



# Tech Info Library

## Newton: How to Find an Item (7/93)

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TOPIC -----

This article discusses how to find an item on your Newton.

DISCUSSION -----

You can search for information in all areas of your Newton's data or you can choose to search only the area (Notepad, Date Book, Name File) that you're looking at.

You can search for whole words, partial words, more than one word at a time or dates. If you search for more than one word at a time, your Newton will take you to the first item that has both words whether or not they're next to each other.

Searching all areas

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Here's how to find an item by searching all areas at once:

- 1) Tap the Find button. Write the text you wish to search for into the opened dialog box.
- 2) Tap All. The Newton will show a list of all places where the word is found. You can go to a particular item in the list by tapping the item. If your Newton finds more information than fits on the screen, tap the down arrow to see more.

If you don't see the item you're looking for, tap X.

Searching one area

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Here's how to find an item by searching only one area at a time:

- 1) Go to the area you want to search, then tap the Find button. Write the text you wish to search for into the opened dialog box.
- 2) Tap Find. Your Newton goes to the first place it finds the word. Tap the down arrow to see the other place or places where Newton found the word.
- 3) When you've finished searching, tap X.

Searching by date

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Here's how to find information created before or after particular date:

- 1) Tap the Find button, then tap Look For.
- 2) Tap either "dates before" or "dates after." as desired.
- 3) Write a date into the blank that appears.

If you are searching all areas, tap All. The Newton will show a list of all places where the word is found. You can go to a particular item in the list by tapping the item. If your Newton finds more information than fits on the screen, tap the down arrow to see more. If you don't see the item you're looking for, tap X.

If you are searching only one area, tap Find. Your Newton goes to the first place it finds the word. Tap the down arrow to see the other place or places where Newton found the word. When you've finished searching, tap X.  
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