



# Tech Info Library

## Newton: How to Use the Date Book - Overview (10/94)

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TOPIC -----

This article describes how to use the Newton's Date Book.

DISCUSSION -----

The Date Book allows you to organize appointments and keep a To Do list in the form of a calendar. When you create an appointment on a calendar page, the bar at the left edge of the appointment is called the activity marker.

To enter the Date Book, tap the Dates button.

Date views

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There are several ways of looking at a calendar page.

- To see a date in the previous or next month, tap the arrows next to the month.
- To see a particular day, tap that date.
- To see a two-week agenda of appointments, tap the dot between the two arrows.
- To see appointments for several days at a time, select dates horizontally or vertically.
- To see an appointments for a month at a time, tap the name of the desired month. Note that dark bands will represent appointments.
- To see the calendar eight months at a time, tap the year.

You can always return to today's date by tapping the Today button.

Making an appointment

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- 1) Go the date you want. You will see a standard date card. If you don't see the hours you want, tap the arrows at the bottom of the screen.

- 2) Write the name of the appointment next to its starting time. You may denote the length of the meeting by drawing a line from the starting time to the ending time.

#### Adding notes to an appointment

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- 1) Tap the activity marker. You will see a notes box with the name of your appointment, and its starting and ending time.
- 2) Write or draw notes inside the box, then tap X when you're finished.

#### Using the Datebook's Alarm

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You can use the alarm in the Datebook for meetings as well as events or occasions, like birthdays or anniversaries.

- 1) Tap the activity marker next to the desired appointment, then tap Alarm.
- 2) Mark the Alarm On box to turn on the alarm.
- 3) If you want the alarm to go off ahead of time, write the amount of notice you want in the notice blank, then tap the notice box and choose whether you want the alarm to go off minutes, hours, or days in advance.
- 4) Tap X.

When the alarm goes off, a message appears on your screen. You will also hear a sound if you have turned on the Sound Alarm Effects selection in the Sound Preferences.

#### Setting repeating events

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- 1) Tap the activity marker, then tap Frequency.
- 2) Tap one of the choices of the following list:
  - Don't repeat
  - Every week
  - Every other week
  - Every month
  - Every year
  - Week in month

The box below the list summarizes your choices.

- 3) Correct the starting and ending times of the appointments, if necessary.
- 4) If the meetings only repeat for a limited time, write the date of the last meeting in the No Meetings After blank.

5) Tap X.

Some examples:

- If your meeting occurs on the third Friday of each month, tap the radio button marked "Week in Month," tap the box next to "third."
- If your meeting occurs every Monday and Friday, tap the radio button next to "Every week," and tap the boxes marked "M" and "F."
- If your meeting occurs every day, tap "Every week," and select all the boxes corresponding to days of the week.

Changing an appointment time

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To change the starting time, hold the pen on the activity marker until it turns white, then move it to the correct time.

To change the length of the appointment, drag the bottom end of the line to the correct length.

To move an appointment to a different date, you can use multiple-day view mode or normal view mode.

- In multiple-day view mode, select the dates you want to move from and to, then use the pen to drag the activity marker from one date to the other.
- In normal view mode, hold the pen in the middle of the bar and move it to the top of the screen. It will be reduced to a single word at the top of the screen. Then go to the desired date and drag the word from the top of the screen to the desired time on the calendar.

Deleting appointments

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To erase an appointment, scrub out the activity marker next to it or tap the activity marker and tap Delete on the appointment slip that appears.

To automatically erase appointments after a certain number of days, tap the Action button, then tap Delete. You'll see a dialog box which is titled "Delete meetings older than \_\_\_\_ days." Scrub out the number in the blank and write the number you want, then tap Delete.

Sending calendar information

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You can send calendar information to a printer, Fax, electronic mail service or another Newton for two, five, seven, or fourteen days at a time.

Go to the beginning date you want to send and tap the Action button. Then choose between Print, Fax, Beam, and Mail options.

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