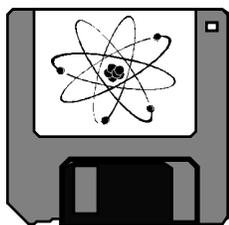


*Intelligent To-Do & List Management  
for the Newton™ MessagePad™*

# ***NotePak***

## **User's Guide**

Version 2.0



**Atomic Software**

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## Introduction

NotePak was written as a replacement for the Newton's built-in To Do application. NotePak's author felt constrained by the To Do application's lack of categorization and only four priority levels. NotePak was designed to manage information in a more organized fashion and it allows you to store and retrieve information on the Newton quickly and easily. With NotePak, you can categorize, prioritize, and organize your data to suit your specific needs.

NotePak 2.0 includes many new features! These features are a result of suggestions made by hundreds of satisfied NotePak users.

NotePak not only makes a wonderful To Do list manager, it can also serve to help you manage all sorts of small notes and lists; there is no limit on what kind of information you can store in NotePak. We've seen lists of books to buy, project tasks to complete, CD collections, and many more. Simply create any category to suit your list needs.

- ä Bits of information presented in this manual that we feel are of special note have a arrow pointing to them.
- ä NotePak dynamically updates the views every time the Newton redraws the screen. This means that if you change a value that does not conform to a filter, the items will not appear in the List or Entry View after you scroll. Also, the list is resorted each time it is redrawn. If you sort by priority and change an item from 1 to 9, it will appear at the bottom of the list when you next scroll. We realize that we have used some terms here that we have yet to define, but we would like you to keep this "dynamic" aspect of NotePak in mind as you read the rest of the manual.

## **Getting NotePak onto your Newton**

NotePak is shipped as a Newton package, which is a Newton program file. To install the NotePak package onto your Newton you will need either the Newton Connection Kit, the Newton Package Downloader, or the equivalent. Refer to the instructions that came with one of these applications to determine how you need to proceed.

## **Opening NotePak on the Newton**

Once you have installed NotePak onto your Newton, you can proceed to manage your data more effectively! To access NotePak, simply tap the Extras button, then tap the icon labeled NotePak. You will see a "Welcome to NotePak" message briefly appear as NotePak loads itself into memory.

NotePak can also install an "NP" button in the Notes program, near the bottom of the screen. This button serves as a short cut for you to enter NotePak as quickly as possible. See the section on Preferences for more information.

## Registering NotePak

The first time you use NotePak (and until you register it), you will be presented with NotePak's About screen. Enter your registration code on the About screen. Enter the code exactly as it appears on your registration notice. To aid you, we've placed the keyboard button on this screen. Simply tap the keyboard button and enter your code. When your code is entered correctly, press the Register Now button.

- ä Remember, all letters in your registration code are in lower case, so any 0's are the number zero.

## Adding / Editing Items

NotePak has three main screens, or views. The List View (extended) and the List View (check list) are where you can see a listing of your items. The Entry View, is where you see only one item and you can enter information into all of the fields. These screens are discussed in further detail below.

### How to add an item

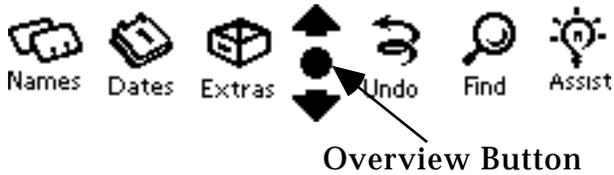
NotePak supports two methods to add items. From within the NotePak program, tap the New button to create a new item. You will be presented with the Entry View so that you can fill in the necessary fields.

You can also use the Newton's intelligent assistant feature to add items to NotePak. See the chapter on the Assist Button for more information.

- ä The fields in new items will inherit the values of an active filter's criteria (see the chapter on Filters). For example, if you set a filter to show items with the category of "Books", then new items will automatically have the category set to "Books."
- ä If you set a preference to show them, NotePak will display small arrows in the upper left corner of the screen to indicate if you can scroll up or down. If the up arrow is showing, then you can scroll up. If the down arrow is showing, then you can scroll down.

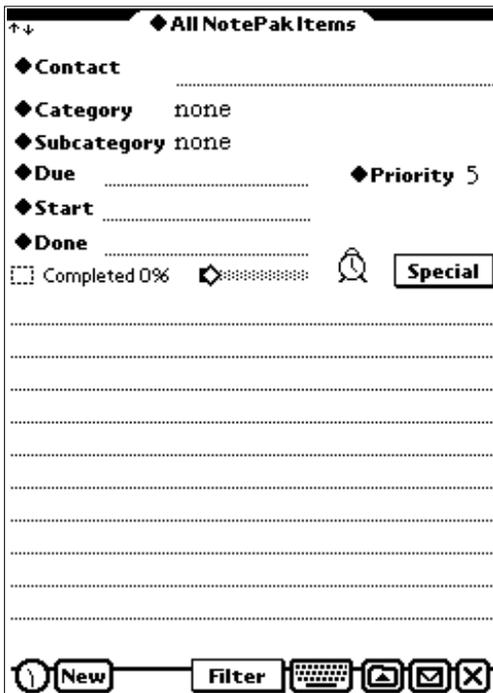
## How to edit an item

To switch between the List and Entry Views, use the overview button located near the bottom of the Newton's screen. Select the item to edit, then press the overview button. Alternatively, you can double tap in the item's text in the List View.



## The Entry View

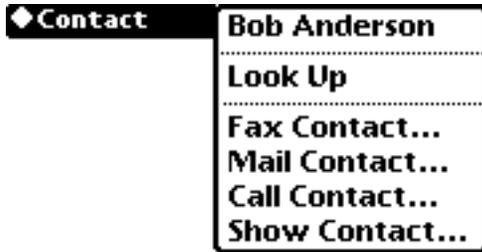
Most data entry takes place in the Entry View. Here is a description of items found in this view.



The Entry View

### Contact

Enter all or part of a contact's name or company. Tap the **u Contact** button and then tap Look Up. NotePak will find all the entries in the Names application that match what you entered. Once NotePak completes the look up, it will beep, which indicates that the results of the look up are available for you to choose.



Contact button

Once you have entered a contact you can quickly Fax, Mail, Call, or Show the contact by selecting the appropriate option from the **u Contact** button.

### Category (required)

Tap the Category popup to set the category for the item. The last item of the Category popup button is Edit. Select Edit to add or remove categories from the list. See the Defining Categories section for more information.

### Subcategory (required)

Tap the Subcategory popup to set the subcategory for the item. The last item of the Subcategory popup button is Edit. Select Edit to add or remove Subcategories from the list. See the Defining Categories section for more information.

### Priority (required)

Tap the Priority popup to set the item's priority. Since NotePak sorts priority from 1 to 9 (not 9 to 1), 1 is considered the highest priority.

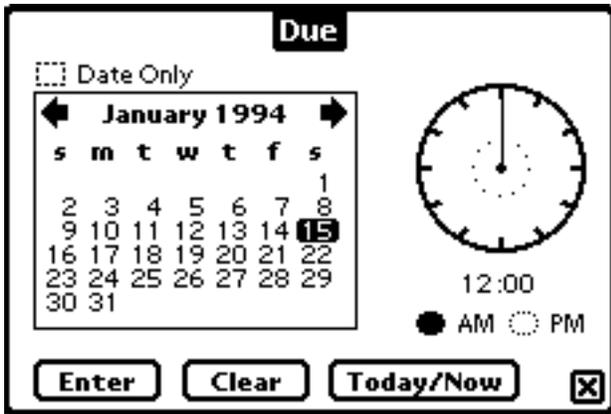
- ä You can set a preference to set the default Priority. See the Preferences chapter for more information.

### Date Fields (Date Picker)

NotePak supports two methods to enter dates. You can either enter the date directly by writing on the dashed line next to the label, or you can tap the label itself. When you tap the label, you are presented with a dialog box containing a monthly calendar and clock. Select the desired date and time and press Enter. Use the arrows to move to another month. Use the hands on the clock to set the time. Use the Today/Now button to return to the current date and time (as specified in your Newton's preferences).

To clear a date, simply use the standard Newton scrub mark (like a W) over the date. Alternatively, you can tap the label next to the date and press the Clear button in the dialog.

If you wish to enter a date with no time, check the Date Only button. The clock will disappear and only the date will be entered. NotePak remembers the last state of the Date Only button each time the Date Picker is opened.



Date picker

### Date Due

The date due may default to one of these values:

- 1) If NotePak is set to sort by date due, then a new note will default to the current date.

- 2) If the active filter includes “Due In \_\_\_ Days or Past Due”, then a new note will default to the current date plus the value entered in this field. This will override item 1.
- 3) If the active filter include a DateDue criterion, then date due will default to that date.

#### *Start Date*

The start date will default to the current date if you have “Auto-set Start Date to current date” checked in the Preferences screen.

#### *Done Date*

The done date will be set automatically when you check the Completed check box or when you set the Percent Complete to 100% (if the "Autoset % Complete" option is on in the preferences.. The date will automatically be cleared if you uncheck the done box.

#### *Completed Checkbox*

Tap the Completed checkbox to toggle it on or off.

- You can set a preference to link this checkbox with the Percent Complete slider. See the Preferences chapter for more information.

#### *Special*

The special button gives you a few extras for data entry.



The Special button

The first five items insert text into the note. The <cr> indicates that a carriage return (left over from the days of typewriters!) will be inserted. These options let you easily build a small list (with bullets), or date and/or time stamp an entry.

The Style Editor (Palette) option will display the Newton Styles palette. This will let you customize the font, size, or style of any selected text in the item's description.

Reset Font/Styles to Default will remove any custom font, size or styles from the item's description and revert the item to the default styles you set in the Preferences screen..

- ä Once you have entered custom font, size or style information the note will not use the default settings until you select Reset Font/Styles to Default.
- ä The NCK does not support styles (except in the built-in applications), so style information will be lost for a specific note if it is edited in the NCK.

#### *Percent Complete Slider*

You can set a percent complete for each item by pressing the diamond on the percent complete slider and moving it to the right to increase the percent complete (to the left to decrease).

- ä You can set a preference to link this slider with the Completed checkbox. See the Preferences chapter for more information.

#### *Description Field*

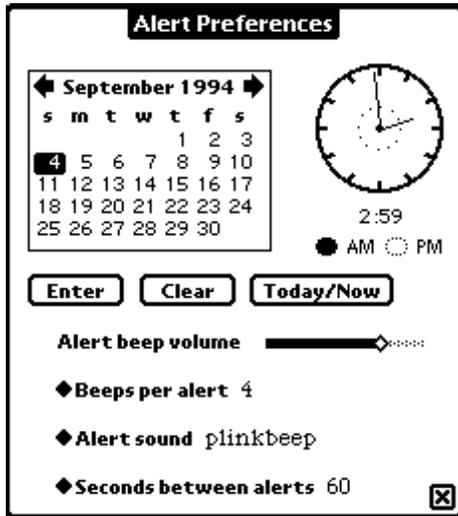
The description field is where you enter the body of your item. Enter your text into this field using any of the standard Newton methods.

The keyboard button on the screen will show the standard Newton keyboards. Continually tapping the keyboard button will toggle between the Newton's four keyboards (alphanumeric, numeric, date/time, and phone).

# Alarms

## Setting an Alarm

When you tap the  button you are presented with the Alarm Preferences dialog.



Alarm Preferences Dialog

Set the date, time, and other preferences as appropriate. At the specified date and time, the Newton will display the item's text, priority, and date due (and wake up if necessary). The Newton will beep if you set the preferences accordingly. The Newton will continue to beep based upon the time you set for Seconds between alerts. The Beeps per alert preference determines how many beeps occur in quick succession each time the Newton sounds the alert. You can test the alert beep by changing Alert beep volume, Beeps per alert, or Alert sound.

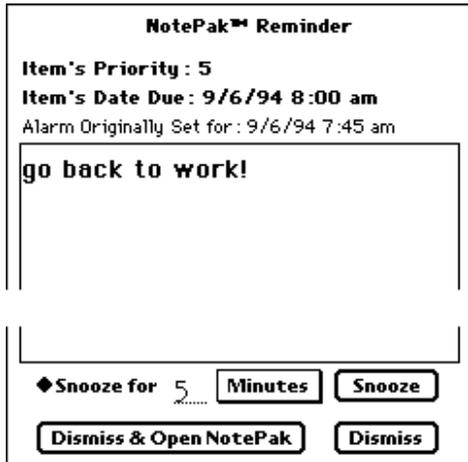


Alarm Indicator

Once you have set an alarm, the  button will change to the Alarm Indicator to indicate that an alarm has been set. To change or remove the alarm, press the Alarm Indicator button and either change the settings or press the Clear button.

### The NotePak Reminder Dialog

When the alarm goes off and if NotePak is installed, the NotePak Reminder is displayed. If NotePak is not installed, a standard Newton alert box will display the text of the alarm.



NotePak Reminder

#### *Snooze*

The alarm can be “snoozed” for any period of time. When the Snooze button is pressed, the NotePak Reminder will close and the alarm will go off again based upon the period entered in the NotePak Reminder . The **u Snooze For** button can be pressed to easily enter a time period, or a number can be manually entered into the field. The Minutes popup button can be pressed to display other possible time period options (Minutes, Hours, Days, Years).

*Dismiss & Open NotePak*

When pressed, the NotePak Reminder will close and the alarm will be dismissed (removed). NotePak will then open and the specific item will be preselected in the Entry View . A symbol will be placed in the Filter button to indicate that the item was selected via the NotePak Reminder dialog. When you press the overview button when there is a in the Filter button, the Show All filter will be activated.

*Dismiss*

When pressed, the NotePak Reminder will close and the alarm will be dismissed (removed).

## Viewing a List of Items

The List View allows you to see a number of NotePak items at once. NotePak 2.0 now supports two different list views! Each of these views operate the same way; they only display the information in different formats.

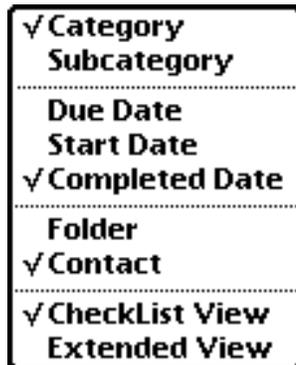
You can select or deselect an item by tapping it once. Once an item is selected, it can be printed, mailed, faxed, beamed, exported, or deleted. Also, once an item is selected, you can press the overview button (the round dot between the standard arrow keys) to switch to the Entry View in order to edit the selected item. Press the overview button from the Entry View to return to the List View.

Use the standard Newton arrow keys to scroll the list up or down. NotePak will display a watch icon when the list is being redrawn.

- ä If you set a preference to show them, NotePak will display small arrows in the upper left corner of the screen to indicate if you can scroll up or down. If the up arrow is showing, then you can scroll up. If the down arrow is showing, then you can scroll down.

### Show button

The show button lets the user customize the List View.



The Show button

Unlike most other Newton popup menus, the Show button lets you set four check marks. The items within each cluster (denoted by the dashed lines) are mutually exclusive. The selected item in each cluster will be displayed in the Extended List View (the Check List View is not customizable). When Category is selected, the item's category will be displayed in the sub/category area and the category list will be displayed when this area is tapped. If Subcategory is selected, then the item's subcategory will be displayed in the sub/category area and the subcategory list will be displayed when this area is tapped.

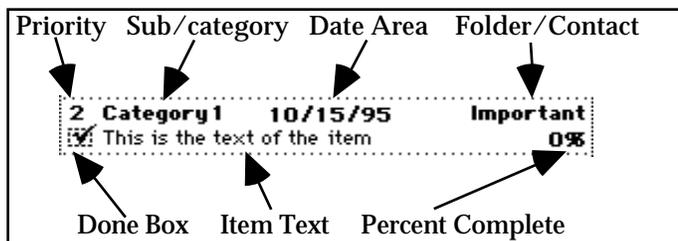
The same holds true for each of the date fields; whichever is selected will be displayed and made editable from the Extended List View.

The Folder/Contact choice will cause the display of the selected field in the Folder/Contact area. You must use the Entry View to edit the contact and use the Filing Button to change the Folder of an item.

The final choice, Checklist/Extended view determines which List View is displayed.

### The Extended List View

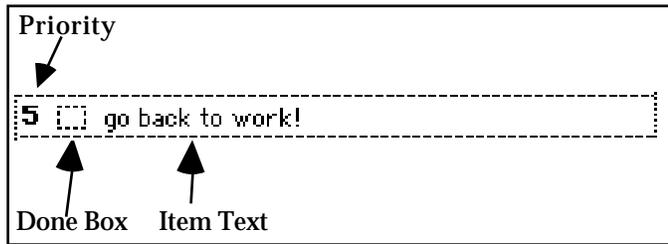
Many of an item's fields can be edited directly from the Extended List View. You can toggle the done box on or off, tap the sub/category, date area, percent complete, or priority popup buttons to edit their respective values. To set the Folder of an item, see the chapter on Filing later in the manual.



One item in the Extended List View

## The Check List View

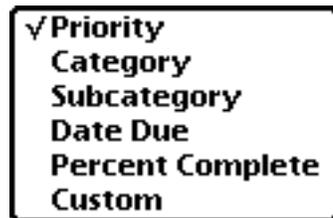
The Check List View displays more items on the screen (18-20 items!), but displays less information about each item. The priority and done box are editable in this view, but the Entry View must be used to edit any of the other fields.



One item in the Check List View

## Sorting the List

Tap the Sort button and select from the choices to sort the list. Sorting is always done in ascending order (1-9, a-z). The current sort order will have a check mark next to it.

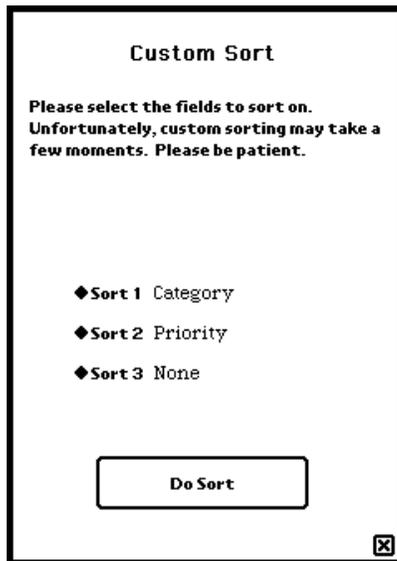


Sort options

- ä When sorting by Date Due, only items with a date due will be listed. This is a Newton limitation, but can be beneficial since it only shows items that have specific date due's.

### *Custom Sorting*

You may define a custom sort order by selecting Custom from the Sort button. When you select Custom, the Custom Sort dialog is presented.



Custom Sort dialog

When you open this dialog for the first time, only Sort 1 will be displayed. As you set sort levels, a new sort level is displayed. You can sort up to four levels and your last custom sort settings are always saved. You do not have to sort all four levels. Custom sorts may take a few moments to execute since they are not inherently supported via the Newton's development environment.

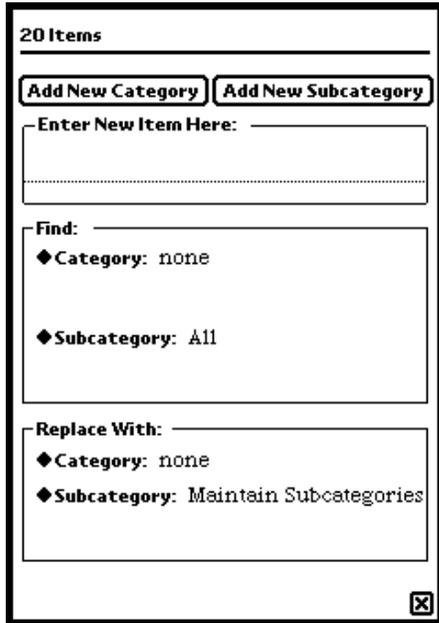
Sort levels refer to how items are sorted within groups. For example, the above custom sort would first sort the items by category, then, within each category, items would be sorted by priority.

To remove a sort level, select "none" from the Sort # button. When you remove a sort level, subsequent sort levels are also removed.

ä Since items can be added to NotePak when the NotePak application is closed, the custom sort is not saved once you quit NotePak. To reactive a custom sort you must select Custom Sort form the Sort button and then press Do Sort.

## Defining Categories & Subcategories

Categories & Subcategories are defined by selecting Edit from the category or subcategory popup buttons in either the List or Entry Views.



The screenshot shows a dialog box titled "20 Items". At the top, there are two buttons: "Add New Category" and "Add New Subcategory". Below these is a text input field labeled "Enter New Item Here:". Underneath that is a "Find:" section with two dropdown menus: "Category: none" and "Subcategory: All". At the bottom is a "Replace With:" section with two dropdown menus: "Category: none" and "Subcategory: Maintain Subcategories". A close button (X) is located in the bottom right corner.

The Category Editor

- ä Some control items in the Category Editor will not be visible when the view is first displayed. Certain buttons will display when appropriate.

### Adding a Category

To add a category, enter the new category in the Enter New Item Here: box. You can show the keyboard by double tapping in this area. Once you are satisfied with your entry, tap the Add New Category button. NotePak will display Added at the top of the dialog box. If you add a category that is already on the list, NotePak will simply ignore the request to add a new category.

## **Adding a Subcategory**

To add a subcategory for a specific category, first select parent category from the u Category button in the Find box. Now enter the new subcategory in the Enter New Item Here: box. You can show the keyboard by double tapping in this area. Once you are satisfied with your entry, tap the Add New Subcategory button. NotePak will display Added at the top of the dialog box. If you add a subcategory that is already on the list, NotePak will simply ignore the request to add a new subcategory.

## **Find and Replace Category or Subcategory**

You can perform a find and replace on the category and subcategory fields for all items. First, make sure the category and subcategory you wish to replace with is entered into NotePak.

Set the category and subcategory in the Find box. NotePak will search for all items using this category and subcategory. If no items are found, you may remove the category or subcategory. If one or more items are found, then set the items in the Replace With box. When you are satisfied, press the Do Find & Replace button. This operation is not undoable, but you will be given the opportunity to cancel. If you cancel, no harm done. If you press OK to the “Really modify these items?” question, then NotePak will perform the Find and Replace.

## **Remove a Category or Subcategory**

To remove a category or subcategory from the list, set the items in the Find box to the values you wish to remove. NotePak will determine if the category and/or subcategory is used by any items. If in use, you must reassign the items to another category or subcategory before removing. To do this, see the Find and Replace section above.

If NotePak determines that the category or subcategory is not in use, you can press the appropriate remove button to remove the category or subcategory.

## Filters

Filters are a very powerful tool to allow you to “filter” the data NotePak displays. Filters are analogous to a search or a find in a database. In addition to the sophisticated filter abilities in NotePak, you can save filter definitions for easy reuse. Up to 20 “Named Filters” can be saved. NotePak 2.0 also includes one predefined filter: Show All.

To define a filter, tap the Filter button near the bottom of the screen. You will see a popup choice list with two predefined items: Show All and New/Edit... The space above the dashed line is where your custom defined Named Filters will appear. Tap New/Edit... to display the Filter box.

Include Sort    Include Folder

◆ **Filter Name** .....

---

Use Find (below) for text searches.

**Contact** .....

◆ **Due in** ..... **days or past due**

◆ **Completed** Doesn't Matter    Has Alarm

**Category...** (All)   **Subcategory...** (All)

**Priority**   ◆ =   ◆ All   Time is ignored for =<> filters

**Due Date**   ◆ =   ◆ .....

**Start Date**   ◆ =   ◆ .....

**Completed**   ◆ =   ◆ .....

The Filter Box

The Filter Box is divided into two sections. The top section is used to name and save the filter, the bottom section is where you actually set the filter's criteria.

- ä You can tell that you have an active filter by examining the Filter button. NotePak will display a u (Named Filter is active), an 🍏 (Newton's Find results are active), or a 📅 (Newton was opened from the NotePak Reminder) in the Filter button to indicate that a filter is active.

## Creating a Filter

To create and/or activate a filter, tap the Filter button. Select New/Edit... and the Filter Box will display.

Some of the criteria allow you to specify an operator:

=	Equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to

### *Contact*

Enter all or part of the text to search for in the Contact field. Unlike the other criteria in the filter, this is a contains search (i.e., "smith" will find "Blacksmith", "Smith", and "Smithberg").

### *Due in \_\_\_ days or past due*

An entry in this field will limit the display to items with a date due less than the current date, plus the number of days you specify. For example, if today is March 1, 1994, and you enter a value of 14 in the "Due in \_\_\_ days or past due" field, all items with a date due of March 15, 1994 or before will be displayed.

### *Completed*

Select “No” to view items that have not been completed (the Completed checkbox is unchecked). Select “Yes” to view items that have been completed (the Completed checkbox is checked). Select “Doesn’t Matter” if you don’t care if the checkbox is checked or unchecked.

### *Category*

Tap the Category...(All) button to display a list of the available categories. Tap the specific categories you wish to be included in the filter. You can “toggle” a line on or off by tapping it. If you select all or none of the categories the filter will revert to “All”. Once you tap a category you will be able to specify it’s subcategories in the Subcategory...(All) button. The Category...(All) button will show how many categories you selected; the (All) with change to the number of categories you selected.

### *Subcategory*

Tap the Subcategory...(All) button to display a list of the available subcategories. Only the subcategories from the selected categories will be shown. Tap the specific subcategories you wish to be included in the filter. You can “toggle” a line on or off by tapping it. If you select none of the subcategories the filter will revert to “All”. The Subcategory...(All) button will show how many subcategories you selected; the (All) with change to the number of subcategories you selected.

- ä You must select at least one specific category to access the subcategory list for a filter. This means that you cannot select all the categories and then select subcategories. Once you select all the categories the filter reverts to “All” which is the same as having no categories selected. This will be addressed in a future version of NotePak.

### *Priority*

Select from the operator button and then from the priority popup button to filter by priority.

*Date Due, Start Date, Completed*

Enter valid date and/or time into any of these three fields. You may specify an operator for each of these criteria. Tap the **u** button adjacent to each operator buttons to display the date picker dialog for easy data entry.

ä Since dates also include a time element, the time element will be ignored when you specify “=” or “<>” as the operator.

### **Activating the Filter**

Once you’ve set the criteria you desire to be displayed, press the **Apply** button to activate the filter. NotePak will search through all the items in your list and present you with a list of only those items matching your filter criteria.

### **Resetting the Filter**

To reset (clear) the filter, tap the **Reset** button then tap the **Apply** button. Alternatively, you can tap the **Show All** option in the Filter popup choice list.

### **Named Filters**

You may find that you apply a number of different filters over and over again. NotePak gives you the option to save the filter’s definition, and apply the filter with two taps of the pen! These are called **Named Filters**. Registered users may define up to 20 **Named Filters**, 3 for non-registered users.

To create a **Named Filter**, first set the filter’s criteria as outlined above, but don’t press the **Apply** button yet. Enter a name for your filter in the **Filter Name** area. Press the **Save** button, which will add your **Named Filter** to the **Filter** button. At this point you can choose to apply your new filter by pressing the **Apply** button, or you can create new **Named Filters**, cancel from the filter box, or define another filter and apply it.

*Filter Name*

After you’ve set the filter’s criteria, enter a name for this filter in the upper area of the **Filter Box**.

### *Other Options*

Named Filters can also have NotePak automatically sort your items using the same sort as when the Named Filter was created or saved. To do this, simply check the “Include Sort in Named Filter” button. When this Named Filter is activated, NotePak will automatically sort the items using the same sort option as when the filter was saved.

As with the sort option, you can also save the current folder designation with a Named Filter. Check the “Include Folder with Named Filter” button to have NotePak automatically change to the same folder as when the Named Filter was saved.

### *Using a Named Filter*

To activate a Named Filter, tap the Filter button and choose the desired Named Filter from the popup list. NotePak will activate the selected filter.

### *Modifying a Named Filter*

To modify a Named Filter, tap the Filter button and select New/Edit... Now select the Named Filter to modify from the u **Filter Name** popup button, or enter the name in the u Filter Name input area. Make the modifications you desire and press the Save button. If you close the Filter Box before saving your changes, the changes will be lost and the Named Filter will not be modified.

### *Removing a Named Filter*

To remove a Named Filter, tap the Filter button and select New/Edit... Select the Named Filter to remove from the u **Filter Name** popup button, or enter the name in the u **Filter Name** input area. Press the Remove button.



## Button

The Find button allows you to search your NotePak data for specific text or date due. Press the Find button and enter your criterion. To find by date due, select from the u **Look For** popup button.

If the Newton finds any matches you will be presented with a list of the results. If only one item is found, the Newton will open the Entry View for that item. If multiple items are found, you will be presented with the Newton's find overview list. Tapping on an item in the find overview list will bring the selected item up in the Entry View.

The active filter is set to the results of the Find.

- ä Only Date Due is searched for date finds. If you do a find by date, the sort will be automatically set to Date Due.
- ä An active filter is lost after a find. The current selection of items will be set to the results of the Find. NotePak will display an 🍏 in the Filter button when an active filter was defined via the Newton's Find button.
- ä You can also Move, Delete, or File the results of the find by selecting the appropriate button from the find overview. See the Find chapter in the Newton Handbook for more information.



## Buttons

NotePak supports the basic set of Newton Actions (Printing, Faxing, Beaming, Deleting, and Filing). NotePak also allows you to export to the Notes application (the NotePad), delete multiple items at a time, and move multiple items at a time.

### **Printing, Faxing, Mailing, Beaming, & Exporting**

With an item selected in the List View, or displayed in the

Entry View, press the  button and then select Print, Fax, Mail, Beam, or Export to NotePad. If you mail the selected item, the recipient can “put away” the message as a NotePak Item (if s/he has NotePak). You can only beam one item at a time. When you choose Export to NotePad, you can export just the selected note, all the items in the current list as separate notes, or all the items in the current list as one note. If you choose to export all the items as one note you may run out of memory if there are too many items in the list.

You can set which of NotePak’s fields will be included in the output by tapping the Print/Fax/Mail/Export Preferences option in the choice list. A list of all of NotePak’s fields is displayed. Hilite the fields you wish included in the output then press the close box. These settings will be in effect until you change them.

- ä In the List View, an item must be selected to be able to print, fax, or mail, even if you are printing, faxing, or mailing the entire list.

### **Deleting**

#### *Delete Selected Item*

Deletes the selected item in the List View or the item displayed in the Entry View. If you change your mind, you may press the Undo button immediately after the deletion. Once you perform another action, however, the ability to undo the deletion is lost and the item is gone.

### *Delete Completed Items*

Displays a dialog asking you to enter the “age” of the items to be deleted. If you enter zero (0), the all items with the completed check box checked on will be deleted, regardless of date completed. If you enter a number greater then zero (0), then only those items with a Done date before the current date and time minus the number of days you entered with be deleted. In any case, you will have an opportunity to cancel if you so desire.

### *Delete List*

Delete all the items in the active filter. This in not undoable, but you will be given the opportunity to cancel this operation

## **Duplicate**

To duplicate an item, select it in the List View, or display it in the Entry View, and select Duplicate from the  button.

## **Moving**

### *Move to/from card*

Transfer the current item either to or from a storage card, if a card is inserted in the Newton.

### *Move all to/from card*

Move all the items either to or from a storage card if a card is inserted into the Newton.

## **Hide NotePak**

The Hide NotePak option will cause NotePak to be hidden. This allows you to quickly exit from NotePak and quickly reenter NotePak without the wait time to launch NotePak.

- ä You **cannot** eject a card cantaining NotePak when NotePak is hidden. If you try, you will be asked to reinsert the card.

- ä If you hide NotePak you can quickly show it again by tapping the NP button in the NotePad. If you tap the NotePak icon in the Extras drawer, the Newton will simply close NotePak (you will see the icon blink once). The only way to really utilize the hide feature is to use the NP button in the NotePad.

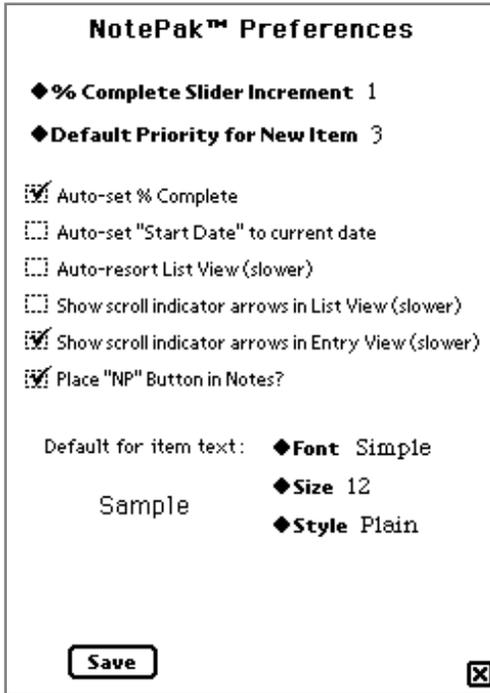
## **Filing**

NotePak supports standard Newton filing. To file an item, select it in the List View or display it in the Entry View, then

press the  button and file the item. See the Newton Handbook for more information about Filing.

## Preferences

You can set NotePak's preferences by first tapping the  button, then select "Set Preferences" from the popup.



**NotePak™ Preferences**

- ◆ % Complete Slider Increment 1
- ◆ Default Priority for New Item 3
- Auto-set % Complete
- Auto-set "Start Date" to current date
- Auto-resort List View (slower)
- Show scroll indicator arrows in List View (slower)
- Show scroll indicator arrows in Entry View (slower)
- Place "NP" Button in Notes?

Default for item text: ◆ Font Simple

Sample ◆ Size 12

◆ Style Plain

**Save** 

Preferences Screen

### % Complete Slider Increment

Determines the allowable values for the Percent Complete Slider bar in the Entry View. For example, setting this value to 10 will cause the Percent Complete Slider to slide in increments of 10 (0, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100).

This option will also determine the contents of the Percent Complete popup button in the Extended List View. Again, if you set the value to 10, the popup button in the list view will show the values (0, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100). Since pop-up menus are limited in size, values of less than 5 will be rounded up to 5 in the popup.

### **Default Priority for New Items**

This value determines what the priority will be when you add a new NotePak item either from the New button or from the Assist button. This default may be overridden if priority is a criterion in the active filter.

### **Auto-Set % Complete**

Allows you to determine the relationship between the completed checkbox and the percent complete field. If the option is not checked then there will be no relationship between these fields; you can set them as you see fit. If the option is checked on, NotePak will automatically:

- 1) Mark the Completed checkbox when the percent complete slider is set to 100%
  - 2) Uncheck the Completed checkbox when the percent complete slider is set to less than 100%
  - 3) If the Completed checkbox is checked, change the percent complete slider to 100%.
  - 4) If the Completed checkbox is unchecked AND the percent complete slider is set to 100%, change the percent completed value to 100 - the % Complete Increment value.
- ä Changing this preference only effects future actions. Previously set values for these two fields will not be effected unless you modify them, in which case the above rules would apply.
- ä Changes made in the NCK are unaffected by this preference.

### **Auto-set “Start Date” to current date**

If checked on, the Start Date field of an item will be set to the current date and time (as set in your Newton’s Preferences) when you create a new item. If checked off, the Start Date field is left blank when you create a new note.

### **Auto-Resort List View**

Forces NotePak to automatically resort the list view if you change a field when the sort is set to the field that you changed, or when custom sort is selected. Since this option forces NotePak to redraw the screen more often, you should use this option with caution.

### **Show Scroll Indicator Arrows**

When checked on, NotePak will display small arrows in the upper left part of the screen when appropriate. If there are items that can be accessed by scrolling up, NotePak will display an up arrow. If there are items that can be accessed by scrolling down, the NotePak will display a down arrow. Displaying these arrow may cause a slow down in NotePak’s operation.

### **Place “NP” button in Notes?**

This option will place an NP button in the status bar of the NotePad application. This button gives you easy access to NotePak. Simply tap the NP button and NotePak will open!

### **Default for Item text (font, size, and style)**

You can set the default font, size, and style for the text field. A sample of the text is shown on the screen.

### **Recent Visits (not shown)**

You can add an item to the Recent Visits™ (by RaodRunner Tracks) menu which will let you quickly add new items to NotePak. This option is only available when Recent Visits is installed.



## Assist Button

### Adding Items

You can add an item to NotePak from any other program on the Newton. Simply precede any text on the Newton with the word "note" or "task", select this word and the text you wish to add as an item in NotePak, and press the Assist button.

Alternatively, just select the text you wish to add to NotePak and tap the Assist button. The Newton will present you with the standard assist dialog box. Select "note" from the u **Please** popup button, and then press the interpret button.

Once the Newton interprets your request, it will automatically open NotePak, create a new item, and enter the text in the description field. If NotePak finds a valid date in the text, it will set the Date Due field to this date.

- ä In the List View, you can select an item then press the Assist button. The text of the item will be passed to the Newton Assistant.
- ä Assist may be very slow if you have many entries in the Names application. This is a Newton limitation.

### From the List View

You can use the Assist feature directly from the List View too! Simply select an item in the list view and press the Assist button. NotePak will pass the item's text to the Newton Assistant.

## **Working with the Newton Connection Kit**

NotePak supports the Macintosh Newton Connection Kit™ (NCK) versions 1.0 and 2.0, and Windows NCK version 2.0. When you synchronize your Newton with your personal computer, you will notice a new listing in the Application window: NotePak File. Select this item and select Show NotePak File from the Newton Menu. A window like the one shown below will be displayed.

You may now edit, import, or export your data as you would with your other Newton applications. Refer to the NCK User's Guide for information on how to operate the NCK.

Done	Priority	Item	Category	Subcategory	Date Due	Folder	% Complete
No	3	Katherine Kirin: vestland Dagger spell	Books	library doesn't have		Personal	0
No	3	Kate Elliott	Books	library doesn't have		Personal	99
No	3	Elvabeth Hoop: surrender	Books	library doesn't have		Personal	0
No	3	Ravn: Dragon Prince	Books	Town Site		Personal	0
Yes	3	mag: diamond mask	Books	Town Site		Personal	100
No	3	Baxter, Stephen: Raff	Books	library doesn't have			0
No	3	Wells, Angus: Forbidden Magic	Books	library doesn't have			0
No	1	Jones, Diana Wynne: A Sudden Wild Magic	Books	Town Site			0
No	1	Costikuan, Greg: By the sword	Books	Town Site		Personal	0
No	1	Yois: Ghost Legion	Books	Town Site		Personal	0
Yes	3	Wurts, Janny:	Books	Town Site		Personal	100
No	3	Zelazny, Roger: A Night in the Lonesome Out	Books	White Rock			0
No	3	Holt, Tom: Overtime	Books	library doesn't have			0
No	3	Asire, Nancy: years of time	Books	library doesn't have		Personal	0
No	3	Edgerton, Terry: The Grail and the ring	Books	library doesn't have			0
No	3	Cushman, Carolyn: Witch and Vombat	Books	library doesn't have			0
No	3	Goldstein, Lisa: summer king winter fool	Books	library doesn't have			0
No	3	Fest, Raumond: Shadow of a Dark Queen	Books	library doesn't have		Personal	0
No	9	Jordon, Robert: Lord of Chaos	Books	library doesn't have	11/1/94 9:00 am	Personal	0
No	1	Yois, Margaret: The Seventh Gate	Books	library doesn't have		Personal	0
No	3	Zahn, Dark force rising	Books	White Rock			0
No	3	any Star trek book by Peter David	Books	none			0
No	3	Wurts, Janny: Stormwarden	Books	library doesn't have			0
No	3	Lackey, Jardie voices	Books	recommended			0
No	3	duane, diane: the Door into Fire	Books	library doesn't have			0
No	3	Kushner, Ellen: Swordpoint	Books	recommended			0
No	7	Brooks, Terry: The Black unicorn	Books	none			0
No	3	Stirling, S.M. & Lisle, Holly: The Rose Sea	Books	get info on	10/3/94 12:34 pm		0
No	3	benlun: The moon is a harsh mistress	Books	recommended			0
No	3	wren, m.k.: legacy of the phoenix series	Books	recommended			0
No	3	Moorecook, Michael: Revenue of the Rose	Books	none			99

NCK List View of NotePak data.

**Main Card:NotePak File:Entry 19**

**New Entry** **Delete**

**Done**

**Priority**

**Category**

**Subcategory**

**Folder**

**Date Due**

**% Complete**

**Item**

**Date Start** .....

**Date Completed** .....

**Contact** .....

Entry View of NotePak data

## Contacting Atomic Software

If you need technical support for NotePak, or if you have any suggestions or comments, please send mail to any of these addresses:

AppleLink: Allan.Marcus

CompuServe: 74774,1415

eWorld/Newton Mail: Allan.M

InterNet: allan@apple.com (no affiliation with Apple Computer, Inc.)

Postal Service:

Atomic Software

448 Bryce Street

Los Alamos, NM 87544

or call us at 505-672-0370. Best time to call is **after** 5:00 pm PST.

### Special thanks to...

- Wendy Marcus for her support through Allan's many long nights of programming and his yelling at a poor little Centris 610.
- Ryan Marcus for letting daddy work.
- PIE DTS and other Newton gurus for their great support on several on-line services.
- All the beta testers for there support, comments, and suggestions.
- You, for having the good sense to own and use a Newton and NotePak!

## **New features in NotePak 2.0**

% Complete Slider Increment 29  
Adding a Subcategory 19  
Alarms 11  
Auto-Resort List View 31  
Auto-set "Start Date" to current date 31  
Check List View 16  
Contact 7  
Custom Sorting 16  
Date Fields (Date Picker) 8  
Default for Item text (font, size, and style) 31  
Delete Completed Items 27  
Done Date 9  
Exporting 26  
Filters 20  
Hide NotePak 27  
Moving 27  
Place "NP" button in Notes? 31  
Recent Visits (not shown) 31  
Show Scroll Indicator Arrows 31  
Start Date 9  
Subcategory (required) 7

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