



MessagePad 2000 Getting Started



Newton



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1 Infinite Loop

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<http://www.apple.com>

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This product is powered by Advanced RISC Machine's high performance, power efficient, 32-bit RISC microprocessor.

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Communications regulation information

FCC declaration of conformity

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. See instructions if interference to radio or television reception is suspected.

Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple's instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your Newton device is causing interference by turning it off. If the interference stops, it was probably caused by the Newton device or one of the peripheral devices.

If your Newton device does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the Newton device to one side or the other of the television or radio.
- Move the Newton device farther away from the television or radio.
- Plug the Newton device into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

Important Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of Apple peripheral devices and Apple shielded cables and connectors between system components. It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple-authorized dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

Responsible party: Robert Steinfeld, Apple Computer, Inc., 1 Infinite Loop, Cupertino, CA 95014-2084, 408-974-2618.

Industry Canada statement

DOC Class B Compliance This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

Observation des normes—Classe B Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur : “Appareils Numériques”, NMB-003 édictée par le ministre des Communications.

VCCI Class 2 statement**情報処理装置等電波障害自主規制について**

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取扱説明書に従って正しい取り扱いをしてください。



Preface

Safety, Care, and Maintenance

As you work with your Apple MessagePad 2000 device, follow these safeguards to protect yourself and the device. Failure to comply with these safeguards may cause injury, and resulting damage to the device may not be covered by warranty.

Screen care

- Take care not to break the glass screen. Don't drop the MessagePad. Don't subject it to any strong impact. Don't put it into your back pocket because, if you sit on it, the glass may break.
- Don't press too hard on the screen when writing, drawing, or tapping. Don't forcefully jab or hit the screen.
- Be careful not to scratch the screen. Use only the pen that comes with your MessagePad. Don't use ink pens or any other sharp object.
- Clean the screen frequently to ensure that dust and grit do not build up on the surface. Clean the screen only with a soft cloth—such as a cloth made for cleaning eyeglasses. Do not use strong solvents to clean the screen, although you can use general purpose eye-glass cleaners or isopropyl alcohol to remove fingerprints and spots. Don't pour cleaning liquids directly on the screen; apply to a cleaning cloth before cleaning.
- When your MessagePad is not in use, keep the lid closed to protect the screen.

Pen care

- Keep the tip of your MessagePad pen clean by occasionally rubbing it gently with a soft dry cloth. Do not use solvents.
- To prolong the life of the pen and screen, use only your MessagePad pen to tap, draw, and write.

Cleaning the case

- Clean the case only with isopropyl alcohol (rubbing alcohol) and a soft cloth. Do not use other solvents.

Cables, ports, card slots

- Never leave a card slot empty. If you don't have a card in the slot, leave the plastic protection card installed.
- Keep the ports covered when you're not using them.
- Do not use cables that are frayed or otherwise damaged. Hold a cable only by its connector—the plug, not the cord—when connecting or disconnecting it.
- Never force a connector into a port if the connector and port do not join easily. Make sure that the connector matches the port and that it's properly aligned before you attach it.
- When transporting your MessagePad, always disconnect the Newton Serial Adapter.

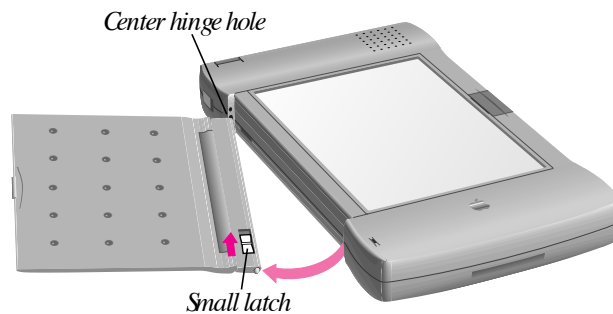
Heat, moisture, dust

- Keep the device away from extreme heat. Don't leave it on the dashboard or in the trunk of a car or near a heater. Heat can damage the screen, the plastic case, and internal parts of the MessagePad.
- Use the device only in environments where the temperature is between 32° F and 104° F (0° C and 40° C). Temperatures outside that range can cause the MessagePad to malfunction. Extreme heat or cold can damage the MessagePad 2000. If the MessagePad becomes too hot, the screen turns black. If the device becomes too cold, the screen turns white.

- Don't leave the device any place that is extremely dusty, damp, or wet. Dust and moisture can damage the MessagePad and cause it to malfunction.
- If the MessagePad gets wet, remove the main batteries and allow the unit to dry for at least 24 hours at room temperature.
- If the MessagePad gets wet while it's plugged in with an optional Newton 9W Power Adapter, unplug the power adapter from the MessagePad before you do anything else.

Removing and replacing the lid

- You can use your MessagePad with the lid in place or you can remove the lid. For routine use, it's best to use the lid to provide added protection for your screen.
- To remove the lid, slide the small latch button on the inside hinge of the lid. Then pivot the lid from the hinge (where it attaches to the MessagePad case).
- To replace the lid, insert the hinge tabs in the center hinge hole nearest the On/Off switch and pivot the lid into place. Align the remaining hinge with its hole on the MessagePad and slide the small latch to lock the lid in place.

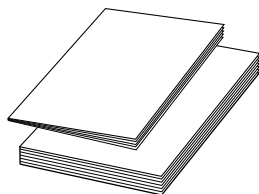


Where to find more information

This book and the *MessagePad 2000 User's Manual* describe how to use the MessagePad. In addition to these books, you can get answers about the MessagePad and the applications that came with it from the following sources:

Other printed materials

For answers to questions about applications or equipment you use with the MessagePad 2000, see the manuals that came with the products.



On the Internet

Apple maintains a number of sites on the World Wide Web that provide software updates, product information, and technical information. One site is devoted to Newton products (<http://newton.info.apple.com>).



Over the telephone

The MessagePad 2000 comes with 90 days of free phone support. If you can't find an answer in any of the materials provided, call the Apple Assistance Center. (See the service and support information that came with the MessagePad.)



1

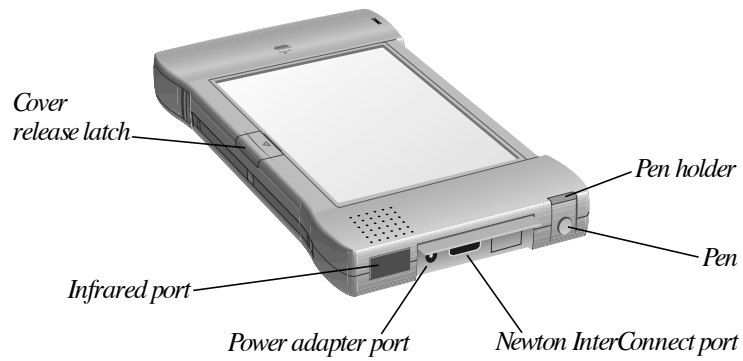
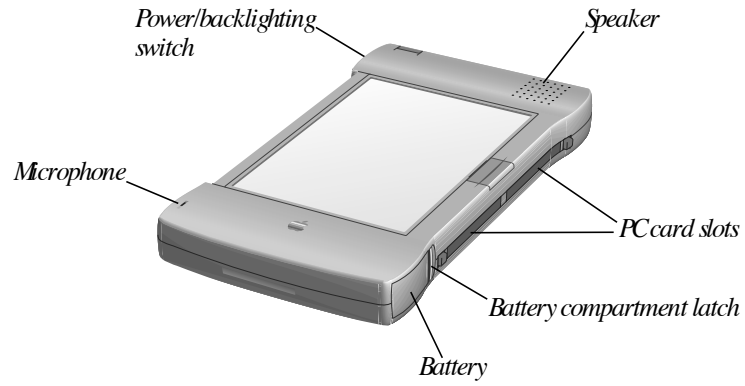
Quick Start

This manual gives you a brief tour of the MessagePad 2000 and the capabilities it offers you.

This chapter includes the following:

- A quick look at the different parts of your MessagePad
- Setting up your MessagePad
- Using the Newton Tour and Handwriting Instructor to learn more about your MessagePad

A quick look

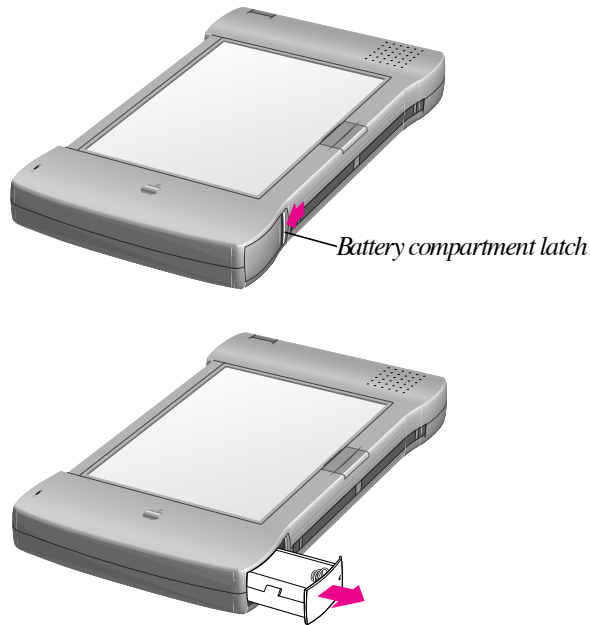


Setting up your MessagePad 2000

Setting up your MessagePad involves installing the batteries, removing the pen, opening the lid, and turning on the MessagePad. You should also go through the Setup application.

To set up your MessagePad, follow these steps:

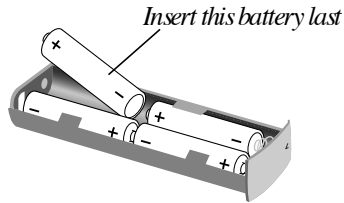
- 1** Make sure the MessagePad is off.
- 2** Slide the battery compartment latch to open the battery compartment and remove it.



Important Don't leave your MessagePad without batteries for more than one hour. The MessagePad maintains backup power using a super capacitor that can maintain a charge up to one hour. If you remove the batteries for a longer period, the super capacitor charge could become depleted, and you may need to reset your clock and calendar information on the MessagePad.

- 3 Install four AA batteries in the battery compartment. Make sure you position each battery's + and – terminals according to the diagram in the compartment (the batteries don't all have the same orientation).

▲ **Warning** If you install the batteries the wrong way, they may leak and damage your MessagePad. Leaking batteries may be hazardous. ▲



Load the last battery as shown above.

Alkaline batteries should last about three to six weeks in normal use.

A rechargeable battery pack is also available as an option, or you can use the Newton 9W Power Adapter.

Note: Your MessagePad has backlighting. If you use it frequently, the life of your batteries is reduced. You may want to use the Newton 9W Power Adapter to conserve battery power.

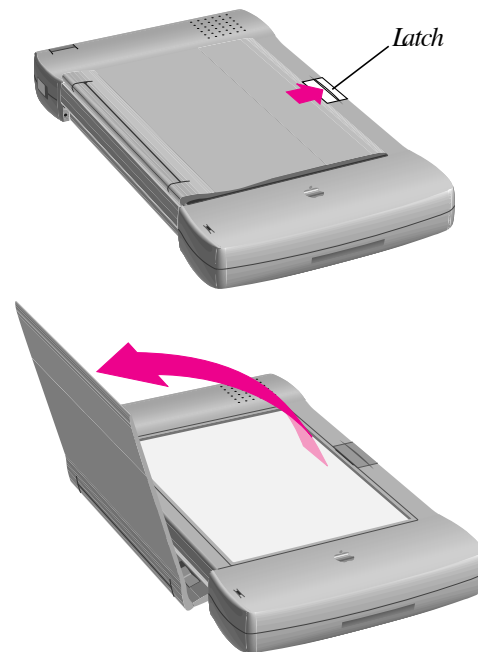
- 4 Slide the battery compartment back into your MessagePad until it locks in place.

- 5** Remove the pen from your MessagePad.



Push and release the end of the pen to take it out. You can also pull out the pen holder, just above the pen compartment, to hold your pen when it's not in use.

- 6** Open the screen lid by sliding the latch away from the lid and lifting the lid.




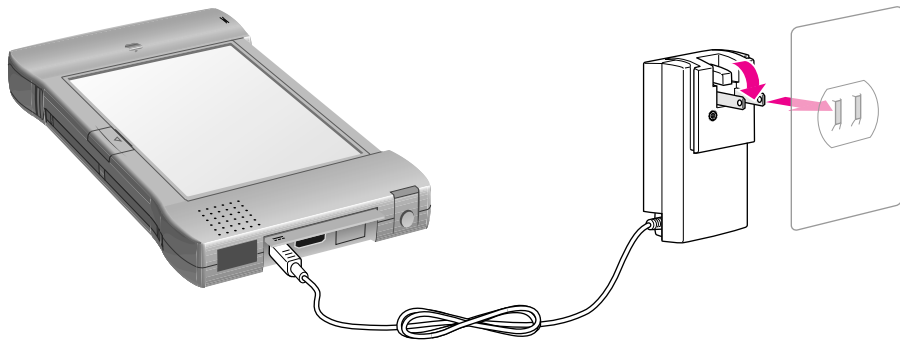
The lid is hinged at the side and snaps in place on the back of your MessagePad.

- 7** Slide the Power switch down and let it go. The switch slides back to its original position. This turns the MessagePad on (if it was off) and off (if it was on).

*Power/backlighting
switch*

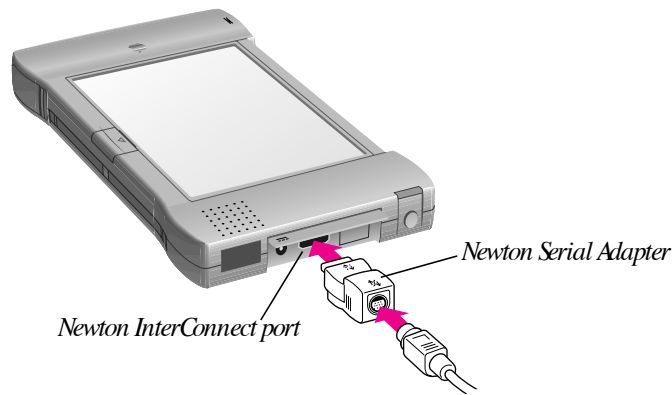


Optional: If you purchased the Newton 9W Power Adapter, you can connect it to your MessagePad and plug it in to conserve battery power. The power adapter plugs into the port beneath the hinged door marked with the  icon.



An optional rechargeable battery pack is also available. When the optional battery pack is installed and the power adapter is plugged in, the battery pack recharges.

Optional: If you use the Newton Keyboard or will be connecting a cable to your Newton InterConnect port, plug the Newton Serial Adapter into the serial cable then plug the adapter into the Newton InterConnect port.



For more information about using an optional Newton Keyboard with your MessagePad, see Appendix E, “Using the Newton Keyboard,” in the *MessagePad 2000 User’s Manual*.

Using the backlighting feature

Your MessagePad has backlighting to help you see images on the screen in poor lighting conditions. You can turn backlighting on and off. When your MessagePad is on, slide down and hold the Power switch for two seconds. The backlighting goes on (if it was off) or off (if it was on). If you hold the switch down for less than two seconds, the MessagePad turns off.

To set the preferences for backlighting, see “Prefs” in Chapter 5, “Managing the MessagePad 2000,” in the *MessagePad 2000 User’s Manual*.

Learning how to tap

One of the main ways you interact with your MessagePad is by using your MessagePad pen to tap items, such as buttons or words, or to write information.


To tap, you simply touch the pen to the screen. If you want to tap a button or word, you can tap any part of it. Don’t press too hard on the screen when writing, drawing, or tapping.

Going through the Setup application

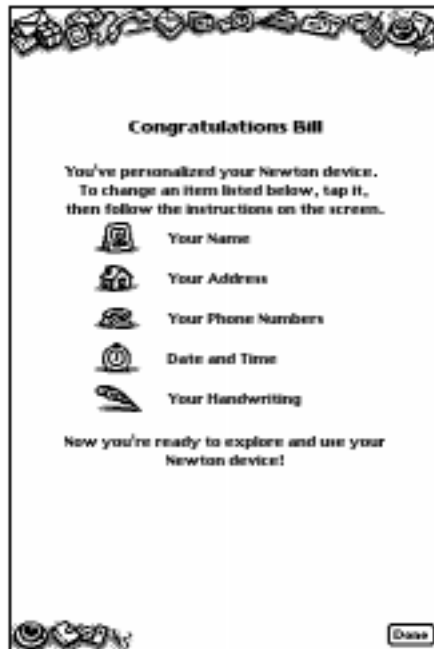
After you turn your MessagePad on for the first time you should see the Welcome screen for the Setup application.



The Setup application lets you personalize your MessagePad. It also allows you to align the pen correctly with the screen and to set the date and time, along with your handwriting style.

- When you see the Welcome screen, follow the instructions on each screen.
- If the Welcome screen doesn't appear, tap Extras  to open the Extras Drawer, tap the folder tab, and in the list that appears, tap Setup. Tap the Setup icon in the folder.

On the last screen of the Setup sequence, you can change any information you entered. Tap Done if the information you entered is correct. If your screen shows a Tour button, you can click the button to take a brief tour of the MessagePad features.




Learning more about your MessagePad 2000

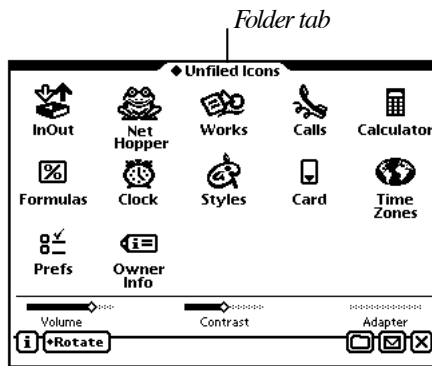
Your MessagePad has a tour and a handwriting instructor to help you learn more about using it.

The Newton Tour

The Newton Tour briefly highlights the features and capabilities of your MessagePad. It's a good way for you to become oriented.

To access the Newton Tour:

- Tap Extras  to open the Extras Drawer, tap the folder tab, and in the list that appears, tap Setup. Tap Newton Tour.





(Your screen may appear slightly different depending on the applications you've installed or if you've moved icons to other folders.)

The Handwriting Instructor

The Handwriting Instructor is an interactive tutorial that teaches the basics of writing on your MessagePad. Knowing the best writing techniques is important for using your MessagePad effectively. The Handwriting Instructor helps you to become knowledgeable about recognition and about setting writing and drawing preferences in the MessagePad.

To access the Handwriting Instructor:

- Tap Extras  to open the Extras Drawer, tap the folder tab, and then tap Setup. Tap HW Instructor .

Writing Practice

Once you've gone through the Handwriting Instructor, you may want to practice writing. You can use Writing Practice to see how well the MessagePad is interpreting your writing. By practicing in this area, you may be able to change your writing style to improve text recognition.

To access Writing Practice:

- Tap Extras  to open the Extras Drawer, tap the folder tab, and then tap Setup. Tap Writing Practice .

Reinstalling software

Backup copies of your preinstalled software packages are included on the disks that came with your MessagePad. If you need to reinstall your software, see the instructions for installing software that come with the Newton Connection Utilities.

You're now ready to explore your MessagePad. To learn more about its basic features and how to use them, take a few minutes to go through Chapter 2, "Learning the Basics."

2

Learning the Basics

This chapter is a short tutorial to help you learn the essentials for using your MessagePad 2000.

The chapter is divided into six parts:

Part 1: Navigating in the MessagePad 2000

Part 2: Entering information

Part 3: Routing information

Part 4: Organizing and finding information

Part 5: Getting help within the MessagePad 2000

Part 6: Using storage cards

Part 1: Navigating in the MessagePad 2000

In this part, you learn how to move around to different areas of your MessagePad.

Backdrop

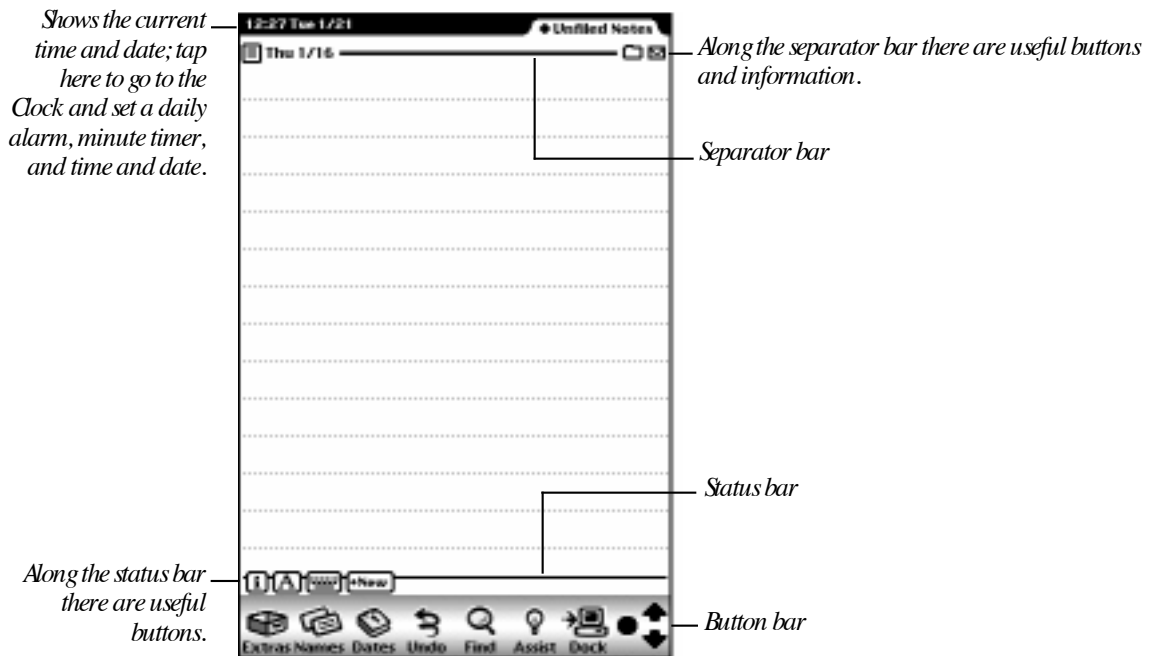
Turn on your MessagePad (if it isn't already on). When you first receive your MessagePad, the Notepad is set as the default background application, or backdrop, that you see when you close all other applications. You can set another application as the backdrop. For more information, see Chapter 5, "Managing the MessagePad 2000," in the *MessagePad 2000 User's Manual*.

Notepad

You use the Notepad for writing and drawing. The Notepad always contains at least one item, but it can contain many items. You go to different items by tapping the arrow buttons in the button bar.

An item can be bigger than the screen. You also use the arrow buttons to scroll through a large item.

For more detailed information on the Notepad, see Chapter 2, “Using the Notepad,” in the *MessagePad 2000 User’s Manual*.

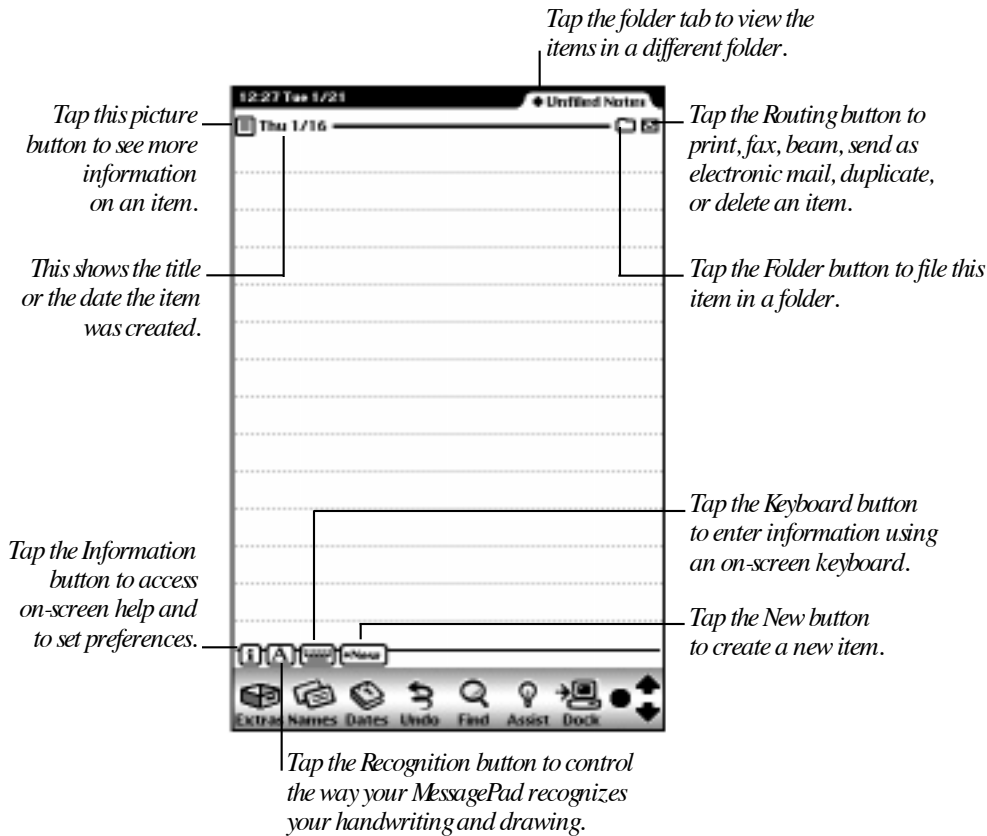


Buttons

The pictures along the lower edge of the screen are buttons that are usually available no matter what is on the screen. To use a button or go to an area, tap it with your MessagePad pen.

Button	What it's used for
	Tap <i>Extras</i>  to open the Extras Drawer, which contains your applications and packages. When you open this area, you see icons, or picture buttons. Each opens a different application within your MessagePad. The Extras Drawer includes the InOut Box, Preferences, and items that appear when you use a storage card.
	Tap <i>Names</i>  to go to the Name File. This is where you store information about people, companies, and group addresses. You use it to keep track of names, addresses, phone numbers, electronic mail addresses, and even birthdays.
	Tap <i>Dates</i>  to go to the Date Book. This is where you store information about your schedule. You can keep track of meetings, keep a list of things to do, and set alarms.
	Tap <i>Undo</i>  to cancel the last thing you did. Tap it again to redo your last action.
	Tap <i>Find</i>  to look for information in your MessagePad. You can search for text or for information by date in any area of your MessagePad.
	Tap <i>Assist</i>  to have your MessagePad do certain things for you—for example, to put something in your to-do list or fax a note to someone. You can also access the on-screen help by tapping Assist.
	Tap <i>Dock</i>  to establish a connection between your MessagePad and your computer, to fax using a fax modem, or to connect to online services or the Internet using a modem.
	Tap the <i>up</i> or <i>down arrow</i> to see more of the information on the screen, or to see the previous or next item. The up arrow moves to older items and the beginning of lists. The down arrow moves to newer items and the end of lists. Tap the <i>Overview</i> button (the dot beside the arrows) to see a list of the contents of the area you're in.

There are some other buttons and symbols that you'll see often while using your MessagePad. Some of these are located at the bottom of the screen, along the status bar, while others are located toward the top of the screen, near the separator bar.



Picture button

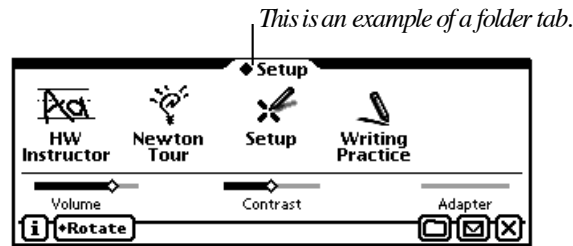
This button's appearance depends on the item, such as a note or weekly meeting. When you tap the button, a slip appears showing information about the item. For example, if you tap the Picture button for a note, you see a slip that has the note's title, date, and the time the note was created. You also see the amount of storage space the note uses and where it is stored in memory.

Folder button

The Folder button allows you to file notes, name cards, and icons in the Extras Drawer into folders that you create and name.

Folder tab

The folder tab tells you in which folder an item is located. Tap it to select another folder to view.



✑ Routing button

The Routing button allows you to route, or send items. Every item in the Notepad, Name File, and Date Book has this button. You can use the Routing button to print, fax, beam, or mail the item. You can also use it to delete or duplicate an item.

ℹ Information button

The Information button provides immediate access to the on-screen help and to preferences related to the application you are viewing.

Ⓐ Recognition button

This button controls the way the MessagePad recognizes your writing and drawing and allows you to set handwriting preferences. You use this control to have your handwriting recognized as text or to leave it as “electronic ink,” or ink text. You also use this control to smooth the lines and curves in your drawings or leave them as you draw them.

⌨ Keyboard button

The Keyboard button displays an on-screen keyboard that you can use to enter information. Several keyboards are available—Typewriter, Numeric, Phone, and Time/Date. To use another keyboard, tap the Keyboard button while the on-screen keyboard is displayed and in the list that appears, tap your choice.

New button

The New button allows you to create something new, such as a note, name card, or meeting.

Checkbox

Checkboxes are found in several places in the MessagePad and can be used in different ways. Checkboxes are used to identify completed items or tasks in the Checklist stationery in the Notepad and the To Do List in the Date Book. In the overview area of some applications, you can use checkboxes to select multiple items for routing or filing.


☒ Close box

You can leave or close any application or message by tapping the ☒ in the lower-right corner. This is called the close box. If you get lost, tap every close box you see until the Notepad or your selected backdrop appears on the screen.

⚙ Preferences

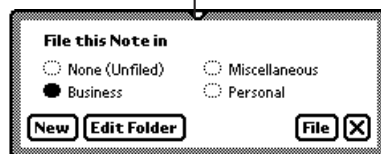
There are two types of preferences—global and local. Global preferences, such as sound effects and styles, affect all areas of your MessagePad. For more information on these, see “Prefs” in Chapter 5, “Managing the MessagePad 2000,” in the *MessagePad 2000 User’s Manual*. Local preferences relate only to a particular application. For more information, see the chapter for the application.

Slips


When you go to certain areas of your MessagePad or when you tap buttons, a slip may appear. Slips are boxes with gray borders for entering specific information. For example, when you tap the Folder button  to file an item in the Notepad, a slip appears for you to fill out.

If a slip is small, you can move it around on the screen. To move a slip, hold the pen on the white dot at the top of the slip, called the *picture hanger*, then drag the slip where you want.

Hold the pen on the picture hanger to move the slip around on the screen.



Sounds and sound effects

If you have “Pen sound effects” or “Action sound effects” selected in the Sound preferences (within Prefs  in the Extras Drawer), you hear various sound effects when you perform certain actions, such as tapping a button. These sounds are random and the tones have no particular significance.

You can, however, choose the type of sound you want to hear for an alert and an alarm. For more information, see “Prefs” in Chapter 5, “Managing the MessagePad 2000,” in the *MessagePad 2000 User’s Manual*.

Rotating and changing the screen

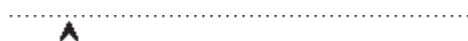
You can rotate the screen to view information on your MessagePad in portrait or landscape orientation. You can also change the location of the screen controls. For more information about rotating and changing the screen, see “Rotating the Screen,” in Chapter 5, “Managing the MessagePad 2000.”

Part 2: Entering information

In this part, you'll learn about the different ways to enter information and the areas in your MessagePad where you can enter it.

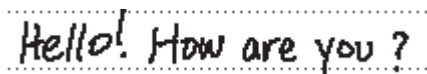
Ways to enter information


Before you enter information, you must tap the pen on the screen where you want to place the information. A caret ▲ appears and shows you where the information will be placed.

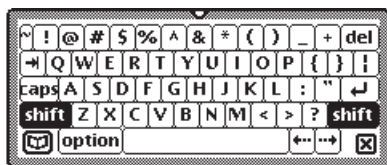




There are several ways to enter information into your MessagePad.

- One way is to write with your MessagePad pen.

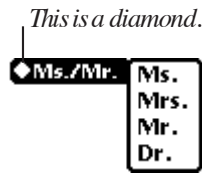


- A second way is to use an on-screen keyboard. To do this, tap the Keyboard button  at the bottom of the screen. A typewriter keyboard appears; use the pen to tap out information on the keyboard.






To use a different keyboard, tap the Keyboard button  a second time and in the list that appears, tap your choice. When you finish using the on-screen keyboard, tap  on the bottom right of the keyboard to close it.

- Another convenient way to enter or choose information is using the diamond. Tap a diamond ♦ or the word next to it to see a list of choices. Then tap your choice in the list that appears.



Places to enter information

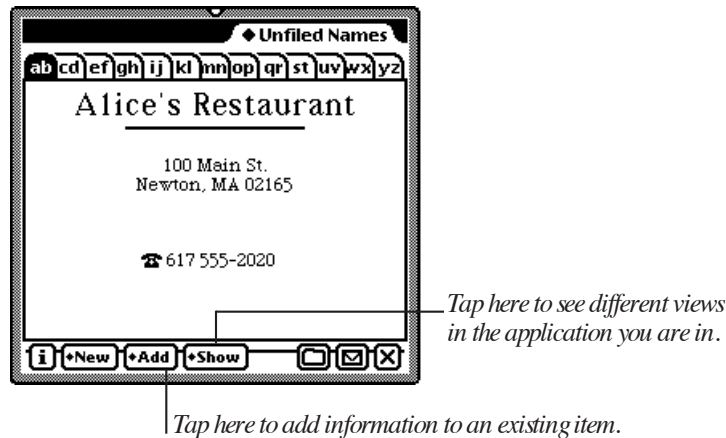
You can enter information in various places in your MessagePad, including the Notepad, Name File, and Date Book.

- To get to the Notepad, leave all other areas by tapping every , or close box. If Notepad is not the default backdrop, it appears as an icon in the Extras Drawer.
- To go to the Name File or Date Book, tap Names  or Dates  at the bottom of the screen.

In each of these areas, you create a new item (such as a note, name card, or appointment) by tapping the New button. This button is located near the bottom of the screen.

When you tap New, a list appears showing the types of items you can create. For instance, in the Notepad you can create a new item using different types of stationery, such as notes (similar to lined paper), checklists, and outlines. Once you choose the type of item you want to use or create, a new item or slip appears for you to enter information.

In some applications, such as the Name File or Date Book, you may be able to add information to an existing item. To do this, tap the Add button at the bottom of the screen and, in the list that appears, tap your choice.




Some areas, such as the Name File, Date Book, and Time Zones, also have a Show button you can use to display information in different formats.

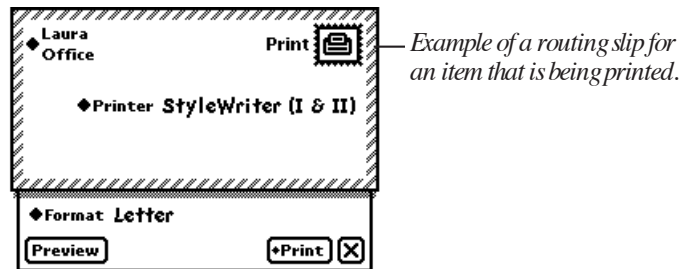
Erasing information

You can quickly erase information by “scrubbing it out.” To scrub, draw a zig-zag line over the words or phrase. Go back and forth at least four times. For more information, see Chapter 1, “Writing and Drawing,” in the *MessagePad 2000 User's Manual*.

Part 3: Routing information

Every item in the Notepad, Name File, and Date Book has a Routing button . You use this button to route, or send, information to another place. For instance, you can print, fax, or beam items or send them via electronic mail. You can also duplicate or delete items using the Routing button.


The Routing button resembles an envelope. When you tap it, a list appears of actions you can perform. Tap your choice and a routing slip appears. You then enter information on the slip to tell your MessagePad what to do with the item. Your return address is at the top left of the slip and the location where the item is going is in the center.



Once you fill out the routing slip, you are ready to send the item. You may have to connect your MessagePad to the appropriate device, such as a printer or fax modem, before you route items.

For more information, see Chapter 7, "Routing Information," in the *MessagePad 2000 User's Manual*.


To route an item right away

To route an item right away, open the routing slip and fill out the necessary information. Then tap the button at the lower-right corner of the slip next to the  (it will be named after the action you are performing, such as Print). In the list that appears, tap Now.



To route an item at a later time or date

To route an item later, open the routing slip and fill out the necessary information, then tap the button at the lower-right corner of the slip next to the ☒ (it is named after the action you are performing, such as Print). In the list that appears, tap Later. The item is then placed in the InOut Box in the Unfiled Icons folder of Extras Drawer until you go there and send it.


To route an item that is in the InOut Box

To route an item that is stored in the InOut Box, tap Extras , tap the folder tab, and from the list that appears, tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.) Tap InOut Box. A list of items waiting to be routed is shown. Tap the checkbox next to the item you want to route. (To route more than one item, tap the checkbox next to each item you want to route.) Tap Send and, in the list that appears, tap your choice.


Part 4: Organizing and finding information

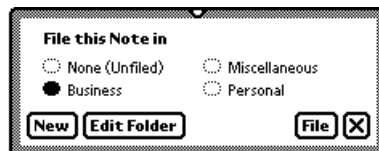
Your MessagePad allows you to file information in existing folders or in folders that you create using the Folder button . You can also find information within many areas of your MessagePad by tapping Find .

Organizing information in your MessagePad 2000

Some areas in the MessagePad have a Folder button . You use this to file items into a folder. You can file Notepad items, name cards, and icons that are in the Extras Drawer.

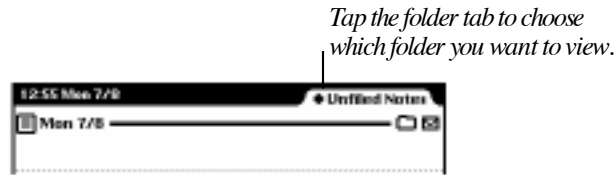
To file an item

While you are viewing the item you want to file, tap the Folder button . A slip appears. Tap the name of the folder where you want to file the item. Then tap File.



To view items in a folder


Go to the area you want to view, such as the NotePad. Tap the folder tab.

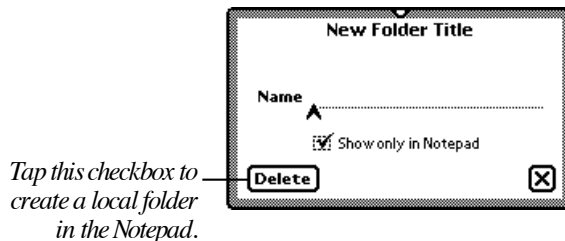



Tap the name of the folder you want to see, such as Business. The first item in that folder is displayed on the screen. To see other items in the folder, tap the up and down arrows. To see a list of all items in that folder, tap the Overview button.

To create folders


You can have global and local folders. Global folders appear in all applications, while local folders appear only in a particular application.



To create a folder, tap the Folder button  and, in the slip that appears, tap New. A slip appears. Write the name of the folder on the blank line. The folder's name can have up to 30 characters and numbers.




Tap  to close the slip. The folders are automatically updated and the folder slip appears with the name of the new folder.

To rename or delete an existing folder


You can edit the name of an existing folder or delete a folder at any time. Tap the Folder button . A folder slip appears. Tap the button next to the name of the folder you want to change, then tap Edit Folder. A slip appears with the name of the folder shown.


To change the name, scrub it out and rewrite it. Tap  to close the slip. A slip appears asking if you want to change the name of the folder. Tap OK to change the name. The folder name is updated and the revised folder name appears in the folder slip. Tap  to close the slip.

To delete the folder, tap Delete. A slip appears asking if you really want to delete the folder. Tap OK. Tap  to close the slip.

For more information on entering information, see Chapter 1, “Writing and Drawing,” in the *MessagePad 2000 User’s Manual*.

Finding information in your MessagePad 2000

You can find text information or information by date by tapping the Find button , located near the bottom of the screen. You can then look for information everywhere in your MessagePad, in the current application, or in selected areas that you choose.

To find information, tap the Find button . In the slip that appears, tap “Look for,” then tap your choice. Enter the information you want to find on the line after “Look for.” If information already appears on the line, scrub it out and write the information you want to find.



— This is an example of a Find slip in the Notepad.

Tap where you want to find the information—Everywhere, in the current application, or Selected.

If you choose Selected, a list appears of the various areas you can search. If you've done a previous search in selected areas, the areas you chose are already checked. Tap the desired areas; checkmarks appear next to the selected areas.

Tap Find. Items that match are listed on the screen. To see a specific item, tap it in the list. If only one item is found, you go directly to that item.

For more information on organizing and searching for information, see Chapter 6, "Organizing and Finding Information," in the *MessagePad 2000 User's Manual*.

Part 5: Getting help within the MessagePad 2000

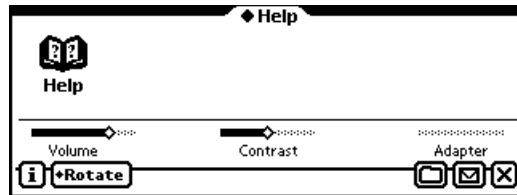
In this section, you'll learn the different ways to get helpful information within the MessagePad. You also find out how to get your MessagePad to help you perform tasks.

Accessing on-screen help

On-screen help is available at any time on the MessagePad. It contains basic information on how to perform various tasks.


You can access the on-screen help several ways:

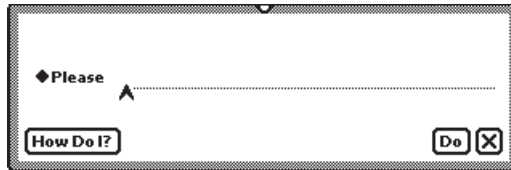
- Tap Extras  to open the Extras Drawer. Tap the folder tab, and in the list that appears, tap Help. Then tap the Help icon .



- Tap the Information button **i** in an application and in the list that appears, tap Help. You see help for that application or topic.

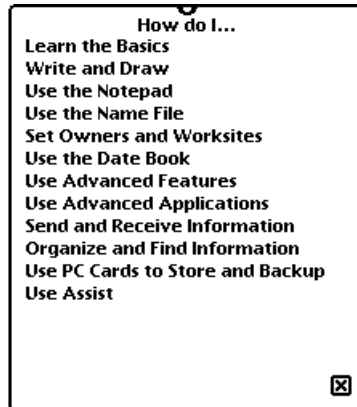


- Tap Assist , and in the slip that appears, tap the How Do I? button.



Using on-screen help

The on-screen help is organized by topics and subtopics. The topics cover main areas, while the subtopics list specific tasks.



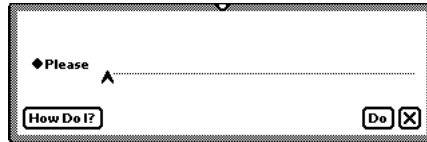
To find out how to do a specific task, tap a topic. A list of subtopics appears beneath it. Tap a subtopic to see the information.


When you finish viewing a subtopic, tap Topics to go back to the list of topics, or tap  to leave the on-screen help.

Using Assist to perform tasks automatically

Your MessagePad can help you work more quickly and effectively by automatically performing some tasks for you. These include faxing, scheduling, mailing, finding text, printing, and entering items in your To Do list.

Tap Assist . A slip appears.



Tap the diamond  next to the word Please and tap a choice from the list or write your request on the line. Then tap Do. A slip appears where you enter the appropriate information. When you are finished, tap the button near the bottom of the screen to perform the action (tap Schedule, for instance, to schedule a meeting).

For more information, see Chapter 8, “Using Assist and Accessing On-Screen Help,” in the *MessagePad 2000 User’s Manual*.

Part 6: Using storage, application, and communication cards

You can use PC cards with your MessagePad. There are three kinds of cards: application cards (which add functionality or information), storage cards (which add more storage space to your MessagePad), and special-purpose cards (such as modems).

When you insert a card, make sure you push it all the way into its slot. The MessagePad takes a few moments to examine the card. When it’s ready to use the card, a slip appears with information about the card.

To use a storage or application card, remove the plastic card that came with your MessagePad and insert the new card. Release the card by pushing the release button twice, which pushes the card out of the slot. Take the plastic card out and insert the new card in the card slot. Push the card all the way in (flush with the surface) to make sure it’s connected properly.

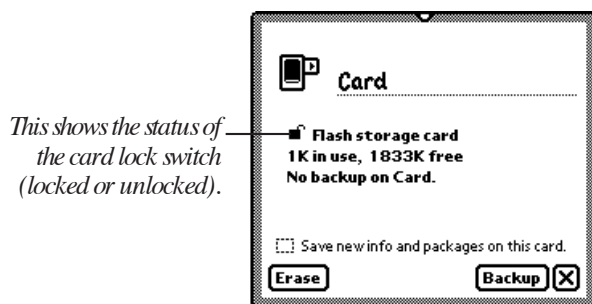
Using storage cards

You can use storage cards to store new information, transfer information, and make a backup copy of all the information in your MessagePad.

You can use any Newton Flash Storage card with the MessagePad. Other cards may also work, including SRAM (static random-access memory) cards that have their own batteries. See Apple's Newton Web site on the Internet (<http://newton.info.apple.com>) for more information.

Storage cards that are new or that have been used on devices other than the MessagePad need to be erased and formatted before you can use them. If you insert such a card, a message appears asking if you want to erase the information. Tap Erase if you want to use the card in your MessagePad.

When you insert a storage card, a slip appears showing you information about the card.




- To store new information automatically, check the “Save new info and packages on this card” checkbox.
- To make a copy of all the information stored in the internal memory of your MessagePad, tap Backup. This does not back up information or application packages that are stored on the card.
- If there is already a backup on the card, a Restore button appears. Tapping Restore allows you to restore information from the card to your MessagePad.


You can use storage cards in your MessagePad that were formatted with an earlier version of the Newton operating system. You can choose to use the card as read-only or to convert the information on the card.

- If you tap “Mount read-only,” you can read and use some information, and still use the card in the device that created the information.
- If you tap Convert, the card is reformatted and any information on it is converted.

Important Some of the application information developed for earlier versions of the Newton operating system may not be compatible with your MessagePad 2000. If you experience problems, check with the software publisher for information about an upgrade.

You can lock a storage card so that you can’t store, move, delete, or change any information that’s on it (though you can see, copy, and use the information).



To lock a card, remove the card from the slot and slide the write protection switch toward the edge of the card. After you insert the card in the slot, you see the locked switch icon  in the Card slip.

To unlock the card, remove the card from the slot and slide the write protection switch back toward the center of the card. After you insert the card, you see the unlocked switch icon  in the Card slip. You can change the name of a card only when it is unlocked.

Using application cards

Application cards contain software in a variety of categories, including financial tools, business and personal productivity, travel guides, reference information, and games.


To use an application card, insert it, making sure to push it all the way into its slot (flush with the surface).

Wait for a slip to appear indicating that the MessagePad has examined the card. Tap  to close the slip. Tap Extras  to open the Extras Drawer. An icon for the application appears in the Extras Drawer. Tap the icon and follow the instructions that came with the application.

For more information, see Chapter 9, “Using Storage and Application Cards,” in the *MessagePad 2000 User’s Manual*.

Using communication cards

Communication cards provide modem and network functionality for the MessagePad.

To use a communication card, insert it, making sure to push it all the way into its slot. Wait for a slip to appear indicating that the MessagePad has examined the card. Tap  to close the slip.

Follow the instructions that came with your card for setting up your modem and network functions.

Important Be sure to use a communication card that works with the MessagePad 2000. Check that the power requirements of your card match those supplied by the MessagePad before using the card.

Congratulations!

You've completed the tutorial and learned the basics of using your MessagePad. For more detailed information about your MessagePad, see the *MessagePad 2000 User's Manual*.