



Tech Info Library

Newton: How To Use The Notepad - Overview (10/94)

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TOPIC -----

This article describes how to use the Newton's Notepad.

DISCUSSION -----

One of the central features of the Newton is its Notepad. You can create and organize notes, then send them to a variety of destinations. The Notepad is always open although it may be hidden underneath other items.

The Notepad is always open although it may be hidden underneath other times. To close other items on your Newton and view the Notepad, tap X.

Making a new note

To begin a new note, draw a line across the screen. If the line becomes a separator bar, you have created a new note. If this line becomes a plain line, tap Undo and try again.

Adding information to a note

If you need more room, drag down the following note's separator bar with your stylus until you have enough room. If you are writing the last note in the Notepad, tap the down arrow below the screen to add more room.

Using the separator bar

The separator bar at the top of each note give you information about the note. The bar displays an information icon, the day and date, the folder and envelope icons, and displays the folder the note is stored in (if you're viewing all folders).

When you tap the information icon, you'll see the date and time the note was created and the amount of memory the note takes up.

Selecting notes

To scroll through the notes in your Newton, tap the arrows below the bottom of the screen.

To see a list your notes, tap the dot between the arrows. If the list of notes is larger than the screen, you can scroll through the list by tapping the arrows. To select a particular note, tap its title. Tap X to close the list of notes.

Sending notes

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.

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