



# Tech Info Library

## Newton: How to Use the Names File (10/94)

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TOPIC -----

This article describes how to use the Newton's Names File.

DISCUSSION -----

The Names File allows you to organize address information in the form of a card file.

To enter the Name's File, tap the Names button.

Card views

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There are three ways of looking at a card: Card, Card & Notes, and All Info. You can choose one of these by tapping the Show button at the bottom of the screen in the Names File.

The Card view shows the name, address, and phone number, while the Card & Notes view displays the Card view with an area for you to write notes. The All Info view shows all the information on the card. You must use the All Info view if you want to change or add information.

To change views, tap Show, then tap the view you want. You can go directly to the All Info view by tapping twice on any card.

Making a new name card

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- 1) To begin a new card, tap New. A new address card will appear which shows the All Info view.
  - 2) Tap each blank that you want to fill in and write in the box that opens. If there is a diamond in the blank you're filling in, tap it to see choices, then select the appropriate choice.
  - 3) To alphabetize the card, tap Sort By, then tap your choice.
  - 4) To choose how the card should look, tap Card Style, then tap your choice.

5) Return to the card view by tapping Show, then tapping Card.

If you want to use a keyboard to enter information in any card, tap twice in any box.

#### Editing a name card

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- 1) Tap Show, then tap All Info to display the All Info view.
- 2) Tap the entry that you want to change. When the box appears, delete and insert text as you wish.
- 3) Return to the card view by tapping Show, then tapping Card.

#### Adding notes to a name card

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- 1) Tap Show, then tap Card & Notes to display the Card & Notes view.
- 2) Write or draw in the note area that appears.
- 3) Return to the card view by tapping Show, then tapping Card.

#### Selecting name cards

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To scroll through the cards in your Newton, tap the arrows at the bottom of the screen.

To see an alphabetical list of your cards, tap the dot between the arrows. If the list of cards is larger than the screen, you can scroll through the list by tapping the arrows. To go to a particular part of your card list, tap the corresponding letter of the alphabet which is displayed at the bottom of the screen.

To select a particular card, tap its title.

Tap X to close the list of cards.

#### Sending name cards

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You can send notes to a printer, fax, electronic mail service or another Newton in a number of formats, including letter memo and plain text. The Action button controls sending notes.

If you wish to print the entire name card file, tap the Action button (with the envelope icon), then tap Print. When the print dialog appears, tap Format, tap Cards, Cards and notes, Phone list, or Summary, then tap Print. What you choose determines how much information will be printed and the format in which it will be presented.

If you wish to print a single card, tap the Action button or envelope icon, then tap Print. When the print dialog appears, tap Format, tap Single Card, then tap Print.

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