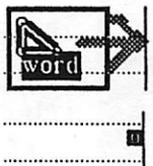
Hold pen on middle of selection and move it where you want it.



qS07

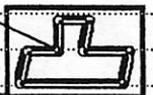
Long Distance:

1. Move the selection to the screen's edge. It becomes a small box.
2. Go where you want to move it.
3. Use the pen to move the small box where you want it.



Modify
Selected Shapes

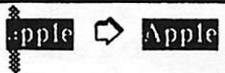
- To move a line, use the pen to move its end.
- To stretch or distort the whole picture, move a corner or edge of the box.



qS08

Capitals in
Selected Text

Draw a vertical line:



qS09

- upward for capitals; downward for lowercase
- though the middle of the word for the whole word; at the beginning for the first letter only.

Change Selected
Paragraphs

- To change margins, move a corner.
- To remove extra space between words and lines, tap the box twice.



qS10

Newton Notes for the Road

Changing Batteries

Slide off the panel on the back of your Newton and follow the instructions printed on the inside of the panel.

Unusual Situations

I can't turn on the device:

- If you have connected the power adapter to Newton, make sure it's plugged into a working outlet. If it's plugged into a power strip, make sure the power strip is turned on.
- If you are using batteries, try a fresh set.

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

Make sure the text button is darkened.



The screen appears too light or too dark:

- Adjust the contrast control in the Extras drawer.
- Adjust your viewing angle.
- Make sure the device is at room temperature.
- If you adjust the contrast so far in one direction that you can no longer see the screen, tap Undo. If that doesn't work, tap the up arrow.

My writing or drawing comes out a little bit away from the tip of the pen:

1. Open the Extras Drawer.
2. Tap the Preferences button.
3. Tap Pen Alignment.
4. Tap the Realign button and follow the instructions on the screen.

The time or date is wrong:

1. Tap Extras
2. Tap Prefs
3. Tap "Date and Time."
4. Choose the month and tap the date.
5. Draw hands on the clock for the current time.
6. Tap AM or PM.
7. Tap Set.

Phone Support

If you have a problem you can't solve yourself, call Apple in the United States, at 1-800-SOS-APPLE. It's open from ___ am - ___ pm PST.

q505

Correcting Misinterpreted Words

1. Tap the misinterpreted word twice. trials
2. Choose a correction:
 - If you see the correct word, tap it.
 - If you want the handwritten form, tap it.
 - If you want to "type" the correct word, tap this keyboard:

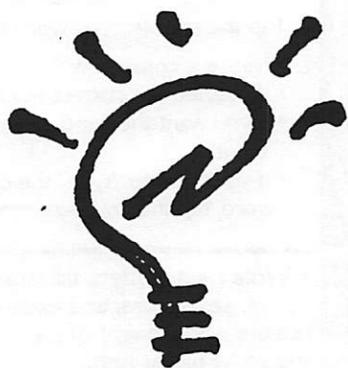


Handwriting Tips

- Write capital letters, tall letters (such as t and l), colons, semicolons, and exclamation points so they use the whole height of the line. Other characters should be half as high.
- Put a full space between words. Avoid extra width which can cause Newton to insert a tab.
- Write in straight lines, from left to right.
- Don't scrunch words at the edge of the screen.
- Make parentheses bigger than tall letters.
- Don't go back to a letter you've already written.
- Don't pause in the middle of writing a word.
- Use thicker ink for best recognition. You can set the thickness in Styles area of the Extras drawer.
- Keep punctuation near the word. If the mark turns into an l, you're leaving too much space.

Setting Preference for Best Recognition

- In Recognizers preferences, tap Review My Word List and remove any short words you don't use and add any unusual names and words you will use. Turn on "words in word lists" and turn off "words not in word lists." Turn off as many of the other text preferences as you can.
- In Handwriting Style preferences, set "Recognize My Handwriting" as far right as you can without sacrificing accuracy. Turn on the "Learn My Writing Style" option.
- In Letter Style preferences, mark how often you use each letter shape.



Newton

the MessagePad Handbook

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C O N T E N T S

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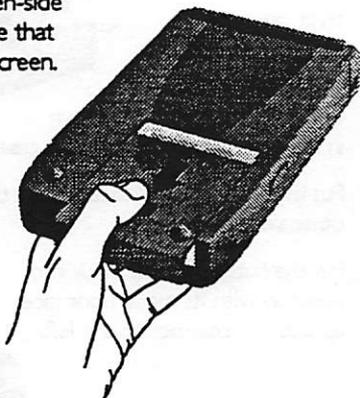
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YOUR FIRST MINUTES WITH NEWTON

INSTALLING THE 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.



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.

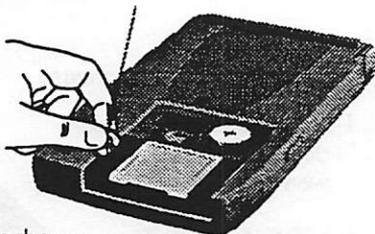
- 3 Slide the orange switch to Replace Backup.
- 4 Find the round backup battery in the box and pick it up by its edges, holding it so the + is on top.

- 5 Slide the backup battery into place.

- 6 Slide the orange switch to Replace Main.



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

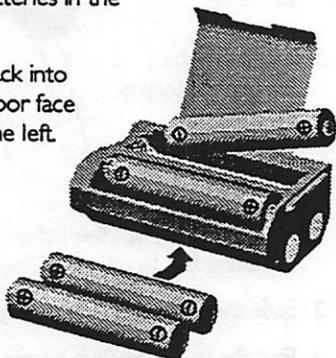


- 8 Hold the metal door open while you put in the first two AAA batteries.

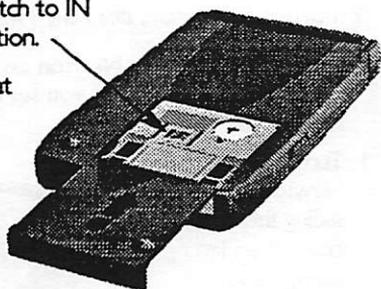
Orient the batteries as shown in the drawings printed on the case.

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

- 10 Put the battery holder back into Newton with its metal door face up and the coin slot to the left.



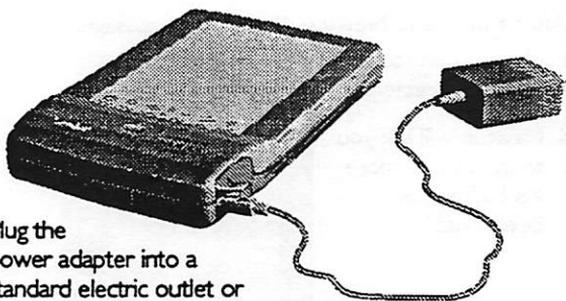
- 11 Move the orange switch to IN USE, the middle position.
- 12 Replace the panel that covers the batteries



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.

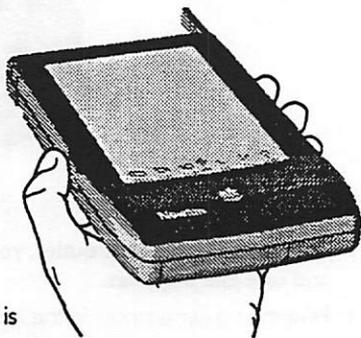


- 2 Plug the power adapter into a standard electric outlet or power strip.
- 3 Plug the other end of the power adapter cable into the back panel of your computer.

TURNING NEWTON ON FOR THE FIRST TIME

The first time you turn Newton on, it goes through a special sequence to help you set up and learn about the device.

- 1 Turn on your Newton device by sliding this switch down then letting it spring back.

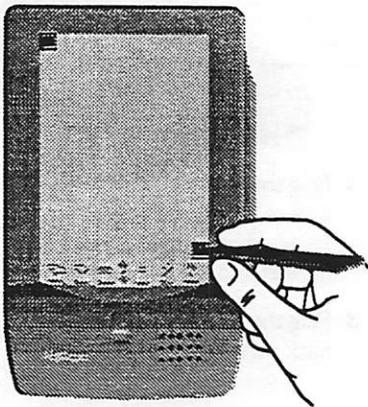


- 2 Remove the plastic Newton pen from its holder.

(The only thing that makes this pen special is that it's dull and won't scratch the screen.)

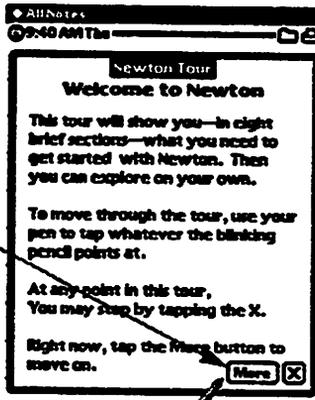
After a moment, Newton displays this message.

- 3 Use the pen to tap the X as directed.
- 4 Newton will ask you to tap two or more Xs. Follow the directions.

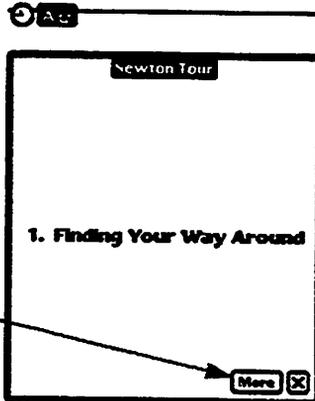


After you finish tapping Xs, Newton asks if you want to take a tour.

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

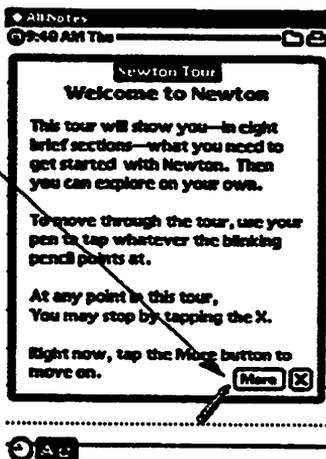


- 6 Continue the tour. Follow the instructions on the screen, paying attention to where the picture of the pen is blinking. Tap More to continue.



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

- 7 Tap More and follow the instructions on the screen.



IMPORTANT PREPARING NEWTON FOR WORK

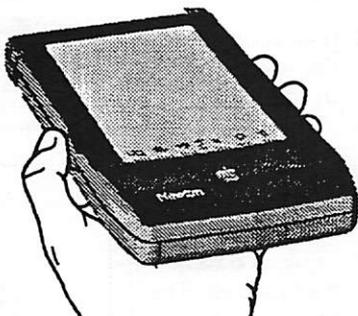
Before you start working with Newton, you need to prepare Newton by setting the time, date, location, and putting in your personal information, as described in "Important Settings" near the end of this chapter.

TEST DRIVE/BASIC FEATURES

Follow the instructions in the next few sections for a quick overview of Newton's basic functions.

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, Newt stores your information even when the power is off.



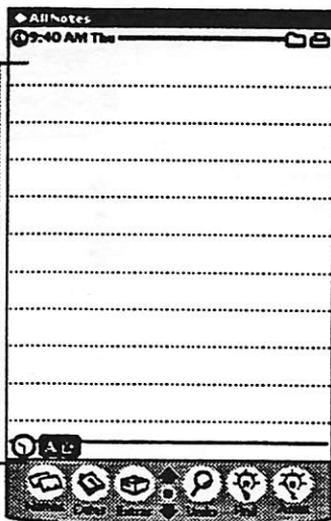
Looking at the Notepad, Names File, and Date Book

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

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

The Notepad.

The Notepad is always open, though sometimes it is covered by other things you're working on.

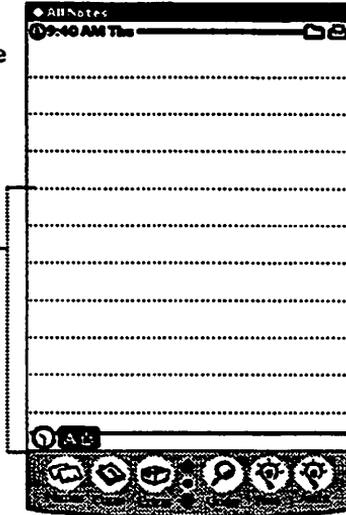


- 2 Tap the Names button at the bottom of the screen to open the Names File.



- 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.)

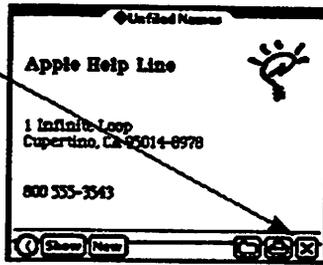


- 4 Tap arrows to "turn the pages" of the Card File.



- 5 Tap the X to leave the Name File.

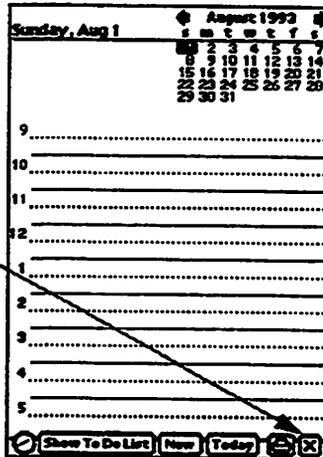
Whenever you want to leave something, look for an X button.



- 6 Tap the Dates button at the bottom of the screen to open the Date Book.



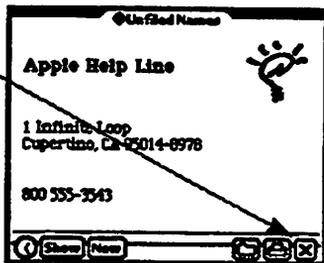
- 7 Look at the Datebook. It has space for appointments and for a to-do list.





- 5 Tap the X to leave the Name File.

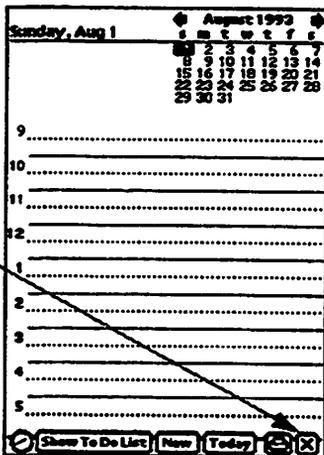
Whenever you want to leave something, look for an X button.



- 6 Tap the Dates button at the bottom of the screen to open the Date Book.



- 7 Look at the Datebook. It has space for appointments and for a to-do list.



- 8 Tap X to leave the Date Book.

Using Newton safely

- **Keep electronic or paper copies of everything you store in Newton. Though designed and tested to store your information safely day in and day out, like all electronic devices, Newton can unexpectedly fail and forget your information. Chapter 26 discusses ways to make backup copies of your information.**
- **Be careful not to scratch Newton's screen. Use only plastic-tipped pens intended for use with a touch-sensitive screen. Don't use ink pens or any other sharp object. Always store Newton in a case that has a stiff plate that can protect the screen.**
- **Never remove both the backup battery and the main batteries at the same time. Removing both sets of batteries at the same time will erase all the information stored in Newton.**
- **Keep Newton dry.**

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