Tech Info Library

Newton: How to Print the Names File (7/93)

Article Created: 30 July 1993

TOPIC --

I keep my address book on my Newton. How can I print out a copy without
printing out each name card individually?

DISCUSSION--

To print out all or part of your Names file, simply open any file in the
Names application. Then:

1) Tap the Action button in the lower-right corner, then tap
   Print Card. A window, or routing slip in this case, will pop up.

2) Tap Printer and select the printer you'll be using.

3) Tap Format and choose which grouping of files you wish to print.

   • Single Card prints only the card you have open or selected.
   • Cards prints each card in the Names file as it appears on the Newton.
   • Cards and Notes prints each card in the Names file as it appears on the
     Newton, plus any notes associated with the cards.
   • Phone list prints only the names and phone numbers of the people in your
     Names file.
   • Summary prints all the information you entered regarding the people in
     your Names file, except for the notes.

4) Tap Preview to be certain the information you want will be printed in the
   correct format.

5) Tap Print.

6) If your Newton is connected to a printer, the Out Box will open. Tap the
   name of the Names file, then tap Print. Your file will be printed.

7) If you are not connected to a printer, the information will be stored in
   your Out Box. Connect a printer to your Newton, tap the Extras button,
   then tap Out Box. Tap the name of the Names file, and tap Print. Your
   file will be printed.

Keywords: <None>

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19960215 11:05:19.00

Tech Info Library Article Number: 12748