Newton Works
Word Processor User's Manual

Apple Computer, Inc.

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1 Infinite Loop
Cupertino, CA 95014-2084
408-996-1010
http://www.apple.com

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1 Getting Started

This chapter tells you how to get started using the Newton Works word processor with your Newton device and the Newton Keyboard.

About Newton Works and the word processor

Newton Works is an integrated application for the Newton operating system. One of its applications is a word processor. The word processor can be used to take notes, write reports, and create other types of text-based documents. The items you create in the Newton Works word processor are called papers.

To enter text and other characters in a paper, you must type on the Newton Keyboard.

Important The Newton Works word processor does not recognize handwriting, so you can't write information in a paper. You must use the Newton Keyboard to enter information in the Newton Works word processor.

You can use buttons on the screen to edit and format your papers, find and change text, and check spelling. Keyboard shortcuts are available to help your work go faster. Many of these commands and key combinations are the same as those found in word processing programs on desktop computers.

Opening and closing the Newton Works word processor

The Newton Works word processor is already installed on your Newton device.

Important If you inadvertently delete the Newton Works word processing software, you can reinstall it from the floppy disks that came with your Newton device. To do this, you need to use the Newton Connection Utilities with a computer running the Mac OS or Windows operating system. For more information, see the documentation that came with the Newton Connection Utilities.

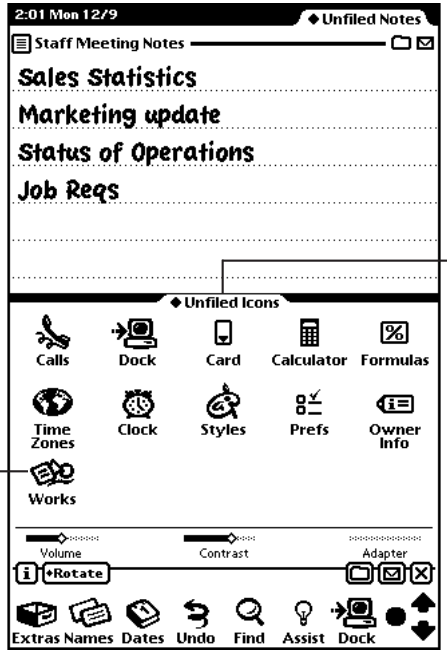
Before you use the Newton Works word processor, you'll need to connect the Newton Keyboard to your Newton device. For more information, see the documentation that came with the Newton Keyboard.

To open the Newton Works word processor program, do the following:

1. Tap Extras.

   Note: If you don't see the Extras Drawer icon, that means Extras is the backdrop, the default background application. Go to the Extras Drawer by tapping every ☒ you see. (For information about the backdrop application, see the documentation that came with your Newton device.)

The Extras Drawer opens.



If Works is stored in a folder other than Unfiled Icons, tap the folder tab and, in the list that appears, tap the name of that folder.

Tap Works to use the Newton Works word processor.

2 If you don't see the Works icon, tap the folder tab and tap Unfiled Icons.

3 Tap the Works icon.

If the Works icon doesn't appear, tap Extras, tap the folder tab, and in the list that appears, tap All Icons. Then tap the Works icon. (You may need to use the arrow keys to scroll through the list of icons.)

4 When you're finished using Newton Works, tap ☒ to quit.

Before you create a new paper or modify an existing one, you may want to set preferences for the word processor. See the section "Setting Preferences" in Chapter 4, "Using Preferences, Keyboard Shortcuts, and Special Keys."

Now that you've opened Newton Works, you can learn more about creating and modifying papers. See the next chapter, "Learning the Basics."

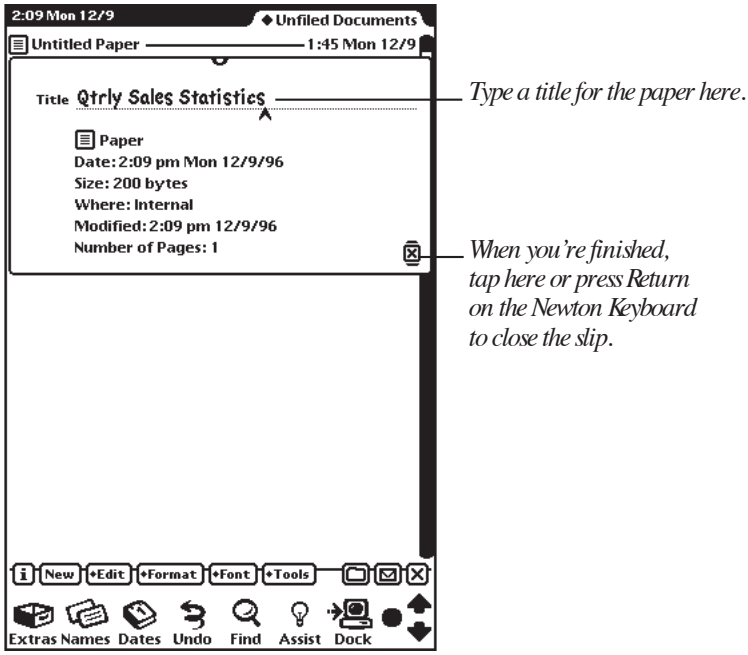
2 Learning the Basics

This chapter explains how to create new papers in the word processor. You'll also learn how to use the basic features of the word processor, including selecting and deselecting information, formatting papers, and cutting, copying, and pasting text and objects.

Creating a new paper

1. Open the Newton Works application.
2. Tap New and in the list that appears, tap Paper.

   A new paper appears and its title slip automatically opens.

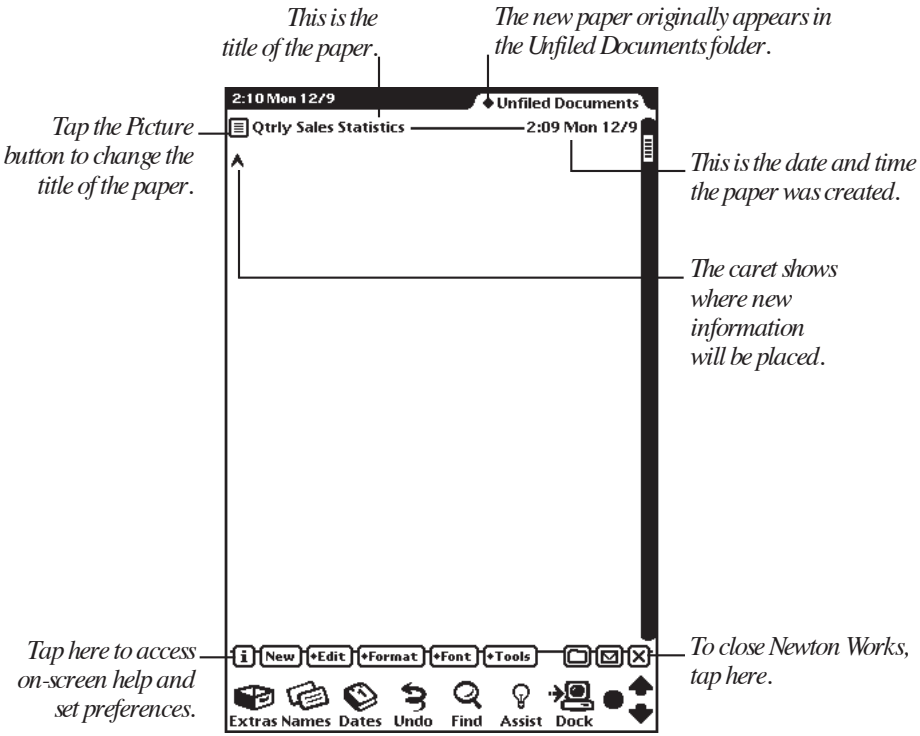


3. Type a descriptive title for the paper, then tap ☒ or press Return on the Newton Keyboard to close the title slip.

   The title you enter in the title slip doesn't appear when you print a paper. You use it to find and store your paper in your Newton device.

   Important Any button that has a line above and below it is a default key. You can press Return on the Newton Keyboard to perform the action associated with that button.

A caret appears. The caret marks the place where information you enter will appear.



4 Using the Newton Keyboard, type information in the blank paper.

Note: You can use keyboard shortcuts and special key combinations to help speed up your work. See Chapter 4, "Using Preferences, Keyboard Shortcuts, and Special Keys."

Selecting and deselecting information

You'll often need to select and deselect text and objects in a paper in order to move or change them. You can select all information or objects in a paper, or only specific information or objects.

Once text and objects are selected, you can reformat, move, cut, copy, or delete them. To continue working in a paper, you must then deselect the text and objects.

Selecting information

To select text in the word processor, hold the pen on or near the information until a dark box appears around the item. If sound effects are turned on, you also hear a squeak. Then draw the highlighting mark over all of the desired information. Selected information is darkened.

To select a sketch or graphic image, tap it.

To	Do this
Select text	Hold the pen on or near the information you want to select. Then drag the pen over the information. The information is darkened to show it is selected.
Select an object or sketch	Tap the object. A selected object has a box around it.
Select more than one object or sketch	Tap the first object. Hold down the Shift key while tapping each additional object.
Select all text and objects	Press ⌘-A. Or tap Edit and in the list that appears, tap Select All.

Deselecting information

There are several reasons to deselect information, text, and objects:

- If you select information and do something to it, such as change the style or move it to another document, you need to deselect it in order to do anything else in the document.
- If you select something and then decide not to do anything with it, you need to deselect the information.

To deselect information or objects, tap the pen anywhere outside the selection.

Formatting a paper

You can use formatting tools to show the ruler, set margins in a paper, and insert breaks.

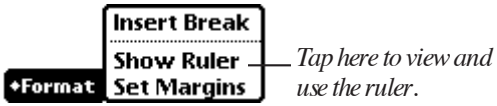
Using the ruler

You can use the ruler to quickly create tab stops, set the line spacing, and choose the alignment for your document.

Showing and hiding the ruler

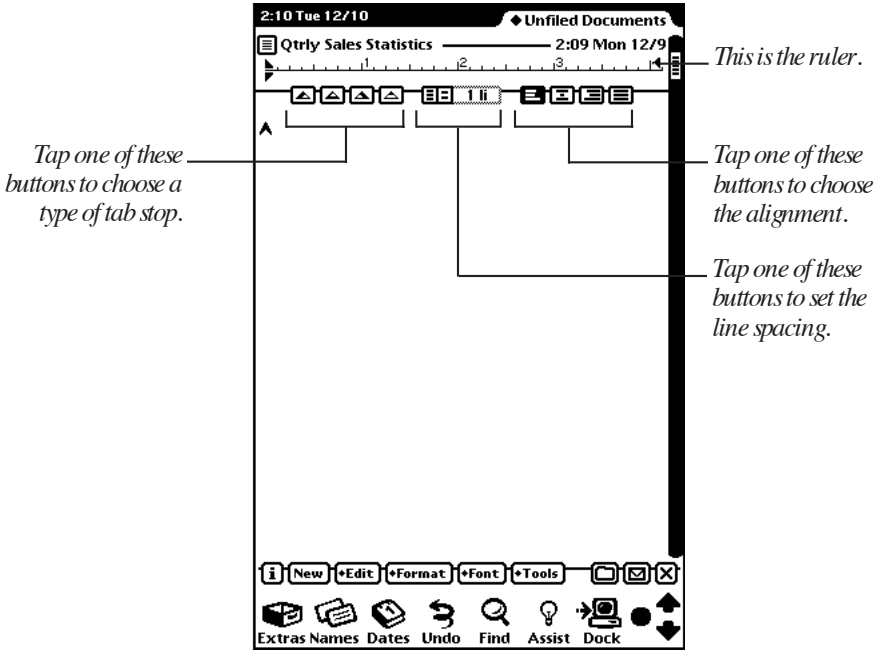
The ruler allows you to see and set tabs, line spacing, and alignment.

- To show the ruler, tap Format. In the list, tap Show Ruler. The next time you tap Format, the command will say Hide Ruler.



- To hide the ruler, tap Format and in the list, tap Hide Ruler.

  The command changes to Show Ruler the next time you tap Format.

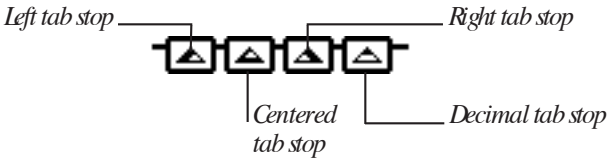


Setting and changing tabs

You can use tabs to control the placement and alignment of text and graphics in your documents. You can add, remove, and move tabs.

When you work with tabs, it's best to show the ruler. See the previous section, "Showing and Hiding the Ruler."

You can use several different kinds of tab stops—left, right, centered, and decimal.



- When you use the left tab stop, text and sketches are aligned on the left side.
- When you use the right tab stop, text and sketches are aligned on the right side.
- When you use the center tab stop, text and sketches are centered around the tab stop.
- When you use the decimal tab stop, the decimal point of all numeric information is aligned on the tab stop. If you use this tab stop with text that has no decimal points or periods, the text is placed to the left of the tab stop.

To set, remove, or change tabs stops, follow these steps:

1. If the ruler is not shown, tap Format, and in the list tap Show Ruler.
2. Do one of the following:
   - To set a tab, hold the pen on the desired tab icon, then drag the tab marker up to the ruler where you want the tab stop. The selected tab marker appears on the ruler.
   - To remove a tab stop, hold the pen on the tab marker and drag it off the ruler.
   - To move a tab, hold the pen on the tab marker, then drag it to the place you want on the ruler.

Changing the line spacing

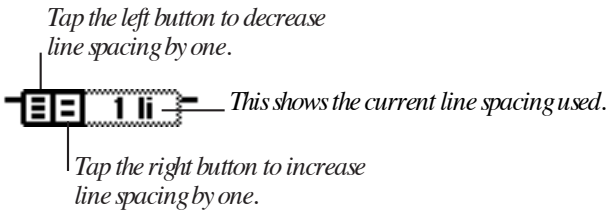
The standard line spacing is single-spaced, or no lines or spaces between each line of typed text.

To change the line spacing, follow these steps:

1. If the ruler is not shown, tap Format, and in the list tap Show Ruler.

   The ruler appears at the top of the paper.

2. Use the line spacing tools to set the spacing.



- Tap the left button to decrease the line spacing by one line.
- Tap the right button to increase the line spacing by one line.

The line indicator shows the spacing of lines.

Changing the line spacing of selected information

You can change line spacing at any time. To do this, follow these steps:

1. Select the desired information.

   See “Selecting and Deselecting Information” earlier in this chapter.

2. If the ruler is not shown, tap Format, and in the list tap Show Ruler.

3. Tap the desired line spacing buttons on the ruler.

   The selected text and graphics are now in the chosen spacing.

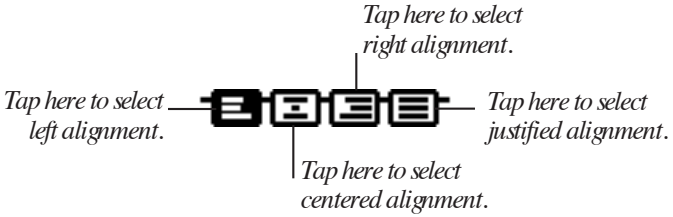
Choosing the alignment

You can use the alignment buttons to change the alignment of sentences, paragraphs, and documents.

There are four different alignments you can choose—left, centered, right, and justified. If you want, you can use more than one alignment in a paper, for example, if you want some text to be centered and the rest left-justified.

To set or change the alignment, follow these steps:

1. If the ruler is not shown, tap Format, and in the list tap Show Ruler.
2. Tap the alignment icon you want to use.



- *Left*—This is the default alignment. All text is lined up along the left margin, so the right side of the text is ragged.
- *Centered*—All text is centered, so the left and right sides are ragged.
- *Right*—All text is lined up along the right margin, so the left side of the text is ragged.
- *Justified*—All text is aligned with both the left and right margins. Space is added or removed between characters and words to achieve this.

All text from that place in the document on, will be set to the desired alignment.

Changing the alignment of selected text or drawings

You can change the existing alignment at any time. To do this, follow these steps:

1. Select the desired text and graphics.

   See “Selecting and Deselecting Information” earlier in this chapter.

2. If the ruler is not shown, tap Format, and in the list tap Show Ruler.

3. Tap the desired alignment icon.

   The selected text and graphics are now in the chosen alignment.

Setting margins

The default margins are set at 1 inch for the top and bottom margins and 2.12 inches for the left and right margins. This is so that the entire page is visible on the screen. However, this may not be ideal margins for printing.

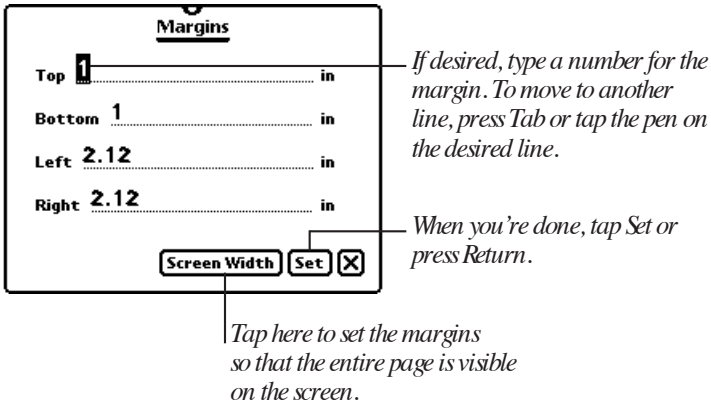
If you change the margins, you may see scroll bars on the side or bottom of the screen. These indicate that some information in your paper is off the screen. To view it you use the scroll bars. Tap anywhere along the scroll bar to go directly to that place in your paper. You can also press and drag the scroll handle.

To set or change the margins, follow these steps:

1. Tap Format, and in the list tap Set Margins.

Tap here to set the margins.

The Margins slip appears. Measurements are in inches unless you specify "Use metric units" in the Newton Works Preferences slip.



Note: The default for top and bottom margins is 1 inch; the default for left and right margins is 2.12 inches.

2 Press Tab to go to the margin you want to change, or tap the pen on the desired line.

3 Type the margin you want.

4 When you're done, press Return or tap Set.

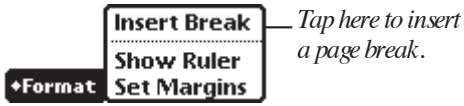
Inserting breaks

Each page is set to break, or end, at the bottom of the page, which is determined by the top and bottom margins. You can end a page before it fills up by inserting a break.

1 Place the caret where you want the page break. You can:

- Press the up and down arrow keys to move the caret.
- Tap the pen where you want the caret.

2 Tap Format, and in the list that appears, tap Insert Break.



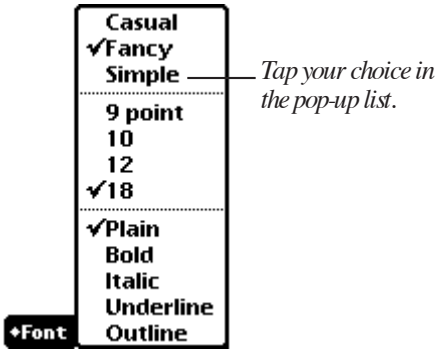
Dotted lines show where the page breaks are located in your paper.

Using fonts, styles, and sizes

You can choose from several fonts, sizes, and styles for the information you type. You can also set the default font, size, and style that is used whenever you open a new paper. See "Setting Preferences" in Chapter 4, "Using Preferences, Keyboard Shortcuts, and Special Keys."

Changing or setting the font, size, or style

1 Tap Font.



2 In the list that appears, tap your choice.

Note: The Casual font is intended mainly for viewing information on the screen. If you print a paper that includes this font, you may experience some problems.

All text you enter from this point on will be in the selected font.

Changing the font, size, and style for selected text

1. Select the text whose font you want to change.

   See “Selecting and Deselecting Information” earlier in this chapter.

2. Tap Font and in the list that appears, tap the desired font.

   The selected text is now in the chosen font.

Doing a quick sketch

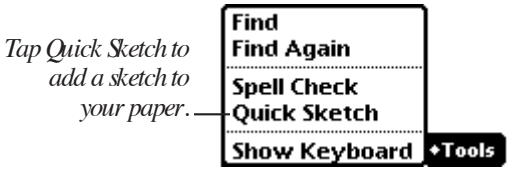
You can draw a quick sketch within the word processor. This is very helpful when you are taking notes or if you don’t have time to create a drawing right away and want a placeholder drawing in your paper.

To create a quick sketch, do the following:

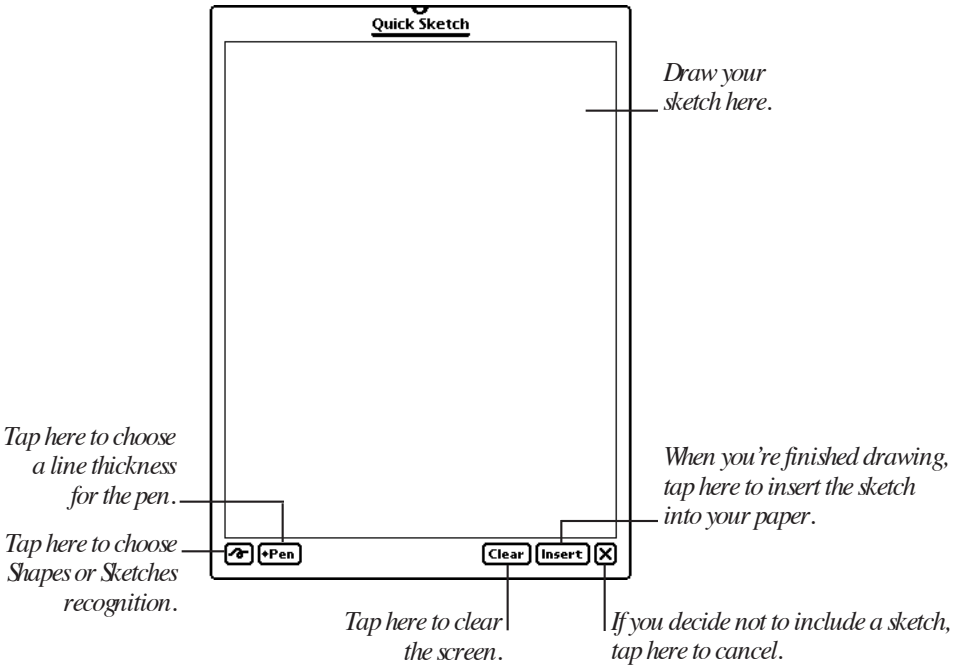
1. Place the caret where you want to insert the sketch.

   You can tap the pen or press the arrow keys to move the caret.

2. Tap Tools and in the list that appears, tap Quick Sketch.



The Quick Sketch slip appears.



3 If you wish, tap the Recognition button and in the list that appears, tap Shapes or Sketches.

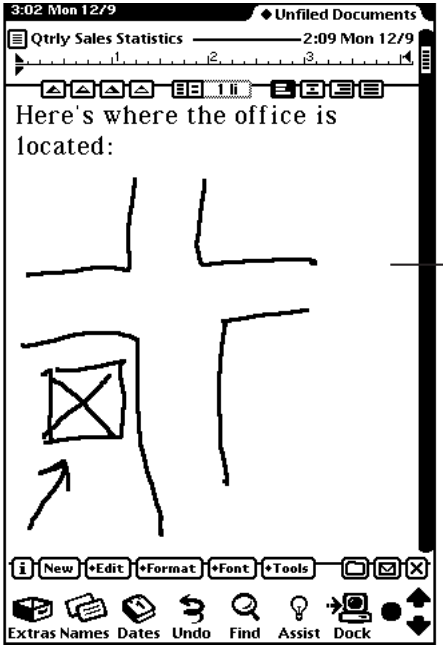
- *Shapes*—smoothes curves and straightens the lines in your drawing
- *Sketches*—keeps your drawing as is, the way you drew it

4 If you wish, tap Pen and in the list that appears, tap the pen thickness you want to use.

5 Draw your sketch.

6 When you're done, tap Insert or press Return.

The sketch appears in your document.



The sketch appears in your paper.

Navigating pop-up lists

You can easily navigate through pop-up lists using the Up and Down Arrow keys or typing letters on the Newton Keyboard.

- To move up in a list, press the Up Arrow key; to move down in a list, press the Down Arrow key. Then press Return.
- To go directly to a choice in a pop-up list, type the first letter of the desired choice (for example, type "p" for Paper). Then press Return.

Changing the title of a paper

To change the title of a paper, follow these steps:

1. Tap the Picture button in the upper-left corner of the screen.

   The title slip appears with the current title selected.

2. Type a title for the paper, then tap ☒ to close the title slip.

   Note: This title does not appear when you print the paper.

Moving information

You can move text and objects within a paper or between papers, or to other areas of your Newton device, such as the Notepad. For information on moving information in other areas, see the documentation that came with your Newton device.

Moving information in a paper

1. Select the text and objects you want to move.

   See "Selecting and Deselecting Information" earlier in this chapter.

2. Hold the pen on the selection and drag it to the desired location on the screen.

3. When you're done, tap anywhere to deselect the information.

Moving information to other papers

1. Select the information you want to move.

   See "Selecting and Deselecting Information" earlier in this chapter.

2. Hold the pen on the selection and drag it to the side, top, or bottom of the screen.

   The information is placed in the Clipboard and represented by a small box.

3. Tap Overview ● then tap the name of the paper you want in the overview list.

4. Hold the pen on the box and drag it where you want the information to appear.

Cutting, copying, and pasting information

You can use the cut, copy, and paste commands to move information within or between papers, or to other areas of your Newton device, such as the Notepad. For more information, see the documentation that came with your Newton device.

Organizing papers

You can organize your papers into folders. For more information on folders, see the documentation that came with your Newton device.

Printing, faxing, and beaming papers

You can print and fax your papers and beam them to another Newton device that has Newton Works. For more information on sending items, see the documentation that came with your Newton device.

Now that you've learned the basics, you may want to learn how to fine-tune papers—check spelling and find and change text. See the next chapter, "Fine-Tuning a Paper."

3 Fine-Tuning a Paper

This chapter teaches you how to check the spelling and find and change text within a paper.

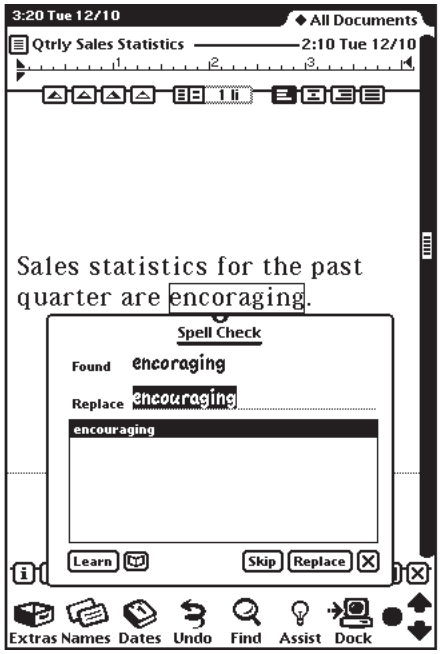
Checking spelling

You use the Spell Check feature to make sure words in your document are spelled correctly. The spell checker matches words it finds against words in the dictionary of your Newton device.

1 With the paper you want to check open, tap Tools and in the list that appears, tap Spell Check.

Tap Spell Check to review the spelling in a paper.

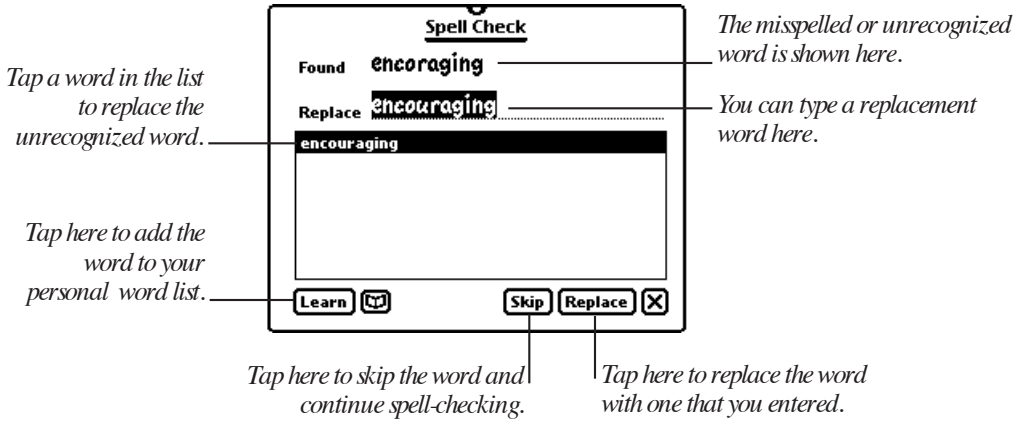
The Spell Check slip appears.



2 If Spell Check finds misspelled or unrecognized words, do one of the following:

- To add the word to your personal word list, tap Learn.
- To ignore the word, tap Skip.
- To replace the word with another word, tap the correct word in the list or type the desired word. Then tap Replace.

- To check your personal word list, tap the dictionary button ⊡.



A message appears when spell checking is completed, describing how many misspelled words were found and how many were changed.

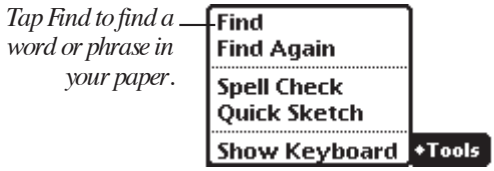
3 Press Return or tap OK to close the slip.

For more information on adding, expanding, and removing words in your personal word list, see the documentation that came with your Newton device.

Finding and changing text

You can use the Find and Find Again commands to locate or change text in a paper.

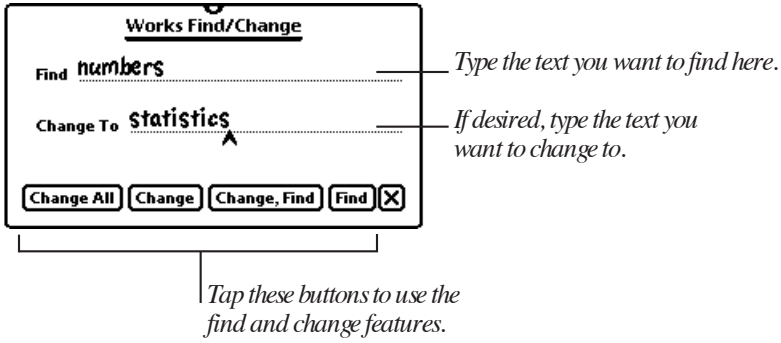
1 To find a word or phrase, tap Tools and in the list that appears, tap Find.



The Find/Change slip appears.

2 Type the characters, word, or phrase you want to find.

3 If you want to change the text to something else, press Tab to go to the Change To line, then type the desired text.



4 Do one of the following:

- Tap Change All to change all occurrences of the word or phrase.

  A slip appears asking if you want to change all occurrences of the word or phrase. Tap OK or press Return. (You cannot undo this action.)
- Tap Change to change just the highlighted occurrence.
- Tap Change, Find to change the highlighted occurrence and then find the next occurrence of the word or phrase.
- Tap Find to find the next occurrence of the word or phrase.

5 When you're done, tap ☒ to close the slip.

4 Using Preferences, Keyboard Shortcuts, and Special Keys

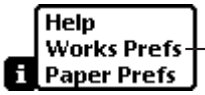
This chapter provides information on setting preferences and using keyboard shortcuts in the word processor. It also describes various modifier keys on the Newton Keyboard and explains how to type special characters and symbols.

Setting preferences

You can set preferences for Newton Works, specifying if you want to use metric units of measurement and if want to store items you create internally, rather than on a PC card. You can also set the default font, size, and style for text in the word processor.

Setting preferences for Newton Works

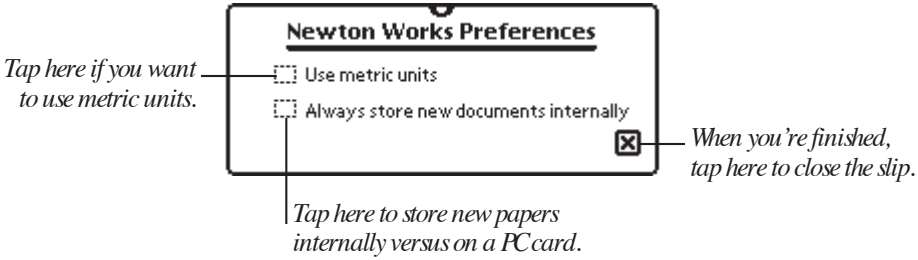
1. Open Newton Works, if it's not already open.
2. Tap the Information button [i] and in the list that appears, tap Works Prefs.



Tap here to set preferences for Newton Works.

Note: The pop-up list you see may be different than shown if you are currently using a Newton Works program other than the word processor, such as a spreadsheet.

3 In the Newton Works Preferences slip, tap the checkbox next to the desired preferences you want to turn on or off.



If a preference is turned on, a checkmark appears in the checkbox.

4 When you're finished, tap ☒ to close the slip.

Note: If you select the preference "Always store new documents internally," this overrides any settings you may have selected in the Card slip for your PC card.

Setting paper preferences for the word processor

To set preferences for the word processor, you need to be viewing a paper. To set paper preferences, follow these steps:

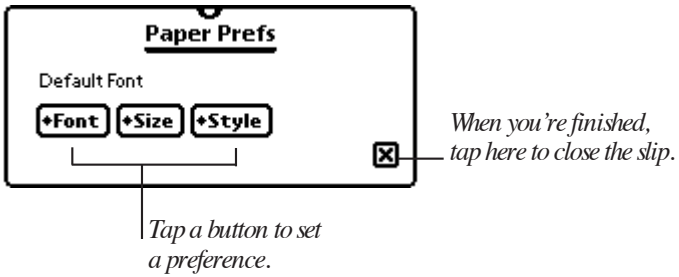
1 Open Newton Works, if it's not already open.

2 Open a paper by doing one of the following:

- Go to a paper that you've already created. (Tap Overview and in the list that appears, tap any paper.)
- Tap New and in the list that appears, tap Paper. Type a title for the paper, if desired, then tap ☒ to close the title slip.

3 Tap the Information button ℹ and in the list that appears, tap Paper Prefs.

The Paper Prefs slip opens.



4 Do one or more of the following:

- To set the default font, tap Font and in the list that appears, tap your choice.
- To set the default size, tap Size and in the list that appears, tap your choice.
- To set the default style, tap Style and in the list that appears, tap your choice.

Note: The font, size, and style you choose are used when you open a new paper. You can also use additional fonts, sizes, and styles that are available on your Newton device.

5 When you're finished, tap ☒ to close the slip.

Using keyboard shortcuts to do tasks

You can use keyboard shortcuts to perform certain tasks in Newton Works. Some are similar to keyboard shortcuts used in other word processors, drawing programs, and integrated applications.

To see a list of all of the keyboard shortcuts, hold down the ⌘ key. In a few seconds, a list of shortcuts appears. When you release the ⌘ key, the list disappears. You can view the list any time you are using the word processor.

Creating			
New	⌘N	Title	⌘E
Quick Sketch	⌘D		
Editing			
Bold	⌘B	Plain Text	⌘T
Copy	⌘C	Select All	⌘A
Cut	⌘X	Spell Check	⌘=
Italic	⌘I	Underline	⌘U
Paste	⌘V	Undo	⌘Z
Paste Copy	⇧⌘V		
Filing			
File	⇧⌘F	Folder	⇧⌘T
General			
Assist	⌘~	Find Again	⌘G
Close	⌘.	Help	⌘?
Find	⌘F		
Routing			
Print	⌘P	Routing	⌘R
Viewing			
Close	⌘W	Overview	⌘O

Here's the list of keyboard shortcuts in the word processor.

Using special keys on the Newton Keyboard

The Newton Keyboard includes modifier keys similar to those found on other computer keyboards. Some of these keys allow you to give commands to your Newton device without tapping a button. For example, pressing the ⌘ key at the same time as the C key lets you copy selected information.

The following table describes what you can do with some of the keys on your keyboard.

Useful keys		Purpose
← ↓ ↑ →	**Arrow keys**	Use to move the caret, or insertion point, as an alternative to tapping the pen on the screen.
caps lock	**Caps Lock key**	Use to capitalize a series of letters (numbers and symbols aren't affected).
⌘	**Command key**	Use in combination with other keys as an alternative to tapping a button or choosing a command from a list.
ctrl	**Control key**	Use in combination with other keys for shortcuts to modify other actions.
delete	**Delete key**	Use to delete selected information, or the character to the left of the caret.
option	**Option key**	Use in combination with other keys to produce special characters.
return	**Return key**	Use to move the caret to the beginning of the next line. You can also press Return to perform the action of a button that has a line above and below it.
shift	**Shift key**	Use to produce capital letters (or the upper character on the key).
tab	**Tab key**	Use to move the caret to the next stopping place (such as a tab stop or line).

Typing special characters and symbols

You can type a variety of international and other special symbols and characters (including characters with diacritical marks, such as accents) by pressing combinations of keys.

- Press Shift, Shift-Option, or Option, then type a character.

This table lists the most common diacritical marks and how to create them.

Diacritical mark	Key combination
` Grave accent	Option-`, then type the character
´ Acute accent	Option-e, then type the character
ˆ Circumflex	Option-i, then type the character
˜ Tilde	Option-n, then type the character
¨ Umlaut	Option-u, then type the character
ç "c" with a cedilla	Option-c

- To type a letter or a space with a specific diacritical mark, press the Option key and the key for the mark simultaneously. Then type the letter that needs the mark.

  If you are having trouble getting a mark and letter to appear together, try again. Be sure to press the Option key before (or at the same time as) the key for the mark; then, after you release both keys, type the letter to be marked.

5 Solutions to Common Problems

This chapter contains descriptions of problems you might experience with the Newton Works word processor and your Newton device. If none of these suggestions solves your problem, check the troubleshooting sections of other documentation that came with your Newton device. Only call Apple if nothing in this manual or that documentation helps.

I can't find the Newton Works word processor application.

- You may have filed the word processor in a folder within the Extras Drawer, other than Unfiled Icons. Tap Extras, tap the folder tab, then tap All Icons.
- You may have inadvertently deleted the Newton Works word processor. You can reinstall the application from the floppy disks that came with your Newton device. To do this, you need to use the Newton Connection Utilities with a computer running the Mac OS or Windows operating system. For more information, see the documentation that came with the Newton Connection Utilities.

The screen froze while I was working on a paper.

- If your Newton device is working erratically or the screen is frozen, the simplest solution is to reset the operating system. Press the Reset button on the bottom of the device. For more information, see the documentation that came with your Newton device.

I can't print my paper.

- Make sure you've selected the correct type of printer and make sure your Newton device is connected to a printer or a network.
- Check all the cable connections.
- Turn the printer off, wait 30 seconds, and turn it back on; then try again.
- You may be using the Casual font in your paper. The Casual font is intended mainly for viewing information on the screen. To print a paper with the Casual font, minimize the right margin setting. For more information, see the section, "Setting Margins" in Chapter 2, "Learning the Basics."

I beamed a paper to another Newton device and the recipient couldn't read it.

- To read a paper, the recipient needs to have the Newton Works word processor software installed on his or her Newton device. If that device doesn't have Newton Works, you may be able to paste the text of the paper into another application, such as a note in the Notepad, and beam that instead.

Many of my papers seem to be missing.

- You may have many papers. Tap Overview ●. If you see scroll arrows along the side of the screen, tap them to view papers that are off the screen. (A darkened arrow indicates that there are more items above or below.)
- You may be looking at the contents of only one folder. Tap the folder tab and in the list that appears, tap All Documents. Tap Overview ●.
- If you stored your papers on a PC card, you need to insert the card to view those items. Once you insert the card, a slip appears showing you information on the card. Tap ☒ to close the slip. Tap the folder tab, then tap All Documents. Tap Overview ●. Papers stored on the card have "Card" listed on the right side of the overview which designates that they are stored on a card, instead of on internal memory.