Newton: How to File Items In Folders (7/93)

```
Article Created: 30 July 1993

TOPIC-----------------------------------------------------------

This article discusses how to use Newton's filing system to file items in
folders.

DISCUSSION------------------------------------------------------

You may file any Notepad or Names File item you've written in a folder.  If
you don't file an item, it is saved in the folder marked "Unfiled" or "None."
You may file an item in more than one folder.

Filing Items
------------
To file notes and file cards:

1) Tap the folder icon at the top-right of the note or bottom of the card you
   want filed.

2) Tap the name of the folder in which you'd like to store the item.

3) Tap File.

Note: When you are viewing All Folders, each item's separator bar will indicate
which folder it is in.  On Name cards, the folder it resides in is
indicated at the top of the card.

If you see a triangle in the folder icon, it means that the item you are
viewing is stored on a memory card.

Creating New Folders
--------------------
You may create new folders and title them yourself. To do this:

1) Tap the folder icon at the top-right of any note or bottom of any card.

2) Tap Edit Folders.

3) Write the name of the folder you want to create in the blank.

4) To create another new folder, tap the hyphens below the existing folders in
```

the list under Edit Folders. You may have as many as 12 folders.

Deleting Folders

When you delete a folder, the items inside are moved to the Unfiled folder.
To delete a folder:

1) Tap the folder icon at the top-right of any note or bottom of any card.

2) Tap Edit Folders.

3) Tap the folder you want to delete.

4) Scrub out the folder's title.

Changing the Names of Existing Folders

You may change the names of some folders in Newton's list. Newton comes with
four named folders (Business, Important, Miscellaneous, and Personal). Newton
also has two categories for tracking notes and cards: one for notes or cards
that you haven't yet assigned to a folder (Unfiled or None) and one for
viewing all filed and unfiled notes or names simultaneously (All Notes or All
Names). You cannot change the names of these categories.

To change the name of any other existing folder:

1) Tap the folder icon at the top-right of any note or bottom of any card.

2) Tap Edit Folders

3) Tap the name of the folder you want to retitle.

4) Scrub out the name and write in a new one.

Putting Several Related Items in A Folder At Once

You can use the Find button at the bottom of Newton's screen to file related
items together:

1) Tap Find.

2) Tap key words that link the items together, such as a company name,
   meeting notes, etc.

3) You can search everywhere by tapping All or only the application you are in
   by tapping Find.

4) Newton will show a list of all the items containing the words you searched
   for.

5) Tap the folder icon at the top-right of the list and tap the appropriate
   folder.

To View Contents of a Folder, All Notes, or All Names
----
1) Tap the folder tab with the diamond at the top-center of the screen.

2) Tap the folder you want to view. If you want to view the contents of all
   folders, tap All Notes or All Names. To view all unfiled notes or names,
   tap that option.

Note: If you create an item while inside a folder, the new item will
automatically be stored in that folder. If you create a new item while
viewing All Notes, All Names, Unfiled Notes, or Unfiled Names, the new item
will go into the Unfiled folder.
Copyright 1993, Apple Computer, Inc.

Keywords: <None>

19960215 11:05:19.00
Tech Info Library Article Number: 12795