



# eMate 300 User's Manual



 **Apple Computer, Inc.**

© 1997 Apple Computer, Inc. All rights reserved.

1 Infinite Loop

Cupertino, CA 95014-2084

408-996-1010

<http://www.apple.com>

Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

Apple, the Apple logo, AppleCare, AppleTalk, Imagewriter, LaserWriter, LocalTalk, the Light bulb logo, Macintosh, *eMate*, Newton, and StyleWriter are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

Adobe, Adobe Illustrator, Adobe Photoshop, and PostScript are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions.

Centronics is a registered trademark of Centronics Data Computer Corporation.

DeskJet, HP, and LaserJet are registered trademarks of Hewlett-Packard Co.

Epson is a registered trademark of Seiko Epson Corp.

Exposure is a registered trademark of Preferred Publishers, Inc.

Helvetica is a registered trademark of Linotype-Hell AG and/or its subsidiaries.

Microsoft is a trademark, and Windows is a registered trademark, of Microsoft Corp.

QuarkXPress is a registered trademark of Quark, Inc.

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

For more information:

- USA: 408-399-5199
- UK: 44-223-400400
- Japan: 81 44 850 1301
- [marketing@armltd.co.uk](mailto:marketing@armltd.co.uk)

Simultaneously published in the United States and Canada.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.

# Contents

Communications regulation information viii

## **Preface** **Safety, Care, and Maintenance** xi

### **1 Writing and Drawing** 1

- About recognition 1
- Selecting a handwriting recognition setting 3
- Setting your handwriting recognition preferences 4
- Tips for better handwriting recognition 9
- Setting the styles for text and drawings 11
- Using the caret 13
- Using the on-screen keyboard 13
- Erasing text and drawings 15
- Correcting a misinterpreted word 17
- Selecting text and drawings 19
- Converting your handwriting to text 20
- Copying text and drawings 21
- Moving text and drawings 21
- Modifying drawings 23
- Formatting text and drawings 23
- Adding punctuation 25
- Changing paragraph margins 27
- Using the word list 28
- Setting up a guest user 34
- For additional help and practice 34

### **2 Using the Notepad** 35

- Creating a new item in the Notepad 35
  
- Viewing items in the Notepad 45

Getting information about a specific item 46  
Setting Preferences for the Notepad 47  
Faxing, beaming, mailing, duplicating or deleting items 48

### **3 Using the Name File 49**

Creating a new name card for a person or company 50  
Adding information to a card 52  
Changing information on an existing card 54  
Creating a card for a group address 55  
Viewing the name file 56  
Sorting name cards 57  
Changing a card's appearance 60  
Adding and viewing notes 61  
Setting Names preferences 62  
Printing cards in the Name File 63  
Faxing, beaming, mailing, duplicating, or deleting cards 65  
Dialing telephone numbers 65

### **4 Using the Date Book: Calendar and To Do List 69**

Summary of the Calendar 70  
Scheduling meetings and events 71  
Scheduling overlapping meetings 85  
Viewing items in the Date Book 91  
Duplicating meetings or events 92  
Moving items in the Date Book 94  
Using the To Do List 96  
Other ways to create meetings and to-do tasks 101  
Faxing, beaming, mailing, and duplicating meetings, events, and to-do tasks 101  
Sending repeating to-do tasks 102  
Deleting meetings, events, and to-do tasks 102  
Setting preferences for the Date Book 103

*Part 1: Managing the Extras Drawer* 106

- Setting where new information is stored 107
- Checking memory used in built-in applications 108
- Checking battery status 109
- Changing the backdrop 110
- Viewing items in the Extras Drawer 112
- Selecting, moving, and deleting icons 112
- Beaming icons 114
- Sending icons by electronic mail 115
- Rotating the screen 115

*Part 2: Using the Built-In Applications* 116

- Calculator 117
- Calls 117
- Card 122
- Clock 123
- Dock 125
- Formulas 129
- Help 133
  
- InOut Box 134
- eMate* Tour 138
- Owner Info 138
- Prefs 142
- Setup 150
- Styles 152
- Time Zones 153
- Writing Practice 158

## **6 Organizing and Finding Information 159**

Organizing information 159

Finding information 164

## **7 Routing Information 169**

Printing 169

Faxing 173

Sending and receiving beamed information to Newton devices 180

Using electronic mail 185

Routing items in the InOut Box 190

Using the blinking star notification 191

## **8 Using Assist and Accessing On-Screen Help 193**

Using the Assist button 193

Accessing on-screen help using Assist 199

## **9 Using Storage and Application Cards 201**

Inserting and removing cards 201

Using storage cards 203

Using application cards 209

## **10 Backing Up and Restoring Information 211**

Backing up information to a storage card 211

Restoring information from a storage card 213

## **11 Viewing Newton Books 215**

Opening a book on your *eMate 300* 216

Viewing pages 217

Using a table of contents 218

Using Newton Book Reader controls 219

## **12 Troubleshooting 229**

Resetting the *eMate* 230

The screen 231

Personal Identification Number (PIN) 232

Alert messages 232

Writing and drawing 234

Modems and cellular telephones 237

Power and batteries 237

Electronic mail 238

Printing, faxing, and dialing 239

Beaming 240

Other 240

## **Appendix A Installing and Replacing Batteries 243**

## **Appendix B Service and Support 249**

## **Appendix C Compatibility Information 251**

## **Appendix D Printer Compatibility Information 255**

## **Appendix E Using the Keyboard 259**

## **Index 263**

## 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**

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づく第二種情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

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 *eMate 300*, follow these safeguards to *protect yourself* and the device. Failure to comply with these safeguards may *result in damage to the device* *and* may not be covered by warranty.

### **Screen care**

- Don't press too hard on the screen when writing, drawing, or tapping. *Use the same of pressure as you do when you write on paper. Don't* forcefully jab or hit the screen.
- Be careful not to scratch the screen. Use only the pen that comes with your *eMate*. 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 *dry* cloth. *You can use* Do not use strong solvents to clean the screen, although you can use *isopropyl alcohol on the cloth to clean the screen whenever necessary. Do not use solvents or eyeglass cloth that may contain solvents.*
- *Take care not to break the glass screen. Don't drop the eMate. Don't subject it to any strong impact.*
- *To prolong the life of the screen, use only the eMate pen to tap, draw and write on the screen.*

## Pen care

- Keep the tip of your *eMate* 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 *eMate* 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, *don't leave* the *plastic* protection *doors open*.
- 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 *eMate*, 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 *eMate*.
- 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 *eMate* to malfunction. Extreme heat or cold can damage the *eMate*. If the *eMate* 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 *eMate* and cause it to malfunction.
- If the *eMate* gets wet, allow the unit to dry *for at least 24 hours at room* temperature.
- If the *eMate* gets wet while it's plugged in with *the* Newton 9W *Power Adapter*, unplug the power adapter from the *eMate* before you do *anything else*.



# 1

## Writing and Drawing

This chapter teaches you how best to write and draw on the *eMate 300*. *There* are several methods and tools you can use to enhance recognition, *correct mistakes*, and manipulate text and drawings. *Go through the chapter to find the best tools for your needs.*

### **About recognition**

This section offers a general description of handwriting recognition used *on your eMate* and discusses some of the factors that may affect how well it recognizes your handwriting.

When you write on your *eMate*, you write in normal printed or cursive characters, as well as numbers, punctuation, and gestures. Often you write English words, but not always.

The *eMte* tries to detect when you are writing English words, abbreviations, and common expressions. It uses a large dictionary to aid in recognizing these things quickly and accurately. When you write things that are neither simple numbers nor English words (such as initials, dates, telephone numbers, file names, or serial numbers) your *eMte* tries to match the characters you write to the common patterns of these entries. If no such pattern can be discerned, your *eMte* does its best to recognize the characters individually.

Generally speaking, your *eMte* is somewhat better at recognizing poorly formed characters if they are part of English words (or other items that are in the *eMte*'s dictionary). When you're writing things such as license plate numbers, you'll find that extra care in forming your characters neatly contributes to improved accuracy.

Your *eMte* distinguishes characters and words in part by detecting pauses in your writing. It's a good idea when writing to complete each character without pausing too long before it's finished, and similarly to complete your words without pausing in the middle.

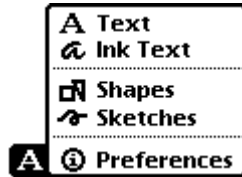
Your *eMte* is also sensitive to the way your writing is spaced. In normal writing or text there is a clear difference between the amount of space separating letters within words and the amount of space separating words themselves. The more distinct and consistent you make this difference when you write on your *eMte*, the better recognition tends to be. A control in the Handwriting Recognition slip allows you to let your *eMte* know whether your writing tends to be widely spaced or more tightly crowded. Experimenting with this setting may result in improved accuracy.

Generally, the *eMte* tends to deliver the best overall recognition accuracy if you *use printing* as your handwriting style. This means you must print using separate letters only, taking care to lift the pen between characters when you write.

## Selecting a handwriting recognition setting

In some areas of the *eMte*, such as the Notepad, you can choose a handwriting recognition setting to help your *eMte* interpret what you are writing or drawing.

The Recognition button on the bottom left of the *eMte* screen controls the way the *eMte* recognizes your writing and drawing. Tap the Recognition button and a pop-up list appears.



Tap your choice and the picture in the Recognition button changes to the new setting.

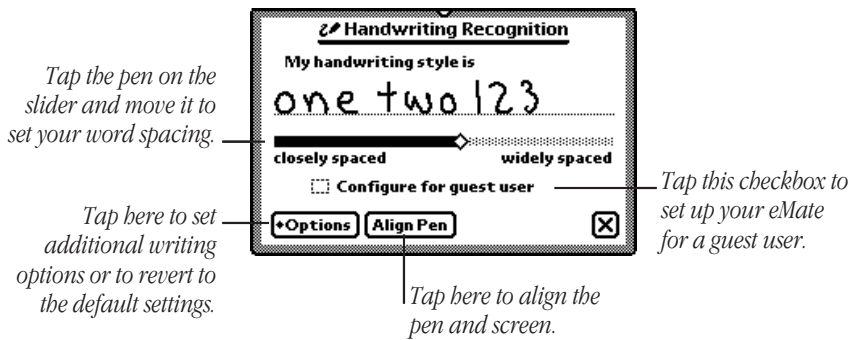
Choose	Purpose
<b>A Text</b>	To have your words and numbers recognized as text.
<b>a Ink Text</b>	To take notes quickly and keep your handwriting as is in electronic ink.
<b>□ Shapes</b>	To draw and have the <i>eMte</i> smooth curves and straighten lines.
<b>~ Sketches</b>	To keep your drawings as is; the <i>eMte</i> does not smooth curves or straighten lines.
<b>i Preferences</b>	To modify preferences for the way your <i>eMte</i> recognizes and works with text, draws shapes, and displays electronic ink.

## Setting your handwriting recognition preferences

Using the Recognition button **A** and, in the list that appears, tap Preferences.

To set your handwriting preferences:

- 1 Tap the Recognition button **A** and, in the list that appears, tap Preferences.
- 2 In the slip that appears, select the appropriate settings, then tap **X** (or press the same button on the keyboard) to close the slip. The settings are discussed in further detail in the following pages.



The highest overall recognition accuracy is achieved when you print, using separate, unconnected letters.



## Word spacing

When you write, your *eMate* must decide which groups of pen strokes to interpret as words, along with what words these strokes represent.

You can improve your *eMate*'s ability to distinguish words by writing your characters somewhat close together and your words somewhat far apart. Use the slider in the Handwriting Recognition slip to set the distance between words. This helps your *eMate* recognize words more easily.

### Tips on word spacing

- If your *eMate* tends to run your words or expressions together, try writing them farther apart.
- If your *eMate* tends to break apart your words or expressions, try writing the characters closer together.
- If you want to deliberately combine two separate words into one, write the second word extremely close to the first word.
- If you want to separate a string of characters into two words, be sure to leave extra space between the two expressions.

## Other options

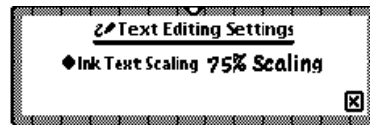
You can set additional preferences by using the Options button. Tap the Options button and a list appears.



Tap an option in the list and in the slip that appears, enter the appropriate information. The various options are described below.

### Text Editing Settings

Use this to set the scaling of ink text, to specify whether to insert words at the caret, and to automatically add new words to your word list.



- *Ink Text Scaling*—Tap the diamond ◆ and, in the list that appears, tap No Scaling, 75% Scaling, or 50% Scaling.

## Fine Tuning

Use these settings to let the *eMte* know how fast to recognize and transform your handwriting.



## Use default settings

If you wish to discard all the Letter Styles preferences you've set and everything the *eMte* has learned about your handwriting, tap Use Default Settings in the Options list.

## Tips for better handwriting recognition

Writing is one of the most convenient ways to put information into your *eMte*. There are several tips to keep in mind while you are writing. Most of these tips are common sense, and help the *eMte* interpret your handwriting more accurately.

- Write at an even pace.  
Don't pause in the middle of a word. Finish what you write—don't go back to a word to change it until you've finished writing it.
- You don't have to wait for a word to be recognized to continue writing.
- Write simply and neatly.  
Avoid adding flourishes, like serifs, to your letters. Don't write at too much of an angle or slant your characters. Close your letters properly.
- Exaggerate the space between words, but not between letters.  
This helps your *eMte* determine when one word ends and another begins.

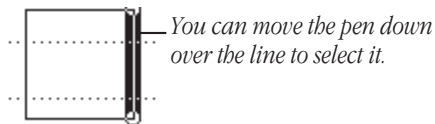
- Write capital letters and tall letters (such as *t* and *l*) so they are twice as tall as small letters.
- Correct as you go.  
Write a few words, then wait while your *eMate* recognizes them. If there are mistakes, go back and fix them one at a time. If you don't, your *eMate* assumes the word is correct and adjusts its recognition accordingly.
- When dotting your *i*'s, keep the dot close to and above the *i*. Make sure it doesn't look like an accent mark.
- When you cross *t*'s, make sure you don't cross any other tall letters. Make the cross horizontal, not slanted.
- Don't crowd words at the edge of the screen.
- Make parentheses bigger than tall letters.
- Keep punctuation close to the word. If your *eMate* turns a punctuation mark into a letter, you're leaving too much space between the word and the punctuation.
- Write colons and semicolons from top to bottom and make them half as tall as capital letters.
- Write exclamation points the same size as tall letters.
- Make slashes long and slanted.



## Setting the styles for text and drawings

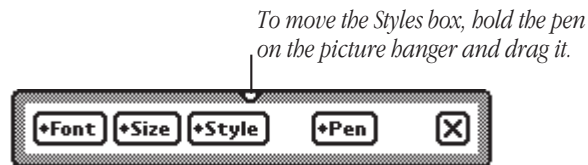
You can change the style and size of text and the thickness of lines and shapes. When you make changes, it affects the selected items (if any) and everything you write or draw subsequent to the change.

- 1 Select the text, line, or shape you want to change. (If you want to set styles before you write or draw, make sure nothing is selected.)

Hold down the pen near the item until a heavy mark appears under the pen, and draw the mark over or around the item.



- 2 Press the Extras button  to open the Extras Drawer.
- 3 Tap the folder tab and in the list that appears, tap Unfiled Icons. (If you filed Styles in another folder, tap that name.)
- 4 Tap Styles .
- 5 In the slip that appears, tap your choices.



- 6 You can make the following choices:
  - *Font*—Choose Fancy, Simple, or Casual (for Text only).

Fancy  
Simple  
Casual

- *Size*—Choose 10-, 12-, or 18-point size (for Text and Ink Text). You can also use 9-point size with the Fancy and Simple fonts.

10 point

12 point

18 point

- *Style*—Choose Plain, Bold, Italic, Outline or Underline (for Text and Ink Text).

plain

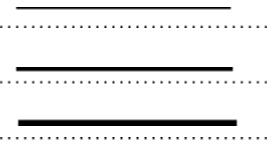
bold

*italic*

outline

underline

- *Pen*—Choose a pen width of 1-, 2-, 3-, or 4-point size (for drawings and sketches).





- 7** When you finish making your selections, tap *or press*  to close the slip.

## ▲ Using the caret

You can insert a word or phrase at a specific place on the screen using the caret. If you choose to enter text without a caret, the text is placed in the general area where you wrote.

To use the caret, follow these steps:

- 1 Tap the Recognition button  and in the list that appears, tap  Preferences.
- 2 Tap Options and in the list that appears, tap Text Editing Settings.
- 3 Tap the checkbox next to “Insert new words at caret.”
- 4 Go back to the item where you want to insert text.
- 5 Tap the pen where you want the word(s) to go on the screen.

A caret appears where the words will be placed.

**Now is the for all people**  
.....  
.....  
.....

- 6 Write the new word or words anywhere on the screen. The text is placed at the caret.


**Now is the time for all**  
.....  
**people**  
.....

## Using the on-screen keyboard

The *eMate* has four on-screen keyboards: a typewriter keyboard and three types of numeric keyboards (for entering calculations, telephone numbers, and times/dates).

## Displaying and moving a keyboard

There are several ways to view the on-screen keyboard.




- Tap the Keyboard button  near the bottom of the screen. Tap the Keyboard button again and in the list that appears, tap the type of keyboard you want to use.
- Tap a misinterpreted word twice, then tap the keyboard at the bottom of the list that appears.
- Tap twice anywhere you're writing, such as in a note, on a Date Book page, or in a blank you need to fill.

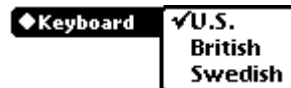


To move a keyboard, hold the pen on the picture hanger on the keyboard slip and drag it to where you want the keyboard on the screen.

## Changing the layout of the typewriter keyboard

If you want a different text keyboard arrangement, use the Locale preferences to change the keyboard layout.

- 1 *Press the Extras*  *button to open the Extras Drawer.*
- 2 Tap the folder tab and in the list that appears, tap Unfiled Icons. (If you filed Prefs in another folder, tap that folder's name.)
- 3 Tap Prefs  and, in the slip that appears, tap Locale .
- 4 Tap Keyboard, then tap the keyboard layout you want.





## Entering symbols and other special characters

If you have selected Cursive as your handwriting style, you must use the keyboard to enter accent marks. Your *eMate* does not recognize handwritten accent marks on cursive letters.

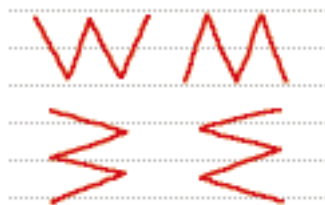
Display the typewriter keyboard on the screen. Then tap the Option key, or the Option key and then the Shift key, to see the available special characters (such as symbols, accent marks, and accented letters).



## Erasing text and drawings

You erase text and pictures by “scrubbing them out” with a zig-zag line.

- The zig-zag must go back and forth at least four times.
- You can draw the zig-zag in any of four orientations.



- Draw the zig-zag with sharp corners, making each segment about the same length.
- Don't draw the zig-zag so it loops or crosses over itself.
- The zig-zag lines should go well above and below the word or drawing.

**You can scrub out**

~~one~~ word

A single word.

~~many words~~  
~~at a time~~

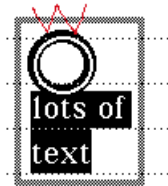
A group of words.



A whole shape.



Part of a shape.



Selected text and drawings; start the zig-zag outside the selection to avoid moving it (see “Selecting Text and Drawings” later in this chapter).

~~f~~iend

A single letter (make sure you scrub over the letter at least four times).

## Correcting a misinterpreted word

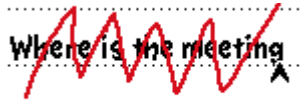
There are several ways you can correct words that the *eMate* has misinterpreted.

### One letter corrections

If only one letter is wrong, write the correct letter over the incorrect one. Correct only one letter at a time.

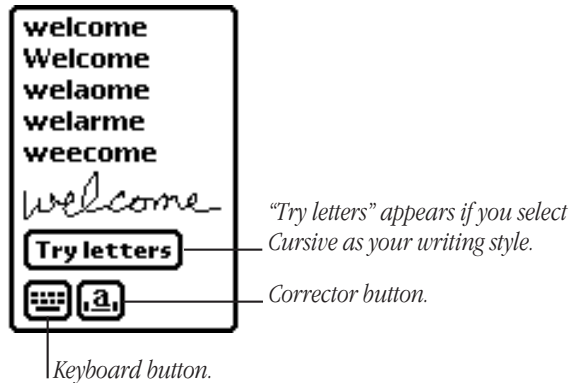
### Scrubbing



You can scrub out the word to erase it and then rewrite the word. To scrub, draw a zig-zag line over the word or phrase. Make sure the line goes back and forth at least four strokes. For more information, see “Erasing Text and Drawings” earlier in this chapter.




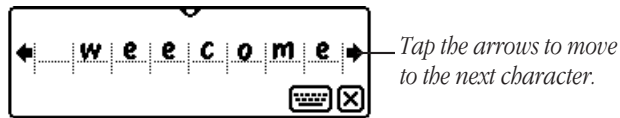
### Using the pop-up list


You can double-tap on a word. A list appears.



- If the correct word is in the list, tap it.
- If the correct word is not in the list, you can tap the Corrector button  or the Keyboard button  to rewrite or retype the word. If you selected Cursive as your handwriting style, you can also tap “Try letters” to let the *eMte* try to recognize the word again, using letter-by-letter recognition.


If you tap the Corrector button  in the list, you can write directly over a letter to change it. You can also tap once on the letter and in the list that appears, tap a choice—the lower- or uppercase version of the existing letter, Delete, or Insert. You can also tap a blank space to add punctuation marks or another word, as well as to delete or insert a space.



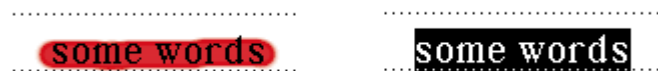
If you tap the Keyboard button  in the list, the on-screen keyboard appears. Tap out the word.

If you tap “Try letters,” the *eMte* uses letter-by-letter recognition instead of its dictionary to interpret the word. It then displays its best guess. This option is useful if you don’t have letter-by-letter recognition turned on and you write a word that is not likely to be in the dictionary. It is also helpful if you write a word and the *eMte* guesses a number, or if you write an unusual combination of letters and numbers that isn’t recognized.

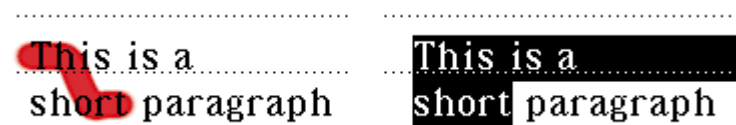
## Selecting text and drawings

To select an item, hold the pen near the item until a heavy mark appears under the pen and the *eMate* makes a squeak. (If the pen sound effects in Prefs  or the volume are turned off, you won't hear the squeak.) Draw the mark over or around the item.

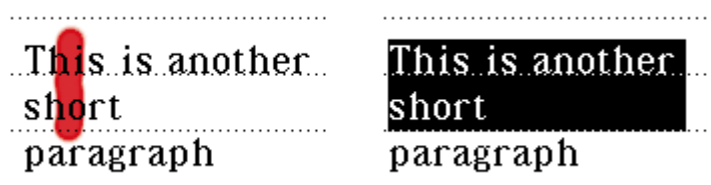
To select words, draw the highlighting mark across them.



To select text on more than one line, draw the highlighting mark from the beginning of the first word to the end of the last word.



To select several whole lines of text, draw the highlighting mark vertically through the lines of text.



To select lines in a shape, draw the highlighting mark along the lines.



To select groups of text or drawings, circle them with the highlighting mark. The *eMate* puts a box around the things you select.

To deselect an item, tap the pen anywhere outside the selection.

## Converting your handwriting to text

If you wrote something using the Ink Text or Sketches recognition setting, you can convert the ink text to text at any time.

- To convert a single word, double-tap on it. An arrow appears as it is converted.



- To convert more than one word, follow these steps:
  - 1 Select the words or phrases you want to convert to text. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the items.

Your writing is surrounded by a black box.



- 2 Double-tap in the selection.

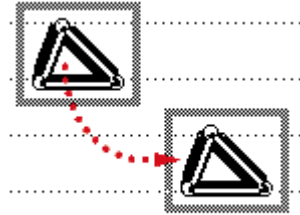
Your *eMate* places an arrow on each word as it is recognized and then converts the entire phrase. If words are misinterpreted, you can use the correction techniques described earlier in this chapter.



## Copying text or drawings

You can duplicate a drawing or words and phrases. First you must select them. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the item.

Then, copy the selected item by tapping twice inside the selection, keeping the pen down on the second tap. Then move the pen to move the duplicate away. You can also use this technique to copy items in the Clipboard.



## Moving text or drawings

You can move words or drawings around on the screen. To move an item, you first have to select it. Hold the pen near the item until a heavy mark appears under the pen and draw the mark over or around the word.

To move an item around on the screen, hold the pen inside the selection, and move the pen to where you want the item.



To move an item to a location not currently on the screen:

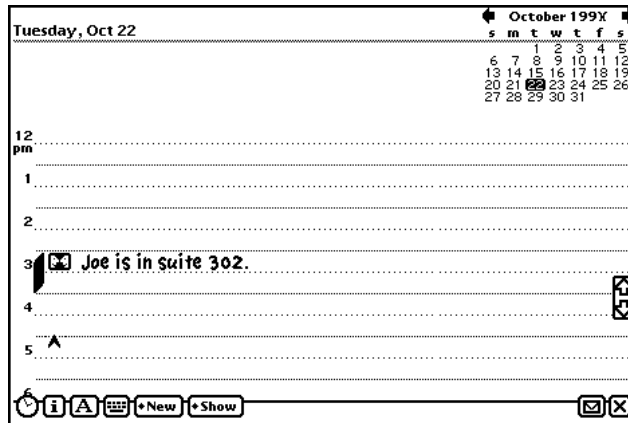
- 1 Go to the item and select it.
- 2 Hold the pen inside the selection and move it to the top, left, or right of the screen.

The item becomes a miniature box and moves to the Clipboard, a box on the right edge of the screen. If you selected text or ink text, words appear in the box; if you selected a drawing, you see the word “drawing” in the box.



*When you hold the pen on the selection, the entire item appears for you to move around on the screen.*

- 3 Go where you want to put the item.
- 4 Hold the pen on the miniature item at the edge of the screen. The text appears and you can move it where you want. The item returns to its normal size.

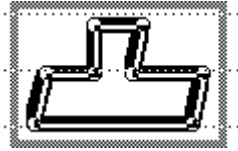




## Modifying drawings

You can modify the size or shape of a drawing in several ways.

- 1 Select the drawing. Hold the pen on or near the drawing until a heavy mark appears under the pen and draw the highlighting mark over or around the drawing.
- 2 Use the following techniques to modify the drawing:
  - Hold the pen on the dot where the two line segments meet, then move the pen.



- Hold the pen on a corner or edge of the box and drag to stretch, shrink, or distort the picture. Grab a side or corner if you want to stretch or shrink the drawing horizontally or vertically.



- Scrub out a line to erase it.

## Formatting text and drawings

Your *eMate* provides easy ways to insert text, add punctuation, capitalize words, change margins, and create indents using tabs.

### Inserting space in text and joining words

To insert space in text, draw carets and lines as shown in the following table. The top of the caret should line up with the baseline of the letters. Draw the caret in one stroke; do not use a separate stroke for each side of the caret.

It's best if you aim the tip of the pen at the baseline. If you are joining words, the top of the caret should be at the baseline.

---

.....  
a word  
.....

Inserts space for a single letter.

.....  
a word  
.....

Joins two words.

.....  
a word  
.....

Inserts space for a word (the longer the line, the bigger the space).

.....  
first line  
.....  
.....  
second line  
.....

Inserts space for a single line.

.....  
first line  
.....  
.....  
second line  
.....

Inserts space for several lines (the longer the vertical line, the bigger the space).

.....  
first line  
.....  
.....  
second line  
.....

Breaks the line and inserts space for several lines.

---

## Adding punctuation

Sometimes punctuation marks can be misinterpreted by your *eMate*. You can quickly add punctuation marks by using the caret or the on-screen keyboard.

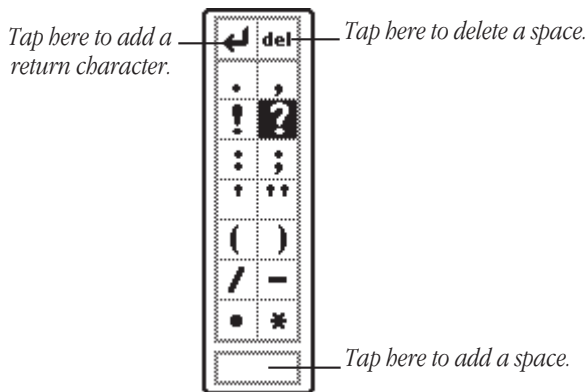
To add punctuation marks using the caret:

- 1 Tap the pen where you want the punctuation mark to appear. A caret appears.

**Where is the meeting**

- 2 Tap the caret.

In the slip that appears, tap the punctuation mark you want.



The punctuation mark you selected is placed at the caret.

You can also use the punctuation slip to add returns and spaces to phrases and to delete characters.

### Capitalizing words

To change how a word is capitalized, select the word by holding the pen near the item until a heavy mark appears under the pen (the *eMte* makes a squeak), and draw the mark over or around the word. Then draw a vertical line over the word as shown.

---



Draw from bottom to top ↑; becomes “Apple.”

---



Draw from top to bottom ↓; becomes “apple.”

---



Draw from bottom to top ↑; becomes “APPLE.”

---



Draw from top to bottom ↓; becomes “apple.”

---

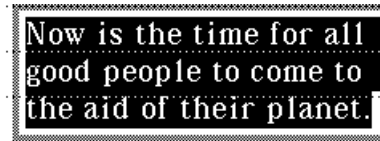
When you're changing the initial capitalization of a word, make sure that there is no space selected before the word. If there is, the first letter of the word does not change.

## Changing paragraph margins

- 1 Select the paragraph by drawing a selection box around it.


Hold the pen near the item until a heavy mark appears under the pen (the *eMate* makes a squeak), and draw the mark over or around the paragraph.

**Note:** Selecting text by drawing a line through it does not create a selection box. To change paragraph margins, you must select by drawing around the paragraph.



- 2 Hold the pen on the left or right edge of the box and move it.

## Indenting and using tabs

You can indent a paragraph after it's written. (Make sure you've selected "Insert new words at caret" in the Text Editing Settings within the Handwriting Recognition slip. (See "Setting Your Handwriting Recognition Preferences" earlier in this chapter.) Tap the pen at the beginning of the sentence. The caret appears. Tap the Keyboard button  (make sure the Typewriter keyboard is selected), then tap the tab key on the keyboard.

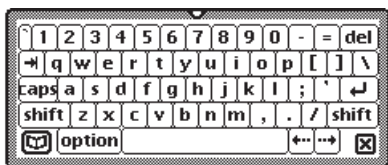
## Using the word list

When you write text or convert ink text, the *eMate* recognizes the words by comparing the words you write to the word list in the *eMate*. The *eMate* can recognize words more easily if they are in its word list. Words in the word list cannot exceed 30 characters.

To see your personal word list, follow these steps:

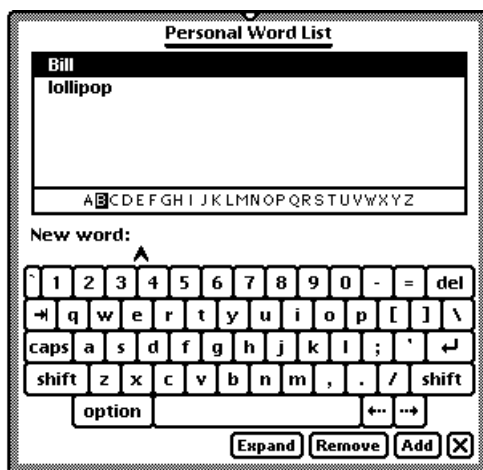
- 1 Tap the Keyboard button .

The keyboard appears. (If the Typewriter keyboard is not shown, tap the Keyboard button again and in the list that appears, tap Typewriter.)



- 2 Tap the Dictionary button  in the lower-left corner of the on-screen keyboard.

The word list appears.



## Viewing the word list

You can review the words you've added to the word list, so that you can add more words or remove words you no longer use.

To review the word list, tap a letter along the bottom of the list to go to that letter in the list. You can also tap the up and down arrows to go through the list.

## Adding or removing words in the list

You should add words that you are likely to use often, and remove words that you don't use often. A word list of more than a thousand words or so may cause memory problems.

The capitalization you use when you add a word helps determine how it will be capitalized when the *eMate* recognizes the word the next time you write it. The *eMate* first tries to discern the capitalization you've used from your handwriting. If your capitalization isn't clearly recognized, the *eMate* uses the preference for capitalization in the word list.

To add a word to the list, tap it out on the keyboard, then tap Add.

- If the word is not already in the *eMate's* list, it is added to your personal word list.
- If the word is in the *eMate's* list, a message appears telling you that the word is already in the list. (It may be that you typed a capitalized or lowercase version of the word.) Tap Yes to add the word or No not to add it.



To remove a word from the list, go to it in the list and tap it. Then tap Remove. The word is automatically deleted.

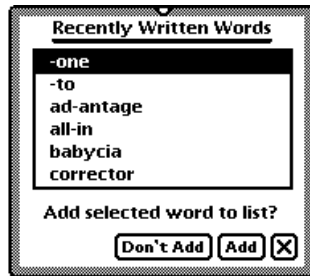
## Revising recently written words


Words you write that are not in the *eMate's dictionary* are placed in the *Recently Written Words list*. When there are many words in this list, a blinking star may appear at the top of the screen each time you write another word that's not in the dictionary.



The star is a reminder to evaluate the list and select the words you want to add to your personal word list.

To see the list of recently written words, tap the Keyboard button  and then tap the Dictionary button .



To add a word to your personal word list, tap the word and tap Add. To close the slip, tap *or press* .





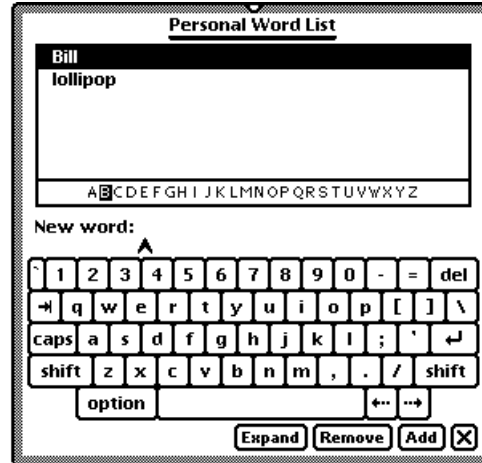
## Teaching the eMate 300 to recognize abbreviations

You can write an abbreviation or shortened form of a word and have the *eMate* recognize it as the expanded word. For instance, if you write the word “example” a lot, you can choose to write “ex” and have the *eMate* automatically recognize this as “example.” You can also use this method to interpret and expand a word with accented characters.

You can expand a word in two ways. You can add it to your word list and expand it at the same time. Or, you can expand a word or expression that is already in your list.

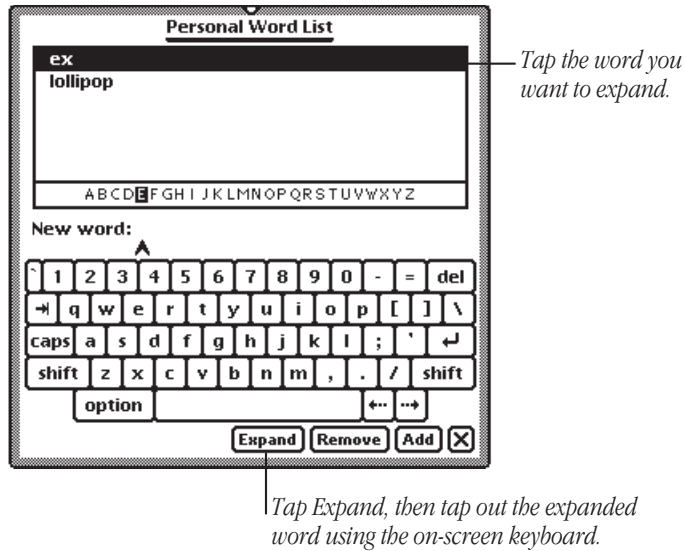
To expand a word that is not in your list, you first add the expression, then expand it.

- 1 Tap the Keyboard button  and then tap the Dictionary button .  
Your personal word list appears.

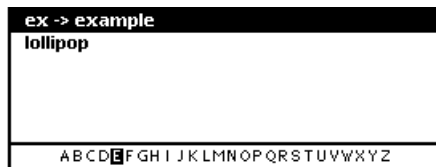


- 2 Tap the word or expression you want to expand on the keyboard, then tap Add.
- 3 When a slip appears asking if you really want to add the word, tap Yes.



- 4 Make sure the expression is selected, or highlighted, then tap Expand. The words “Expand to” appear in the slip.

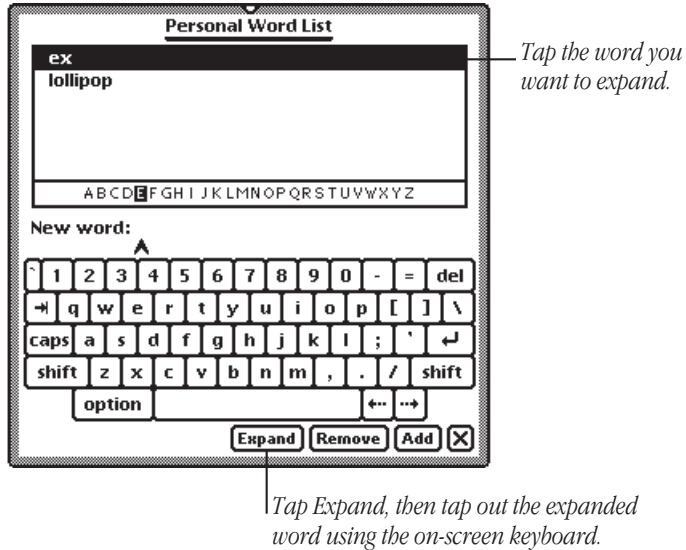


- 5 Tap the expanded word out on the keyboard, then tap Expand. The shortened word and the expanded word appear together in your word list.

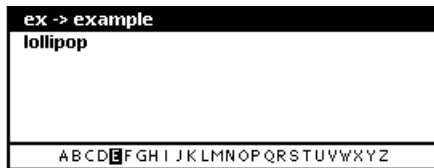


To expand a word that is already in your list:

- 1 Tap the Keyboard button , then tap the Dictionary button . Your personal word list appears.
- 2 Go to the word in the list, tap it, then tap Expand.





- 3 Tap out the expanded word on the on-screen keyboard.
- 4 Tap Expand.



The shortened word and the expanded word appear together in your word list.

## Setting up a guest user

You can set up your *eMate* for a guest user and have that person enter writing style preferences.

To do this, tap the Recognition button , and in the list that appears, tap  Preferences.

In the slip that appears, tap the checkbox next to “Configure for guest user.” Have the guest user set writing preferences in the slip while it’s still open.

When the guest user is finished using your *eMate*, tap the checkbox next to “Configure for guest user” to deselect it. All handwriting settings now revert to your settings.

# 2

## Using the Notepad

The Notepad is like a long roll of paper. It always contains at least one item. You can use it to write and draw notes and other items.

The Notepad is initially set as the default application, or backdrop, that you see when you close all other applications. When the Notepad is the backdrop, it is always open, though it may be hidden underneath other things. To see the Notepad, you must close everything else by tapping all the 's you see.


### **Creating a new item in the Notepad**


You can create several types of items, called stationery.

- *Note*—Use this to write or draw.
- *Checklist*—Use this to create a list of items you can check off.
- *Outline*—Use this to outline reports or documents.

If you have other applications installed, you may see other types of stationery as well.

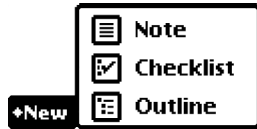
To create a new item:

- 1 Tap all 's to return to the Notepad.

If you've changed the backdrop to an application other than the Notepad, *press* Extras  to open the Extras Drawer, then tap Notes.

- 2 Tap New (*or Command-N*).

A list appears showing the different types of items, or stationery, you can create.




- 3 Tap the type of item you want to create (*or scroll with your arrows and press Enter*).

A blank note, checklist or *outline* note appears.

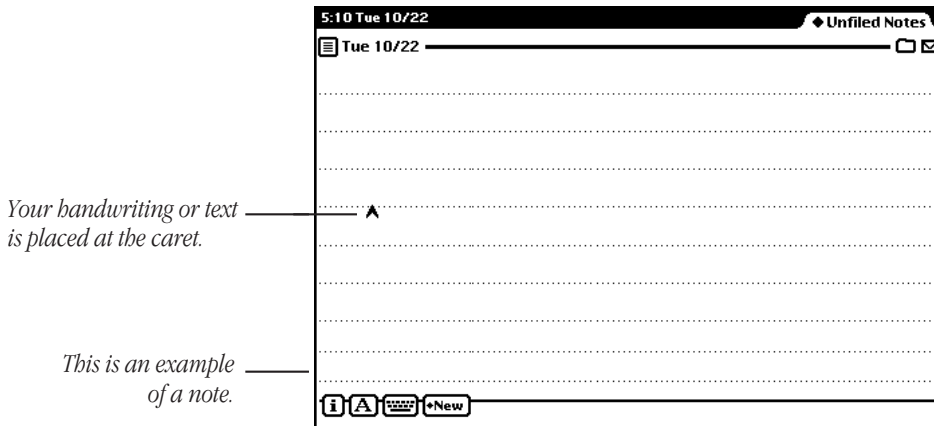
You are now ready to write *or* draw. To learn how to enter information into the various types of stationery, refer to one of the next sections, “Creating a Note” *or* “Creating and Using a Checklist or Outline.”

To create a new item of the same type as the item you are viewing, you can also draw a horizontal line across the screen. A new item appears.

## Creating a note

Tap the Recognition button  and from the list that appears, tap your choice—Text, Ink Text, Shapes, or Sketches.

If you are writing, tap the pen where you want your words to appear on the screen. A caret appears. You can now write anywhere on the screen and the information is placed at the caret. If you are drawing, your drawings appear wherever you draw them on the screen.



## Creating and using a checklist or outline

You can use the checklist stationery to create a list of entries that you can check off as you complete them. The outline is similar to the checklist, but you don't have the ability to check off entries.

When you create a new checklist or outline, a small circle appears on the left. This is where your first entry is placed. The checklist also includes a checkbox to the left of the circle.

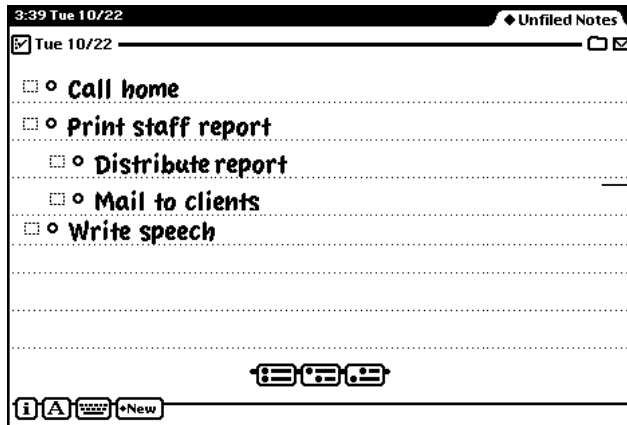
- 1 Enter your first entry by writing with the pen, or double-tap anywhere on the screen to use the on-screen keyboard to tap out the entry.

*A new entry is placed at the caret.*

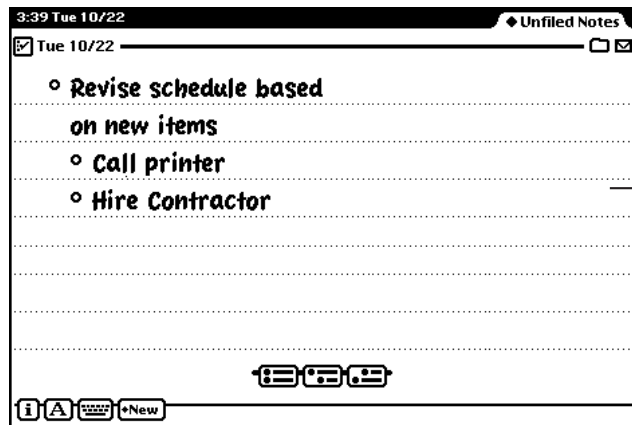




The information is placed at the caret, next to the open circle.

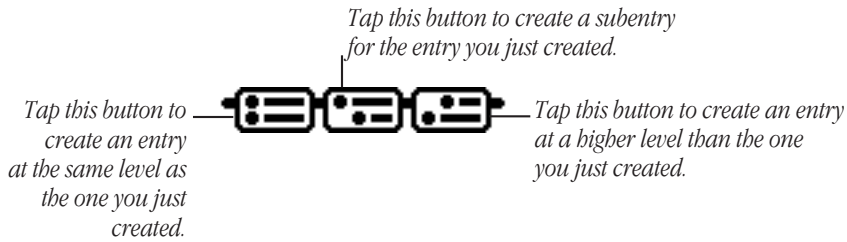


*This is an example of a checklist.*



*This is an example of an outline.*

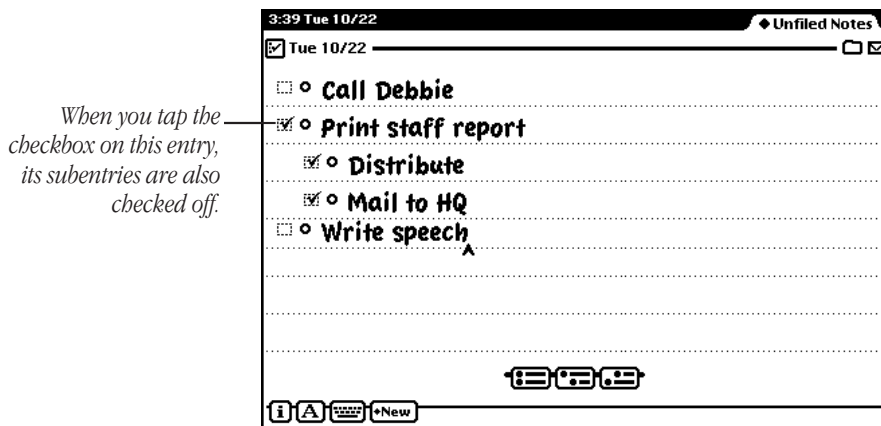
- 2 Tap one of the buttons near the bottom of the screen to create another entry.



You can create up to eight levels in the checklist and outline stationery.

### Checking off entries in a checklist

To check off entries completed, tap the checkbox next to an entry. When you check an entry, all its subentries are also checked off.



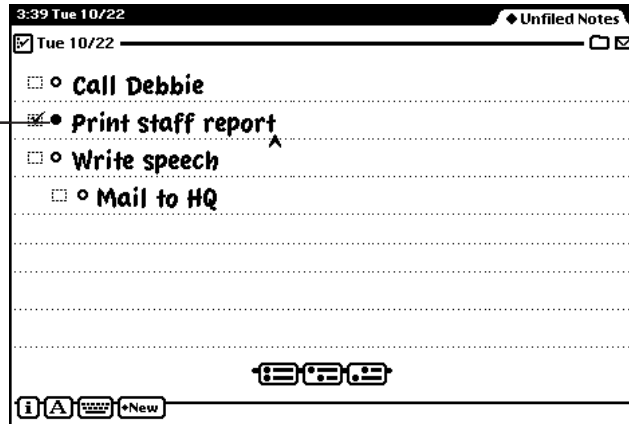
## Moving entries to different levels

You can rearrange entries and move an entry to a higher or lower level. Tap the open circle next to the entry and drag it where you want it to go—to the right, left, up, or down.

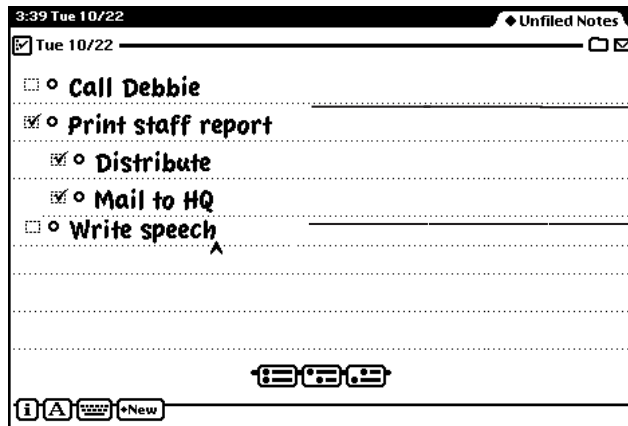
## Collapsing and expanding items in a checklist or outline

To collapse an entry and its subentries, tap the open circle next to the entry. The circle is then filled in.

*The filled-in circle tells you that this entry has subentries.*



To expand an entry and its subentries, tap the filled circle. It becomes an open circle and all entries are shown.



*This entry is now expanded and you can see its subentries.*

## Viewing items in the Notepad

To see other items, *press* the up and down arrows. All items in the Notepad are sorted by the date and time they were created. *Press* up to see older notes; *press* down to see newer ones.

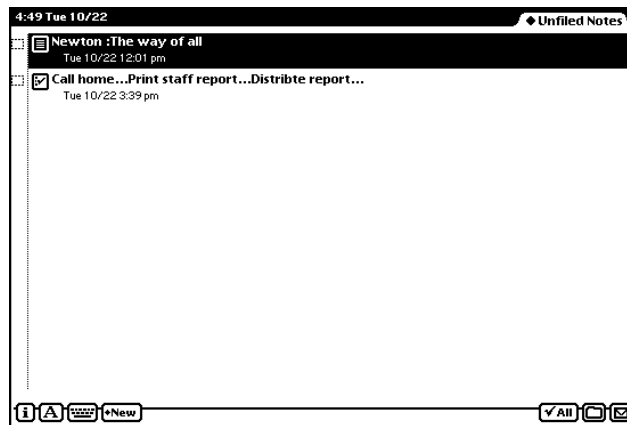
## Viewing a long item

Go to the item you want to see and tap the up or down arrows to move through the item.

## Listing all of the items in the Notepad

- 1 *Press* the Overview button ●.

A list of items appears.



- 2 Do one of the following:
  - To go to a particular item, tap the item.
  - To see more of the list (if it's longer than one screen), *press* the up and down arrows—the down arrow moves you closer to the end of the list, the up arrow moves you closer to the beginning of the list.

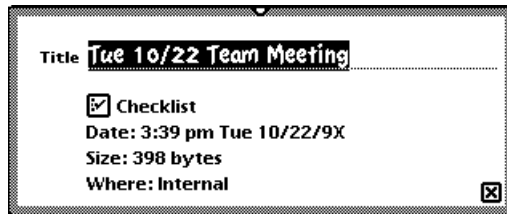
## Getting information about a specific item

- 1 Go to an item.
- 2 Tap the Picture button in the upper-left corner of the item.  
A different button appears depending on which application and type of item you are viewing.


*Tap the Picture button to find out more about a particular item in the Notepad.*




A slip appears with information on the item.



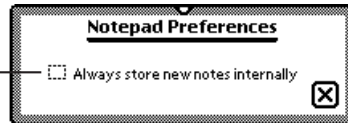
- Title of item  
If you haven't named the item, this shows the date and time the item was created. To change the title, scrub out the day and date and then write the title. You can change a title at any time


- Type of item (note, checklist *or* outline)
  - Time and date the item was created
  - Size of the item in bytes
  - Where the item is stored (internally or on a storage card)
- 3** When you are finished viewing the slip, *press or tap*  to close it.

## Setting preferences for the Notepad

- 1** Tap the Information button .
- 2** In the list that appears, tap Prefs.  
The Notepad Preferences slip appears.

*Tap the checkbox to automatically store items in internal memory.*



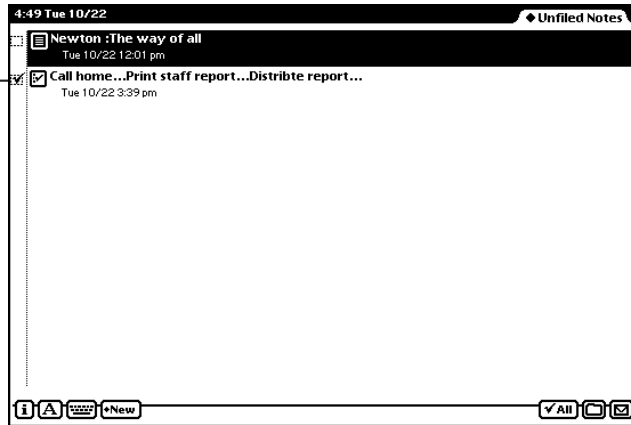
- 3** Tap the checkbox if you want to store new items in the internal memory of your *eMte*.  
This preference overrides any settings on a storage card.
- 4** *Press or tap*  to close the slip.

## Faxing, beaming, mailing, duplicating, or deleting items

- 1 Go to the item you want to route.

To select more than one item, *press* the Overview button ● and in the list that appears, tap the checkbox next to each item you want to route.

*These two items are selected for routing.*



- 2 Tap the Routing button . (*Command-R*)
- 3 In the list that appears, tap your choice.

For more information, see Chapter 7, “Routing Information.”

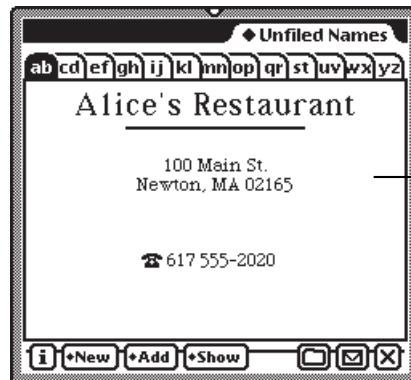


# 3

## Using the Name File

You can use the Name File as an address book to store information about people, companies, and groups. The Name File contains name cards that you create. Each card has information such as name, address, telephone numbers, electronic mail addresses, and notes. You can also create your own field labels for special information.




Tap Names  to go to the Name File. Tap it again to put away the Name File. You can also *press or tap*  in the lower-right corner of the Name File to put it away.

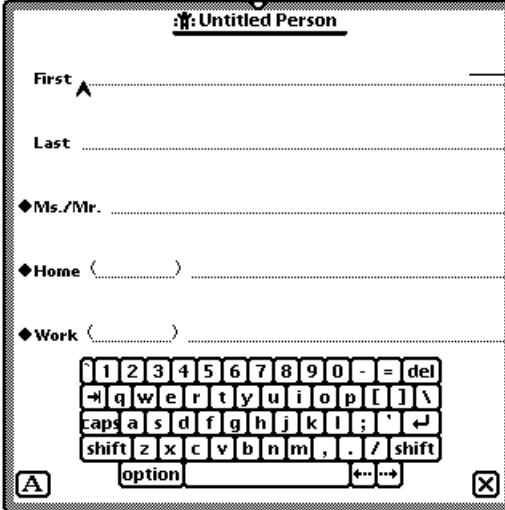


*This is a sample name card.*

## Creating a new name card for a person or company

You can create a name card for a person or a company. To do this, follow these steps:

- 1 Tap Names  to open the Name File.
- 2 Tap New (*Command-N*).
- 3 In the list that appears, tap Person  or Company .
- 4 In the slip that appears, enter the appropriate information.



The image shows a screenshot of a name card slip titled ": Untitled Person". The slip has several fields for entering information:

- First**: A text field with a cursor at the beginning.
- Last**: A text field.
- Ms./Mr.**: A dropdown menu with a diamond icon.
- Home**: A text field with a diamond icon and a placeholder "( )".
- Work**: A text field with a diamond icon and a placeholder "( )".

Below the fields is a keyboard overlay with the following keys:

- Row 1: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, -, =, del
- Row 2: ←, q, w, e, r, t, y, u, i, o, p, [, ] \
- Row 3: caps, a, s, d, f, g, h, j, k, l, ;, ' ↵
- Row 4: shift, z, x, c, v, b, n, m, ., /, shift
- Row 5: [A] option [ ] ← → [X]

*This is an example of the slip you see for a person.*

The image shows a digital form titled "Untitled Company". It contains several input fields: "Company", "Phone ( )", "First", "Last", and "Ms./Mr.". A keyboard overlay is visible at the bottom of the form, showing keys for numbers, letters, and symbols. The form is enclosed in a rectangular border with a small "A" icon in the bottom-left corner and an "X" icon in the bottom-right corner.

This is an example of the slip you see for a company.

- 5 When you are finished, *press* tap to close the slip. If you want to add other information to the card, tap the Add button and see the next section, "Adding Information to a Card."

## Adding information to a card

You can add information to a name card at any time.

- 1 Go to the card and tap Add.

The Add button appears in both the Card and All Info views, but not in the Overview.




Tap Add to enter additional information on a card.

- 2 In the list that appears, tap the type of information you want to add. For each type of card you can add the following types of information:
  - *Person*—company, address, phone, e-mail address, pager number, dates, affiliate, and notes
  - *Company*—affiliate, address, phone, e-mail, and notes
  - *Group*—notes

You can also create custom fields of information for each type of card. See “Creating Custom Field Labels,” below.

If you enter a birthday or anniversary in the Dates field for a person, it is automatically entered as an annual event in the Date Book.

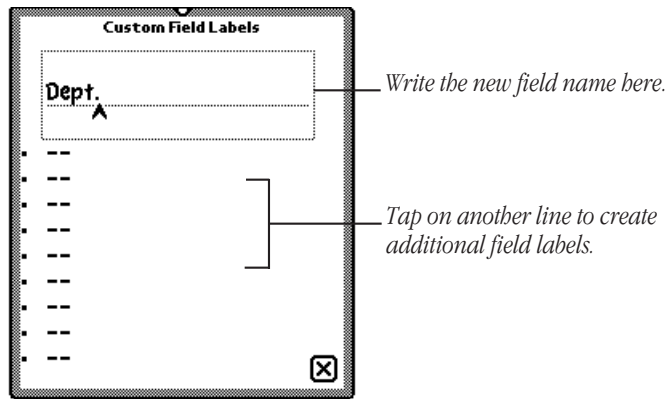
- 3 In the slip that appears, enter the appropriate information.
- 4 When you are finished, *press* tap  to close the slip.


To see the information, tap Show and in the list that appears, tap All Info.


## Creating custom field labels

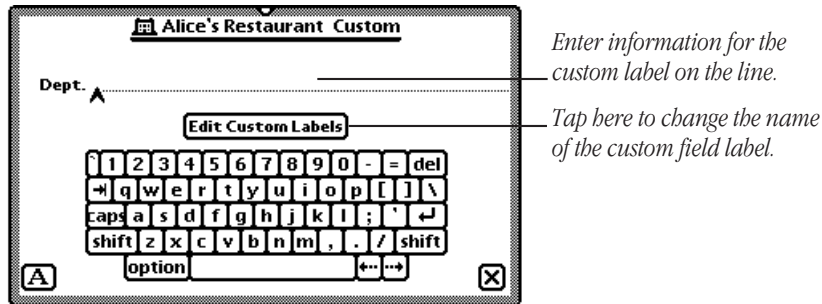
You can create your own field labels for name cards if you want to enter information that is not in the Add pop-up list. For example, you might want to add a Department field.

- 1 Go to the card and tap Add.
- 2 In the list that appears, tap Custom.  
A slip appears for you to enter the name of the field.
- 3 Tap the pen on a blank line.  
The caret appears.
- 4 Enter the name of the new field.



- 5 Pressor tap  to close the slip.  
Another slip appears with the field label you just created.

- 6 Enter information on the blank line and *press or* tap  when you are finished.




Enter information for the custom label on the line.

Tap here to change the name of the custom field label.

### To view custom field information

The field labels you create do not appear in the Card view. To see custom field information, tap Show and, in the list that appears, tap All Info.


### To enter custom field information in another card


Once you create a custom field label, you can use that field in any name card. To do this, go to a name card and tap Add. In the list that appears, tap the custom field *label*. Enter the appropriate information in the slip and *press or* tap  when you are finished.

## Changing information on an existing card

- 1 Go to the card you want to change.
- 2 Tap the information you want to change.


If you are in the Card view and the information you want to change is shown, tap it. If the information is not shown in the Card view, tap Show, then tap All Info.

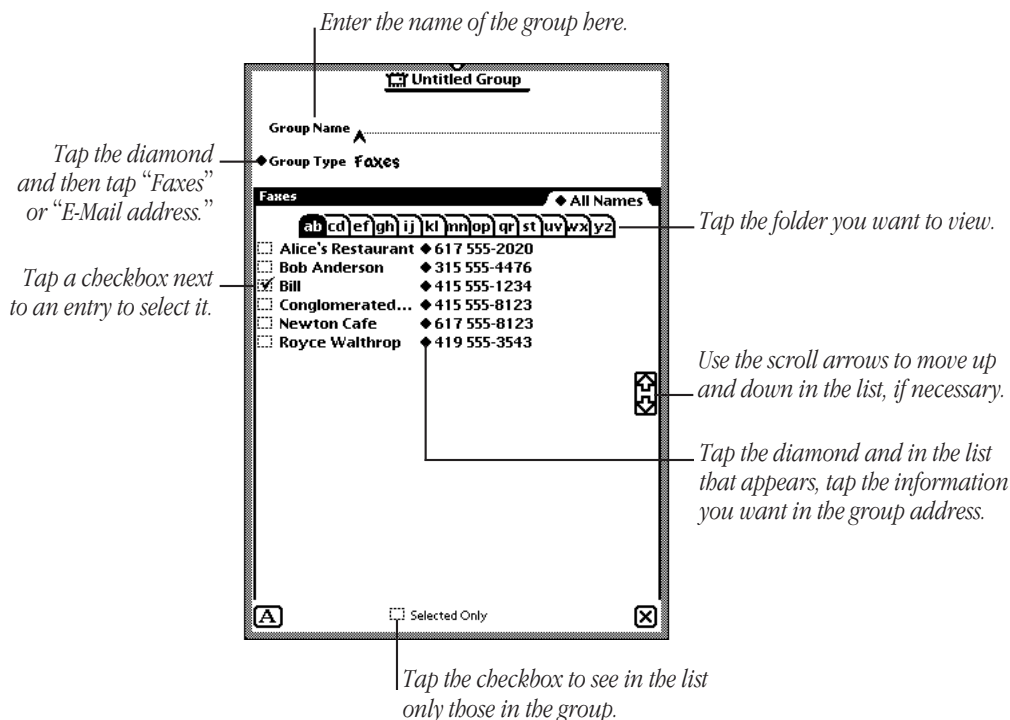
Do not tap the Phone button  or the *eMate* dials the phone number.


- 3 Scrub out the information and enter new information, if desired.  
If there is no information in a field, it does not appear in any view.
- 4 When you are finished, *press or* tap  to close the slip.

## Creating a card for a group address

You can create a group address to conveniently send faxes or electronic mail messages to multiple individuals or companies.


- 1 Tap New.
- 2 In the list that appears, tap Group .
- 3 In the slip that appears, enter the appropriate information.



- 4 When you are finished, *press or* tap  to close the slip. The new group address card is added to your Name File.

## To add or delete entries in a group address

Go to the group address card and tap the group name or the Picture button next to it.

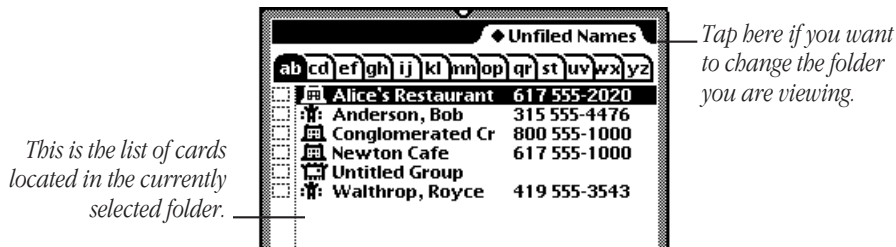
The group address slip appears. Make any changes and when you are finished, *press or tap*  to close the slip.

## Viewing the Name File

To see other cards, *press* the up and down arrows. *Press* the up arrow to see cards toward the beginning of the alphabet; *press* the down arrow to see cards toward the end. You can also tap a lettered tab to see cards within that letter range. If you tap the lettered tab a second time, you see cards that are filed under the second letter on the tab.

- *Press* the Overview button .

A list of your name cards appears.



To see other cards in the folder, *press* the up and down arrows to move through the list or tap the lettered tabs.



## Sorting name cards

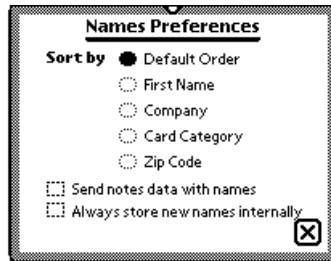
You can sort name cards several ways:

- Default Order—last name for a person and name of the company or group
- First Name
- Company Name
- Card Category—person, company, and group
- Zip Code

**Note:** Cards that don't include information in the field you are sorting by are placed at the beginning of the sort order.

To sort cards, follow these steps:



- 1 Tap the Information button ⓘ and in the list that appears, tap Prefs. The Names Preferences slip appears.

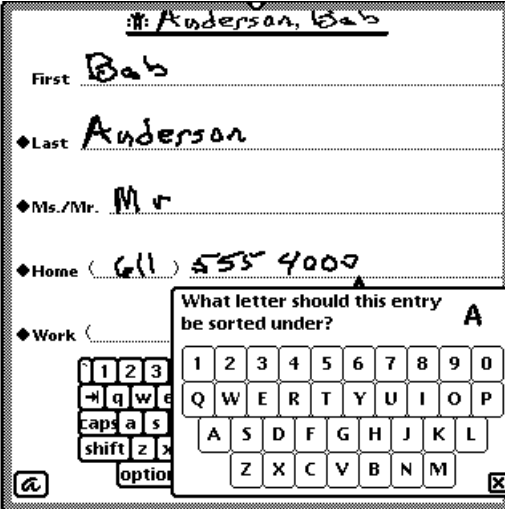


- 2 Under "Sort by," tap how you want to sort the cards.
- 3 *Press or tap* [X] to close the slip.  
A message appears saying that the sort order is being changed.

## Creating and sorting cards written in ink text

You can enter information in ink text and have the *eMate* sort these cards by a letter or number.

- 1 Tap New and in the list that appears, tap your choice.  
A new card slip appears.
- 2 Tap the Recognition button and in the list that appears, tap Ink Text .
- 3 Write the appropriate information. Then *press or tap*  to close the slip.  
A keypad appears.




The screenshot shows a card slip with the following handwritten information:

- First: Bob
- Last: Anderson
- Ms./Mr.: Mr
- Home (cell): 555 4000
- Work: (blank)

A keypad is overlaid on the card slip, asking "What letter should this entry be sorted under?" with the letter 'A' selected. The keypad has the following layout:

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			

- 4 Tap the letter or number that you want to sort the card by. Then *press or tap*  to close the slip.

If you don't choose a letter or number, the card is placed at the beginning of the sort order.

## Sorting companies with information in the birthday field

Company entries created using an earlier version of the Newton operating system that have information in the birthday field may not be sorted correctly.

In the Newton 2.0 operating system, birthday information is displayed in the Last name or Untitled Person field. When entries are sorted by the information in the Last name field, entries with birthday information may be placed at the beginning of the alphabet.

This may occur when you

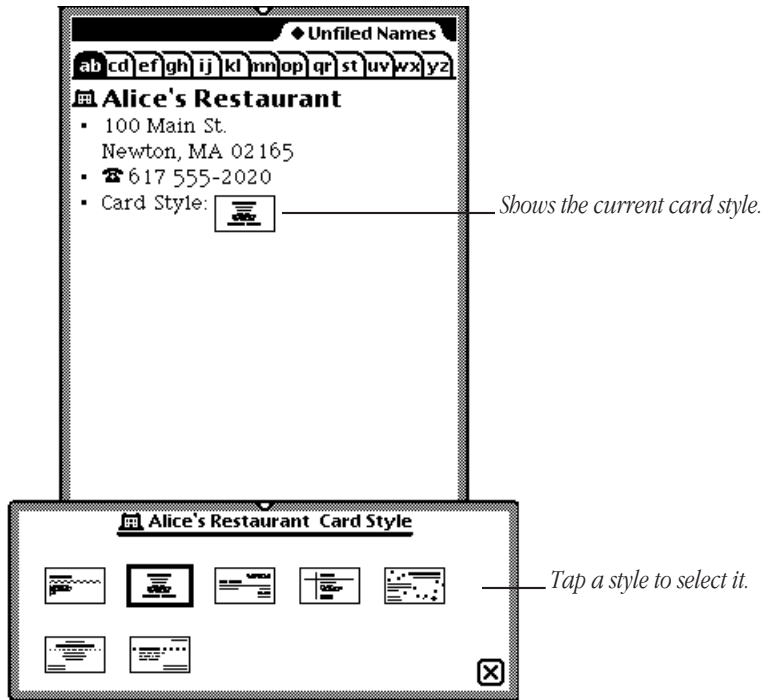
- Use data and information from a storage card that has been converted to the Newton 2.0 operating system.
- Beam or mail a company name card from a Newton device that uses an earlier version of the Newton operating system to your *eMate*, and then select “Put Away” in the InOut Box.


## Changing a card's appearance

There are several different styles, or layouts, that you can choose for a name card.

- 1 Go to the card.
- 2 Tap Show and in the list that appears, tap All Info.
- 3 Tap Card Style or the picture of the card.

A slip of different card styles appears.





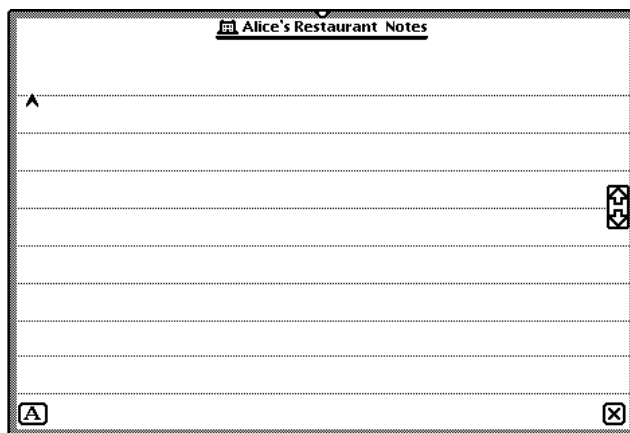
- 4 Tap the style you want to use.  
The selected style now has a thick border around it.
- 5 To see the new card style, *press or tap* , tap Show, and in the list that appears, tap Card.

## Adding and viewing notes

You can add a note to a name card and view notes attached to cards.

### To add a note

- 1 Go to the card.
- 2 Tap Add and in the list that appears, tap Notes.
- 3 In the slip that appears, enter your information.  
Tap the Recognition button  in the lower-left corner if you want to change the recognition setting for the note. *Press* the scroll arrows  on the right side to move down in the note if you need more space.



- 4 When you are finished, *press to* tap  to close the slip.

## To view a note

- 1 Go to the card.
- 2 Tap Show and in the list that appears, tap All Info.

The note text appears in quotation marks if it was written as text. If it was written using a combination of text, ink text, shapes, or sketches you see the designation “[notes].”



- 3 Tap the note shown on the screen.

The note slip appears. Tap the scroll arrows  to move up and down in the note.

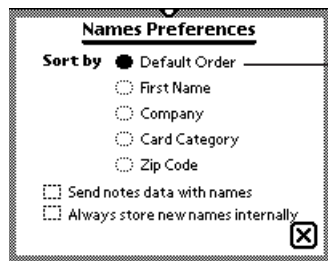
You can find text in a note attached to a name card by *pressing* Find. For more information, see Chapter 6, “Organizing and Finding Information.”

## Setting Names preferences

You can set preferences for the Name File to choose how the cards are sorted, whether you want to beam note information with a card, and whether to store new names internally.

- 1 Tap Names  to open the Name File, if it’s not already open.
- 2 Tap the Information button .
- 3 In the list that appears, tap Prefs.

The Names Preferences slip appears.

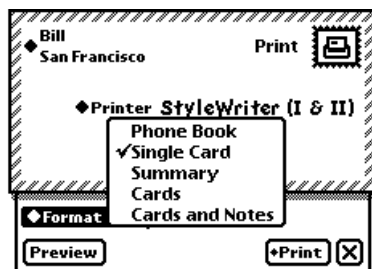


*The default sorting order is alphabetical by the person’s last name, company name, or name of group.*

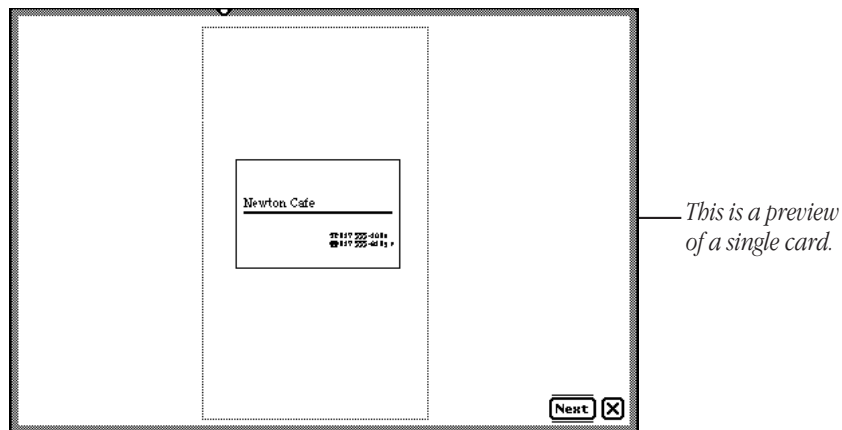
- 4 Enter or change any information.
  - Under “Sort by” tap how you want the *eMate* to sort your name cards. Only name cards with information in the selected field appear. Cards that don’t include information in the field you are sorting by are placed at the beginning of the sort order.
  - Tap the “Send notes data with names” checkbox to beam any notes with name cards.
  - Tap the “Always store new names internally” checkbox if you want to store new items in the internal memory of your *eMate*.  
This preference overrides any settings on a storage card.
- 5 *Pressor* tap  to close the slip.  
If you changed the sorting preference, you now see the cards in the new sort order.

## Printing cards in the Name File

- 1 If you want to print several, but not all, cards, *press* the Overview button ● and, in the list that appears, tap the checkbox next to each card you want to print. Otherwise, go to step 2.
- 2 Tap the Routing button .
- 3 In the list that appears, tap Print Name.  
A print slip appears.
- 4 If necessary, tap Printer and in the list that appears, tap your choice. (For more detailed information on printing, see “Printing” in Chapter 7, “Routing Information.”)
- 5 Tap Format and in the list that appears, tap your choice.



- *Single Card*—to print the card you are currently viewing. (If you selected more than one card to print from the Overview, the choice “Single Card” doesn’t appear.)
  - *Phone Book*—to print information on each card in alphabetical order, with telephone numbers in a separate column to the right.
  - *Cards and Notes*—to print cards and notes.
  - *Cards*—to print cards only (no notes).
  - *Summary*—to print all information for each card including text notes. If you have ink text, a drawing, or a sketch in the notes field, notes are not printed; the designation “[notes]” appears instead.
- 6** To preview the list, tap Preview.  
A miniature of the format is shown.



Tap Next to view any remaining preview screens.

- 7** Press or tap  to close the preview slip.
- 8** Tap Print to print the card or cards in the selected format.



## Faxing, beaming, mailing, duplicating, or deleting cards

- 1** Go to the card.  
To select more than one name card, *press* the Overview button ● and in the list that appears, tap the checkbox next to each card you want to route.
- 2** Tap the Routing button ☑.
- 3** In the list that appears, tap your choice.  
If you want to send the notes associated with Names information, open the Preferences slip for Names and select the “Send notes data with names” checkbox.  
For more information about sending information, see Chapter 7, “Routing Information.”

## Dialing telephone numbers

You can place a telephone call while you are in the Name File. You can also tap Assist or use the Calls application in the Extras Drawer to make calls.

- ▲ **Warning** Do not connect your modem to a digital telephone line. It may damage the modem. ▲

**Important** Because of local telephone regulations, tone dialing through the *eMate* speaker may not be available in some countries.



The *eMate* can look up phone numbers in the Name File and dial them for you, using the speaker or an optional modem. When you enter phone numbers, always include the area code. Based on the information in Time Zones and Owner Info, your *eMate* decides whether to dial an area code and whether to include prefixes and calling card numbers.

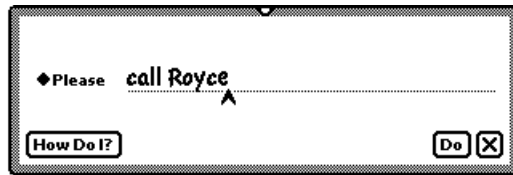
For more information, see Chapter 5, “Managing the *eMate 300*.”

**Important** The *eMate*'s dialing feature does not work with all phones. Some phones, such as PBX phones, do not recognize the tones from *eMate*'s speaker.

**Tip:** You can include letters in a phone number (for example, 1-800-SOS-APPL), but only capital letters are interpreted as numbers. When you dial the phone or send a fax, your *eMate* uses the phone pad numbers corresponding to the letters you enter. Note that the letters Q and Z do not appear on the phone pad and do not dial any corresponding number if they are entered.

## To have the eMate 300 place a call

- 1 Initiate the call. There are several ways to place a call:
  - In the Name File Overview, tap a phone number.
  - In the Card or All Info view, tap the Phone button .
  - Tap Assist  and tap the diamond next to Please. In the list that appears, tap Call. Enter the name or number on the line, then tap Do.



- 2 In the slip that appears, enter the appropriate information.



If you want to use a modem to dial, make sure both the modem and the telephone you're using are connected to the same line. See the modem manual for details.

### 3 Tap Call.

If you're dialing through the speaker, position the *eMate*'s speaker at the center of the telephone mouthpiece.

The number is dialed and a message appears telling you the *eMate* is dialing.

**Note:** If you tapped Log in the Call slip, the call is automatically logged in the Calls application in the Extras Drawer and you see a different screen after you tap Call. For more information, see “Calls” in Part 2, “Using the Built-in Applications” in Chapter 5, “Managing the *eMate 300*.”



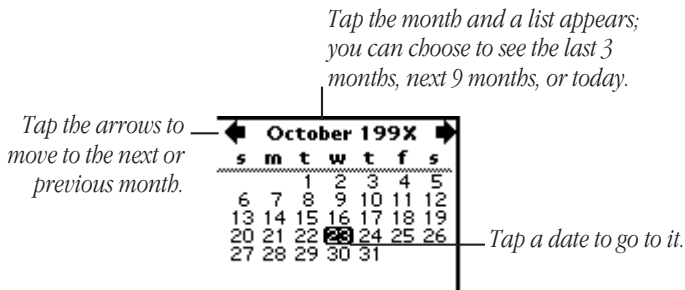
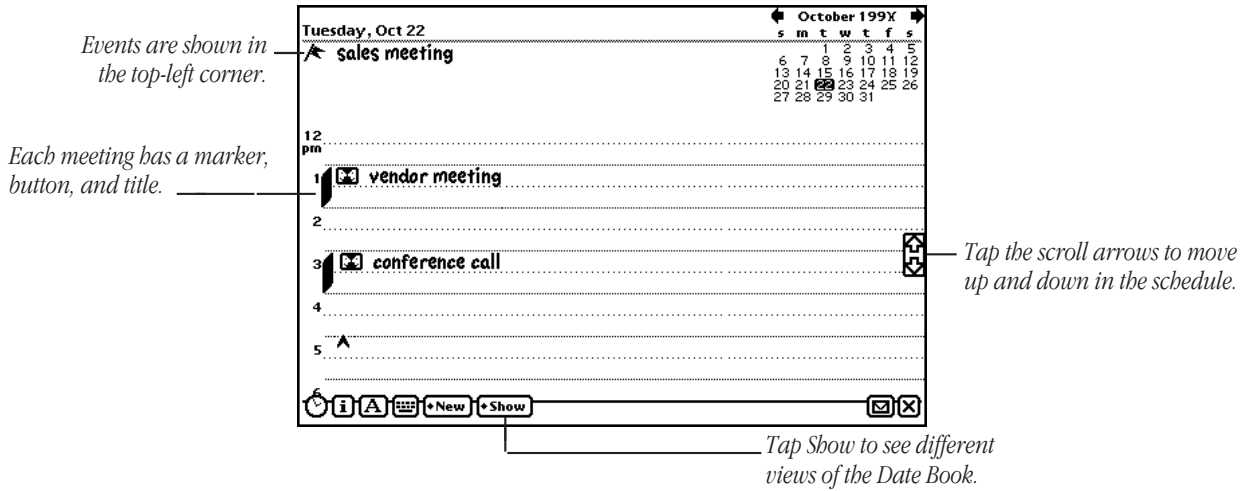
# 4

## Using the Date Book: Calendar and To Do List

The Date Book has two parts: a calendar that you use to keep track of meetings and events, and a daily to-do list, which forwards unfinished items to the current date.

Tap Dates  to go to the Date Book. *Press or* tap  in the lower-right corner of the Date Book to put it away.

## Summary of the Calendar





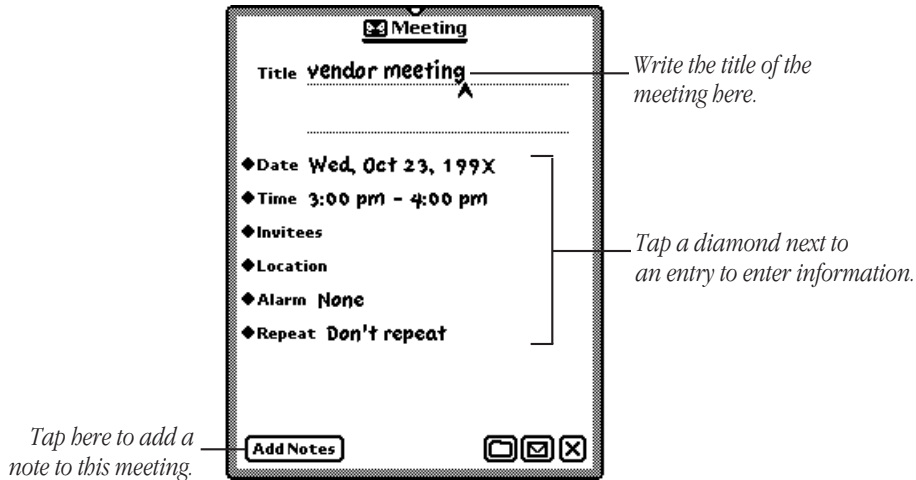
## Scheduling meetings and events

You can create a variety of items in the calendar, including single, weekly, and other repeating meetings, along with single, multiday, and annual events. Meetings are time based and events are date based. You can also add notes to calendar items and set alarms for them.

### Scheduling a meeting

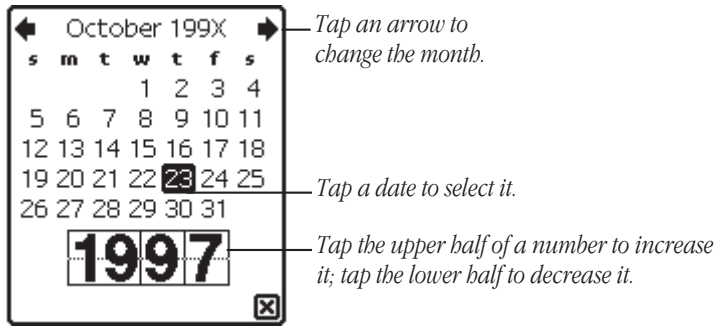
You can schedule a single, one-time meeting or a repeating meeting. (To schedule a weekly meeting, see the next section.)

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Meeting .
- 4 Enter the information in the slip that appears.

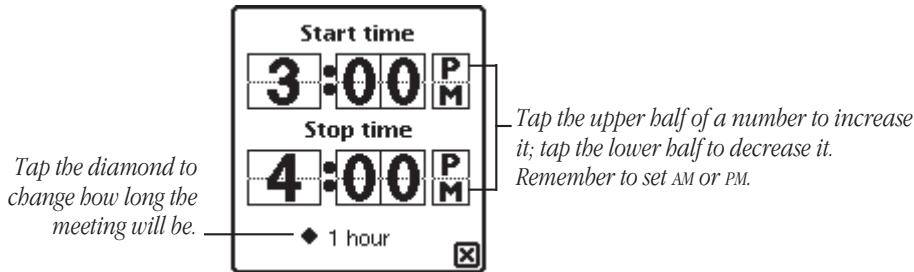


Write the title. To enter other information, tap the diamond ◆ next to an item. You can include the following information:

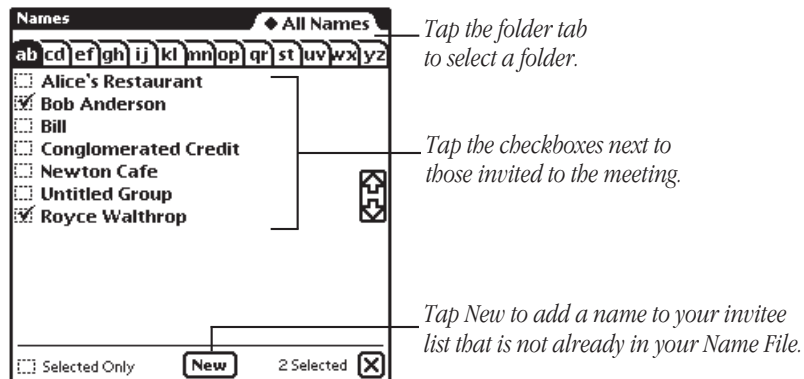
- *Title*—displays the name of the meeting. (You'll see a diamond here if you have created other meetings, except for weekly meetings.)
- *Date*—shows the day and year of the meeting.



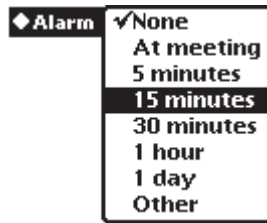
- *Time*—lists the time and length of the meeting.





- *Invitees*—shows who is attending the meeting. (Your *eMate* gets the information from the Name File.)

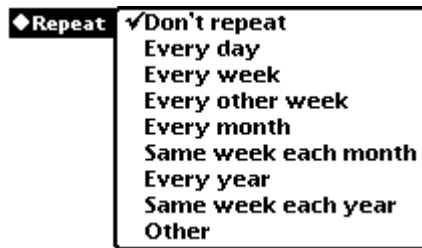


- *Location*—tells where the meeting is being held.
- *Alarm*—sets an alarm and a message to appear a specified amount of time before the meeting.




To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the *eMate 300*.”

- *Repeat*—tells how often the meeting repeats, if necessary.

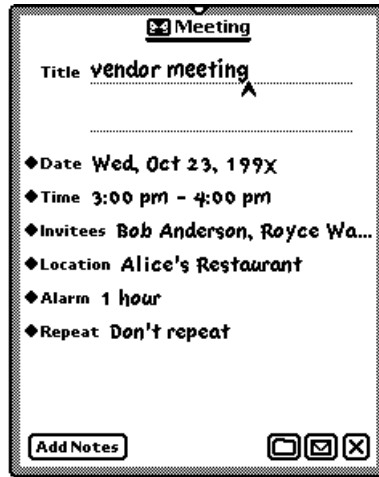


- *Add Notes*—allows you to add additional information about the meeting.

To add more information or edit existing information,  Edit Notes in the meeting slip. Scrub any information you want to delete.



This is an example of a meeting slip that has been filled out.



**Meeting**

Title **vendor meeting**

◆Date **Wed, Oct 23, 199X**

◆Time **3:00 pm - 4:00 pm**

◆Invitees **Bob Anderson, Royce Wa...**

◆Location **Alice's Restaurant**

◆Alarm **1 hour**



◆Repeat **Don't repeat**

Add Notes

- 5 When you are finished entering information, *press or* tap  to close the slip.

### **Scheduling a weekly meeting**

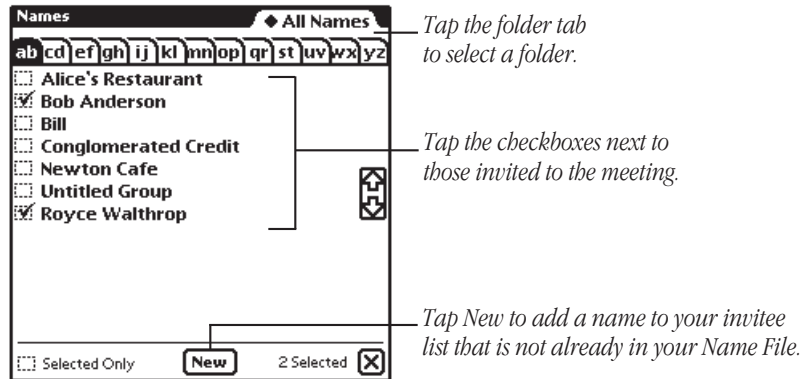
You can schedule a meeting for the same day and time each week.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Weekly Meeting .
- 4 Enter the information in the slip that appears.

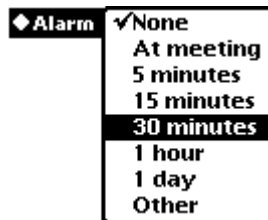
Write the title. To enter other information, tap the diamond ◆ next to an item.



You can include the following information:

- *Title*—displays the name of the meeting. (You'll see a diamond next to this if you have created other weekly meetings.)
- *Time*—lists the time and length of the meeting.
- *Invitees*—shows who is attending the meeting.

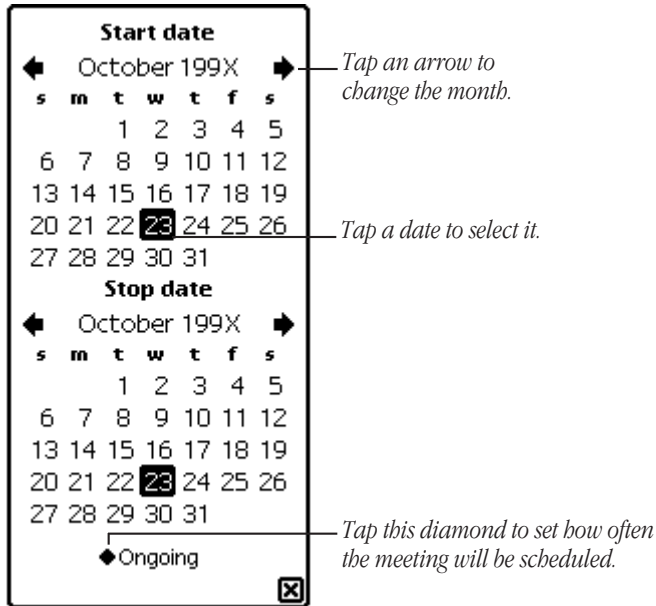


- *Location*—tells where the meeting is being held.
- *Alarm*—sets an alarm and a message to appear a specified amount of time before the meeting.



To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the eMate 300.”

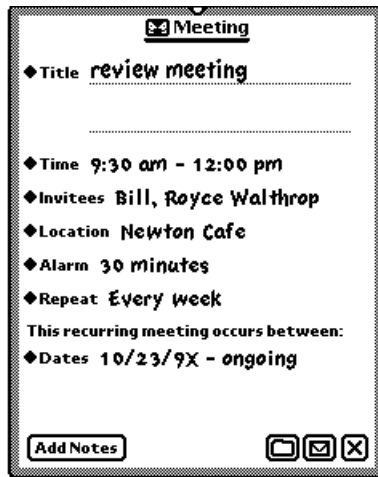
- *Dates*—shows the beginning day and year of the meeting and the end date (if it’s not ongoing).



- *Add Notes*—allows you to add additional information about the meeting.

To add more information or edit existing information, tap Edit Notes in the meeting slip. Scrub any information you want to delete.

This is an example of a Weekly Meeting slip that has been filled out.



**Meeting**

◆ Title **review meeting**

◆ Time **9:30 am - 12:00 pm**

◆ Invitees **Bill, Royce Walthrop**

◆ Location **Newton Cafe**

◆ Alarm **30 minutes**

◆ Repeat **Every week**

This recurring meeting occurs between:



◆ Dates **10/23/9X - ongoing**

Add Notes

- 5 When you are finished entering information, *press or tap*  to close the slip.

### **Scheduling an event**

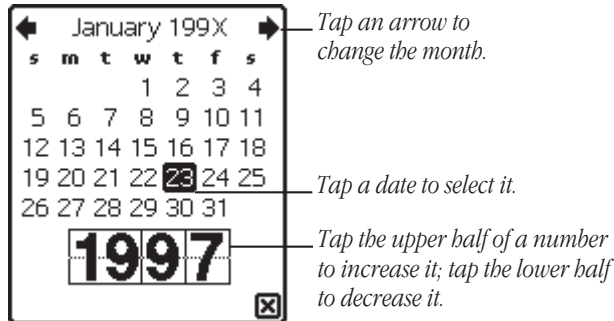
You can schedule an event on a particular day.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Event .
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond next to an item. You can include the following information:



- *Title*—displays the name of the event. (You'll see a diamond here if you have created other events.)

- *Date*—shows the day and year of the event.

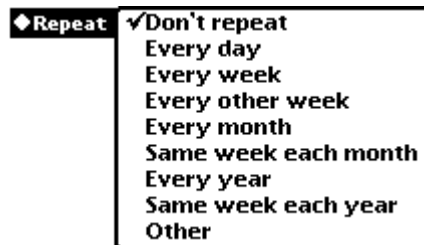


- *Alarm*—sets an alarm and a message slip to appear a specified amount of time before the event.



To choose the type of sound and volume for the alarm, go to Prefs  in the Extras Drawer and tap Alarm . Then go to Sound preferences and turn on “Action sound effects.” For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the eMate 300.”

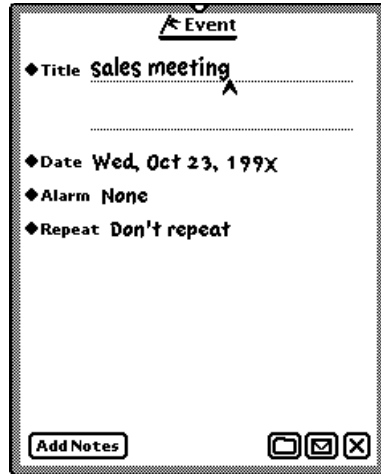
- *Repeat*—tells how often the event repeats, if necessary.



- *Add Notes*—allows you to add additional information about the event.

Once you've added information in a note, to add more information or edit existing information while the meeting slip is still open, tap *Edit Notes* in the event slip. Scrub any information you want to delete.



This is an example of an event slip that has been filled out.



- 5 When you are finished entering information, *press or tap*  to close the slip.

### **Scheduling a multiday event**

You can also schedule events that last more than one day, such as a conference or sales meeting.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Multi-Day Event .

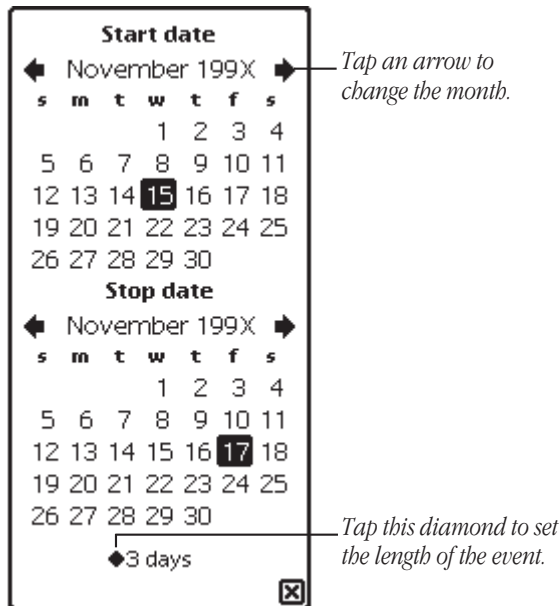
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond **◆** next to an item. You can include the following information:

- *Title*—displays the name of the event. (You'll see a diamond here if you have created other multiday events.)
- *Alarm*—sets an alarm and a message slip to appear a specified amount of time before the event.



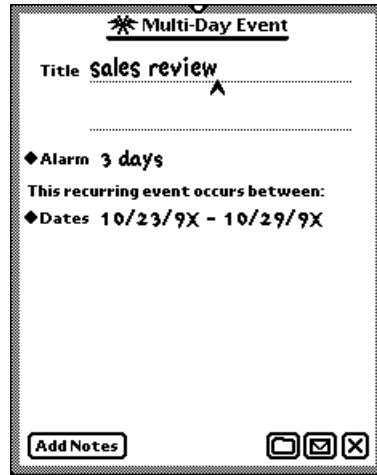
- *Dates*—shows the date the event occurs.



- *Add Notes*—allows you to add additional information about the event.

To add more information or edit existing information, tap Edit Notes in the event slip. Scrub any information you want to delete.

This is an example of a Multi-Day Event slip that has been filled out.





The image shows a screenshot of a 'Multi-Day Event' slip. At the top, it says 'Multi-Day Event' with a star icon. Below that, the title is 'sales review'. There is a section for 'Alarm 3 days' and a note that 'This recurring event occurs between: Dates 10/23/9X - 10/29/9X'. At the bottom, there is an 'Add Notes' button and three icons: a calendar, an envelope, and a close button (X).

- 5 When you are finished entering information, *press or tap*  to close the slip.

### **Scheduling an annual event**

Use this to include events that occur on one day each year, such as birthdays or anniversaries.

- 1 Tap Dates .
- 2 Tap New.
- 3 From the list that appears, tap Annual Event .



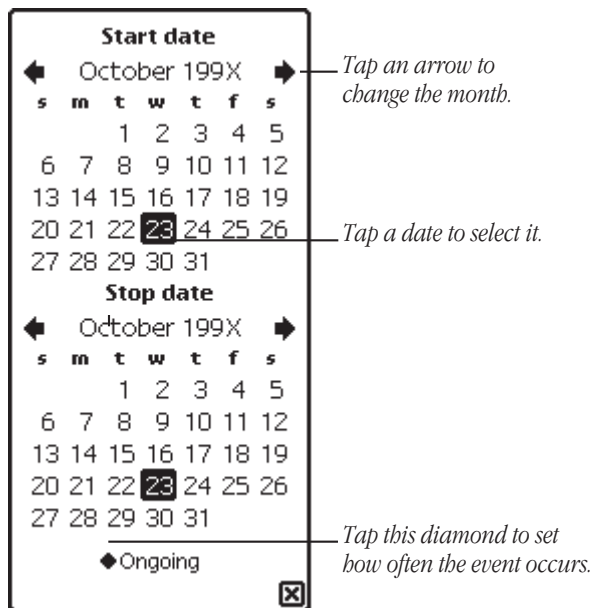
- 4 Enter the information in the slip that appears.

Write the title. To enter other information, tap the diamond **◆** next to an item. You can include the following information:

- *Title*—displays the name of the event. (You'll see a diamond here if you have created other annual events.)
- *Alarm*—sets an alarm to go off and a message slip to appear a specified amount of time before the event.



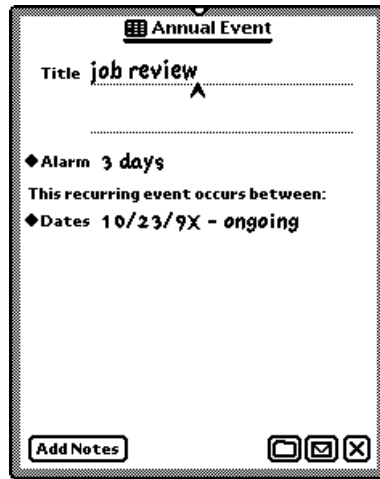
- *Dates*—shows the dates the event occurs on.



- *Add Notes*—allows you to add additional information about the event.

To add more information or edit existing information, tap Edit Notes in the event slip. Scrub any information you want to delete.

This is an example of an Annual Event slip that has been filled out.




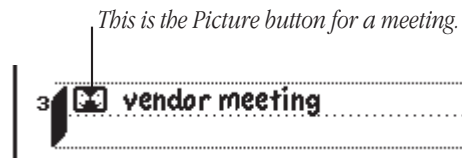
The image shows a screenshot of a mobile application interface for an "Annual Event" slip. At the top, there is a header with a calendar icon and the text "Annual Event". Below this, the "Title" field is filled with "job review". Underneath the title, there is a section for "Alarm" set to "3 days". Below that, it says "This recurring event occurs between:" followed by "Dates 10/23/9X - ongoing". At the bottom left, there is a button labeled "Add Notes". At the bottom right, there are three icons: a picture icon, an envelope icon, and a close icon (an 'X' in a square).

- 5 When you are finished entering information, *press or tap*  to close the slip.

### Adding notes to an existing meeting or event

You can annotate a meeting or event and add information.

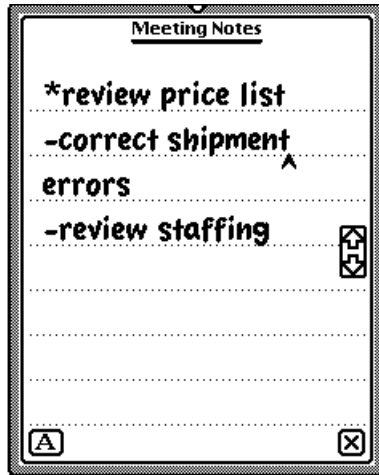
- 1 Tap Dates .
- 2 Tap the Picture button next to the meeting or event title. The meeting or event slip appears.




- 3 Tap Add Notes.

If you've already entered notes, the button is labeled Edit Notes.

- 4 Enter the information in the Meeting Notes slip that appears.






- 5 Press or tap  to close the notes slip, then press or tap  to close the meeting slip.



### Using the alarm to notify you

When an alarm goes off, a message appears on the *eMate* screen. You can also choose to have the *eMate* play a sound when the alarm goes off.

To set the type of sound and volume for an alarm:

- 1 Press Extras , then tap the folder tab and tap Unfiled Icons.
- 2 Tap Prefs , then tap Alarm .

In the slip that appears, tap your preferences.

- 3 Press or tap  to close the slip.
- 4 Tap Sound  and in the slip that appears, tap the checkbox next to “Action sound effects.”

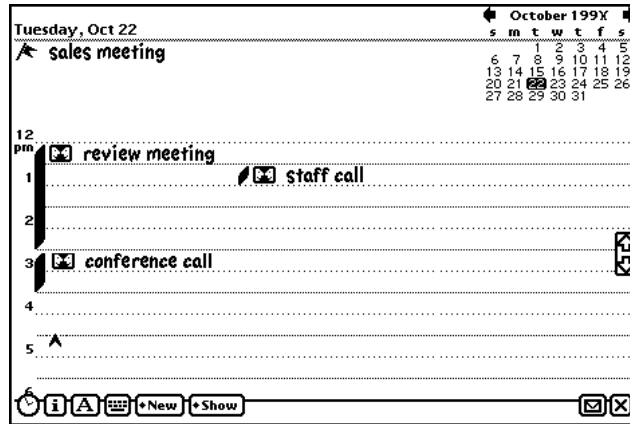
This turns on sound effects so you can hear the alarm.

For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the *eMate 300*.”

## Scheduling overlapping meetings

You can set two meetings for overlapping times by placing them side by side.

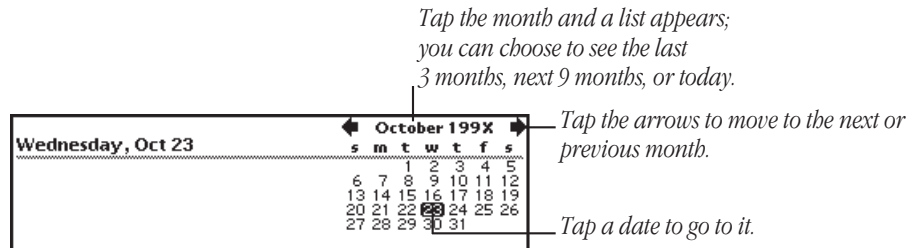
Schedule the first meeting, then do one of the following:



- Tap **New** and in the list that appears, tap the type of meeting you want. In the meeting slip that appears, enter the appropriate information, and then *press or tap*  to close the slip. The new meeting appears in the middle of the screen at the specified time.
- Draw a vertical line near the middle of the calendar, specifying the time of the second meeting. A marker and Picture button for the second meeting appear. Write the title next to the new Picture button or tap the Picture button and enter *the* appropriate information in the slip that appears, then *press or tap*  to close the slip.
- Schedule the second meeting at a different time, then move it. For more information, see “Moving Items in the Date Book,” later in this chapter.

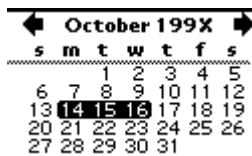
## Moving around in the Date Book


You use the monthly calendar in the top-right corner of the Date Book to go quickly through the Date Book.

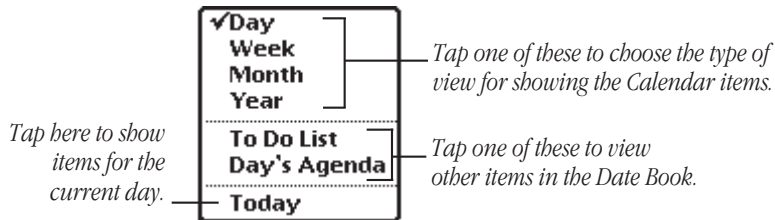


- To go to another date, tap the date.
- To see the next or previous month, tap the arrows.
- To see several days at a time, select the days you want, up to seven days. Tap a date, then drag to the end date. You can select the same day over consecutive weeks (vertically) or days in a single week (horizontally).

You can also see consecutive days spanning two weeks by dragging the pen diagonally.

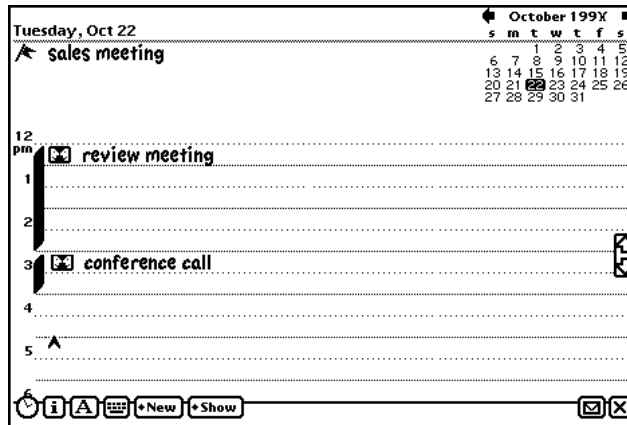


- 1 Tap Dates  to open the Date Book.
- 2 Tap Show and in the list that appears, tap your choice.

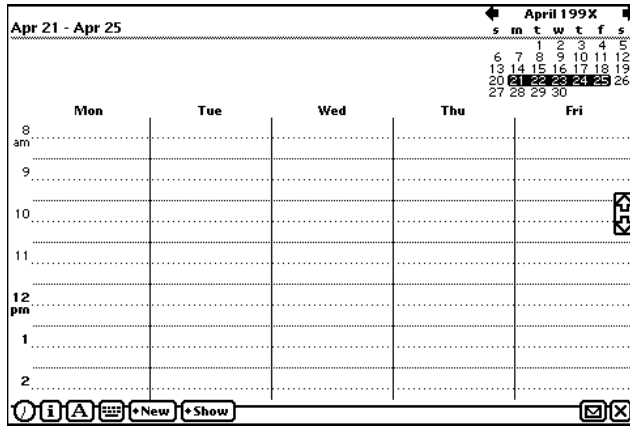


The default view is the current day. If you choose a week view, it shows the week containing the current day.

- Tap Day to view a particular day.



- Tap Week to see the overview for a particular week.

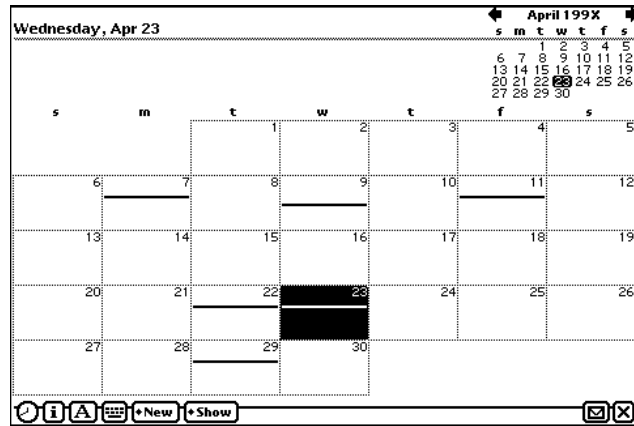


- Tap Month to see one month at a time. The dark bands represent meetings and events and the flags represent events.

To go to a particular date in the month, tap the day in either the large month view or the minicalendar in the upper-right corner.

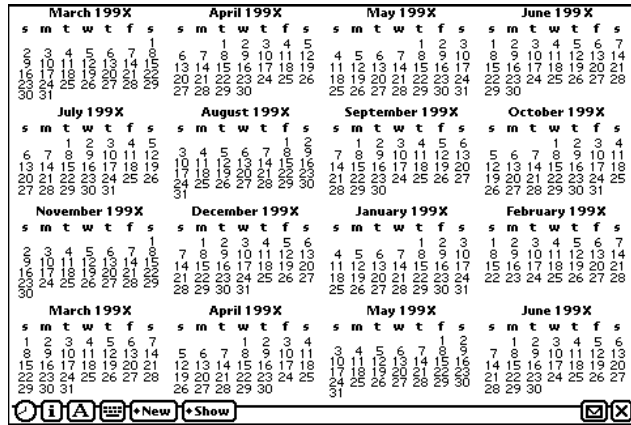
To go to another month, you can

- Tap the name of the month and, from the list that appears, tap your choice.
- Tap the arrows next to the name of the month.
- *Press* the up and down arrows next to the Overview button ●.





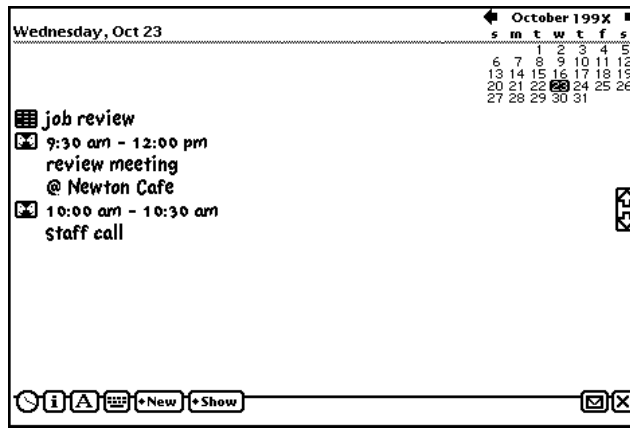
- Tap Year to see a distant date. A ten-month calendar appears. Tap the up and down arrows next to the Overview button ● to see more months. You can tap the month or the date you want to see.



- Tap To Do List to see your tasks.

For more information, see “Using the To Do List,” later in this chapter.

- Tap Day's Agenda to see meetings, events, and to-do tasks for the day you are viewing. Tap the Picture button for an item to see more information about it.

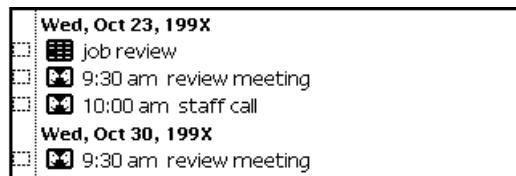


- Tap Today to go quickly to today's schedule.

## Viewing items in the Date Book

You can use the Overview button ● to see a list of items in the Date Book. There are several ways to do this, depending upon what you want to see.

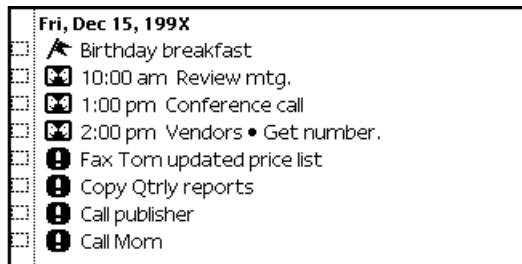
- *Meetings and events*—Tap Show and in the list that appears, tap Day. Press the Overview button ●.



- *To Do Tasks*—Tap Show and in the list that appears, tap To Do List. *Press* the Overview button ●.





- *Multiple meetings, events, and to-do tasks*—If you have four or more meetings, events, or tasks in one day and you want to see them all, tap Show and in the list that appears, tap Day's Agenda. *Press* the Overview button ●.

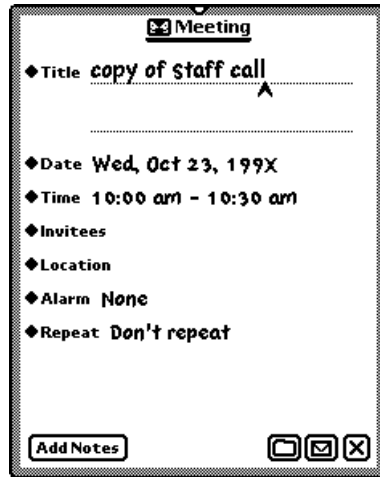


## Duplicating meetings or events

To duplicate a meeting or event:

- 1 Tap Dates .
- 2 Go to a specific date.
- 3 Tap the Picture button for the meeting or event. The Meeting slip appears.
- 4 Tap the Routing button .

- 5 From the list that appears, tap Duplicate.  
A copy of the slip appears.



- 6 Change information in the slip as appropriate.

If you change the time or date of the meeting, the *eMate* automatically moves it to the new time or date.

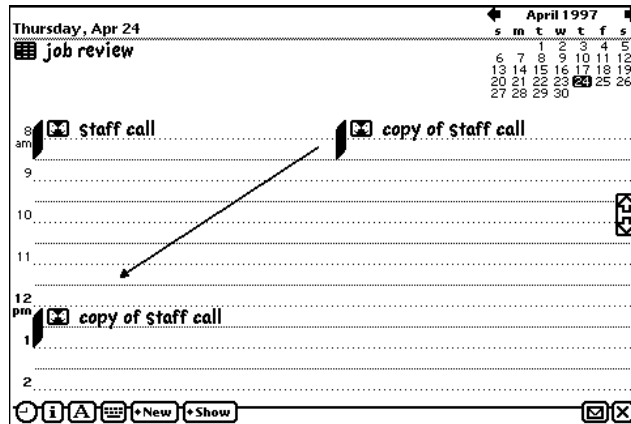
If you don't change the time or date of the meeting, it appears next to the original item in the day's schedule. To move the item to another time or date, see the next section, "Moving Items in the Date Book."

## Moving items in the Date Book

You can quickly move meetings or events to a different time or date or change the length of a meeting or event.

### Moving a meeting within the same day

To move a meeting to a different time in the same day, hold the pen on the Picture button for the meeting or event. Move the item to the desired time.



Another way to do this is to tap the Picture button for the meeting, tap Time, and in the slip that appears, tap the new time.

## Moving a meeting to another date

To move a meeting or event to a different date, tap the Picture button for the meeting, tap Dates, and in the slip that appears, tap the new date.

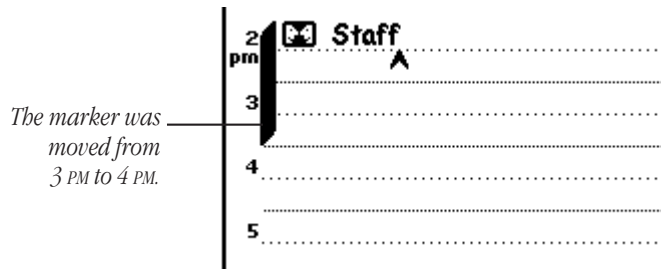
You can also hold the pen on the Picture button for the meeting or event and drag it all the way to the right or left edge of the screen. A box appears. Tap the date on the calendar that you want to move the meeting to. Hold the pen on the box and move it to the time you want on the selected day.

If you want to move a meeting within the same week, tap Show, then tap Week. Tap the Picture button for the meeting and drag it to the new date.


## Changing the length of a meeting

To change the length of a meeting:

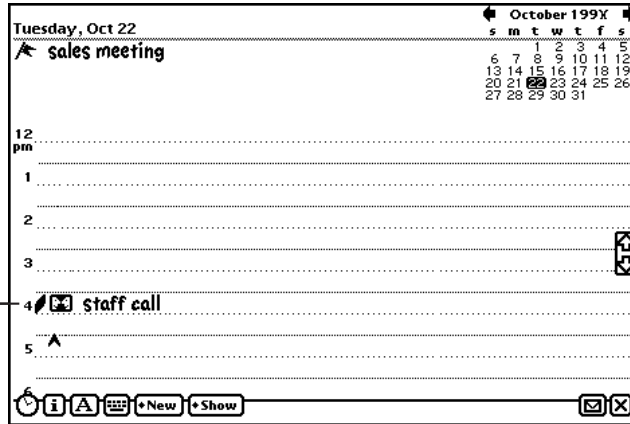
- Hold the pen on the marker for the meeting until it turns white and drag to the new beginning or ending time.



- Tap the Picture button for a meeting, tap Time, and in the slip that appears, tap the new time.

To change the time of a meeting, tap the Picture button and drag it to the new time. Tap the scroll arrows  on the right if you need to move up or down in the schedule.


*This meeting was moved from 11 AM to 4 PM.*



## Using the To Do List

The Date Book includes a daily To Do list that forwards unfinished items to the current date.

## Creating a To Do Task

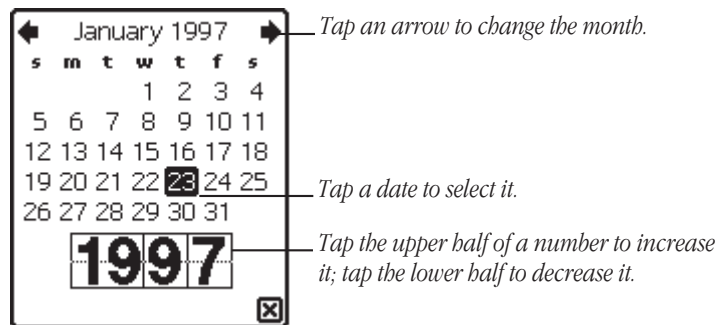
- 1 Tap Dates .
- 2 Tap New.
- 3 In the list that appears, tap To Do Task.



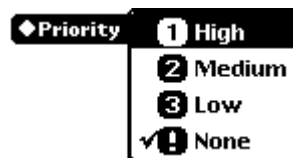
- 4 Enter the information in the slip that appears.

To enter information, tap the diamond next to the item you want to enter. You can include the following information:

- *Title*—displays what the task is.
- *Date*—lists the date you want to do this task.



- *Priority*—sets a numbered priority for the task.

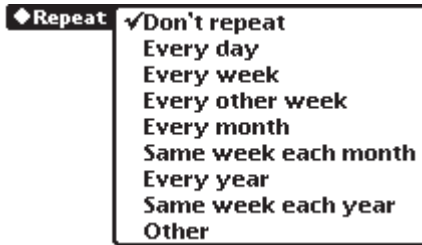




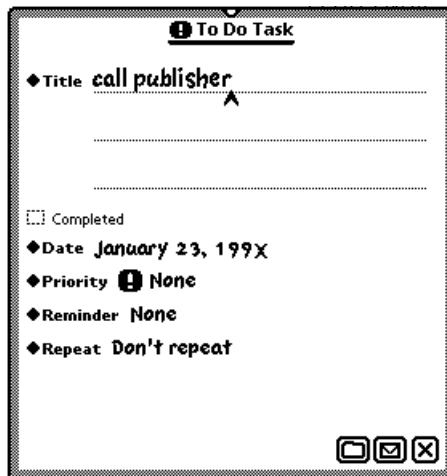
- *Reminder*—sets how many days in advance to start displaying the To Do task.



- *Repeat*—sets the task to reappear at a specified interval.




This is an example of a To Do Task slip that has been filled out.

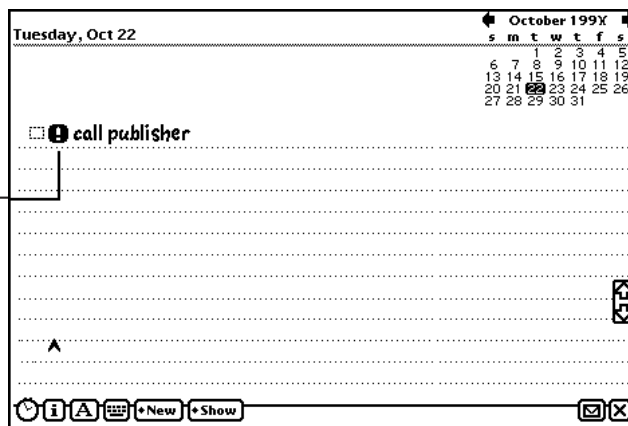


- 5 When you are finished entering information, *press or tap*  to close the slip.

## Viewing the To Do List

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.

Tap this button to see more information on the to-do task.



- 4 To see more information about a specific task, tap the Picture button next to the checkbox.


Your *eMate* automatically turns itself on at 3:00 A.M. every morning and moves unfinished tasks to the next day. The *eMate* then turns itself off.

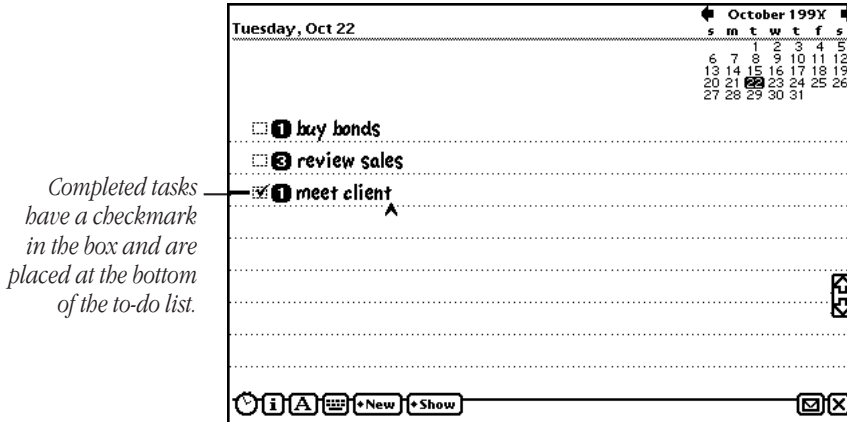
## Changing the level of a to-do task

Tap the Picture button of a to-do task and drag it to the level of priority you want.

If you move the task above a higher-priority item, it becomes a higher priority. If you move the task below a lower-priority item, it becomes a lower priority.



## Completing a to-do task

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.
- 4 Tap the checkbox next to any items you have finished.





Tasks that are completed move to the bottom of the list.

## Deleting a to-do task

- 1 Tap Dates .
- 2 Tap Show.
- 3 In the list that appears, tap To Do List.
- 4 Tap the Picture button next to the checkbox of the item you want to delete.
- 5 Tap the Routing button .
- 6 Tap Delete.

## Duplicating a to-do item

- 1 Tap Dates .
- 2 Go to a specific date.
- 3 Tap Show.
- 4 In the list that appears, tap To Do List.
- 5 Tap the Picture button next to the checkbox of the item you want to duplicate.
- 6 Tap the Routing button .
- 7 Tap Duplicate.



A copy of the task appears in the list. You can tap its Picture button to change any information.

## Other ways to create meetings and to-do tasks

There are several ways you can create meetings and to-do tasks without using the New button.

- If you are in the Day view and want to create a new meeting, tap the pen on the line at the approximate time, then write a name for the meeting. You can also draw a vertical line to create a new meeting marker.
- If you are in the To Do List view and want to create a new task, tap the pen on a line and write the task.

## Faxing, beaming, mailing, and duplicating meetings, events, and to-do tasks

- 1 Go to the item.  
  
To select more than one item, *press* the Overview button  and, in the list that appears, tap the checkbox next to each item you want to route.
- 2 Tap the Routing button .
- 3 In the list that appears, tap your choice.

For more information, see Chapter 7, “Routing Information.”

## Sending repeating to-do tasks

When you e-mail or beam a repeating to-do task, it is sent to the recipient as a non-repeating task. To make it repeat, the recipient must tap the to-do task to open the slip, tap Repeat, and in the list that appears, tap a choice.

## Deleting meetings, events, and to-do tasks

You can free up your *eMate*'s internal memory by deleting old and out-of-date items from the Date Book.

To delete a single meeting, event, or to-do task, go to the item, tap its Picture button, and tap the Routing button . In the list that appears, tap Delete.

To delete more than one item, use the overview. There are several ways to do this, depending upon what you want to delete.

- Meetings and events

*Press* the Overview button ● in the Day view. Tap the checkbox next to each meeting or event you want to delete. *Press* the scroll arrows to see days in the past and future. When you are finished selecting items, tap the Routing button  and, in the list that appears, tap Delete.



- To Do Tasks

*Press* the Overview button ● in the To Do List view. Tap the checkbox next to each task you want to delete. Tap the scroll arrows  to see tasks in the past and future. When you finish selecting tasks, tap the Routing button  and, in the list that appears, tap Delete.

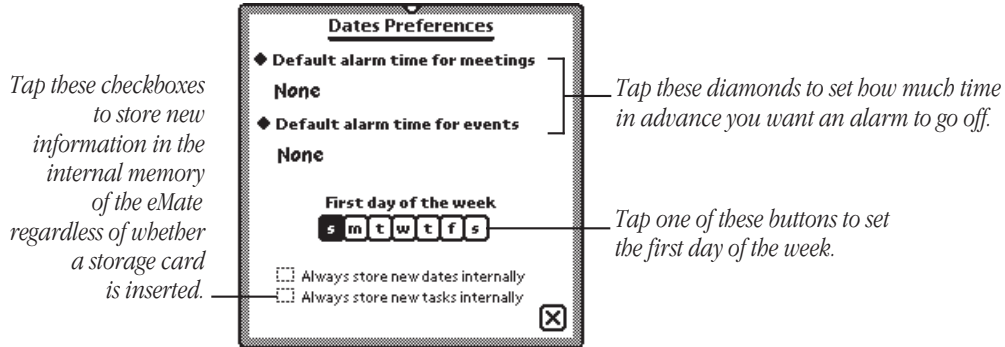
- Meetings, events, and to-do tasks


*Press* the Overview button ● in the Day's Agenda view. Tap the checkbox next to each item you want to delete. Tap the scroll arrows  to see items in the past and future. When you finish selecting items, tap the Routing button  and, in the list that appears, tap Delete.

## Setting preferences for the Date Book

- 1 Tap Dates .
- 2 Tap the Information button .
- 3 In the list that appears, tap Prefs.

The Dates Preferences slip appears.



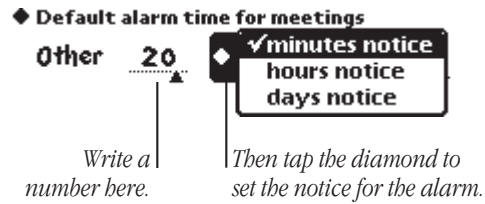
- 4 Enter the appropriate information, then *press or* tap  to close the slip.

### Setting a default alarm time for meetings

- 1 Tap “Default alarm time for meetings.”
- 2 From the list that appears, tap your choice.

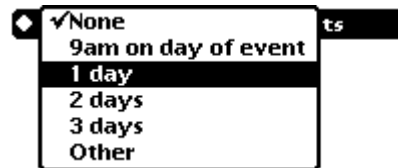


To set an alarm time other than those shown, tap Other and enter the appropriate information.



## Setting a default alarm time for events

- 1 Tap “Default alarm time for events.”
- 2 From the list that appears, tap your choice.



To set an alarm time other than those shown, tap Other and enter the number of days.





# 5

## Managing the *eMate* 300

This chapter contains information about the *eMate* and is divided into two parts:

*Part 1:* Managing the Extras Drawer

*Part 2:* Using the built-in applications

Use the first part of this chapter to learn how to manage the Extras Drawer and the items in it.

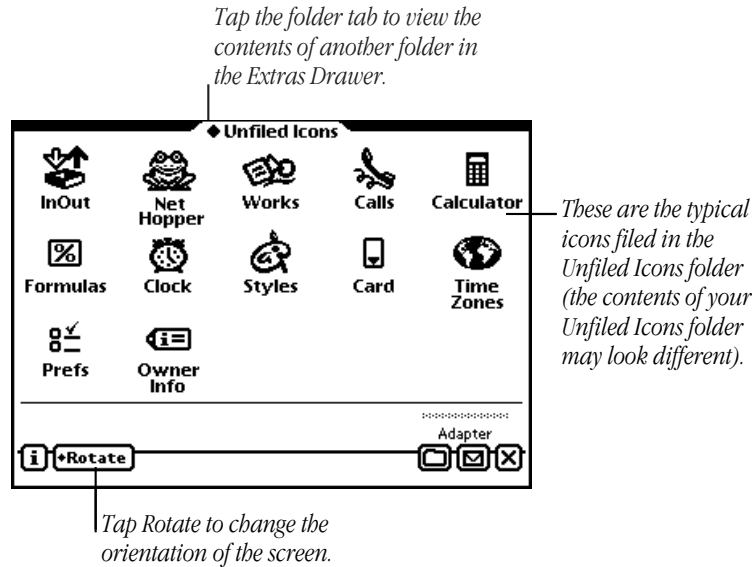
Use the second part of this chapter to learn how to use the applications that come with your *eMate*.



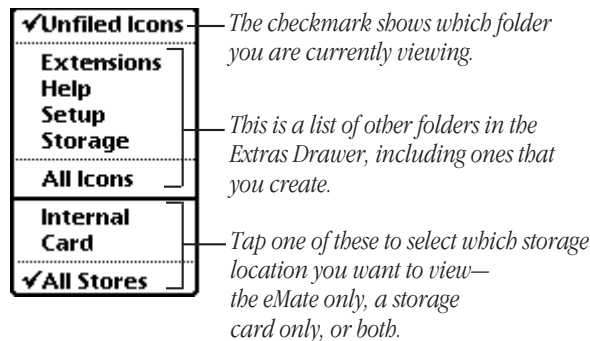
## Part 1: Managing the Extras Drawer

The Extras Drawer contains icons you can tap to go to different areas of your *eMate*, other than the Name File, Date Book, and Notepad. If you install more applications, either internally or on a storage card, their icons may appear in the Extras Drawer.

To open the Extras Drawer, *press* Extras . *Press* the *key* again to close the Extras Drawer. You can also *press or tap*  to close the Extras Drawer.



You can also manage the information and applications in the Extras Drawer. As in many areas of the *eMate*, the Extras Drawer is organized by folders.



The following folders are present when you first receive your *eMate*:




- *Unfiled Icons*—contains many built-in applications, such as the InOut Box, Calls, Calculator, Formulas, Time Zones, Connection, Card, Styles, Prefs, Owner Info, *eMate Tour*, and Clock.
- *Setup*—contains Setup and Writing Practice.
- *Help*—includes the on-screen help application for the Newton operating system (help files from other applications you install are also located here).
- *Extensions*—contains fonts, system extensions, and some applications.
- *Storage*—contains data from all of your applications.

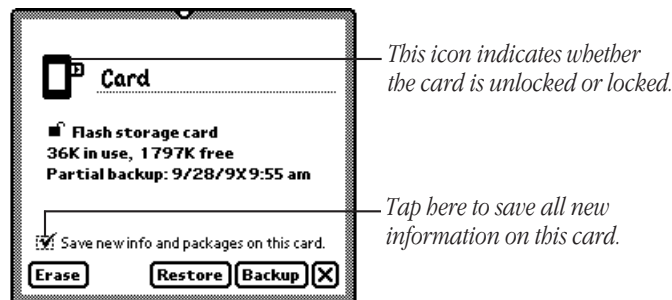
You can create new folders and edit existing folder names. For more information, see Chapter 6, “Organizing and Finding Information.”

## Setting where new information is stored

All new items you create in the Notepad, Name File, and Date Book are stored internally in the *eMate*, unless you specify otherwise.

You can store new information automatically on a storage card. To do this:

- 1 Insert a storage card.
- 2 Press the Extras  key to open the Extras Drawer.
- 3 Tap the folder tab, tap Unfiled Icons, then tap Card . (If you filed Card in another folder, tap the name of that folder, then tap Card .)
- 4 In the slip that appears, tap “Save new info and packages on this card.”  
If the card is locked, you can’t choose this option.




- 5 *Press or tap*  to close the slip.

Any new information you create on your *eMate* will now be stored on that card, unless you change storage locations for individual items or applications.

## Checking memory used in built-in applications

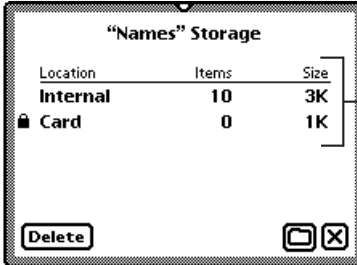
Some applications have information filed in the Storage folder of the Extras Drawer. These files contain data and other information specific to that application. You can see the number of items in each application and the amount of memory these items take up. You can also route and file this data.


- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the folder tab, then tap Storage.

The Storage folder shows a storage icon  for each information file.



- 3 Tap the icon for the application you want to see.

A slip appears, showing the number of items in the application and the amount of memory these items take up. If you have a card installed, it lists this information for the card also.




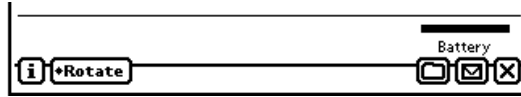
Location	Items	Size
Internal	10	3K
 Card	0	1K

*This is the information that appears when you tap the Names Storage icon.*

- To delete items in storage for the application, tap Delete. A warning message appears, asking if you want to delete all the items. Tap OK.
  - To file the items into a folder in the internal memory or on a storage card, tap the Folder button . In the slip that appears, select the appropriate information, then tap File. A message appears asking if you want to file the information. Tap OK.
- 4 When you are finished viewing the slip, *press or tap*  to close it.



## Checking battery status

To check the amount of power left in your batteries *press the* Extras  *key to* open the Extras Drawer.

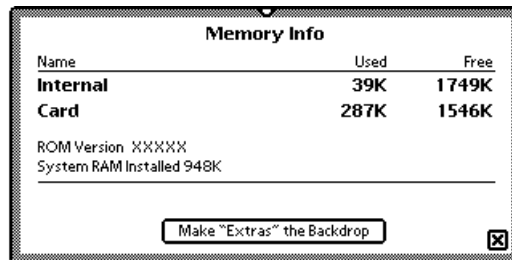


- Look at the battery gauge in the lower-right corner of the Extras Drawer. This indicates how much power is left.

## Checking the available memory

- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the Information button  and, in the list that appears, tap Memory Info.

A slip appears showing you the amount of internal memory used. If you have a storage card inserted, the memory used on the card is also listed.

A screenshot of the 'Memory Info' screen. It displays a table with columns for Name, Used, and Free. Below the table, it shows ROM Version and System RAM Installed. At the bottom, there is a button labeled 'Make "Extras" the Backdrop' and a close icon (X).

Name	Used	Free
<b>Internal</b>	<b>39K</b>	<b>1749K</b>
<b>Card</b>	<b>287K</b>	<b>1546K</b>

ROM Version XXXXX  
System RAM Installed 948K

Make "Extras" the Backdrop



## Changing the backdrop

The backdrop is the application you see when you close all other applications. When you first receive your *eMate*, *Newton Works* is set as the backdrop. You can change the backdrop—for example, if you use a specific application, such as Name File, more than *Newton Works*.

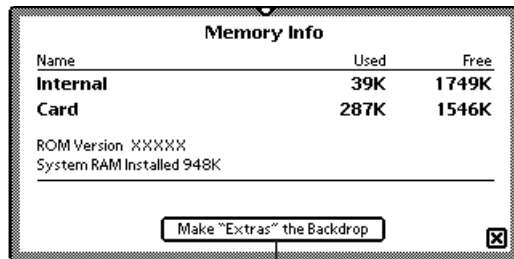
When you make an application other than the *NewtonWorks* the backdrop, a *Works icon in the Extras drawer* allows you to access *Works* appears in the Extras Drawer.

If you reset your *eMate* by tapping the Reset button, the backdrop does not change. If you do a hard reset (which erases all the information on your *eMate*), the backdrop reverts to *NewtonWorks*.

## Making the Extras Drawer the backdrop

- 1 Press the Extras  key to open the Extras Drawer.
- 2 Tap the Information button  in the lower-left corner and in the list that appears, tap Memory Info.

A slip appears.




Tap here to make Extras the backdrop.

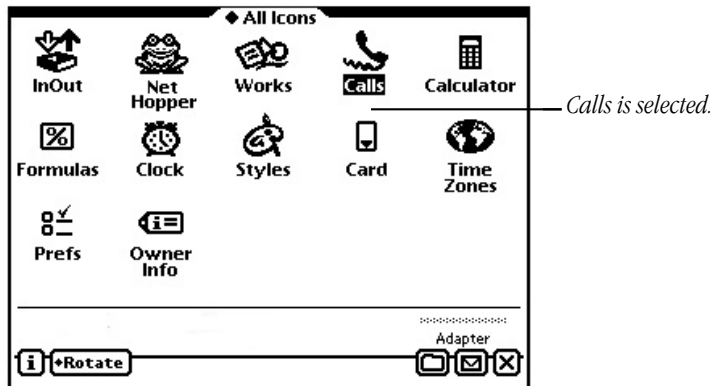
- 3 Tap the button to make the Extras Drawer the backdrop.  
Another slip appears, asking you to confirm that you want to change the backdrop.
- 4 Tap OK.

Now you see the Extras Drawer when you close all other applications.

## Making any other application the backdrop

You can make any application in the Extras Drawer the backdrop.

- 1 Press the Extras  key to open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the application you want as the backdrop.
- 3 Hold the pen on or near the icon until a heavy mark appears under the pen, then draw the highlighting mark over or around the icon to select it.

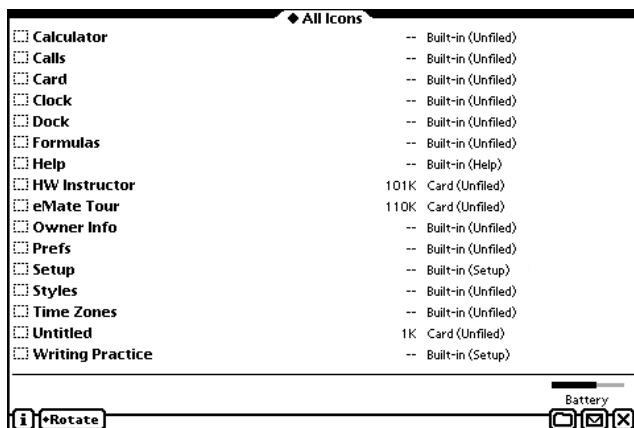


- 4 Tap the Routing button .
- 5 From the list that appears, tap Make Backdrop. A slip appears, asking if you want to change the backdrop.
- 6 Tap OK.

Now when you close all other applications you see the application you selected.

## Viewing items in the Extras Drawer

You can view items in the Extras Drawer in two ways—by icon (default view) and as a list. To see a list, or overview, of items, go to a folder in the Extras Drawer and *press* the Overview button ●.



The overview shows the amount of memory used for each installed application and where applications are stored (card or internal memory). To file or route applications in the list, tap the checkbox next to each application, then tap the Folder button  or the Routing button .

**Note:** Built-in applications, such as the the Names storage icon , can't be routed.

To go back to the icon view, *press* the Overview button ● again.

## Selecting, moving, and deleting icons

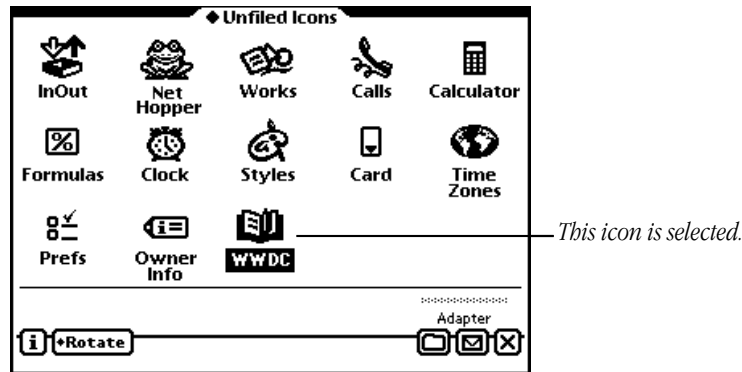
Icons are small pictures on the screen that represent items stored on your *eMate*. They include:

- Built-in or installed applications and packages, such as Dock or the *eMate* Tour.
- Documents you create with an application, such as a Newton book.

You can select icons and move them around in the Extras Drawer to change their position. You can also delete icons from the Extras Drawer, except for built-in applications.

## Selecting and moving icons

To select an icon, hold the pen on or near the item until a heavy mark appears under the pen, and draw the mark over or around the icon. The icon is selected.



To select several icons at once, draw the mark over or around all the icons you want to select. To move an icon, select it, then hold the pen on the selection and drag the icon where you want to place it. You can also drag items into and out of the button bar to customize it.

## Deleting icons


You can delete any type of icon, except those that represent built-in applications or data. To delete an icon, do one of the following:

- Scrub out the icon you want to delete.
- Select the icon, tap the Routing button  and in the list that appears, tap Delete. A message appears asking if you really want to delete it. Tap OK.
- Go to the folder in the Extras Drawer that contains the icon. *Press* the Overview button ● and tap the checkbox next to each icon you want to delete. Tap the Routing button . In the list that appears, tap Delete. A message appears asking if you really want to delete it. Tap OK.



## Beaming icons

You can beam applications to another Newton device. You cannot beam built-in or copy-protected applications.





- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the icon you want to beam.
- 3 Select the icon or icons.
- 4 Tap the Routing button . In the list that appears, tap Beam Icon.

A slip appears showing you the progress of the beam. When the beam is complete, the slip disappears.

For more information on beaming, see “Sending and Receiving Beamed Information” in Chapter 7, “Routing Information.”


## Putting away beamed icons

If you receive an application that was beamed to you from another Newton device, you can store it in the Extras Drawer.

- 1 *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons (if you filed the InOut Box in another folder, tap the name of the folder).
- 2 Tap InOut Box . Tap the In Box button, if necessary.
- 3 Tap the checkbox next to the beamed icon.
  - To file the item in a folder in the In Box, tap the Folder button . In the slip that appears, tap the name of the folder, then tap File.
  - To create a log entry in the In Box, tap the Tag button , then tap Log.
  - To file the item in the Unfiled Icons folder in the Extras Drawer, tap the Tag button, then tap Put Away.

## Sending icons by electronic mail


You can send applications to someone by electronic mail. You cannot e-mail icons of built-in or copy-protected applications.

- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the folder tab, then tap the name of the folder that contains the icon you want to mail.
- 3 Select the icon or icons.
- 4 Tap the Routing button  and in the list that appears, tap Mail.  
A mail slip appears.
- 5 Enter the appropriate information.
- 6 Tap Mail.

## Rotating the screen

You can rotate the screen to landscape mode. You can also change the position of the arrow buttons and Overview button.

**Note:** Not all applications work in a rotated, or landscape, mode. If an application can't be used in landscape mode, a message appears when you open the application asking you to return to portrait mode.

- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the Rotate button on the left side of the status bar at the bottom of the screen.
- 3 Tap which way you want to rotate the screen.
















In portrait mode, you can also select where the control buttons appear. In landscape, you can choose where the button bar appears. The *eMate* rebuilds the display.

- 4 If a message appears telling you to recalibrate the screen, follow the directions.

## Part 2: Using the Built-In Applications

The *eMate* has built-in applications you can use for a variety of purposes.

---

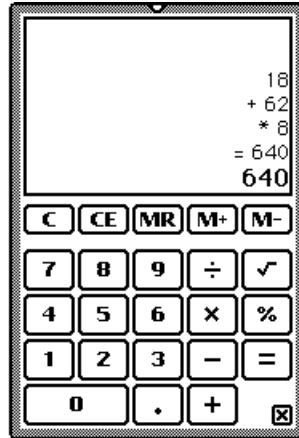
	<b>Calculator</b>	For simple arithmetic calculations.
	<b>Calls</b>	For making and logging telephone calls.
	<b>Card</b>	For choosing what information to store on a storage card and for backing up and restoring information.
	<b>Clock</b>	For setting the time and date, a daily alarm, and a timer.
	<b>Dock</b>	For connecting to applications running on your computer using serial, modem, and AppleTalk connections.
	<b>Formulas</b>	For conversions and financial calculations.
	<b>Help</b>	For accessing information on how to perform tasks.
	<b>InOut Box</b>	For receiving electronic mail, beamed information, and other items, and for storing items waiting to be printed or sent as faxes, beamed information, and electronic mail.
	<b>eMate Tour</b>	For learning the basics of the MessagePad.
	<b>Owner Info</b>	For setting owner and worksite information.
	<b>Prefs</b>	For fine-tuning your <i>eMate</i> .
	<b>Setup</b>	For entering personal information and settings.
	<b>Styles</b>	For choosing the appearance of text and lines.
	<b>Time Zones</b>	For setting your location and determining times around the world.
	<b>Writing Practice</b>	For practicing writing.

---

In addition, your *eMate* contains various information files for certain applications. These files are found in the Storage folder.

## **Calculator**

You use the Calculator to perform various calculations. You can also copy information from the Calculator to another area.



Tap the up and down arrows to see more calculations. You can scroll up to 30 lines.

To copy calculations, select the information, then move it to the edge of the screen or to whatever is behind the calculator (such as the Notepad or the Date Book).

You cannot copy numbers or calculations from other applications into the Calculator.

**Note:** If you divide by certain values, such as zero, you hear a sound to let you know that this calculation is impossible.

## **Calls**

You use Calls to keep track of your telephone calls and to place calls. If you want to use a modem to place the call, make sure both the modem and the telephone are connected to the same line. See the documentation that came with your modem for more information.

## To place a call

- 1 Tap New and in the slip that appears, enter the appropriate information.

You can tap a diamond ◆ to enter the name or date. If you don't specify a time and date, the *eMate* uses the current time and date.

12:03 Sat 7/13 ◆ Unfiled Calls

Call

◆ Name **Walthrop, Royce**

Phone (419) 555-3543

◆ When **Wed, Aug 25 12:01 pm**

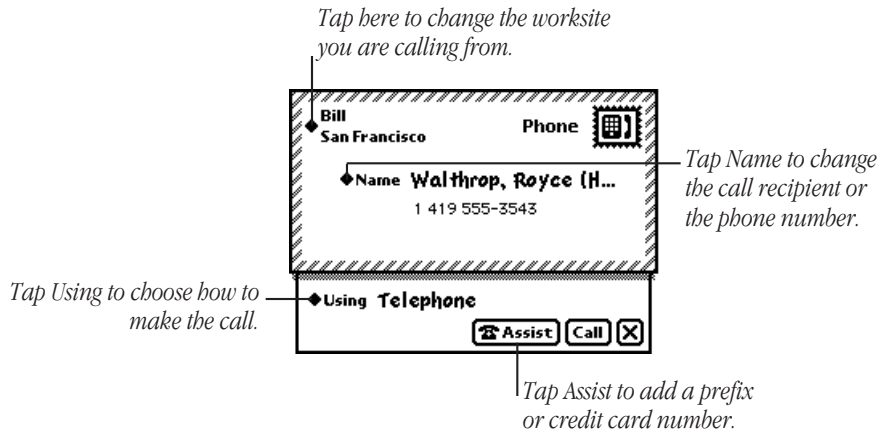
◆ Add to Names

New Place Call

*The Add to Names button allows you to create a new card in the Name File using information in this slip.*


**2** Tap Place Call.

A slip appears.



**3** Tap Using and in the list that appears, tap one of the following:

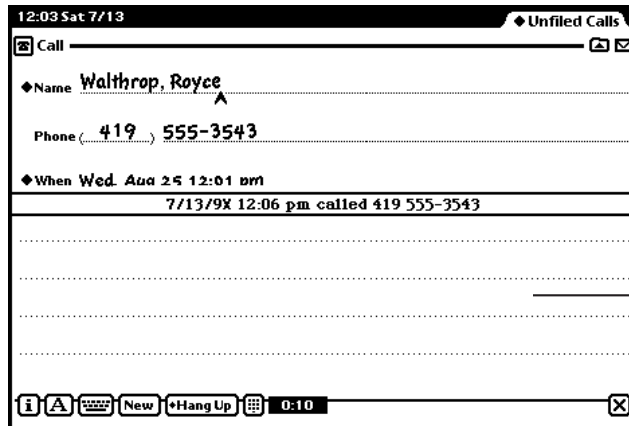
- *Modem*—if you're using a modem to dial the number.
- *Speaker*—to have your *eMate*'s speaker dial the phone number.
- *Telephone*—to dial the phone number manually.

**4** If you need to dial a prefix or use a credit-card number to make the call, *press* Assist and in the slip that appears, enter the necessary information. Then *press or* tap  to *close* the slip.

**5** Tap Call.

If you're dialing through the speaker, hold the mouthpiece of your phone near the *eMate*'s speaker. If you're dialing through the modem, wait until the modem has finished dialing, then pick up your telephone handset.

The time, date, and telephone number appear in the call slip as the call is made. At the lower-right corner of the slip is a timer that shows the duration of the call.




*You can write notes or other information in this area.*

**6** When you are finished, tap Hang Up, and in the list that appears, tap a choice.




The end time of the call is then recorded in the log, along with any information you've written. Your choice appears under the entry, along with the duration of the call.

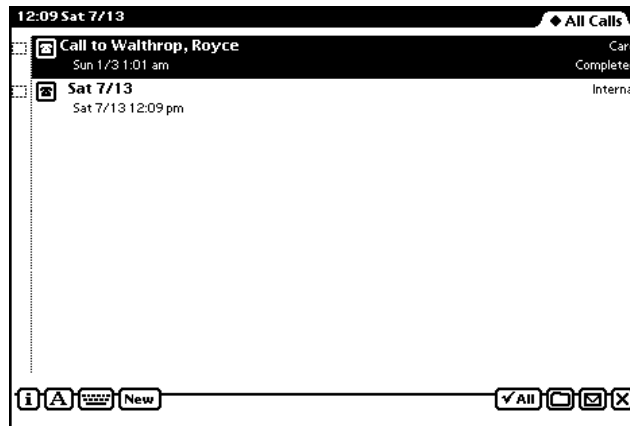
**7** If this call was made to someone you would like to add to your Name File, tap the Add to Names button .

**8** When a message appears asking if you want to add this new name, tap Yes.




## Viewing calls

To view calls in a particular folder, tap the folder tab and in the list that appears, tap the name of the folder you want to see.

To go through the calls, tap the up and down arrows. To see a list of calls, *press* the Overview button . To view a particular call, tap its Picture button or title.






## Deleting calls

To delete a call, go to it and tap the Routing button . In the list that appears, tap Delete. To delete more than one call, *press* the Overview button , then tap the checkbox next to each call you want to delete. Tap the Routing button  and in the list that appears, tap Delete. A message appears asking if you want to delete all selected items. Tap OK.





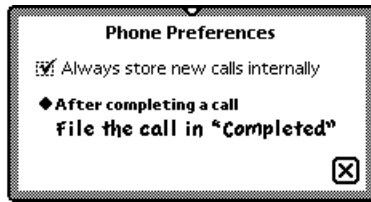
## Filing entries

You can file log entries in Calls into existing folders or ones that you create. To file an entry, go to it and tap the Folder button . In the slip that appears, enter the appropriate information, then tap File.

To file multiple entries at one time, *press* the Overview button , then tap the checkbox next to each entry you want to file. Tap the Folder button  and in the slip that appears, enter the appropriate information, then tap File.

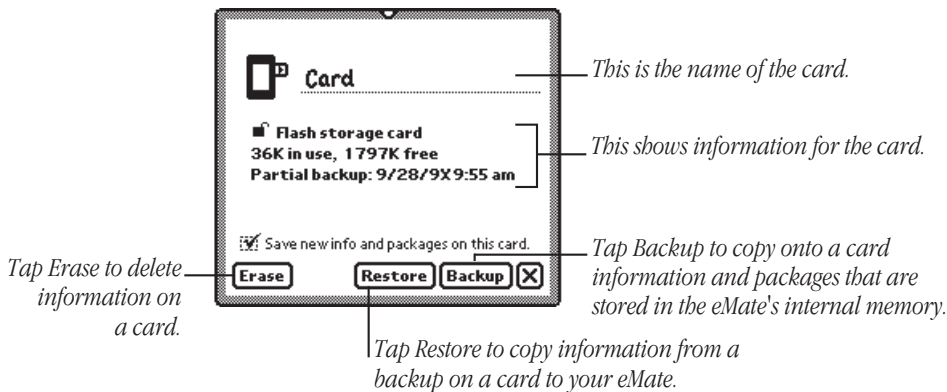
## Setting Phone preferences

Tap the Information button  and in the list that appears, tap Prefs. Enter the appropriate information, then *press or* tap  to close the slip.



## Card

You tap Card to get information on a storage card that is inserted in your *eMate*. You also use this to back up, restore, and erase information on the card.



For more information, see Chapter 10, “Backing Up and Restoring Information.”

## **Clock**

You use the Clock application to set a daily alarm and minute timer, change the time and date, and set other clock options. You can also access the Clock by tapping the time and date in the upper-left corner of the Notepad.



*The clock face shows a night scene from 6 PM to 6 AM and a day scene at all other times.*

- 1 Tap Set.
- 2 In the list that appears, tap your choice.



A slip appears.

- 3 Enter the appropriate information.


### ■ **Daily Alarm**



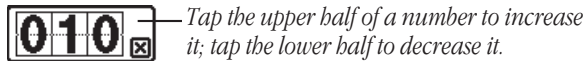
*Tap the upper half of a number to increase it; tap the lower half to decrease it. Tap a letter to change from am to pm and vice versa.*

*Tap the checkbox to turn the alarm on and off.*

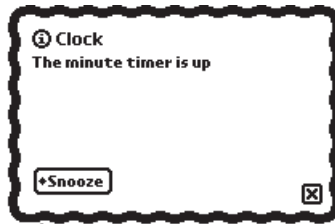
**Note:** The daily alarm sound is a digital alarm and can't be changed.

When the daily alarm goes off, the Clock appears and you hear the digital alarm sound. You hear the sound for approximately one minute, or until you *press or* tap  to close the Clock.

## ■ Minute Timer

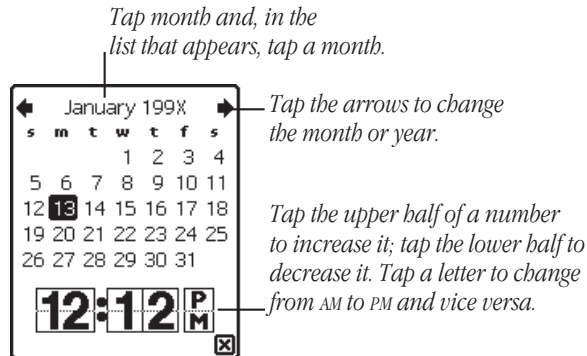


After the set number of minutes has elapsed, the timer sounds and a message appears. If you want the timer to go off again, tap Snooze and, in the list that appears, tap the number of minutes. *Press or tap* to close the slip.



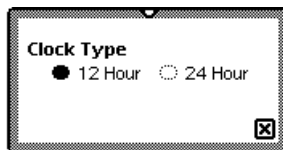
## ■ Time/Date

Set the time, month, and year, then *press or tap* to close the slip.



## ■ Options

Set the type of clock you want, then *press or tap* to close the slip.



- 4 When you are finished, *press or tap* to close the Clock.

## → Dock

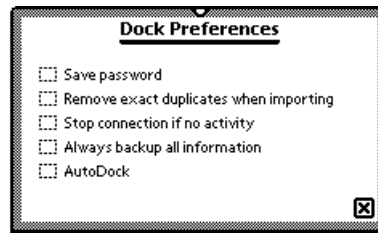
You use Dock to make connections to computers and to install packages from a computer. You can use serial, modem, or AppleTalk connections.

**Note:** AppleTalk is not available for the Microsoft Windows operating system.

For more information on connecting to a computer, see your connection software documentation.

### Setting dock preferences

While you are in Dock, tap the Information button **i**. In the list that appears, tap Prefs. The Dock Preferences slip appears.



Tap the checkboxes next to the preferences you want to select. When you are finished, *press or* tap **X** to close the slip.

- *Save password*—This saves the password you set up in your connection software. The password prevents others from creating or restoring a backup file without your permission.
- *Remove exact duplicates when importing*—Each entry must be exact in every way (the only field that is not checked is the last modified time) to be removed. This may slow down the import process.

- *Stop connection if no activity*—This option is applicable only when your *eMate* is running on battery power (no power adapter). If you are using a power adapter, the connection is not stopped even if there is no activity.


When this option is not selected, if there is no response from the computer, your *eMate* does not go to sleep. This may drain your *eMate*'s batteries.

When this option is selected (a checkmark appears in the box), the connection is stopped after approximately one minute if there is no response from the computer, or if you haven't requested any type of connection for five minutes since the last connection closed. Your *eMate* then goes to sleep according to your choice in the Sleep preferences.

- *Always backup all information*—If this is checked, your *eMate* backs up all your information during an Auto Dock session. If this is not checked, a slip appears that allows you to back up selected applications using your connection software.

- *Auto Dock*—When this option is selected, the *eMate* automatically performs a backup or synchronization of its information with your files on your computer. You must first start up the Newton Connection Utilities on your computer. You connect your cable to the computer and the other end of the cable and Newton Serial Adapter to the *eMate*. On connecting the Newton Serial Adapter to the *eMate*, a slip appears that allows you to automatically backup or synchronize information between your computer and the *eMate*. Your *eMate* backs up or synchronizes according to the settings you selected in the Newton Connection Utilities on your computer. For more information about setting up and using the Newton Connection Utilities, see the Newton Connection Utilities manual that came with your *eMate*.

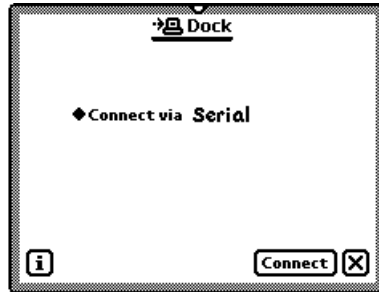
If this option is not checked, your *eMate* does not automatically back up or synchronize when you first establish a connection.

To enable Auto Docking, you must also select the Auto Dock preference in the Prefs .

## Connecting using a serial cable

- 1 Tap “Connect via” and, in the list that appears, tap Serial.

Make sure the serial cable and Newton Serial Adapter are connected to the Newton InterConnect port of your *eMate* and the other end of the cable is connected to a serial port on your computer.

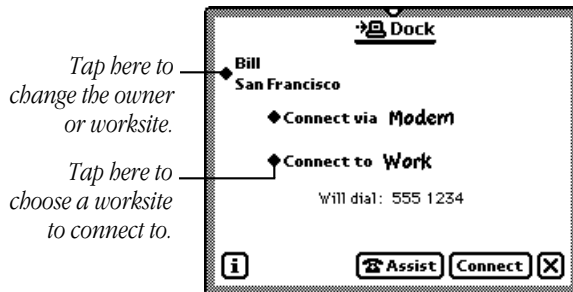


- 2 Tap Connect. A slip appears showing you the progress of the connection.



## Connecting using a modem

Make sure you've set your modem preferences. See “Prefs,” later in this section. Modem connections may not be available for some connection applications.

- 1 Tap “Connect via” and, in the list that appears, tap Modem.



- 2 Enter the appropriate information.

- 3 If you need to dial a prefix or use a credit card number to make the call, *press* Assist . In the slip that appears, enter the necessary information. Then *press or* tap  to *close* the slip.
- 4 Tap Connect. A slip appears showing you the progress of the connection.


### Connecting via AppleTalk

- 1 Tap “Connect via” and, in the list that appears, tap AppleTalk.



- 2 Tap “Connect to” and, in the list that appears, tap the worksite or computer you want to connect to.

If you tap “Other computer,” a slip appears. Tap the computer you want to connect to.

If you tap Other Worksite, a slip appears. Enter information about the worksite, then *press or* tap  to close the slip.

- 3 Tap Connect. A slip appears showing you the progress of the connection.

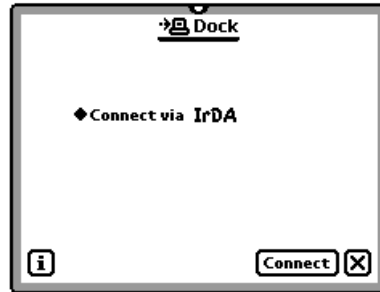
**Note:** AppleTalk is not available for the Microsoft Windows operating system.

### Connecting via IrDA

Your *eMte* has the capability to connect to a computer or printer using infrared wireless transmission. The Infrared Data Association, or IrDA, promotes standards for worldwide two-way infrared “point and beam” wireless data transmission. Your *eMte* supports this standard and can send and receive information at up to 115,200 bits/second.

To connect your *eMte* to a computer or printer using IrDA, you need to use a computer or printer that supports IrDA data transmission. For more information, see the documentation that came with your computer or printer.

- 1 Tap “Connect via” and, in the list that appears, tap IrDA.



- 2 Tap Connect.

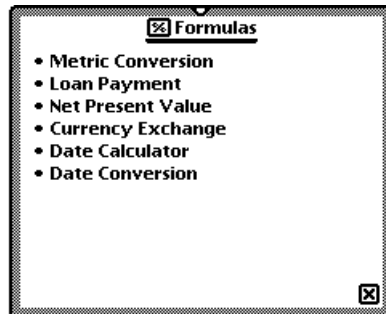
Make sure you point the infrared window of the *eMte* toward the infrared window on the computer or printer. A slip appears showing you the progress of the connection.

## Formulas

You use Formulas for financial calculations or to convert measurements or dates. Tap the formula you want to use and a slip appears.

If you fill out all but one value, that is the value that is calculated.

**Note:** Once a value is calculated, you can solve for another field without closing the slip by tapping the Clear button at the bottom of the slip or scrubbing out the information in at least two fields.





## Metric Conversion

Use this to convert U.S. measurements to metric, or vice versa. Tap Measurement. In the list that appears, tap the type of measurement you want to convert.

The screenshot shows a window titled "Metric Conversion". At the top, there is a dropdown menu labeled "Measurement" with "Length" selected. Below this, there are two rows of input fields: "Feet" with the value "12" and "Meters" with the value "3.66". A mouse cursor is positioned over the "12" in the Feet field. At the bottom of the window, there are two buttons: "Clear" and a close button (represented by an 'X' in a square).

Enter the value you know. The converted value appears.

## Loan Payment

Use this to answer questions about loans paid back monthly with a constant interest rate.

The screenshot shows a window titled "Loan Payment". It contains several rows of input fields and calculated values: "Number of Years" with "30", "Interest Rate (%)" with "8", "Loan Amount" with "81170", "Monthly Payment" with "595.60", "Total Payments" with "214,416.00", and "Total Interest" with "133,246.00". A mouse cursor is positioned over the "81170" in the Loan Amount field. At the bottom of the window, there are two buttons: "Clear" and a close button (represented by an 'X' in a square).

Enter the values you know. The calculated value appears.

## Net Present Value

Use this to answer questions about periodic interest and payments.

Net Present Value		
Periods	5.236	x12
Interest Rate (%)	1.5	÷12
Present Value	2500	
Future Value	0	^
Payment	-500.03	
Clear		X

Enter the values you know. To indicate money you're paying out, write the amount as a negative number. To indicate money you're receiving, write the amount as a positive number. Do not include a percent sign when you write interest rates. The calculated value appears.

## Currency Exchange

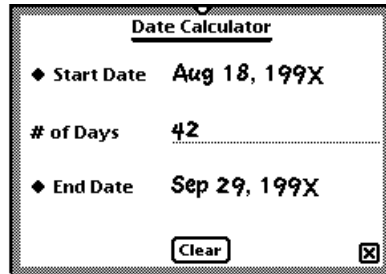
Use this to convert from one currency to another or to determine an exchange rate.

Currency Exchange		
◆ USA Dollar	500	^
Exchange Rate	239.41	
◆ Greece Drachma	119705	
Clear		X

Tap a diamond ◆ to change the country and currency. Enter the value you know. The converted value appears.

## Date Calculator

Use this to determine the number of days between two dates or the date that is a specified number of days from another date.



The screenshot shows a window titled "Date Calculator". It contains the following fields and values:

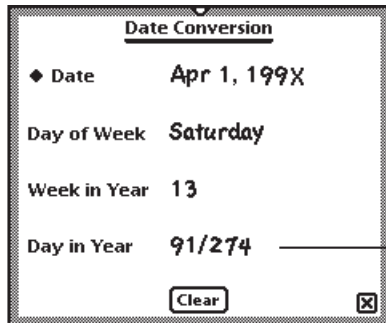
- Start Date: Aug 18, 199X
- # of Days: 42
- End Date: Sep 29, 199X

At the bottom of the window, there is a "Clear" button and a close button (represented by an 'X' in a square).

Enter the values. Tap Start Date or End Date, enter dates, or write the number of days.

## Date Conversion

Use this to determine the day of the week, week in the year, and day in the year for a particular date.



The screenshot shows a window titled "Date Conversion". It contains the following fields and values:

- Date: Apr 1, 199X
- Day of Week: Saturday
- Week in Year: 13
- Day in Year: 91/274

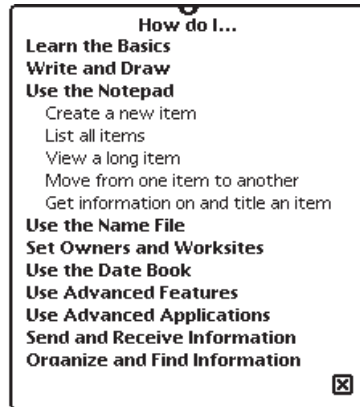
At the bottom of the window, there is a "Clear" button and a close button (represented by an 'X' in a square).

*This shows the number of days since the year began and the days until the year ends.*

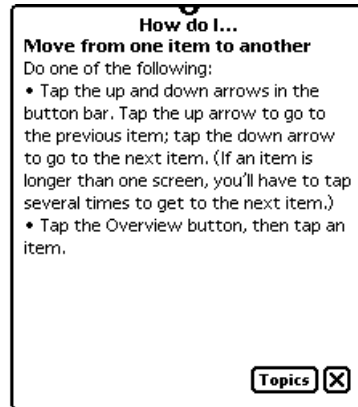
Tap Date to enter the date. The calculated value appears in the space below.

## **Help**

The on-screen help provides you with quick information about the *eMate*. Tap a topic and a list of tasks appears.



Tap a subtopic and information on that task appears.



Tap Topics to view the main help screen again, or *press or* tap  to leave Help.

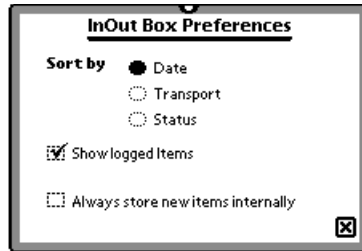
## **InOut Box**

You use the InOut Box to manage items that you route. The InOut Box contains items that have been routed to you, such as incoming faxes, beamed messages, and electronic mail. It also contains items that you have routed or that are waiting to be routed.

### **Setting preferences for the InOut Box**

The InOut Box Preferences slip lets you set preferences for viewing items in the InOut Box and lets you choose whether to show logged items and where to store items.

Go to the InOut Box. Tap the Information button **i**, and in the list that appears, tap Prefs.



When you finish selecting preferences, *press or* tap **X** to close the slip.

### Setting preferences for routing

You can access the preferences slips for routing tasks while you have the InOut Box open.

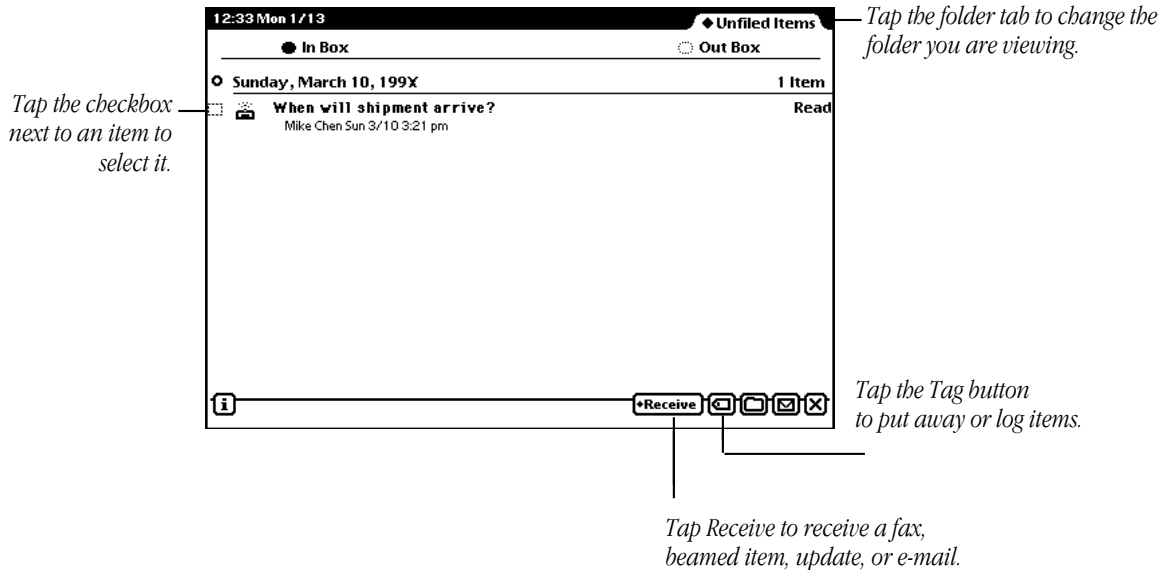
Tap the Information button **i** and in the list that appears, tap your choice. Enter the appropriate information in the slip that appears, then *press or* tap **X** to close it.



For more information, see Chapter 7, “Routing Information.”

## Viewing the InOut Box

Tap the InOut Box icon and then tap the In Box button. A list of items in the In Box appears. To view items in a specific folder, tap the folder tab, and in the list that appears, tap the folder you want to see.



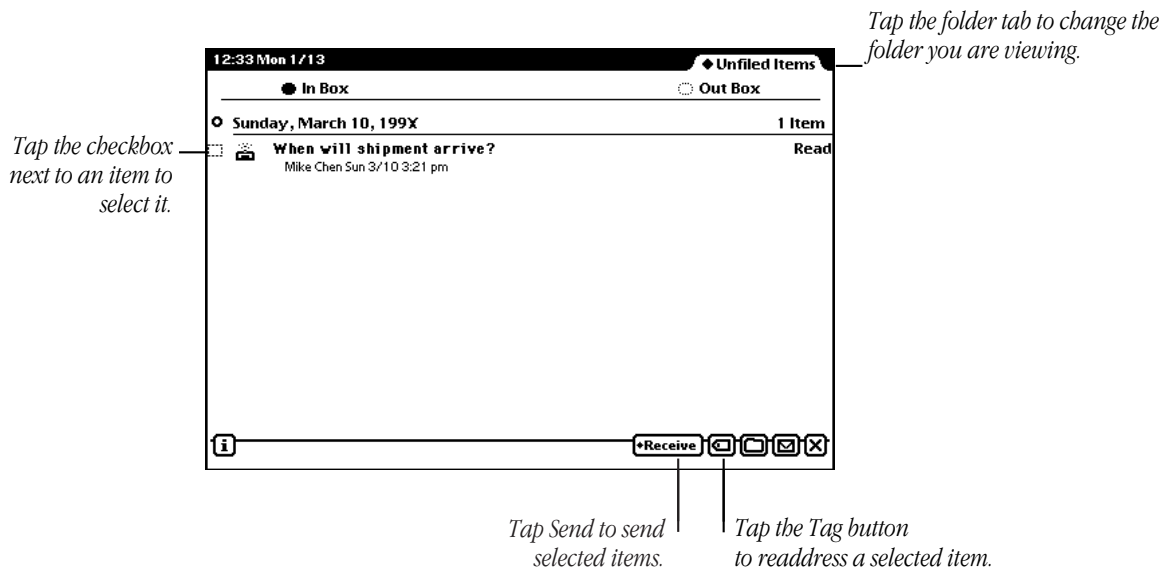
To view a specific item, tap the item. A slip appears with information about the item. When you finish viewing it, *press or* tap  to close the slip. You can view items in the *In Box* in several ways:

- *by date*
- *by transport type*—the way items were routed (beamed items, faxed items, and so on)
- *by status*—unread, read, and so on

See “Setting Preferences for the InOut Box” earlier in this chapter.

## Viewing the Out Box

Tap InOut Box icon and then tap the Out Box button. If any items are in the Out Box, a list appears. To view items in a specific folder, tap the folder tab, and in the list that appears, tap the folder you want to see.



To view a specific item, tap the item. A slip appears with information about the item. When you finish viewing it, *press or* tap  to close the slip. You can view items in the *Out* Box in several ways:

- *by date*
- *by transport type*—the way items were routed
- *by status*—unread, read, and so on


For more information, see “Setting Preferences for the InOut Box” earlier in this chapter.



## eMate Tour

The *eMate* Tour is a brief tour that highlights the features and capabilities of your *eMate*. It takes only a few minutes to go through and is a good way for you to become familiar with the *eMate*.

To access the tour:

- Go to the folder where the *eMate* Tour is filed. (If you didn't file or delete it, it is in the Setup folder.) Tap the *eMate* Tour icon .

After going through the tour, you may delete *the tour from your eMate to free up more memory and, if needed, reinstall it from your eMate Connectivity CD*. See “Selecting, Moving, and Deleting Icons” earlier in this chapter for more information.

## Owner Info


This slip contains information about owners and worksites that you set up. This information is used in various routing slips when you print, fax, beam, and mail items, place telephone calls, and make connections to other computers.

An owner is a person who uses the *eMate*. The information under Owner can include name, address, company, telephone and pager numbers, electronic mail addresses, credit card and bank account information, birthday and anniversaries, and an electronic signature. You can set up several owners or several personas for the same owner if, for example, you want a separate identity for a private business.

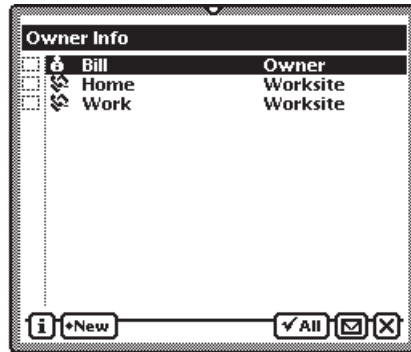
A worksite is a place where an owner establishes his or her address and affiliated information. For example, you can set up two worksites—one for your home and one for your office. Worksite information can include telephone numbers and dialing prefixes, printer, connection, and electronic mail information. You can create several worksites.

## Creating an owner

When you first received your *eMate*, you probably went through the Setup application. This sets up basic owner information for you. If you want to create another owner, follow these steps:


- 1 Tap Owner Info .

A slip appears with the current owners and worksites listed.





- 2 Tap New and in the list that appears, tap Owner.
- 3 In the slip that appears, enter the appropriate information.

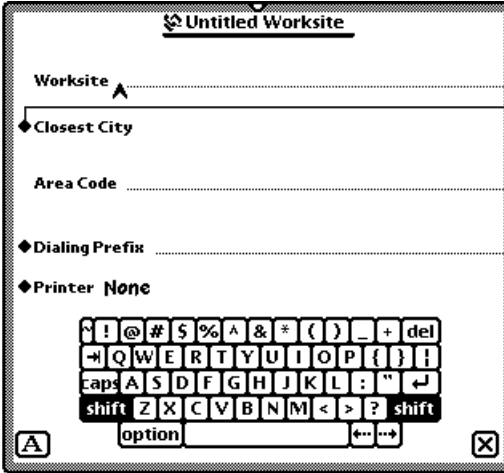


- 4 When you are finished, *press or press or tap*  to close the slip.

### Creating a worksite

To create a worksite, follow these steps:

- 1 Tap Owner Info .
- A slip appears with the current owners and worksites listed.
- 2 Tap New and in the list that appears, tap Worksite .
- 3 In the slip that appears, enter the appropriate information.




The screenshot shows a form titled "Untitled Worksite". The form contains the following fields and options:



- Worksite: A text input field with a cursor.
- Closest City: A dropdown menu.
- Area Code: A text input field.
- Dialing Prefix: A text input field.
- Printer: A dropdown menu with "None" selected.

A keyboard is visible at the bottom of the form, with keys for tilde, numbers, letters, and symbols. There are also "option" and "close" buttons at the bottom of the form.

*This automatically sets the area code and e-mail access number.*

- 4 When you are finished, *press or press or tap*  to close the slip.

### Adding or changing information for an owner or worksite

- 1 Go to Owner Info  in the Extras Drawer.
- 2 Tap the owner or worksite you want to modify.
- 3 Do one of the following:
  - To add information, tap Add and in the list that appears, tap your choice. In the *slip that* appears, enter the appropriate information. Then *press or press or tap*  to close the slip.
  - To change information, scrub it out and enter the new information.

The new or revised information is shown when you tap Show and in the list that appears, tap All Info.

## Viewing owner and worksite information



Go to the card you want to view and tap Show. In the list that appears, tap Card to see the name card view, or tap All Info to see all of the information entered.

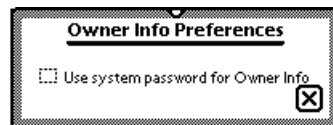
To see a list of all of the owners and worksites, *press* the Overview button ●. To go to a specific owner or worksite, tap it.

## Creating additional owner cards for more than one e-mail address

If you use more than one electronic mail address to send and receive items, you can create an owner card for each e-mail address. This allows you to select an address quickly and easily. See “Owner Info” earlier in this chapter.

### Setting preferences for Owner Info

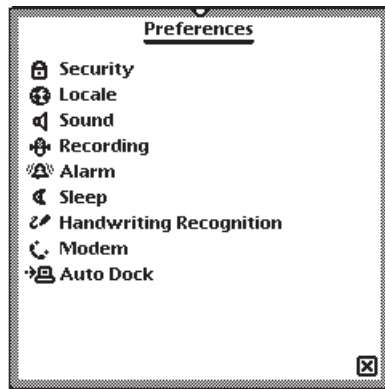
Tap Owner Info  and, in the slip that appears, tap the Information button . Tap Prefs.



Tap the checkbox if you want to protect your Owner Info. Then, any time Owner Info is accessed, a keypad appears allowing you to enter the security Personal Identification Number, or PIN. (You must select a PIN before doing this. See the next section, “Prefs.”)

## Prefs

In Prefs you can change various aspects of your *eMate*'s operation.



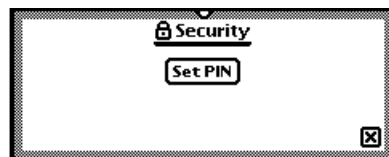
- Tap a topic and a slip appears. Enter the appropriate information. The various preferences you can set are explained in detail on the following pages.

## Security

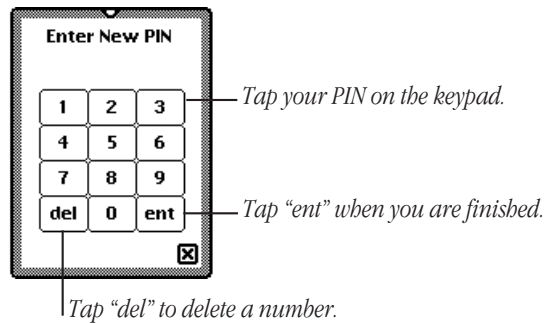
To prevent unauthorized people from using your *eMate* you can set a password, or Personal Identification Number (PIN), that your *eMate* asks for once a day, once an hour, or each time it's turned on.

**Important** Write your PIN down and store it in a safe place.

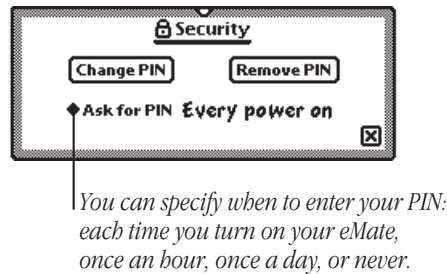
- ▲ **Warning** If you forget your PIN you won't be able to back up your information and you will have to do a hard reset in order to use your *eMate*, which will erase all data stored in your *eMate*. Apple is not responsible for lost data due to resetting the *eMate*. ▲



- 1 Tap Set PIN. A slip appears.
- 2 Tap your PIN on the keypad, then tap “ent.”



- 3 On the confirmation slip that appears, tap your PIN again, then tap “ent.”  
New buttons appear in the Security slip.



- 4 Tap Ask For PIN, tap your PIN on the keypad that appears, and tap “ent.”
- 5 In the list that appears, tap your choice—every time you turn on your *eMate*, once an hour, once a day, or never.  
**Note:** If you want to change this setting in the future, you have to enter your PIN.
- 6 Press or tap  to close the Security slip. Then tap  again to close the Preferences slip.

### Entering your PIN

When your *eMate* asks for your PIN, a keypad appears. Tap your PIN, then tap “ent.”

### Changing your password

Tap Change PIN. Tap your current PIN on the keypad, then tap “ent.” Then tap a new PIN on the keypad and tap “ent.” A confirmation slip appears. Tap your new PIN again, then tap “ent.”

### Changing when you must enter your PIN

Tap Ask For PIN and tap your PIN on the keypad, then tap “ent.” In the list that appears, tap your new choice. *Press or tap*  to close the Security slip, then tap  *again* to close the Preferences slip.

### Removing the password

Tap Remove PIN. Tap your current PIN on the keypad, then tap “ent.”

### Locale

Use this area to choose which country’s standards to use. This affects things such as the date, time, keyboard, and paper size.

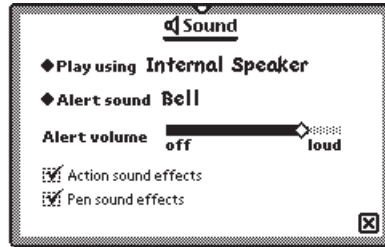


Tap a diamond  and in the list that appears, tap your choice:

- *Country*—to set your country.
- *Keyboard*—to choose the type of keyboard layout you use.
- *Paper Size*—to choose the size of paper you use for printing and faxing.

## Sound

You can use this to play sounds over the *eMate* internal speaker, over a sound output device connected to the *eMate*, or both. You can also set the type and volume of the sound for alert messages, and can choose to hear sound effects while using the pen.

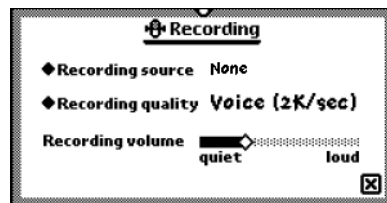


## Recording

You can use this to change the way the *eMate* makes sound recordings. You can record sounds and messages using *an external* microphone *connected to your eMate* Newton InterConnect port and to a sound input *device*.

You can also change the quality of recording by selecting how much *information* is recorded per second. For example, for a voice message that might not *require* the highest-quality sound, you can record at a low rate of information per *second*, whereas when recording music, you might record at a higher rate, for *increased* clarity and fidelity.

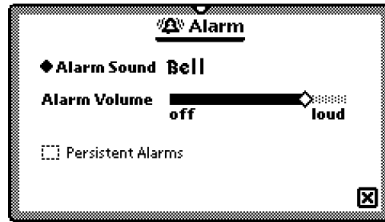
You can also adjust the recording volume to better pick up quiet or loud sounds.






## Alarm

You can use this to set the type and volume of sound for the daily alarm, minute timer, and calendar alarm.



- Tap Alarm Sound and in the list that appears, tap your choice. This affects the sound you hear for the minute timer and calendar alarm. The daily alarm has its own sound (similar to a digital clock) and can't be changed.
- Hold the pen on the Alarm volume slider and move it to the desired volume level (to the right is louder).
- Tap Persistent Alarms to see a notification slip and hear a series of beeps at intervals of several seconds when the alarm goes off. You can set the alarm to “snooze” for a selected time, after which the alarm goes off again.

### Daily alarm

When the daily alarm goes off, you hear a digital alarm clock sound and the Clock appears. *Press or tap*  to close the Clock and turn off the sound.

## Minute timer and calendar alarm

When the minute timer or the calendar alarm (for a meeting or event) goes off, you hear the selected alarm sound and see a slip.

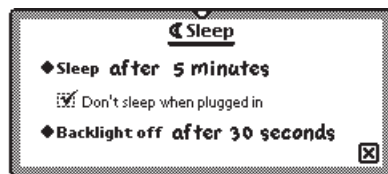
To have your *eMate* sound the alarm again at a specified time interval, tap Snooze and in the list that appears, tap your preference. The message slip closes. The alarm goes off and another message slip appears at the selected time interval.



If you don't tap Snooze, *press or* tap  to close the message slip.

## ⌂ Sleep

Use this if you want to save power and have your *eMate* automatically turn itself off after a specified period of time. You can also set the *eMate* not to sleep when plugged into a power adapter and set when to turn off backlighting.



- Tap Sleep and in the list that appears, tap the interval of inactivity after which you want your *eMate* to turn off. To turn your *eMate* back on, slide the Power switch down and quickly release it.



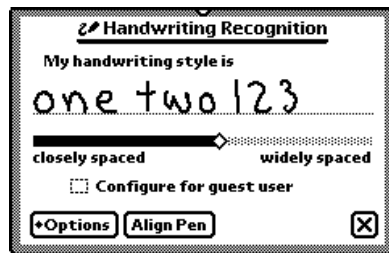
- Tap “Backlight off.” In the list that appears, tap the interval when you want to turn off backlighting. When your *eMate* is not in use for the selected time period, backlighting turns off.



**Important** The backlighting feature of your *eMate* has a finite lifespan. Turn it off when not using your *eMate*. If you select the “Never” option for turning backlighting off, always turn off the backlighting when you finish viewing the screen.

## Handwriting Recognition

You use this area to set preferences for how your *eMate* recognizes handwriting.

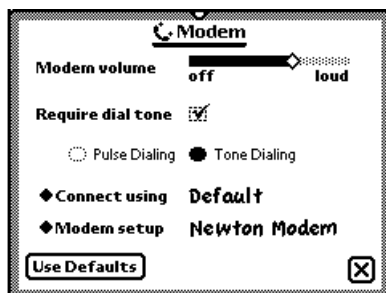


- Tap your writing style—Printing or Cursive.
- Tap the slider and move it to the right or left, depending on how far apart you typically space your words.
- Tap the checkbox “Configure for guest user” if someone else is using your *eMate* and you don’t want him or her to change your handwriting preferences.
- Tap Options to set additional preferences for your writing style.
- Tap Align Pen to realign the pen with the screen.

For more information about choosing these preferences, see Chapter 1, “Writing and Drawing.”

## Modem

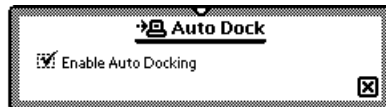
You use this area to choose preferences for your modem setup.



- *Modem volume*—Tap the slider, hold the pen down, and move it to the right or left.
- *Require dial tone*—Tap the checkbox to turn this on or off.
- Tap Pulse Dialing or Tone Dialing, depending on what type of telephone system you have.
- Tap “Connect using” and in the list that appears, tap how you are connecting the modem—by the default method (modem port), PC Card, or Serial Port.
- Tap “Modem setup” and, in the list that appears, tap the type of modem you are using. The *eMate* automatically configures itself for that type of modem.  
If your modem is not in the list, check with the manufacturer of your modem to see if it’s compatible with the *eMate* and with one of the modem types listed or if the appropriate driver software is available.
- Tap Use Defaults to reset all modem preferences to their original factory settings.

## **Auto Dock**


You use the Auto Dock preference to turn the Auto Dock on or off. When “Enable Auto Docking” is checked, your *eMate* automatically backs up or synchronizes with information on your computer when you start up the Newton Connection Utilities on your computer and connect your *eMate* to your computer. To turn on Auto Dock, you must also select the Auto Dock preference in the Dock application.



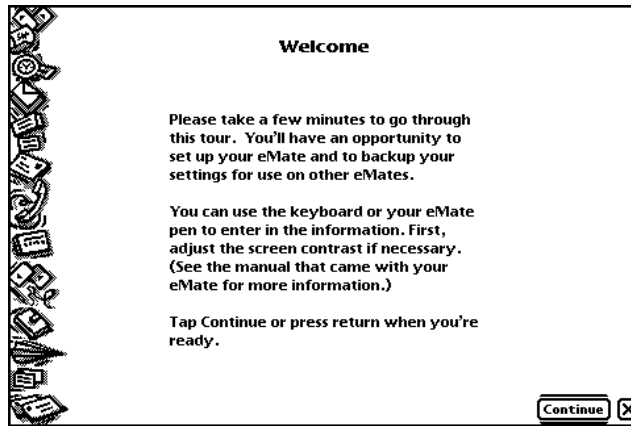
## **Setup**

You use the Setup application to personalize your *eMate*. It allows you to set the time, date, and owner information, align the pen with the screen, set your handwriting style, and enter an electronic signature.

When you first received your *eMate* and turned it on, you should've seen the Welcome screen of the Setup application and taken a few minutes to go through the series of screens.

If you did not go through the Setup application, and would like to do so, open the Extras Drawer, tap the Folder tab, and tap Setup. (If you filed Setup in another folder, tap the name of that folder.) Tap Setup .



The Welcome screen appears.



Follow the instructions on each screen. On the last screen, you can change any information you entered, or tap Done if you are finished and want to use your *eMate*.

## **Styles**

You can change the font, style, and size for recognized text, and the pen thickness for drawing.

- 1 Select the text, line, or shape you want to change. (If you want to set styles before you write or draw, make sure nothing is selected.)
- 2 *Press the* Extras  *key to* open the Extras Drawer.
- 3 Tap the folder tab and in the list that appears, tap Unfiled Icons.
- 4 Tap Styles .
- 5 In the slip that appears, tap your choices.



- 6 You can make the following choices:
  - *Font*—Choose Fancy, Simple, or Casual.
  - *Size*—Choose 10-, 12-, or 18-point size (also 9-point for Fancy and Simple).
  - *Style*—Choose Plain, Bold, Italic, Outline, or Underline.
  - *Pen*—Choose a pen width of 1-, 2-, 3-, or 4-point size.

To see examples of the styles above, see “Setting the Styles for Text and Drawings” in Chapter 1, “Writing and Drawing.”

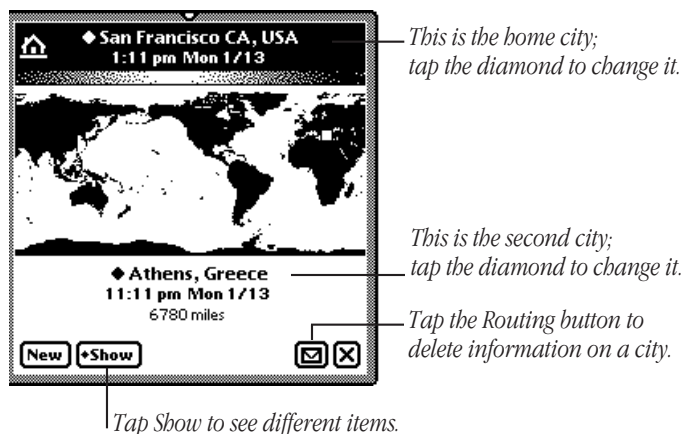
- 7 When you finish making your selections, *press or* tap  to close the slip.


## Time Zones

You use this application to tell your *eMate* which city you're in (or closest to). Your home time zone determines your e-mail access number. You can also set a second time zone if you're traveling, to get information on specific cities and countries.

### Setting your current time zone

When you tap Time Zones , the following slip appears.



At the top is your current time zone, based on the worksite information. To change this, tap the diamond. In the list that appears, choose the worksite you want as your current time zone. To choose another city, tap Other City. In the slip that appears, tap a city, then *press or* tap  to close the slip.

### Setting or changing the second time zone

A second time zone is listed near the bottom of the Time Zones slip. You can set this if you travel or want to see the time and date for a particular city. The distance from your current time zone is also listed.

To change the second time zone, follow these steps:

- 1 Tap the diamond  next to the second time zone.

A slip appears with the name of the country at the top and the city highlighted.

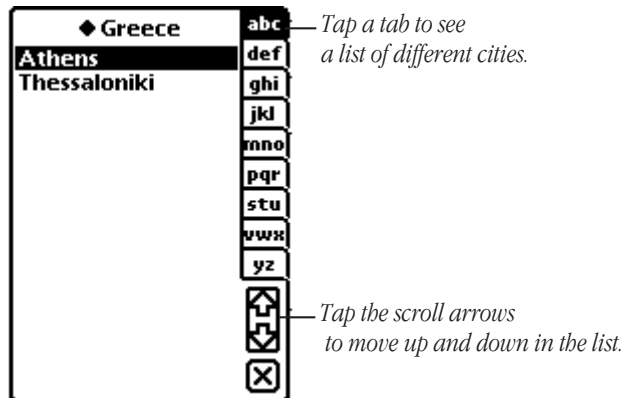


- 2 To change the country:
  - Tap the name of the country and from the list that appears, tap your choice. Use the scroll arrows to move up and down in the list or tap the lettered tabs at the side of the slip.



- Press or tap  to close the country slip.
- 3 To change the city, tap a city in the list that appears. Then *press or tap*  to close the country slip.

If the city you want is not listed, tap the nearest city in the list, or add the city. See “Adding a City,” next.



## Adding a city

To add a city tap the New button in the Time Zones slip. Then enter the appropriate information in the slip that appears.



City .....

Area Code **1** .....

◆ Closest City **Athens**

◆ Country **Greece**

◆ Long./Lat. **38 0 N 23 44 E**

◆ GMT Offset **2:00**

◆ Daylight Saving **European**

- Tap Closest City and in the slip that appears, tap the nearest city. *Press or tap*  *to close* the slip. This automatically sets the area code, country, time zone, and *prefix* for dialing.
- Tap Country and in the slip that appears, tap the country to change it. Tap  to close the slip.
- Tap Lat./Long. to change the latitude and longitude for the selected city.
- Tap GMT Offset to change the Greenwich Mean Time Offset, which tells how many hours the city's time is from GMT. Cities to the east have positive values. Cities to the west have negative values.
- Tap Daylight Savings to change the type of time system you want.

The new city now appears at the bottom of the Time Zones slip.

## Deleting a city

To delete a city, select it as your second city. Tap the Routing button and tap Delete.

If you delete a city that already existed (you did not add it), you can only get this information back if you do a hard reset. See Chapter 12, "Troubleshooting" for more information.

## Seeing different views in Time Zones

You can view information in Time Zones several different ways. Tap Show and in the list that appears, tap your choice.



- *All Info*—Shows information on the city and country listed in your second time zone.



- *Notes*—Allows you to enter and view notes about the city in the second time zone.
- *City Info*—Allows you to see and change information on the city in your second time zone.



- *Country Info*—Allows you to see and change information on the country in your second time zone.

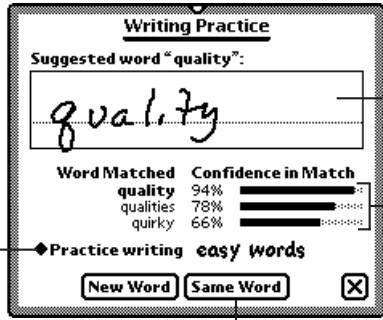


- *Two Clocks*—displays two clocks showing the time and date for both selected time zones.



## Writing Practice

Once you've gone through the Handwriting Instructor, you may want to practice writing. Writing Practice is found in the Setup folder. You can use Writing Practice to see how well the *eMate* can interpret your writing. By practicing in this area, you may be able to adapt your writing style to improve text recognition.



The screenshot shows the 'Writing Practice' application window. At the top, it says 'Writing Practice' and 'Suggested word "quality":'. Below this is a handwriting practice area where the word 'quality' is written in cursive. To the right of this area is a callout: 'Write the suggested word here.' Below the handwriting area is a table showing 'Word Matched' and 'Confidence in Match' for three words: 'quality' (94%), 'qualities' (78%), and 'quirky' (66%). Each row has a corresponding progress bar. To the right of the table is a callout: 'This shows how well the eMate would recognize what you wrote.' Below the table is a section titled 'Practice writing easy words' with a diamond icon. Below this are three buttons: 'New Word', 'Same Word', and a close button (X). To the left of the 'Practice writing easy words' section is a callout: 'Tap here to access different kinds of words.' Below the 'Same Word' button is a callout: 'Tap Same Word to try again to improve your score (percentage).'

Word Matched	Confidence in Match
quality	94%
qualities	78%
quirky	66%



# 6

## Organizing and Finding Information

You can organize the information in your *eMate* by filing things in folders that you can create and name. You can also use your *eMate* to find any text information that is stored in the internal memory of your *eMate* or on a storage card.

### **Organizing information**

You can file name cards, notes, calls, and icons in the Extras Drawer into folders. If you create a new item while you're in a folder, the new item is automatically stored in that folder. If you create an item while you're looking at a list of all your items or cards, the new item or card goes into the Unfiled folder.

### **Using global and local folders**

The *eMate* has two types of folders—global and local. Global folders exist in every location on your *eMate*, while local folders appear only in the application they are created in. You can create up to 12 global and 12 local folders, except in the Extras Drawer, where you can only create local folders.


For example, you may want to create a folder called “Friends” in the Name File and you don't want that folder to show up in any other application. You can make the “Friends” folder local to the Name File.

Your *eMte* comes with four global folders that are already named—Unfiled, Business, Miscellaneous, and Personal. These folders, except for Unfiled, can be renamed or deleted.

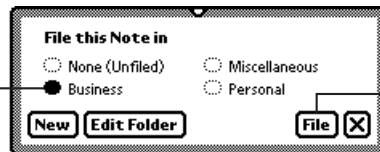
**Note:** If you reach the limit of 12 global folders and want to create another folder, a message appears telling you that the folder will be created only in the current application (so it becomes a local folder). If you reach the limit of 12 global and 12 local folders, a message appears telling you that you cannot create any more folders.

You can also file items into folders on a storage card. For more information, see “Filing Information on a Storage Card” in Chapter 9, “Using Storage and Application Cards.”

### Putting notes or name cards into folders

- 1 Go to the item you want to file.
- 2 Tap the Folder button .  
The folder slip appears.
- 3 Tap the name of the folder you want the item to be stored in, then tap File.

*Tap the name of the folder you want to file the item in.*




*Tap File to file the item into the selected folder.*

If you're in one folder and move an item to another folder, the item seems to disappear, because it moves immediately to another folder.

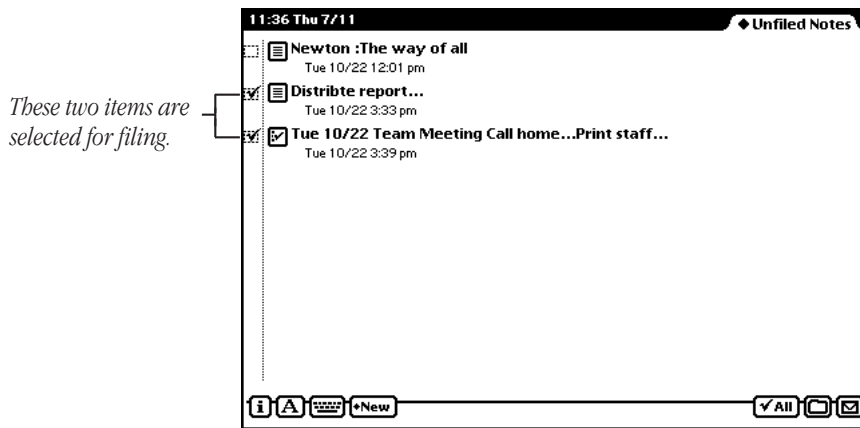
### Filing multiple items and cards


You can put a number of items or name cards in a folder all at once.

- 1 Go to the Notepad or Name File.
- 2 Tap the folder tab, then tap the name of the folder you want to view.
- 3 *Press the* Overview button .

A list of all the items or cards in that folder appears.


- 4 Tap the checkbox next to each item or card you want to file.  
A checkmark appears in the box next to each selected item.



- 5 Tap the Folder button  and in the slip that appears, tap the name of the folder that you want to file the items or cards in.
- 6 Tap File.

### Putting icons from the Extras Drawer into folders

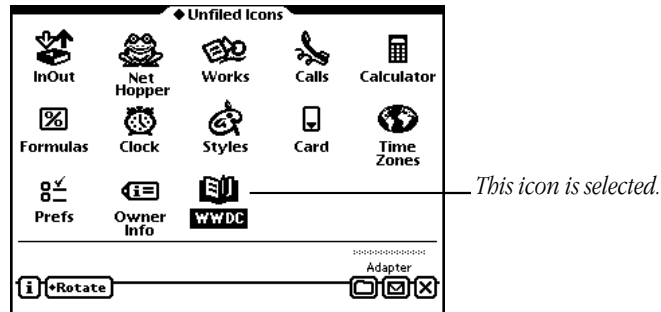
You can select icons in the Extras Drawer and put them into different folders.


- 1 Press the Extras  key to open the Extras Drawer.
- 2 Tap the folder tab and from the list that appears, tap the name of the folder that contains the icons you want to file (usually this is the Unfiled Icons folder).



- 3 Select an icon by placing the pen on or near it until a heavy mark appears under the pen. Then draw the highlighting mark over or around the icon.


You can select more than one icon to file at a time.



- 4 Tap the Folder button  and in the slip that appears, tap the name of the folder that you want to file the icons in.
- 5 Tap File.

### Viewing items by folder

- 1 Go to a specific area, such as the Notepad, Name File, or Extras Drawer.
- 2 Tap the folder tab.  
A list appears.
- 3 Tap the folder you want to view.

Items stored in that folder appear. *Press* the Overview button  to see a list of all of the items.

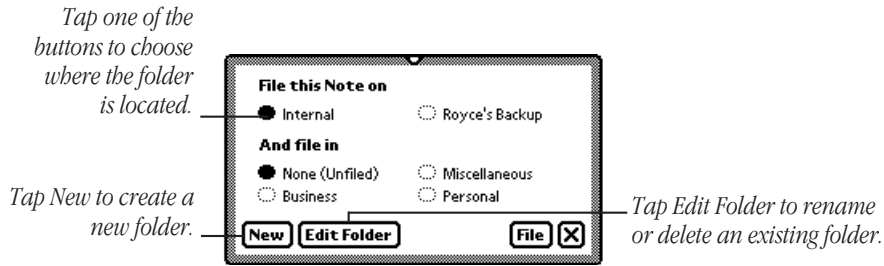
### Creating, renaming, and deleting folders

The *eMate* comes with several existing folders. You can create additional folders and delete and rename folders.

- 1 Go to the application where you want to create new folders, such as the Notepad.

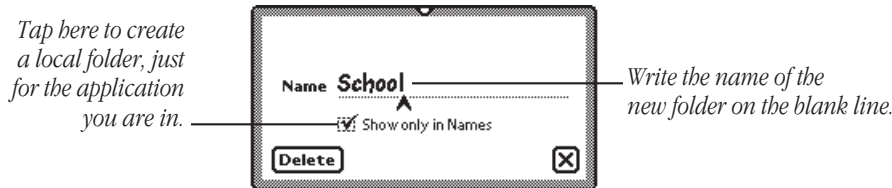
**2** Tap the Folder button .



The folder slip appears. If a card is inserted in your *eMate*, separate buttons appear for internal storage and the card.




**3** Do one of the following:

- To create a new folder, tap New. Write the name of the new folder and tap  to close the slip.



- To rename a folder, tap Edit Folder. Scrub out the name of the folder and write the new name. 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. Then *press or* tap  to close the slip. The items in the *folder* remain there.
- To delete a folder, choose the folder, tap Edit Folder, then tap Delete. A slip appears asking if you really want to delete the folder. Tap OK. Then *press or* tap  to close the slip. The items inside the folder move to the Unfiled folder.

**4** *Press or* tap  when you are finished.

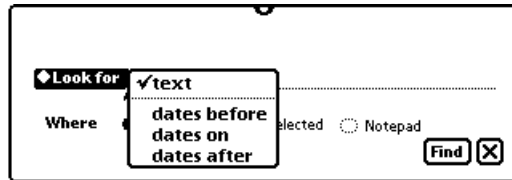
## Finding information

The *eMate* makes it easy to find specific pieces of information no matter where you have filed them. You can search for:

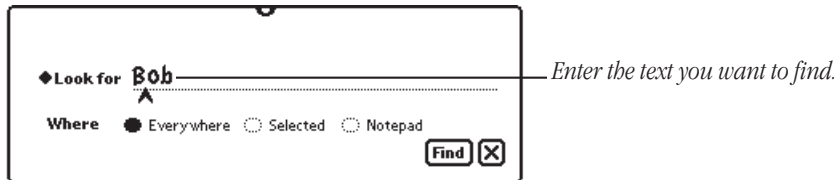
- whole words written in text
- the first letters of words written in text
- more than one word at a time written in text
- information created before a certain date
- information created on a certain date
- information created after a certain date

To find information:

- 1 Press the Find button **Q**.
- 2 Tap “Look for” and in the list that appears, do one of the following:

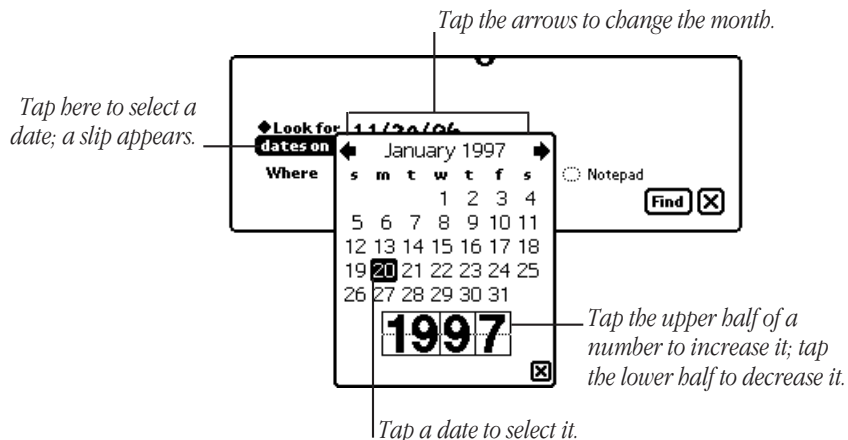


- Tap “text” to search for information that is in text format (not ink text). Enter the words or characters you want to find on the dotted line.



- Tap “dates before,” “dates on,” or “dates after” to select a date. A slip appears.

To move to another month, tap the arrows. To change the year, tap the upper half of a number to increase it, and the lower half to decrease it. Tap a day to select it. When you have selected the date, *press or* tap  to close the slip.



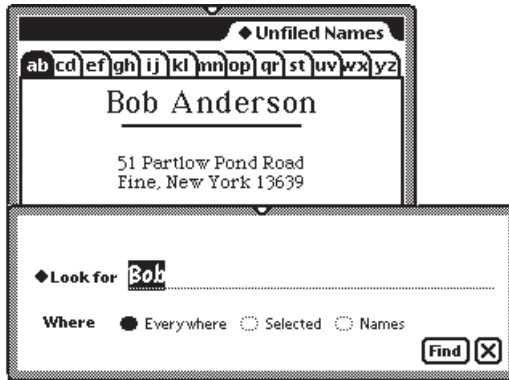
### 3 Choose where you want to look for the information.

- Tap Everywhere to search the Notepad, Name File, Date Book, InOut Box, To Do List, Calls, and applications or books you have added to your *eMate*.
- Tap the current application.
- Tap Selected to search only specific areas or applications in your *eMate*. In the list that appears, tap the checkbox next to each area you want to search.

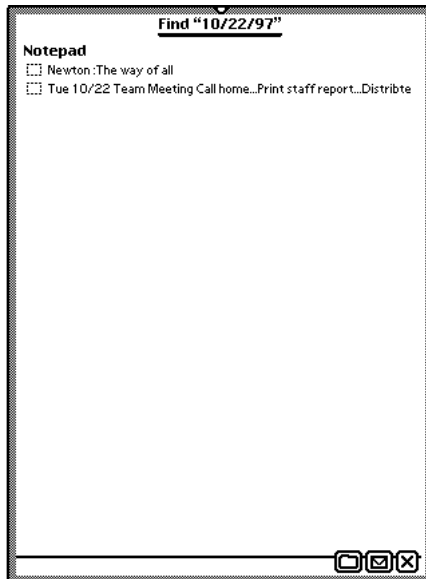


4 *Press* Find.

- If the *eMate* finds only one item, it displays the item.



- If the *eMate* finds more than one item, it displays a list of the items it found.



Tap the title of an item to go to it. *Press* the Overview button ● to go back to the list of found items.

- If a slip appears saying that too many items were found and you must narrow your search, you can
  - go back to the Find slip and narrow the search.
  - close some or all open applications to free up memory and perform the search again.



# 7

## Routing Information

You can use your *eMate* to send and receive information. This includes printing, faxing, beaming, and sending electronic mail. You can also duplicate and delete items.

### Printing

You can use many Apple printers and printers from other manufacturers with your *eMate*. For a list of printers you can use, see Appendix D, “Printer Compatibility.”

The *eMate* does not have to be connected to a printer when you choose to print an item. If you choose to print at a later time, the item waits in your InOut Box, ready to print.

### Connecting your eMate 300 to a printer

To connect directly to an Apple printer, plug one end of the printer or serial cable and Newton Serial Adapter into the Newton InterConnect port on your *eMate* and the other end into the printer.

If you are using a network printer, plug a LocalTalk box into your *eMate* and connect it to another LocalTalk box. The second LocalTalk box can either be on the network or plugged directly into the printer.




To connect a printer that has a parallel (Centronics-type) interface, you need the Newton Print Pack, available from your Apple-authorized Newton dealer.

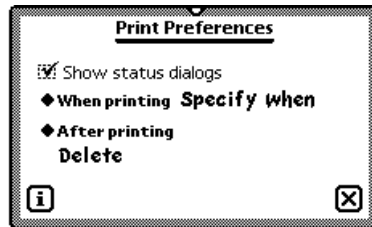
## Preparing to print


- Make sure you have filled out an owner and worksite in Owner Info. The information is used in your return address when you print memos or letters.
- Choose a paper size in the Locale preferences.
- Set your print preferences as described in the section below.

## Setting print preferences

To set print preferences:

- 1** *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2** Tap InOut Box .
- 3** Tap the Information button  and, in the list that appears, tap Print Preferences.
- 4** In the slip that appears, select the appropriate information.

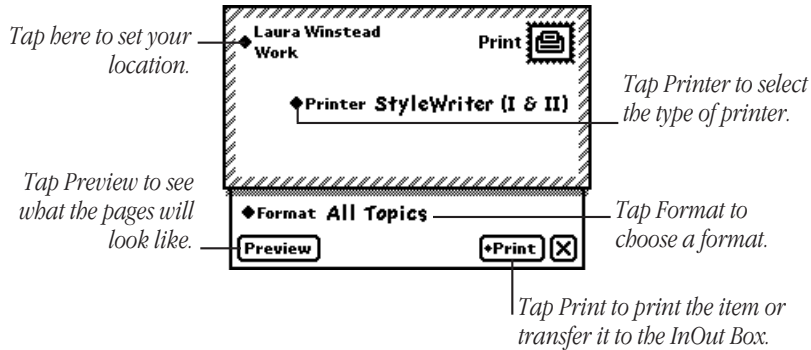


- To see status messages while you are printing, make sure the checkbox next to “Show status dialogs” is selected.
  - To set when you want to print an item, tap “When printing” and, in the list that appears, tap “Send now,” “Send later,” or “Specify when.” “Send now” prints the item right away. “Send later” places the item in the InOut Box until you decide to print it. “Specify when” gives you a choice of Now or Later when you fill out the routing slip.
  - To choose what to do with an item after printing it, tap “After printing” and in the list that appears, tap File, Log, or Delete.
- 5** When you are finished, *press or* tap  to close the slip.

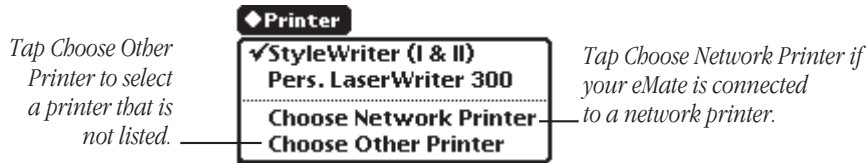


## Printing an item

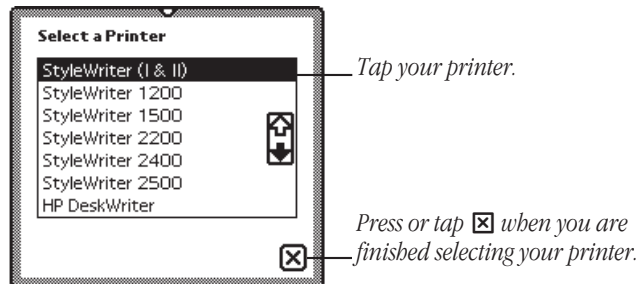
- 1 Go to the item you want to print.
- 2 Tap the Routing button  and, in the list that appears, tap Print. A routing slip appears. Enter the appropriate information.



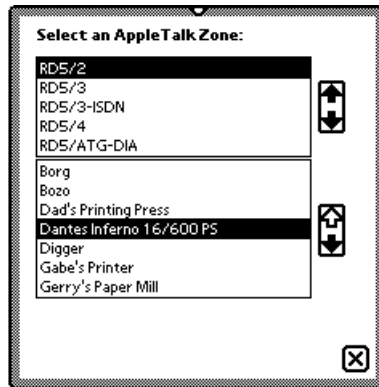
- Tap the diamond **◆** at the upper-left corner of the slip to change your worksite.
- Tap Printer.



To select a personal printer, tap your printer's name in the list if you see it. If not, tap Choose Other Printer and in the slip that appears, tap your choice.



To select a network printer, tap Choose Network Printer and in the slip that appears, tap your network zone and then tap your printer. If you don't see your printer, make sure you're connected to the network and have selected the correct zone. (Some networks don't have zones.)



- Tap Format and in the list that appears, tap a selection.

If you choose a format that requires an addressee, such as Memo or Letter, fill in the addressee information, then *press or* tap  to close the slip. If the addressee is *in the* Name File, write the first or last name, tap the diamond, then tap the full name *to* copy the Name File information automatically.

- Tap Preview to see what the pages will look like.

Tap Next to see other pages. *Press or tap*  when you are finished.

**3** Tap Print.


**4** In the slip that appears, tap Now or Later.

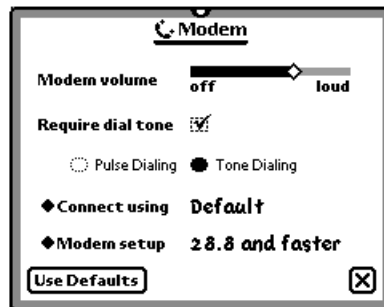
If you tap Later, the item is routed to the InOut Box. To print items that are in the InOut Box, see "Routing Items in the InOut Box" later in this chapter.

## Faxing

If you have a Newton-compatible fax modem, you can use the *eMate* to send and receive faxes. The *eMate* does not have to be connected to a fax modem when you choose to fax an item. If you choose to fax at a later time, the item waits in your InOut Box, ready to fax. For more information, see “Routing Items in the InOut Box” later in this chapter.

### Preparing to send and receive faxes

- Connect a fax modem to your *eMate*. See your fax modem documentation for more information.
- Make sure you’ve filled out an owner and worksite in Owner Info. The information is used in your return address.
- Fill in the information requested for Modem preferences in Prefs . For more information, see “Prefs” in Part 2 of Chapter 5, “Managing the *eMate* 300.”






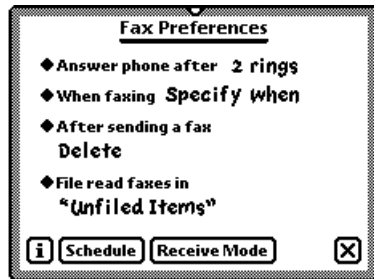
If you are using a phone system that doesn’t have a dial tone, make sure “Require dial tone” is not checked.

- Set your fax preferences.

## Setting fax preferences

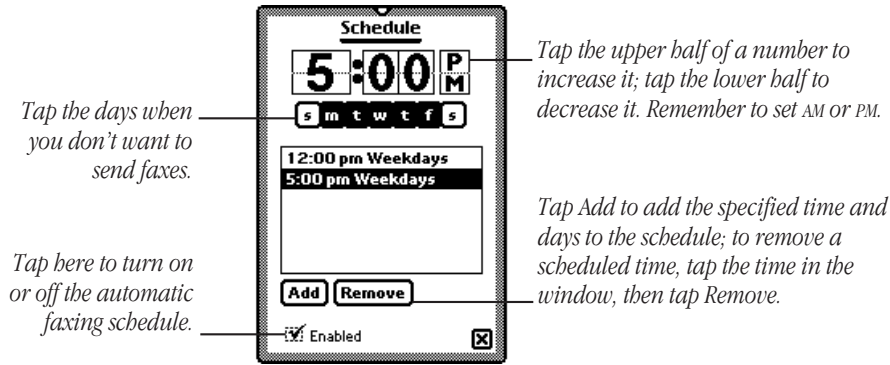
To set fax preferences:

- 1 **Press the** Extras  **key to** open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap the Information button  and, in the list that appears, *f*Fax Preferences.
- 4 In the slip that appears, select the appropriate information.



- Tap “Answer phone after” to set the number of rings it takes to answer the phone. In the list that appears, tap your choice.
- Tap “When faxing” to set when you want to fax an item. In the list that appears, tap your choice.
  - *Send now*—always faxes the item right away.
  - *Send later*—always routes the item to the InOut Box. The items wait in the InOut Box until you choose to fax them. If you designate a specific time and day to route items, they are sent then.
  - *Specify when*—gives you a choice of Now or Later when you fill out the routing slip.
- Tap “After sending a fax” to select what to do with an item after it is faxed. In the list that appears, tap your choice.
- Tap “File read faxes in” to choose where to file faxes that you have received and read. In the list that appears, tap your choice.

- Tap Schedule to set the schedule when you want your *eMate* to send and receive faxes. In the slip that appears, select the appropriate information.

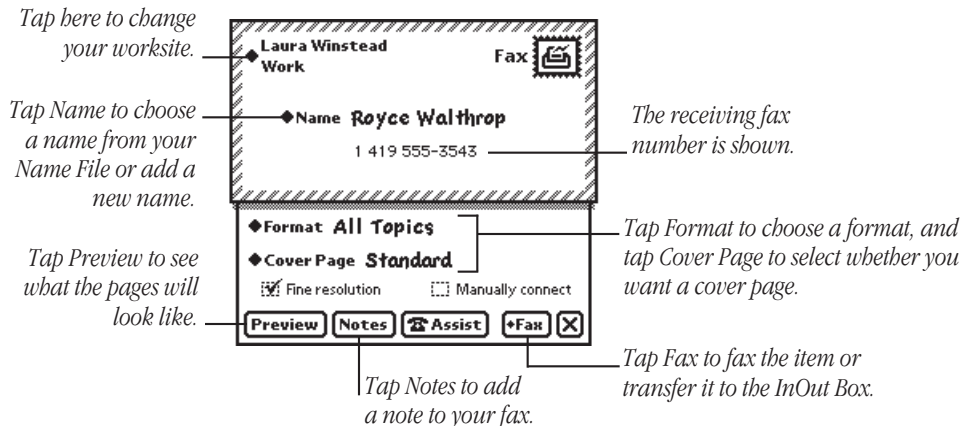


- 5 When you are finished, *press or* tap  to close the slip.

### Sending a fax

The *eMate* does not have to be connected to a fax modem when you choose to fax an item. The item waits in your InOut Box until you send the fax.

- 1 Go to the item you want to fax.  
When faxed, text is formatted as wide as the fax page. Drawings and ink text are centered on the page.
- 2 Tap the Routing button  and in the list that appears, tap Fax.
- 3 Enter the appropriate information.



- Tap the diamond ◆ at the upper-left corner of the slip to change your worksite.
- Tap Name to select whom you want to fax the item to. If the name is not in the list that appears, tap “Other Names” and in the name card overview, tap the name. To change the fax number you are sending the item to, tap the diamond ◆ next to the fax number in the name card overview.
- Tap Format and in the list that appears, tap a format.  
If you choose a format where you can enter optional information, such as a name or subject, a slip appears. Enter the appropriate information. *Press or tap* ☒ to close the slip.

- Tap Cover Page and, in the list that appears, tap your choice.

If you want to send notes on the cover page, tap Notes and write what you want to appear on the cover page. *Press or tap* ☒ when you are finished.

- Tap the checkbox to select fine or standard resolution.
- Tap the checkbox next to “Manually connect” if you don’t want the modem to dial the fax number. (See the next section, “Manual dialing.”)
- Tap Preview to see what the pages will look like. Tap Next to see other pages. *Press or tap* ☒ when you are finished.
- Tap Notes to add notes to the cover page. In the slip that appears, enter the information. *Press or tap* ☒ to close the slip.
- Tap Assist to change the fax number, dialing prefix, or credit card number. In the slip that appears, enter the appropriate information. *Press or tap* ☒ to close the slip.

**4** Tap Fax.

**5** In the slip that appears, tap Now or Later.



If you tap Later, the item is routed to the InOut Box. To fax items that are in the Out Box, see “Routing Items in the InOut Box” later in this chapter.

## Manual dialing



Sometimes you may need to dial the fax number yourself; for example, when asking an operator for a particular extension or faxing on a telephone connection that you've already established.

- 1** Connect the *eMate* to a fax modem. Make sure a phone is connected to the same line. (See your modem manual for instructions.)
- 2** Go to the item you want to fax.
- 3** Tap the Routing button  and in the list that appears, tap Fax.  
A routing slip appears.
- 4** Enter the appropriate information. Be sure to check the “Manually connect” box in the fax routing slip.
- 5** Dial the number on your phone and wait until you hear a high-pitched tone on the other end of the line.
- 6** Tap Fax and in the slip that appears, tap Now.
- 7** Wait about eight seconds, until you hear sounds from the modem speaker.
- 8** Hang up the phone.

## Using Assist to send a fax

If the text of the fax includes the recipient's name, and if the recipient has a fax number in the Name File, you can *press* Assist  to have the *eMate* automatically fax the item. To do this, select the recipient's name, *press* Assist , and tap Please. In the list that appears, tap Fax. Tap Do and enter the information in the Fax slip that appears. Tap Fax to send the fax.

## Receiving a fax



- 1** *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2** Tap InOut Box .
- 3** Tap Receive and in the list that appears, tap Fax.

A slip appears, asking if you want to wait for the call or connect manually.

- If you tap Wait For Call, the *eMate* prepares the fax modem and waits for the fax telephone call. Once the connection is made, a slip appears showing you the status of the fax.
- If you tap Manually Connect, a slip appears with instructions. Follow these instructions, then tap Fax. Once the connection is made, a slip appears showing you the status of the fax.

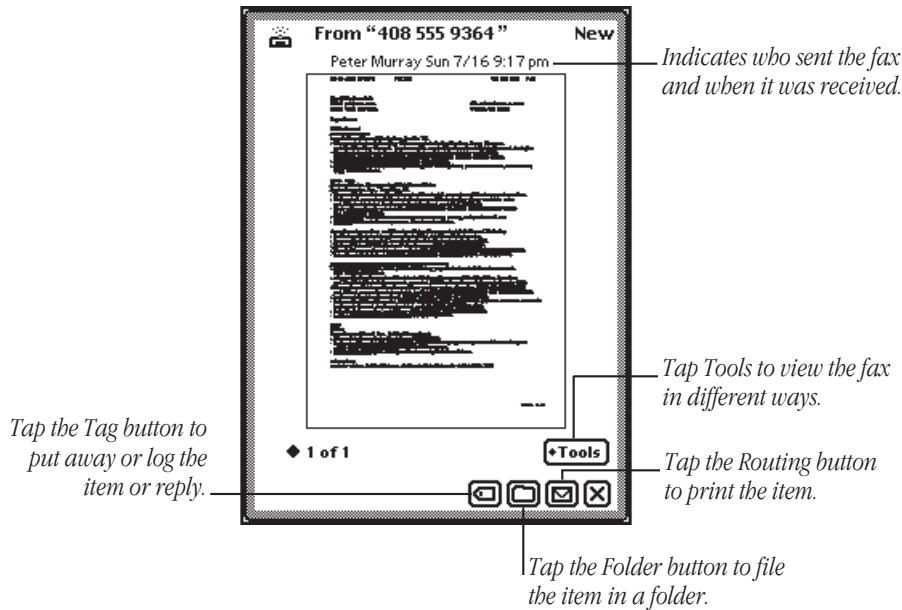
## Viewing a fax

You can view items that have been faxed to you in several formats.

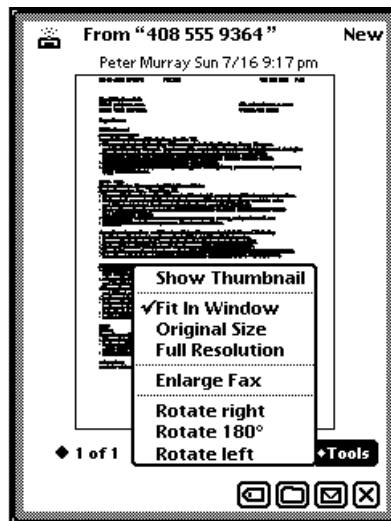
- 1** *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2** Tap InOut Box .





- 3 Tap the faxed item you want to view.  
A viewer appears showing you the information.



- 4 Tap Tools and in the list that appears, tap a choice to see different views of the item or to rotate the image.






- *Show Thumbnail*—displays tiny representations of the pages.
  - *Fit In Window*—shows the entire fax image on the *eMate* screen.
  - *Original Size*—displays the item in the size it was originally sent.
  - *Full Resolution*—displays the item pixel for pixel.
  - *Enlarge Fax*—displays the item larger than actual size.
  - *Rotate right; Rotate 180°; Rotate left*—rotates the image on the screen.
- 5 To reply to a fax, tap the Tag button . Write information on the fax and send it with your annotations.
  - 6 *Press or tap*  when you are finished.

## Sending and receiving beamed information to Newton devices

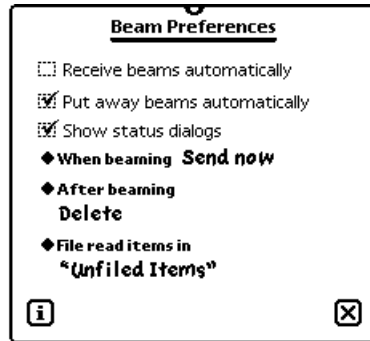
You can send information from one Newton device to another using an infrared beam. The infrared windows on the Newton devices should point directly at each other and should be less than 1 meter (about 3 feet) apart—closer in bright sunlight.

### Setting beam preferences

To set beam preferences:


- 1 *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 2 Tap InOut Box .
- 3 Tap the Information button  and, in the list that appears, tap Beam Preferences. A slip appears.

4 Select the appropriate information.

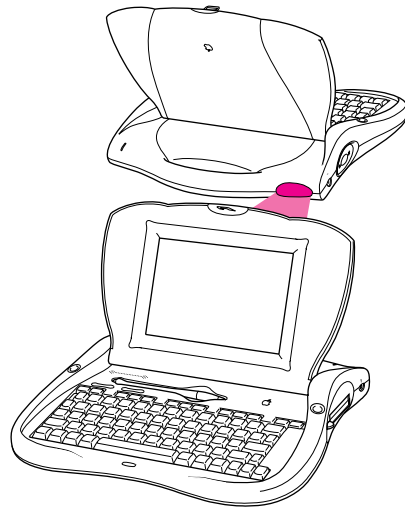


- Tap the checkbox next to “Receive beams automatically” if you want your *eMate* to receive beams at any time. Receiving automatically uses more battery power.
  - Tap the checkbox next to “Put away beams automatically” if you want your *eMate* to put beamed information into the corresponding application. For example, if you receive a note, it is automatically filed in your Notepad.
  - Tap the checkbox next to “Show status dialogs” if you want to see status messages while you are beaming.
  - Tap “When beaming” to set when you want to beam an item.
    - *Send now*—always beams the item right away.
    - *Send later*—always routes the item to the InOut Box. The items wait in the Out Box until you choose to beam them.
    - *Specify when*—gives you a choice of Now or Later when you fill out the routing slip.
  - Tap “After beaming” to select what to do with an item after it is beamed. In the list that appears, tap your choice.
  - Tap “File read items in” to choose where to file beamed items that you have already read. In the list that appears, tap your choice.
- 5 When you are finished, *press or* tap **X** to close the slip.

## Beaming an item

- 1 Go to the item you want to beam.
- 2 Tap the Routing button  and, in the list that appears, tap Beam .

Make sure the infrared windows on both Newton devices are pointed directly at each other, that there's a clear line of sight between them, and that the other Newton device is ready to receive your beam (see the next section, "Receiving Beamed Information"). The two devices should be no closer than 7 inches (20 centimeters) and no farther than 3.2 feet (1 meter) apart.



A slip appears showing you the status of the beam. The *eMate* tries to beam the item for about two minutes. If it doesn't succeed, a message appears in the InOut Box and the item stays in the InOut Box until you try again.

## Receiving beamed information




There are two ways you can receive beamed information.

### Receiving beams automatically

If you have set your *eMate* to receive beams automatically (see “Setting Beam Preferences” earlier in this chapter), you can receive beams any time. Make sure the infrared windows on both Newton devices are pointed directly at each other and that there’s a clear line of sight between them. A slip appears showing you the progress of the beam. Receiving automatically uses more battery power.

### Receiving beams manually

If you *want to* set up your *eMate* to receive beams automatically, *just press the "Receive" button on your keyboard once, or;*


- 1** *Press the* Extras  *key to* open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder’s name.)
- 2** Tap InOut Box .
- 3** Tap Receive and in the list that appears, tap Beam .

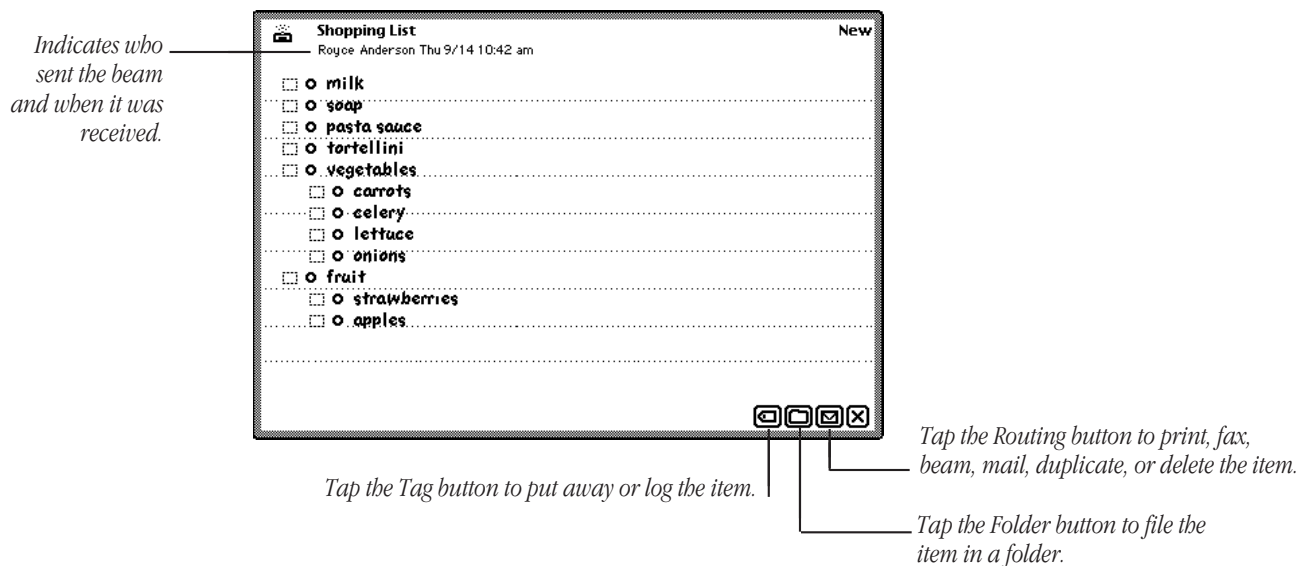
Make sure the infrared windows on both Newton devices are pointed directly at each other, that there’s a clear line of sight between them, and that the other Newton


*The item appears in the InOut Box.*

## Viewing beamed items

Your MessagePad is preset to put beams away automatically, filing information with the corresponding application. For example, a note beamed to you is automatically placed in your Notepad. You can view the beamed item by opening the application.

If you chose not to put away beamed items, items are placed in the InOut Box. A blinking star appears at the top of the screen. Tap the star and in the slip that appears, tap InOut Box . A slip with the beamed information appears.



When you're finished viewing the item, *press or tap*  to close it.

## Using electronic mail

You can use electronic mail, or e-mail, to send and receive text messages, packages, and entire items from the Notepad, Name File, Date Book, Calls, or InOut Box. Some third-party applications may also support the mail option.

To send and receive e-mail you must have

- A Newton-compatible modem and the cables required to connect it to the phone line and to your *eMate* (see your modem manual for more information).
- An e-mail account with an e-mail service provider.

**Important** Because of local regulations, electronic mail options may be different or unavailable in some countries.

## Connecting your eMate 300 to a modem

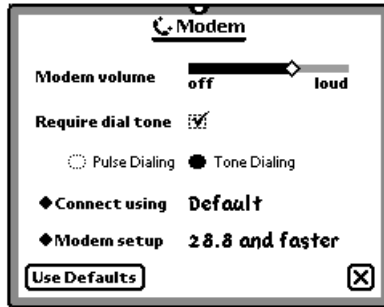
To connect a modem, see the instructions that came with the device. The *eMate* does not have to be connected to a modem when you choose to send an item. Items to be mailed wait in the InOut Box until you decide to mail them.

## Preparing to send and receive e-mail

- Make sure you've filled out owner and worksite information in Owner Info. The information is used in your return address and for dialing. If you want to avoid long distance charges, you can change the e-mail access number in Owner Info.

**Note:** If you have more than one e-mail address, see "Creating Additional Owner Cards for More Than One E-mail Address" in Chapter 5, "Managing the *eMate* 300."

- Fill in the information requested for Modem preferences in Prefs.



For more information, see “Prefs” in Chapter 5, “Managing the *eMate 300*.”

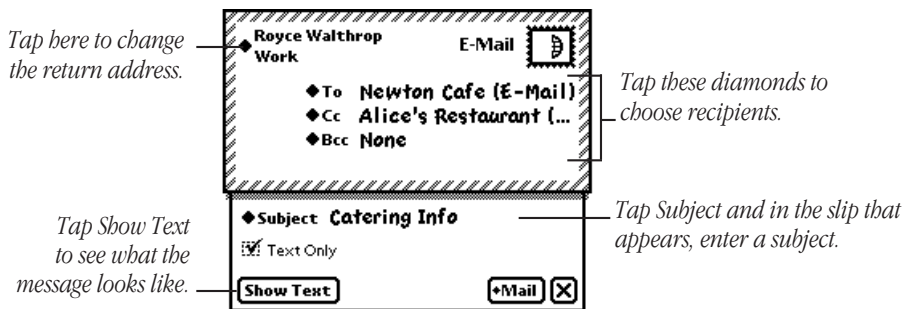
If you are using a phone system that doesn’t have a dial tone, make sure “Require dial tone” is not checked.

## Sending e-mail

- 1 Go to the item you want to send.  
If you want to mail a package, go to the package and select it.
- 2 Tap the Routing button  and in the list that appears, tap Mail.
- 3 In the slip that appears, enter the appropriate information.

**Note:** The routing slip may look different depending upon the e-mail service you have.

If you need to change your access number, see the next section, “Receiving Electronic Mail.”



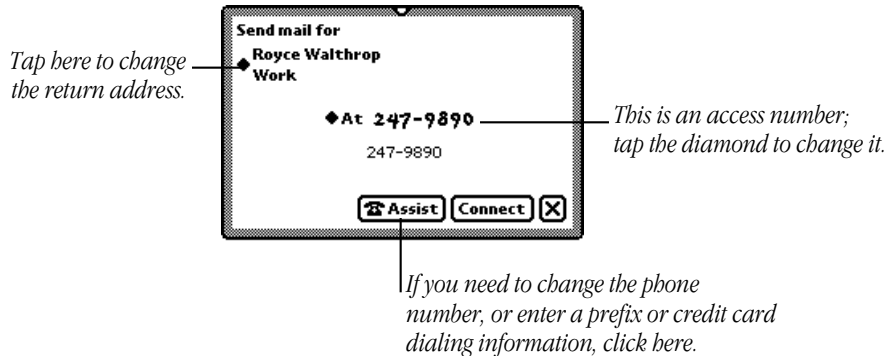
- 4 Tap Mail.



- 5 In the slip that appears, tap Now or Later.

If you tap Later, the item is routed to the Out box of the InOut Box. To mail items that are in the InOut Box, see “Routing Items in the InOut Box” later in this chapter.



If you tap Now, enter the appropriate information in the slip that appears.




- 6 Tap Connect to send the mail.

## Receiving electronic mail

You can receive messages and packages via e-mail.



- 1 Press the Extras  key to open the Extras Drawer, tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder’s name.)
- 2 Tap InOut Box .
- 3 Tap Receive and in the list that appears, tap the name of your e-mail service.
- 4 In the slip that appears, enter the appropriate information.

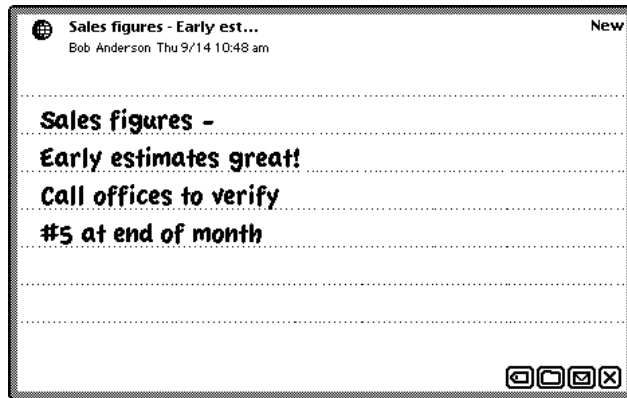



- Tap Assist  to change the access number, add a prefix, or enter credit card information.
- 5 Tap Connect.



## Viewing e-mail messages

To view items that are received as e-mail, do the following:

- 1 *Press the* Extras  *key to* open the Extras Drawer.
- 2 Tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder's name.)
- 3 Tap InOut Box .
- 4 Tap the item you want to view.  
It appears on the screen.




- 5 You can now do one of the following:
  - Tap the Tag button  and, in the list that appears, tap your choice:
    - Put Away*—places items where they should logically go (for example, text messages are placed in the Notepad).
    - Log*—marks the message as read in the InOut Box.
    - Forward*—forwards the item to someone via e-mail.
    - Reply*—sends a reply via e-mail.

- Tap the Folder button  to file the item.
- Tap the Routing button  to print, fax, beam, duplicate, or delete it the item.

You may also see an option labeled Add to Names, which creates a card in the Name File for the sender and includes the sender's e-mail information.

### Using downloaded packages


Packages that are sent to you via e-mail must be put away in the Extras Drawer before you can use them. Go to the InOut Box and tap the item. Tap the Tag button  and in the list that appears, tap Put Away. The package is placed in the Extras Drawer.

### Replying to and forwarding an e-mail message

You can reply to or forward an e-mail message and select the text you want to include in the reply or in the forwarded message.

- 1** Go to the e-mail message you received in the InOut Box.
- 2** Select the portion of the text you want in the reply. Hold the pen on or near the text until a heavy mark appears under the pen, then draw the mark over or around the text.



You can select up to one screen of information.

- 3** Tap the Tag  button and in the list that appears, tap Reply or Forward. A slip appears.
- 4** Enter the appropriate information in the slip.  
The item is automatically tagged "Pending."
- 5** Tap Send and a routing slip appears.  
Enter the appropriate information and tap Mail.

## Routing items in the InOut Box

You can place items in the InOut Box to route at a later time or date. Items that have not been sent are logged as “Ready.”

To route these items, do the following:


- 1** *Press the* Extras  *key to* open the Extras Drawer.
- 2** Tap the folder tab, then tap Unfiled Icons. (If you filed the InOut Box in another folder, tap that folder’s name.)
- 3** Tap InOut Box .
- 4** Tap the item you want to route or the checkbox next to it.

You can select multiple items, but they must all be routed the same way (for example, all faxes or all e-mail). To do this, tap the checkbox next to each item you want to select.

- 5** Tap Send and in the list that appears, tap your choice.


A slip appears showing you the status of the connection. The item is then logged as “Sent.”

## Using the blinking star notification

When you are routing an item and the status slip is hidden (if you've opened another application or *pressed or* tapped  to close the status slip), a blinking star appears at *the top of* the screen.

Tap the star to see the status slip.



The blinking star also appears when you receive new items in your InOut Box while it is not open. For example, if you selected “Receive beams automatically” in the Beam Preferences slip and someone beams you information while you’re working in the Notepad, the star appears at the top of the screen indicating that something is in the InOut Box. Tap the star and a list appears. Tap InOut Box  to open it and see the item.




**Note:** A blinking star also appears at the top of the screen each time you write a word that is not in the *eMte's* dictionary. For more information, see “Using the Word List” in Chapter 1, “Writing and Drawing.”

# 8

## Using Assist and Accessing On-Screen Help

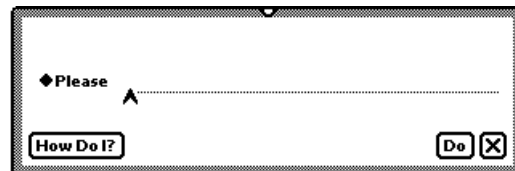
You can have the *eMate* automatically perform certain tasks for you using Assist. The tasks that can be performed include sending faxes or electronic mail, dialing telephone numbers, scheduling, setting the time and date, finding text, printing, and entering items in your To Do list. You can also *press* Assist to access on-screen help.

You can make requests in several ways:

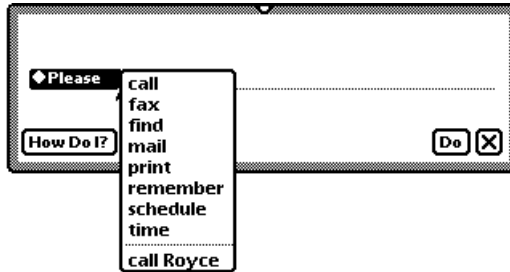
- *Press* Assist  and, in the slip that appears, tap Please. In the list that appears, tap your choice.
- *Press* Assist  and, in the slip that appears, write your request on the blank line next to Please.
- Write your request, such as “Call Alice,” and select it. Then *press* Assist .

### Using the Assist button

- 1 Make sure no text is selected, then *press* Assist .  
A slip appears.

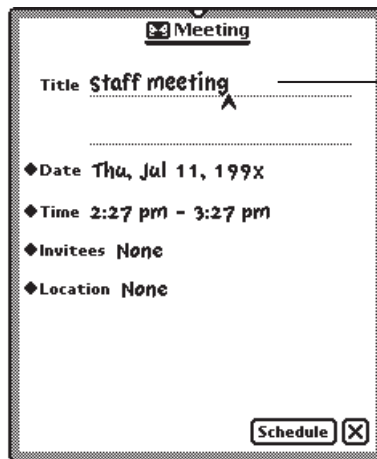


- 2 You can enter your request in two ways:
  - Write your request on the line.
  - Tap Please and in the list that appears, tap the request word you want.



The word appears on the line.

- 3 Add more words if you like, such as a name or date.  
You may find it easier to add the details in the confirmation slip.
- 4 Tap Do.  
A confirmation slip appears with some information already entered, based on your request.
- 5 Enter any other necessary information.

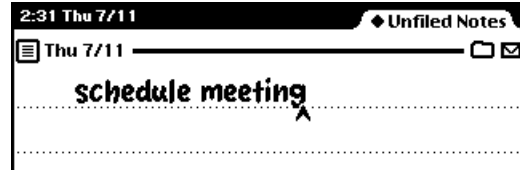


*This is an example of a confirmation slip that appears when you make a schedule request from Assist.*

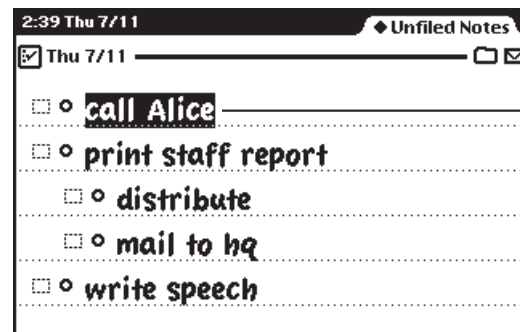
- 6 When you're finished, tap the button near the bottom of the slip to perform the action. Tap Schedule, for instance, to schedule the meeting.

### Writing your request

- 1 Write at least one word of your request, beginning with a request word or one of its synonyms.



- 2 Select the request. Place the pen on or near the item until a heavy mark appears under the pen. Then draw the highlighting mark over or around the item.



*Example of selected text from a checklist.*



**3** *Press Assist* .

The *eMate* interprets the request and a confirmation slip appears with some information already entered, based on your request.



**4** Enter other necessary information.

**5** When you're finished, tap the button near the bottom of the slip to perform the action. Tap *Call*, for instance, to place the call.

### Using the correct request words

The *eMate* understands the following requests and their synonyms. (If you have other applications installed on your *eMate*, the other applications may recognize additional request words.)

- **Call** to dial a telephone number.

Synonyms: phone, ring, dial

*Call Bob at home* looks in the Name File to find Bob's home phone number, then puts it in the call slip.

- **Fax** to fax the item on the screen.

Synonyms: none

*Fax Anderson* opens a fax slip with the name Anderson and Anderson's fax number filled in.

- **Find** to search for text.

Synonyms: locate, search for, look for

*Find Linda* opens a find slip and enters "Linda."

- **Mail** to send the item on the screen as electronic mail.

Synonyms: email, send

*Mail Anderson* opens a mail slip with the name Anderson filled in.

- **Print** to print the item on the screen.

Synonyms: none

*Print* opens a print slip for the item on the screen.

- **Remember** to add a reminder to your to-do list.

Synonyms: remember to, don't forget to, don't let me forget to, to do, remind, remind me, remind me to

*Remember to back up Monday* opens a to-do slip with Monday's date and "back up" as the subject.

- **Schedule** to add a meeting or event to your calendar.

Synonyms: meet, meet me, meet with, talk to, talk with, breakfast, breakfast with, brunch, brunch with, lunch, lunch with, dinner, dinner with, holiday, birthday, b-day, bday, anniversary

*Lunch Linda* opens a schedule slip. The date and time depend on when you make the request.

If you make the request	The eMate assumes lunch will be
before noon	today at noon
before 1:00 pm	the next half hour
after 1:00 pm	tomorrow at noon
specifying a day	first occurrence of that day at noon

If the *eMate*'s assumption is wrong, you can make corrections in the confirmation slip.

- **Time** to look up the time in a city or country.







Synonyms: time in, the time in, what time, what is the time, what is the time in, what time is it, what time is it in

*Time* displays the Time Zone map.

*Time in Paris* opens the Time Zone map and shows the time in Paris.

### Tips on using Assist

The *eMate* infers important information to help you carry out your requests.

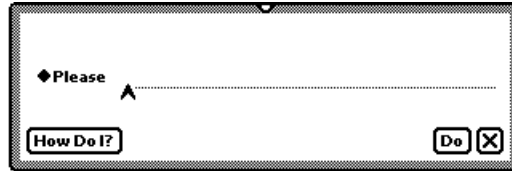
- Your *eMate* knows which area in the *eMate* you are using, which makes it easy to request assistance. For example, if you *press* Assist , tap the diamond , and tap Print, your *eMate* assumes you want to print the item you're looking at.
- Your *eMate* also knows the last thing you did. For example, if you write a name, *press* Assist , tap the diamond , and tap Fax, your *eMate* assumes you want to fax the item you're looking at to the person whose name you previously wrote.
- Your *eMate* knows what you select. For example, if you select a name from an item in the Notepad, *press* Assist , tap the diamond , and tap Mail, the *eMate* assumes you want to e-mail the note you're looking at to the person whose name you selected.

## Accessing on-screen help using Assist

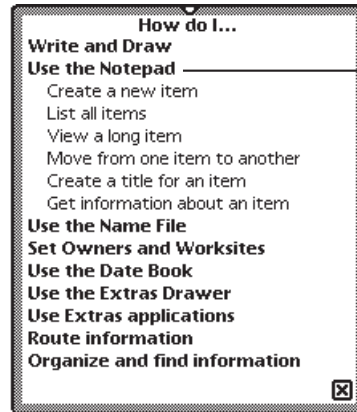
On-screen help is available at any time on the *eMate*. On-screen help contains basic information on how to perform various tasks.

To access the on-screen help:

- 1 Make sure no text is selected, then *press* Assist .  
A slip appears.



- 2 Tap How Do I?  
A list of help topics appears. The on-screen help is organized by topics and subtopics. The topics cover main areas, while the subtopics list specific tasks.

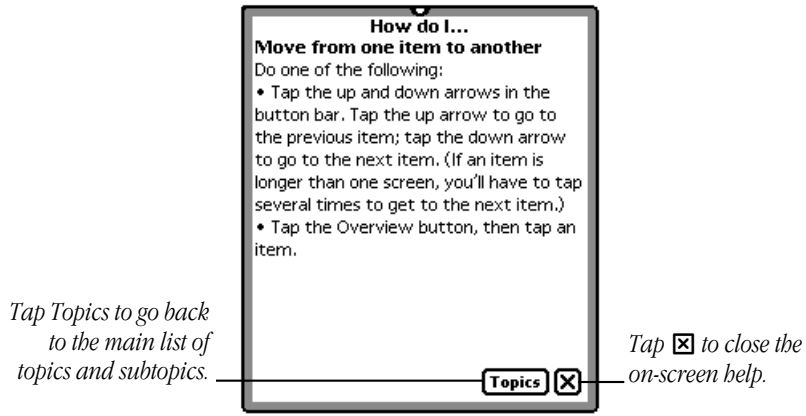


*This is a topic; subtopics appear below it.*

- 3 If necessary, tap a topic to see the list of subtopics.

- 4 Tap a subtopic.

The information on that subject is shown.



- 5 When you finish viewing information, tap Topics to go back to the list of topics, *or tap* [X] to leave the on-screen help.

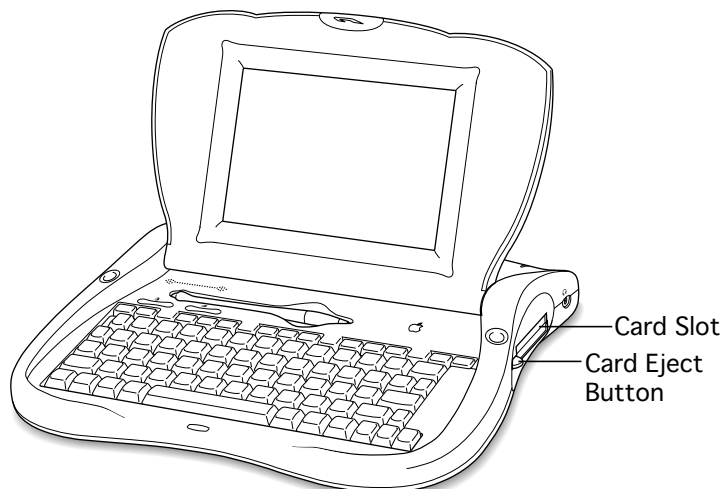
# 9

## Using Storage and Application Cards

You can use PC cards with your *eMate*. There are three types of cards: application cards (also called titles), storage cards (which add more storage space to your *eMate*), and accessory cards (such as modems). For information about using an accessory card, see the documentation that came with the card.

### Inserting and removing cards

- 1 Push the *card eject* button beside the card slot.



- 2** *In case there is already a card in your eMate eject the card by pushing the release button which pushes the card out of the slot.*

Always use the release button to remove a card. Never pry the card or use another object to pull a card from the slot.

- 3** Insert the new card in the card slot.

The card fits only one way; don't force it. Push the card all the way in until it locks in even with the side of the *eMate*.

Your *eMate* takes a few moments to examine the card. When your *eMate* is ready to use the card, a slip appears with information about the card.

What you see next on your *eMate* depends on what type of card you inserted:

- *New storage card*—A message appears telling you the card cannot be read and you need to erase all the information on it. See the next section, “Using Storage Cards.”
- *Previously used storage card*—A slip appears showing the name of the card. See the next section, “Using Storage Cards.”
- *Application card*—An icon appears in the Extras Drawer. See the section “Using Application Cards” later in this chapter.
- *Accessory card*—A slip appears showing that a communications card has been inserted. For information about using an accessory card, see the documentation that came with the card.

## Using storage cards

You can use storage cards to store new information and to back up information in your *eMate*.

**Important** *Make sure that you are using a 5-volt PC card. If the card is not 5-volt, you won't be able to store information on the card, you'll only be able to read information.*

**Important** Most storage cards have a write-protect switch that allows you to lock and unlock the card for security purposes. If you lock the card, you cannot move or revise information that is on the card. To find out whether a card is locked, see the section “Protecting Information on a Storage Card,” later in this chapter.

## Preparing a new storage card

Storage cards that are new or that have been used on devices other than a *eMate* may need to be erased and formatted before you can use them.

**Note:** To use a card that has been used in a device with an earlier version of the Newton operating system, see the next section, “Using a Storage Card Formatted with an Earlier Version of the Newton Operating System.”

- 1 Insert the new storage card.

A message appears.



- ▲ **Warning** Tapping Erase erases any information and data on the card, including packages or a backup. ▲

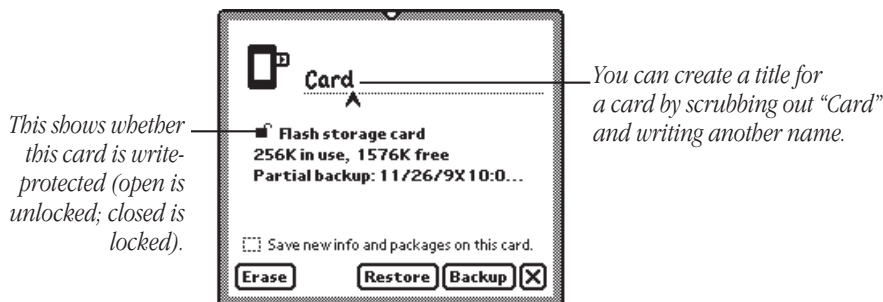
- 2 Tap Erase.

You see another warning message asking if you really want to erase the information on the card.



### 3 Tap Erase.

After your *eMate* erases and formats the card, a slip appears showing information about the card.



### 4 Press or tap [X] to close the slip.

## Using a storage card formatted with an earlier version of the Newton operating system

You can use storage cards in your *eMate* that were formatted with an earlier version of the Newton operating system. You can choose to read or convert the card.

Insert the card. A warning slip appears.




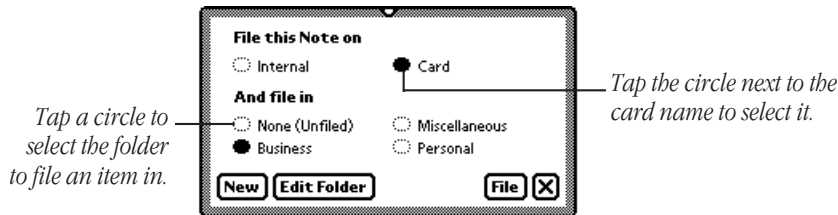
- If you tap “Mount read-only,” you can view your information and packages, but you cannot edit them. You can still use the card with a Newton device that has an earlier version of the Newton operating system.
- If you tap Convert, the *eMate* converts the card’s format and data for use with the Newton 2.0 operating system. A warning message appears telling you that converting the card makes it unusable on a *eMate* that has an earlier version of system software. Tap Convert to convert the card.

**Important** Some applications and application data may not be compatible with the Newton 2.0 operating system. Please contact the software publisher for more information about compatibility or an upgrade.

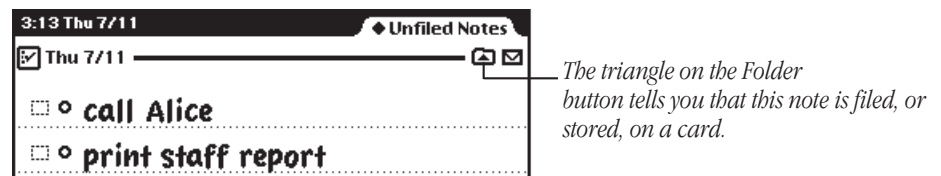
### Filing information on a storage card

You can file name cards, notes, calls, and icons in the Extras Drawer in folders on a storage card.

- 1 Go to the item you want to file.  
To file an icon from the Extras Drawer, you must first select it. See the section “Putting Icons from the Extras Drawer Into Folders” in Chapter 6, “Organizing and Finding Information.” You cannot move built-in icons, such as Formulas, to a folder on a storage card.
- 2 Tap the Folder button  and, in the slip that appears, tap the name of the card and the name of the folder.
- 3 Tap File.





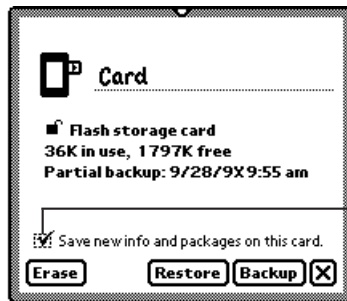
The item is now moved to the card and isn't available if you remove the card. A small triangle appears on the Folder button for the item, unless it's stored in the Extras Drawer.



## Automatically storing information on a card

To store new information that you create and packages that you transfer to your *eMate*, open the Card slip.



- 1 Press the Extras  key to open the Extras Drawer, tap the Folder tab, then tap Unfiled Icons. (If you filed Card in another folder, tap that folder's name.)
- 2 Tap Card .  
A slip appears.
- 3 Tap "Save new info and packages on this card." Your *eMate* automatically saves your new information and packages on the card.

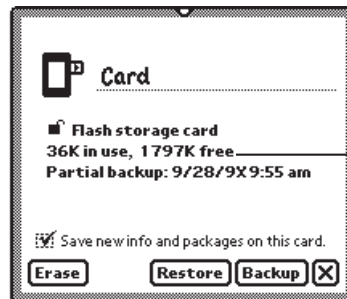


Tap this checkbox to store new information on a card.

For more information on organizing information into folders, see Chapter 6, "Organizing and Finding Information."

## Checking the amount of space available on a storage card



You can check the amount of available space on a storage card whenever the card is inserted into your *eMate*. Press the Extras  key to open the Extras Drawer, then tap Card . (If you filed Card in another folder, tap that folder's name.) A slip appears.

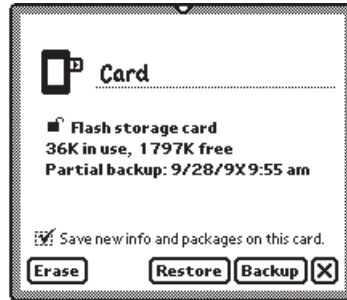


The amount of available space is listed.

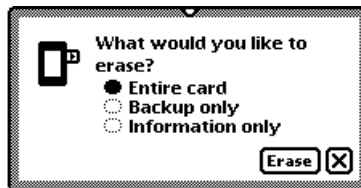
## Deleting information on a storage card

You can remove software that you no longer use or need from a storage card.

- 1 Press the Extras  key to open the Extras Drawer. (If you filed Card in another folder, tap that folder's name.)
- 2 Tap Card .  
The card slip appears.



- 2 Tap Erase.
- 3 In the slip that appears, tap a choice.



- *Entire card*—deletes all of the information on a card.
  - *Backup only*—deletes only the backup file.
  - *Information only*—deletes the data files only for all applications; packages and backup files are not deleted.
- 4 Tap Erase.

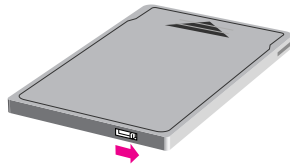
### Deleting specific items on a card

- 1 Go to the item on the card that you want to delete.  
If you want to delete more than one item, *press* the Overview button ● and, in the list that appears, tap the checkbox next to each item you want to delete.  
**Note:** You can tell from the Overview list which items are on the card.
- 2 Tap the Routing button ☑ and, in the list that appears, tap Delete.

### Protecting information on a storage card

You can lock most storage cards so that you can't move, delete, or change any information that's on the card (although you can see, copy, and use the information). You can't store new information on a locked card.

To lock a card, remove it from the card slot and slide the write-protection switch toward the edge of the card, as shown.



To unlock the card, slide the write-protection switch back toward the center of the card.


### Changing batteries in a storage card

See your storage card instructions to determine whether the card has a battery. If it does, you must change the battery when you see a message that the card's battery is low. To change the battery, follow the instructions that came with the card.

## Using application cards

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

To use an application card:

- 1** Insert the card.  
Make sure you push it all the way into its slot.  
Wait for a slip to appear indicating that the *eMate* has examined the card.
- 2** *Press the* Extras  *key to* open the Extras Drawer.  
An icon for the application appears in the Extras Drawer.
- 3** Tap the icon and follow the instructions that came with the application.


# 10

## Backing Up and Restoring Information

You can back up information from your *eMate* to a storage card. A copy of all the information in your *eMate* is called a backup. You use the backup to restore information in the unlikely event that your *eMate* seriously malfunctions and information is lost or damaged.

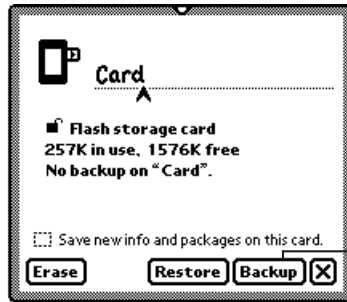
To keep your *eMate* information safe, you should always have a recent copy of all the information in your *eMate*. You can keep a backup on a storage card or on a computer.

### Backing up information to a storage card

- 1** Insert a storage card into your *eMate*.  
A slip appears indicating that the *eMate* recognizes the card.
- ▲ Warning** A storage card can only store one backup file for a particular *eMate*. If there's already a backup stored on the card, it is replaced with the new backup. (Other information on the card is not erased.) **▲**
- 2** Press the Extras  key to open the Extras Drawer.

- 3 Tap Card .

The card slip appears.



Tap here to make a backup of your information.

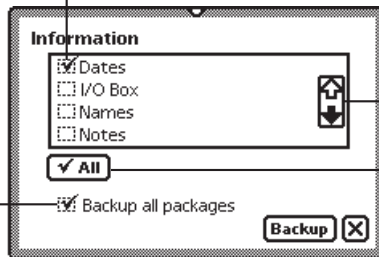
- 4 Tap Backup.

A backup slip appears.

- 5 Tap the applications whose information you want to back up.

If you want to make a backup copy of everything on your *eMate*, tap All. Tap it again to deselect all applications. To back up all the packages stored in the internal memory (not including the built-in applications), tap the checkbox next to “Backup all packages.”

Tap the checkbox next to each application you want to back up.



Tap “Backup all packages” if you want to make a backup of the packages stored in the internal memory.

Tap the scroll arrows to move up and down in the list.

Tap All to select all information (this doesn't include packages).



**6** Tap Backup.

A slip appears showing you the progress of the backup.



The *eMate* automatically creates a new backup. If there was a previous backup on the card, your *eMate* replaces the old backup with the new backup.

When the *eMate* is finished backing up the information, the progress slip goes away. A Restore button now appears on the card slip.

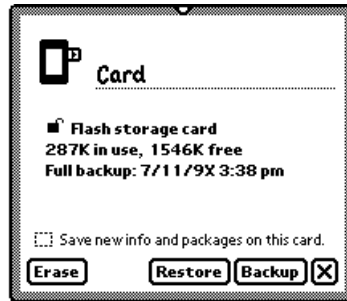
**7** Press or tap  to close the card slip.

## Restoring information from a storage card

If something causes you to lose information stored on your *eMate*, you can restore it if you've made a backup on a storage card.

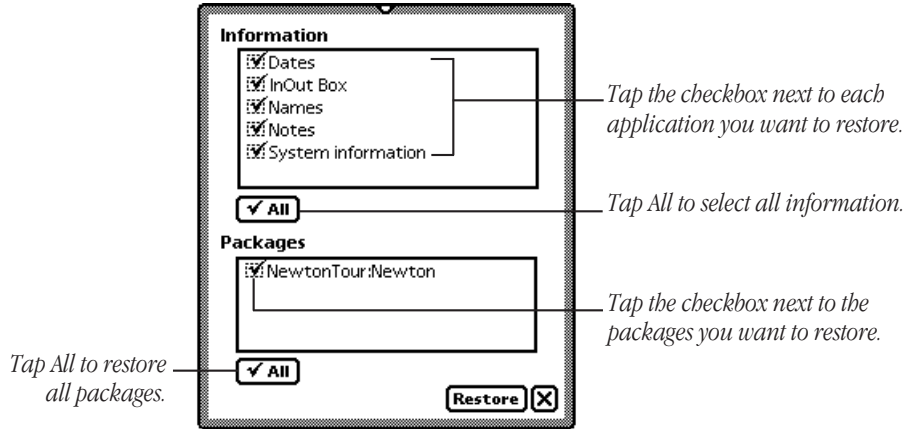
- 1** Insert the storage card with the backup information into your *eMate*.
- 2** If the card slip is not open, *press the* Extras  *key to* open the Extras Drawer, *then tap* Card .

The card slip appears.



**3** Tap Restore.

A slip appears. Tap the applications and packages you want to restore. If you want to restore everything, tap both All buttons. Tap them again to deselect all applications and packages.

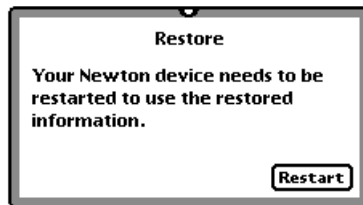


**4** Tap Restore.

A message appears asking you if you really want the information on your *eMate* to be replaced with the information in the backup.


**5** Tap Restore.

A slip appears showing you the progress of the restoration. When your *eMate* is finished restoring the information, a slip appears telling you to restart your *eMate*.



**6** Tap Restart.

Your *eMate* restarts.

**7** Press or tap  to close the card slip.

# 11

## Viewing Newton Books

You can use the Newton Book Reader application to view a Newton book on the *eMate*. When you install a Newton book, the package appears with its own icon and title. The Newton Book Reader automatically becomes available on your *eMate* when you install a book package.

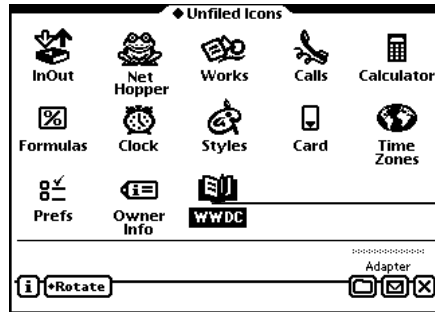
Using Newton Book Reader, you can do all the following:

- open a Newton book
- move from page to page to view the book
- open a table of contents to jump to a specific topic
- set bookmarks to move quickly to a particular page whenever you want
- make annotations in the text
- copy and paste text (but not edit text)
- print or fax a book

## Opening a book on your eMate 300


You can only have one Newton book open at a time.

If you installed the book on your *eMate*, you can find the book icon in the Extras Drawer.



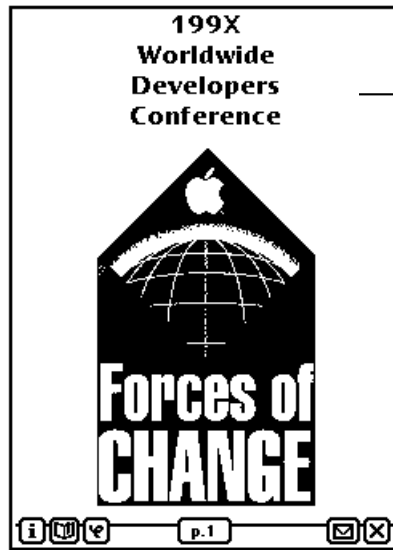
*An example of a Newton book icon installed in the internal memory.*

To open a book:

- 1 Press the Extras  key to open the Extras Drawer, then locate the book icon.
- 2 Tap the book icon.

## Viewing pages

After you open a book, the book appears on the screen.



*An example of a Newton book*

You can move page by page through a book by tapping the up or down arrows.

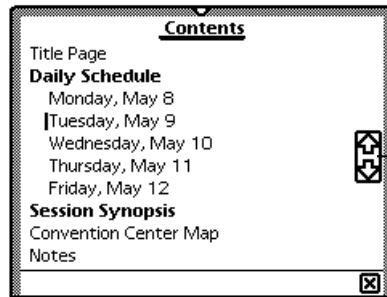
## Using a table of contents

A Newton book may have a table of contents that lists the topics in the book. You can quickly view a particular topic by tapping it.


To use the Contents slip to see a specific topic:

- 1 **Press** the Overview button ●.

The Contents slip appears listing the topics of the book. You can tap the scroll arrows  on the right side to move through the table of contents, if necessary.



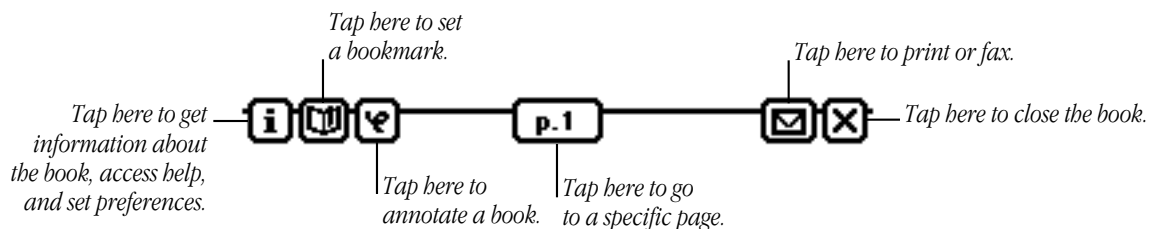
*Use these scroll arrows to move up and down in the table of contents.*

- 2 Tap the topic you want to view.  
The topic appears behind the Contents slip.  
If there are subtopics in the table of contents, they appear below the main topic.
- 3 If you want, tap a subtopic in the list.  
The desired subtopic appears behind the Contents slip.
- 4 **Press or tap**  to close the Contents slip.

You can use the Newton Book Reader controls to navigate, annotate, or print information in the book.

## Using Newton Book Reader controls

When a book is open, you see the Newton Book Reader controls. These controls allow you to view and annotate the Newton book.




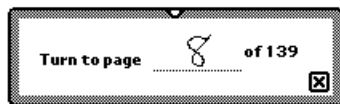
You can mark up and make notes on a book. You can hide or display the annotations whenever you want. You can also print or fax the book if your *eMate* is connected to a printer or a fax modem.

### Going to a specific page

When the controls appear, the number of the currently displayed page appears in the page number button.

To move to a specific page:

- 1 Tap the Page Number button .
- 2 Write the number of the page you want to go to.




The page you entered appears behind the slip.


- 3 Press or tap  to close the page number slip.

## Creating bookmarks

You can easily display pages that you refer to frequently by setting bookmarks.

When you tap the Bookmark button , the bookmark slip appears. This slip shows miniature images of the pages that are currently marked. The size of the slip changes depending on how many pages you mark. You can mark up to six pages in a book.

### To set a bookmark

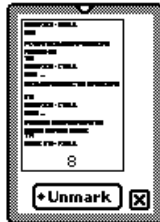
- 1 Display the page you want to mark.
- 2 Tap the Bookmark button .

The bookmark slip appears listing the page number you are currently viewing.



- 3 Tap the Mark Page button.


A new image for that page is added to the Bookmark slip.

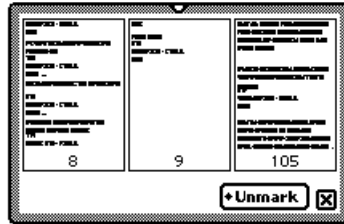


If you create more than six bookmarks, the last bookmark is added to the slip and the first bookmark you created is erased.




## To display a marked page

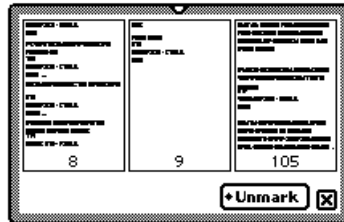
- 1 Tap the Bookmark button .  
The Bookmark slip appears.



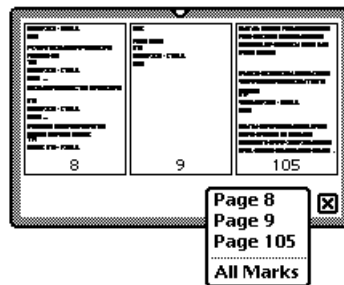
- 2 Tap the page image you want to see.  
The Bookmark slip disappears and the page you selected is shown on the screen.

## To erase bookmarks

- 1 Tap the Bookmark button .  
The Bookmark slip appears.



- 2 Tap Unmark.  
A list appears.



- 3 Tap the page you want to unmark, or tap All Marks to erase all bookmarks. The picture of the unmarked page disappears from the slip.

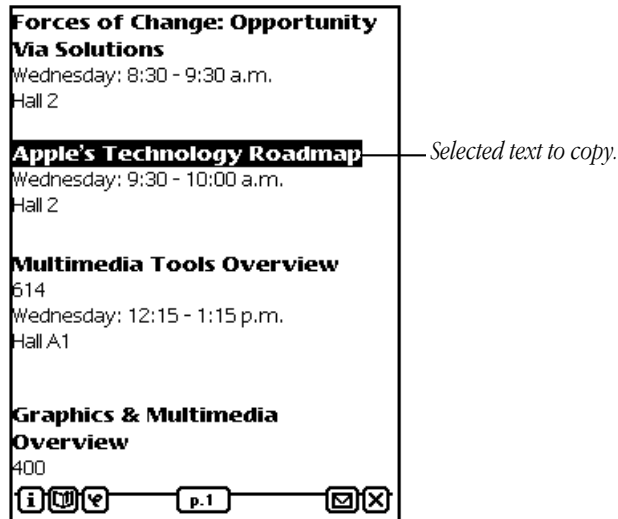
### Copying parts of a book

You can select and copy any text in a book. You can move the copied text to another application.

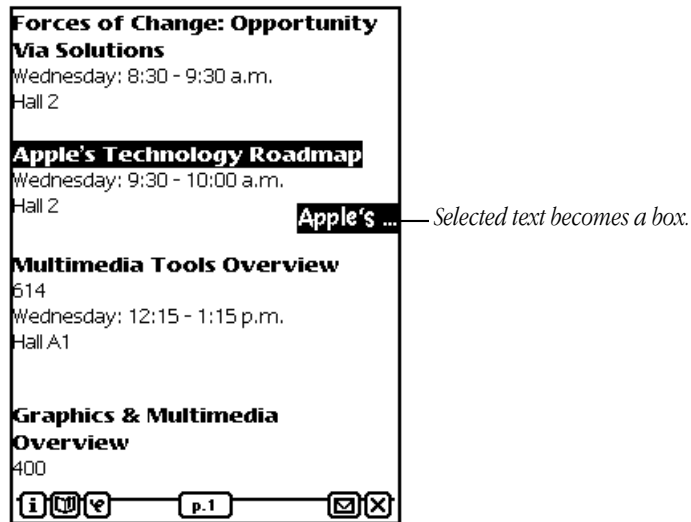
#### To copy parts of a Newton book


- 1 Go to the part of the Newton book you want to copy.
- 2 Select the text you want to copy.

Your *eMate* places a box around the selected item.

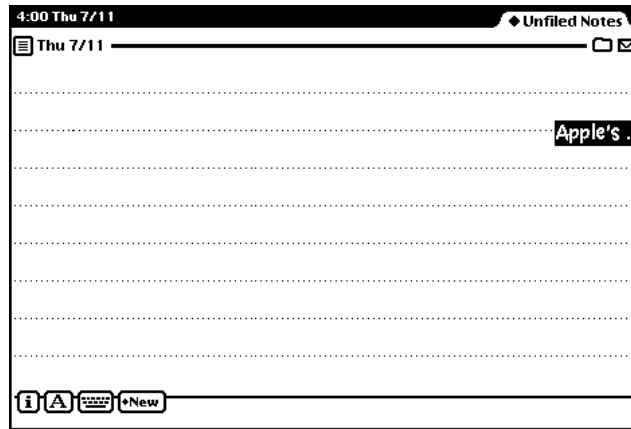


- 3 Drag the selected item to one side of the screen.  
The item becomes a small box, waiting for you to place it in another document.



- 4 Press or tap  to close the book.

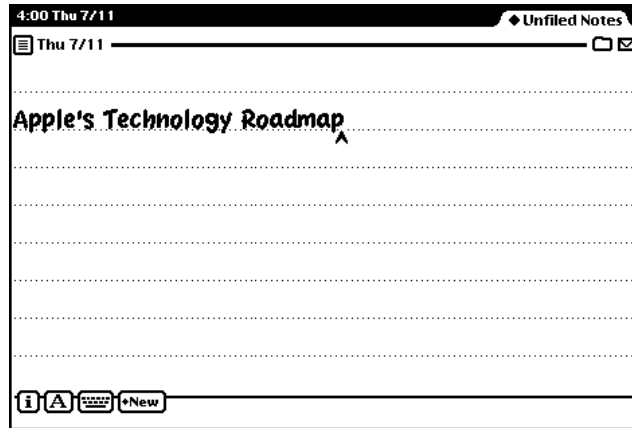
- 5 Open the application where you want the selected information to appear.  
The small box indicating the selected item is on the side of the screen.



*The box with the selected information appears here.*

- 6 Drag the box from the side of the screen to where you want it.  
The information appears and is still selected.

- 7 Tap the selection to deselect it.  
The information is in its new location.




## Annotating books

You can add your own annotations to a book by tapping the Markup button.


You cannot edit a *Newton* book on your *eMate*. You can however, mark the copy by writing, drawing, or typing on the on-screen keyboard. You can also hide your annotations. After marking up a book, you can print it or fax it with your annotations.

To annotate a book:

- 1 Tap the Markup button .
- 2 Make the annotations you want.



You can write, draw, or use the on-screen keyboard. When you're annotating, you cannot select text in the book, but you can select, move, and erase (scrub) your annotations.

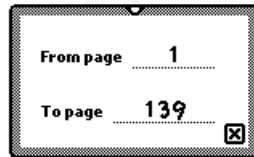
To hide your annotations, tap the Markup button  again.

## Printing and faxing a Newton book

You can print or fax all or part of a Newton book when your *eMate* is connected to a printer or fax modem. If you annotated the book, you can choose to include your annotations when you tap Format to select a format.

To print or fax a book, follow these steps:

- 1** Connect your *eMate* to a printer, a fax modem, or fax modem card. See Chapter 7, “Routing Information,” for more information.
- 2** Open the book you want to print or fax.
- 3** Tap the Routing button .
- 4** In the list that appears, tap Print Book or Fax.  
A page number slip appears on top of a print or fax slip.
- 5** Write the page numbers you want to print.



The image shows a rectangular page number slip form with a dotted border. It contains two rows of text: "From page" followed by a dotted line and the number "1", and "To page" followed by a dotted line and the number "139". In the bottom right corner of the form, there is a small square button with an "X" inside it.

- 6** Press or tap  to close the page number slip.
- 7** Enter the appropriate information in the print or fax slip.  
Tap Format to choose a format. You can print or fax with or without the annotations.
- 8** Tap Print Book or Fax.

# 12

## Troubleshooting

This chapter describes common problems and suggests solutions. If, after trying the suggested solutions, you still can't solve the problem, call 1-800-SOS-APPL (1-800-767-2775) in the United States. Outside the United States, contact your local Apple-authorized dealer.

Many of the procedures in this section are described in more detail in other chapters. Topics in this chapter include:

- Resetting the *eMate*
- The screen
- Personal Identification Number (PIN)
- Alert messages
- Writing and drawing
- Modems and cellular telephones
- Power and batteries
- Electronic mail
- Printing, faxing, and dialing
- Beaming



## Resetting the eMate

Resetting your *eMate* can resolve some problems. You can try three different types of reset: a software reset, a hardware reset, and a system reset. Be sure to try these resets in the order presented to limit the risk of losing data.

- *Software reset:* Press and hold down the Reset button (on the back of the *eMate*) for two seconds. This procedure does not erase the information that you have stored in your *eMate* and may solve many problems.
- *Hardware reset:* Press and hold down the Reset button (on the back of the *eMate*) for twenty seconds. When you perform a hardware reset, you risk losing the last information most recently entered on your *eMate*.
- *System reset:* Remove the batteries from your *eMate* and leave them out for at least twenty minutes. When you perform a system reset, you risk losing some information entered on your *eMate*, and will need to reset your clock and calendar information.

Check the time in the Date and Time preferences whenever you press Reset. (The *eMate*'s clock may lose some time when you press Reset.)

### Hard reset

If you've tried the software, hardware, and system resets and your *eMate* still doesn't work properly, call 1-800-SOS-APPL to find out if there's anything else you can do. If not, you can try a hard reset.

- ▲ **Warning** A hard reset erases all data and information in the *eMate*'s internal memory. This includes any applications that were already on your *eMate* when you bought it (including the *eMate* Tour). It also erases *information you have stored*, such as name cards, notes, calls, and pages in the Date *Book*. *This procedure does not* remove the *eMate*'s built-in programs, operating system software, or system updates. ▲

To do a hard reset:

- 1** Remove any storage or application cards that are inserted in the *eMate*.
- 2** Press and hold down the Reset button and then press and hold down the Power switch.
- 3** Hold down the Reset button for two seconds, then release it while continuing to hold down the Power switch. Continue holding down the Power switch until a message appears asking if you want to erase your data completely.
- 4** Tap Yes.  
Another slip appears telling you that all of the data will be erased.
- 5** Tap OK.

All the information (including any packages you loaded and other applications that are not built in) is erased and your *eMate* reverts to the defaults set at the factory. This procedure may take several minutes.

## The screen

### **The screen appears too light or too dark.**

- Adjust the contrast.
- Adjust your viewing angle.
- Adjust the surrounding lighting.
- If the surrounding lighting is too dark, you may want to turn the backlighting on. If the surrounding lighting is too bright, you may want to turn backlighting off. See Chapter 1 of the *Getting Started* manual for more information.
- Make sure your *eMate* is not too hot or too cold (it's designed to be used in temperatures between 32° F and 104° F, or 0° C and 40° C).

### **The screen action seems slow.**

Make sure your *eMate* is not too cold (it's designed to be used in temperatures between 32° F and 104° F, or 0° C and 40° C).

## Personal Identification Number (PIN)

### The device doesn't recognize my password.





Tap your Personal Identification Number (PIN) on the keypad again.

### I forgot my PIN.

Your only option is to do a hard reset. This erases all data and information on your *eMate*. If you set a PIN in the future, remember to record the PIN in a safe place and always keep your information backed up. See the instructions in “Hard Reset” earlier in this chapter.

## Alert messages

### A message says the internal memory or storage card is full.

- Close any applications not in use.
- Check to see how much available space there is on your *eMate* or on the storage card you have inserted. Press the Extras  key, then tap the Information *Button* . In the list that appears, tap Memory Info.
- Delete some applications, such as the *eMate* Tour. (You can make a backup copy and then delete them from your *eMate*.)
- You can change the default storage settings. Press Extras , then tap Card . If you want, tap the checkbox next to “Store new info and packages on this card.”

### A message says there is nothing to undo.

Your *eMate* can undo only the last change you made. If you tap it again, it will redo your last action. There are some actions the *eMate* cannot undo, such as backing up and restoring information.

### A message asks for a card I've removed.

Reinsert the card.

- ▲ **Warning** Do not insert any card except the one asked for. Information on the second card could become damaged. ▲

If the card isn't available, you can start over by doing a software reset (press the Reset button on the back of the device for two seconds). However, if you do not reinsert the card, you may lose information stored on it.



**A message says that my eMate is out of memory and suggests that I restart it.**

Your *eMate* has no more memory available to complete your request. Tap the Restart button; usually this corrects the problem.

To avoid this situation in the future:

- Don't run too many applications at once. Close applications when you are no longer using them; even if you're not doing anything in an open application, it still takes up valuable memory.
- Limit the number of background activities. Turn off "Receive beams automatically" in the Beam preferences. Don't set the *eMate* to receive calls using the modem (in the Calls preferences). Wait for an item to finish printing before continuing with another activity (don't, for example, write in the Notepad while a print job is active). Close applications before attempting communication.
- Remove unneeded applications. Even if you never use or open an application, it uses a small amount of memory. Limiting the number of packages you have installed may be enough to avoid out-of-memory situations.

**A message says a storage card is write-protected.**

- Take the card out of your *eMate* and turn off the card's write-protection by sliding the switch on the exposed edge of the card.
- The storage card may be full. Press Extras , tap the Information button , then tap Memory Info. In the slip that appears, you'll see how much space is left on the card.

**When using Find, a message says too many items were found.**

- Your *eMate* may be running out of memory. Close some applications. Then perform the search again.
- Go back to the Find slip and narrow the search further by adding additional terms or searching by date.

## Writing and drawing

### **I'm not tapping where I think I'm tapping.**

You need to realign the pen. Tap the Recognition button **A** and, in the list that appears, tap Preferences. Tap Align Pen and follow the instructions on the screen. *Press or tap* **X** to close the slip.

### **Why isn't my handwriting recognized?**


If your handwriting is not recognized and appears as ink text, there may be several reasons.



- Make sure you've selected the Text recognition setting **A**.
- If you are using the Text recognition setting but your handwriting wasn't converted, the *eMte* may have been too busy—for example, sending a fax or receiving beamed information—to convert your handwriting. Scrub out the handwritten text and try again, or double-tap the word to try converting again.
- Double-tap on the selected ink text again.
- Your *eMte* may be low on memory. Try quitting some applications (*press or tap* **X** to close them).
- Try not to write too far ahead of the recognition.
- Space out your words more.
- You may be writing long, overhanging crossbars on letters such as capital *J* and capital and lowercase *t*. Try using shorter strokes when you form these letters.
- You may be writing long, underhanging strokes on letters such as lowercase *g* or *y*. Try using shorter strokes when you form these letters.

### **I wrote information in Ink Text. Can I convert it to text?**


Yes. Select your handwriting and tap it twice. To convert a single word, tap it twice.

**The eMate misinterpreted a word that I wrote.**

When you select the Text recognition setting , the *eMate* uses a word list to interpret the words you're writing. You can use the on-screen keyboard to enter the word in the *eMate*'s word list.

- To correct a word, tap it twice. If the correct word is not in the list, use the corrector button  or the on-screen keyboard  to enter the word correctly.

**The eMate interprets my handwriting too slowly.**

You can also select *the Ink Text*  recognition setting to store your handwriting as ink text, which can be *recognized later if you want*.



**When I erase by scrubbing, the scrub mark turns into letters.**



Try scrubbing more slowly. Make sure your scrub mark is a zig-zag with at least four line segments joined at sharp angles. Make sure it goes well above and below the word.

**Long jagged lines appear on the screen while I'm writing or drawing.**



Be careful not to rest your hand on the screen while you're writing or drawing. Use a little more pressure when writing.

### **When I write numbers, phone numbers, dates or times the eMate interprets them as words.**





Use an on-screen keyboard to enter the numeric information. If the on-screen keyboard is not open, tap the Keyboard button  twice and, in the list that appears, tap the type of keyboard you want to use. If the on-screen keyboard is open, tap the Keyboard button  once more.

You might want to use Writing Practice and practice writing numeric information. To use this, *press* Extras , tap the folder tab and tap Setup (if you filed Writing Practice in another folder, tap that name). Tap Writing Practice .

### **The eMate changes my drawings to something else.**





The Shape recognition setting  cleans up your shapes. If you don't want the *eMate* to do this, select the Sketches recognition setting .

### **My writing doesn't appear under the tip of the pen.**

- Realign the pen. *Press* Extras  to open the Extras Drawer. Tap Prefs  and, in the slip that appears, tap Handwriting Recognition . In the slip that appears, tap Align Pen. Follow the instructions on the screen.
- The option to insert new words at the caret may be turned on. Tap the Recognition button , tap Preferences, then tap Options. Tap Editing Settings. Tap the checkbox next to "Insert new words at caret."
- If pen alignment remains a problem, try resetting your *eMate*.

### **I can't write all of my information on a line**

Sometimes a line is too short or your handwriting is too large to let you fit all your information on one line. If so, in some areas you can write on the screen and use the caret to place the information where you want it. Follow these steps:

- 1** Tap the Recognition button  and in the list that appears, tap Preferences .
- 2** Tap Options and in the list that appears, tap Text Editing Settings.
- 3** Tap the checkbox next to "Insert new words at caret," to select it.
- 4** *Press or tap* every  until you return to the application you were using.
- 5** Tap on a line to place the caret .
- 6** Write the information you want. It is placed at the caret.

## Modems and cellular telephones

### **A message says my modem is not responding or warns about using digital lines.**

- If you are using an external fax modem, check to make sure the batteries in the modem are good.
- If you are using a PC card fax modem, make sure the modem is inserted properly in the card slot.
- Check all of the cable connections. Make sure you are using a standard analog phone line and you are getting a dial tone. Reset your *eMate*.

### **My cellular phone and modem don't seem to work.**

- Make sure your modem is inserted properly in the card slot.
- Make sure the cable is connected between the modem and your cellular telephone.
- Make sure you've chosen the right Modem setup. See Chapter 7, "Routing Information."
- Make sure your cellular telephone is on. If you're using a flip-phone, make sure the mouthpiece is flipped closed.
- Make sure you are calling from a location that has a strong signal.

## Power and batteries

### **I can't turn the eMate on.**

- Press the Power button once and wait for 30 seconds for the system to reset.
- If *the batteries were* recently replaced, press the Reset button.
- If you've connected a power adapter to the *eMate*, make sure it's plugged into a working outlet. If it's plugged into a power strip, make sure the power strip is turned on.
- Follow the resetting procedures listed earlier in this chapter.



**My batteries don't last as long as they used to.**

- Setting the *eMate* to receive beams automatically uses extra battery power.
- The more you use peripherals for faxing, mailing, and printing, the faster the batteries lose power.
- Your rechargeable battery pack may have reached the end *of its life*.  
*Get a replacement through your dealer.*
- The more you use backlighting (or have it turned on), the faster the batteries use power. Turn off backlighting when you don't need it. You can also change the backlighting preferences. See "Prefs" in Chapter 5, "Managing the *eMate 300*."

**Electronic mail****There is no dial tone.**

- Make sure that your modem has adequate power from batteries or a power adapter and that it is connected to a working telephone line.
- You may be using a phone system that does not generate a dial tone (as is the case with some analog PBX systems). In the Modem preferences slip, make sure the checkbox next to "Require dial tone" is not checked.

**The local access number won't answer.**

Make sure that the number you are dialing is correct and appropriate for your location. If you need to dial a number to get an outside line, enter that number, followed by a comma, before the access phone number.

**I lost the connection while transmitting.**

Make sure you turn off call waiting while using the modem. Contact your local phone company if you need instructions.

**When I try to connect, my modem doesn't dial or I get a "Please wait" message.**

Press the Reset button on the back of the device, then try connecting again.

**The eMate says "No modem is connected" when my Newton-compatible fax-modem is connected.**

If your modem has batteries, make sure they are fresh and properly installed. Make sure your phone is on the hook.

## Printing, faxing, and dialing

**I couldn't print.**

- Make sure you've selected the correct type of printer.
- Check all the cable connections.
- Turn the printer off, wait 30 seconds, and turn it back on; then try again.

**I don't see my network printer in the list.**

- Check your cable connections.
- Check the network hardware between the *eMate* and the printer.
- If your network has zones, make sure you've selected the correct zone.

**My return address is missing from faxes and printouts.**

Make sure you've entered information for an owner and worksite. *Press* Extras , *tap* the folder tab, tap Setup, and tap Owner Info .





**The eMate dialed the wrong number.**

- Make sure you're using the appropriate calling options for the phone from which you are placing the call.
- The *eMate's* dialing feature does not work with all phones. Some phones, such as PBX phones, do not recognize the tones of the *eMate's* speaker.

**The phone is not dialing the correct phone number when I use the speaker to dial.**



- Try changing the distance between the phone handset and the *eMate*'s speaker. Try changing the orientation of the phone handset and the *eMate*'s speaker.
- You can also try using different phones or a different phone system.

**Extra numbers appear in the phone number I'm trying to call.**

- Make sure the following settings are correct: Time/Date settings in Clock , Time Zones , and Locale  in Prefs .
- Verify that the local dialing information area code is correct for the location you are dialing.

## Beaming

**I'm not getting items that are beamed to me.**




- Make sure the infrared windows on the Newton devices are pointing directly at each other and are less than 1 meter (about 3 feet) apart—closer in bright sunlight.
- You may not have chosen to receive beams automatically. To receive beams automatically, go to the InOut Box , tap the Information button  and, in the list that appears, tap Beam Prefs. Tap the checkbox next to "Receive beams automatically" or tap the "Receive" button on your keyboard.

## Other

**The eMate has gotten wet.**

- If the *eMate* gets wet while it's plugged in using a power adapter, unplug the power adapter from the *eMate* before you do anything else.
- Remove the main batteries and allow the unit to dry for at least 24 hours at room temperature. Don't place the device in an oven or microwave oven.

**The time or date is wrong.**

- *Press the* Extras  *key*, tap the folder tab, then tap Unfiled Icons. (If you filed Clock *in* another folder, tap that folder's name.) Tap Clock , then tap Set. In the list that appears, tap Time/Date, then set the correct date and time.
- The *eMate's* clock may lose time when you press the Reset button. Check the time and date in Clock  whenever you *press* Reset.

**Many of my items seem to be missing.**

- You may be looking at the contents of only one folder.
- If you filed or stored information on a storage card, you need to insert the card to view those items.

Nothing happens when I push the top row buttons on my keyboard (Such as the overview button).

When a lot of information is stored in an area, the *eMate* may take a few seconds to display it.

**I want to erase everything stored in the eMate.**


See "Resetting the *eMate*" earlier in this chapter.

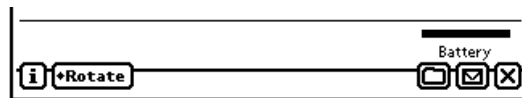
# Appendix A

## Batteries

Your *eMate 300* uses:

- a Newton Rechargeable Battery Pack
- a super capacitor as a backup power source

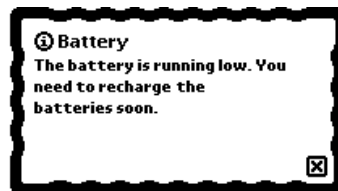
To see the battery level indicator, *press the Extras*  *key to open the Extras Drawer. At the bottom of the screen on the right side, you see the battery level.*



The black portion of the gauge shows the remaining battery power.

### Battery warnings

The *eMate* displays a warning when the battery level is low.



When you first see the warning, you have less than an hour of power left in your batteries.

If you don't *recharge* the batteries in time, the *eMate* turns itself off automatically to save the information in its memory. You can turn the *eMate* back on once you've *recharged* the batteries or *once you've* plugged in *the* power adapter.

## Recharging the battery

*Recharge the battery by plugging the eMate onto the power adapter, then plugging the adapter into an electrical outlet or strip.*

*Note: Don't worry about overcharging the battery; the eMate is designed so this can't happen.*

*The charging light on the eMate shows the status of battery charging.*

- *Green-the battery is fully charged.*
- *Orange-the battery is being charged.*
- *No color/off-the battery is not being charged from the power adapter (the power is not plugged into the eMate)*

*Note: Whenever the eMate is not plugged into the power adapter, the charging status light is off. You can't use the light to determine whether the battery is low. To check the battery status, see page 243.*

*It takes approximately one to two hours to recharge the eMate battery. This time depends on:*

- *How much charge the battery contains when you recharge it.*

*A battery that's fully discharged takes longer to fully recharge than one that's partially charged.*

- *What the eMate is being used for while it's being recharged.*

*If you're using the eMate while you're recharging it, you're using some of the power that's going into the battery. Therefore, it takes longer to charge an eMate that's in use than one that is idle.*

## Replacing the battery

*If for some reason, you think you need to replace the battery, contact an Apple-authorized service provider.*



## Appendix B

# Service and Support

### Apple User Assistance

If you need assistance, Apple's trained staff members are ready to help you.

To contact Apple User Assistance in the United States, refer to your Apple Support Card for detailed information.

- In Australia, call 1-300-300-995
- In Canada, call 1-800-263-3394
- In the United Kingdom, call FREE 0800-639866

Outside the countries listed above, contact your local Apple-authorized reseller.

### Your Apple warranty and Apple repair services

Your *eMate* 300 comes with the Apple One-Year Limited Warranty, covering all remedial repairs (repairs required because of defects in workmanship). In the United States, if you suspect your *eMate* needs repair services, call 1-800-500-7078. Our trained staff members will help in determining if service is needed and will explain Apple's mail-in repair options.

If you are outside the United States and need to have your in-warranty *eMate* repaired, you can take it to any Apple-authorized service provider for repair at no charge. Please refer to the Apple One-Year Limited Warranty included with your *eMate* for more information.

## Extended service agreement

Many Apple-authorized resellers offer an extended service agreement at the time you purchase your *eMte*, or at any time during the warranty period, to cover repairs after your warranty expires.

You may also purchase AppleCare, Apple's extended service agreement, from an Apple-authorized reseller or from Apple through AppleCare Direct. AppleCare offers up to 36 months of the same protection as the original Apple One-Year Limited Warranty, beginning when your warranty expires.

If your warranty has expired and you have not purchased an extended service agreement, you can contact an Apple-authorized service provider or Apple for repair services. Nonwarranty repair charges are usually based on an hourly service rate plus the cost of parts.





## Appendix C

# Compatibility Information

Your *eMate* uses the Newton 2.1 operating system. You can beam and mail items and share storage cards between another Newton device with the Newton 2.0 or 2.1 operating system and your *eMate*.

There are some limitations, however, when you are beaming or mailing items from your *eMate* to a Newton device that has an earlier version of the Newton operating system. There are also some limitations when a device with an earlier version of the Newton operating system is beaming or mailing items to your *eMate*. You may also run into problems when using storage cards in devices with different versions of the Newton operating system.

The next few pages show you the details of compatibility between your *eMate* and devices with an earlier version of the Newton operating system.

## Newton 2.1 OS to Newton 2.0 OS Feature compatibility

### Beaming

Faxes	Yes
Icons (application packages)	Yes
Name Cards	
■ Person	Yes
■ Company	Yes
■ Group	Yes
Owner Cards	Yes
Worksite Cards	Yes
Beam My Card	Yes
Calls	Yes
Meetings	Yes
To Do Tasks	Yes
Checklists and Outlines	Yes
Notes	Yes

---

### Mailing

Faxes	Yes
Calls	Yes
Icons (application packages)	Yes
Name Cards	Yes
Meetings	Yes
To Do Tasks	Yes

---

### Storage cards

Interchangeability	Yes
--------------------	-----

---

## Newton 2.1 OS to an earlier Newton 1.x OS

### Beaming

Faxes	No
Icons (application packages)	No
Name Cards	
■ Person	Yes (no 2.0 info, no ink text)
■ Company	Yes (no 2.0 info, no ink text)
■ Group	No
Owner Cards	Yes
Worksite Cards	No
Beam My Card	No
Calls	No
Meetings	Yes (no 2.0 info)
To Do Tasks	Yes (no 2.0 info)
Checklists and Outlines	Yes (converted to note with tabs)
Notes	Yes (ink text converted to sketch with some formatting loss)

---

### Mailing

Faxes	No
Calls	No
Icons (application packages)	No
Name Cards	Yes (no 2.0 info, no ink text)
Meetings	Yes (no 2.0 info)
To Do Tasks	Yes (no 2.0 info)

---

### Storage cards

Interchangeability	No
--------------------	----

## Using items from an earlier version of the Newton operating system

A Newton device with system software earlier than the Newton 2.0 operating system can beam and mail certain types of information to a Newton device with the Newton 2.1 operating system.

Here's what you can do:

- *Beam*—name cards for a person or company, meetings, to-do tasks that have no sketches or shapes, and items in the Notepad.
- *Mail*—name cards and meetings.
- *Share storage cards*—you can share storage cards with devices that have the Newton 2.1 operating system only if you choose “Mount read-only” (not “Convert”) when you insert the card into your *eMate*. For more information, see Chapter 9, “Using Storage and Application Cards.”
- *Convert to-do tasks that do not contain ink text, shapes, and sketches*—you cannot convert to-do tasks that include ink text, shapes, or sketches.

If you want to keep this information, you have two options:

- *Ink text*—convert it to text on the device with the earlier version of the *Newton* operating system. Then back up the information and restore it to your *eMate*.
- *Ink text, sketches, or shapes*—copy or cut and paste the information from the to-do task into a note in the Notepad. After you restore information, you can leave the ink text, sketches, or shapes in the Notepad, or move them to any place that accepts that kind of information, such as the notes of a meeting. You cannot put sketches or shapes into a to-do task.



## Appendix D

# Printer Compatibility

You can use your *eMate* to print information on many kinds of printers.

In general you can use the following types of printers:

- Apple personal printers connected serially, including the StyleWriter I and II printers; the StyleWriter 1200; the StyleWriter 1500; the Color StyleWriter 2200, 2400, and 2500; the Personal LaserWriter 300; and the Personal LaserWriter LS.
- Apple network printers (PostScript printers connected using AppleTalk), including the LaserWriter 360 and most other LaserWriters.
- If you have the Newton Print Pack, printers using a parallel (Centronic-type) interface, such as the Epson LQ, Epson FX, HP Deskjet, HP DeskWriter, HP LaserJet, Canon BubbleJet, Portable StyleWriter, and printers that emulate them.
- Printers that use the Infrared connection, such as the HP LaserJet 5MP, and HP DeskJet 340.

The following is a specific list of Apple printers that work with your *eMate*:

<b>Printer</b>	<b>Connection</b>
<b>StyleWriter I and II</b>	serial
<b>Personal LaserWriter 300</b>	serial
<b>StyleWriter 1200</b>	serial
<b>StyleWriter 1500</b>	serial
<b>StyleWriter 2200</b>	serial
<b>StyleWriter 2400</b>	serial
<b>StyleWriter 2500</b>	serial
<b>LaserWriter</b>	LocalTalk
<b>LaserWriter Plus</b>	LocalTalk
<b>Personal LaserWriter NT</b>	LocalTalk
<b>Personal LaserWriter NTR</b>	LocalTalk
<b>Personal LaserWriter 320</b>	LocalTalk
<b>LaserWriter II NT</b>	LocalTalk
<b>LaserWriter II NTX</b>	LocalTalk
<b>LaserWriter II f</b>	LocalTalk
<b>LaserWriter II g</b>	LocalTalk
<b>LaserWriter 4/600 PS</b>	LocalTalk
<b>LaserWriter Select 360</b>	LocalTalk
<b>LaserWriter Pro 600</b>	LocalTalk
<b>LaserWriter Pro 630</b>	LocalTalk
<b>LaserWriter Pro 810</b>	LocalTalk
<b>LaserWriter 16/600 PS</b>	LocalTalk
<b>LaserWriter 12/600 PS</b>	LocalTalk

You can also use the following printers via Infrared connection:

<b>Printer</b>	<b>Connection</b>
<b>HP LaserJet 5MP</b>	IrDA
<b>HP Deskjet 340</b>	IrDA

---

The following printers don't work with the *eMate 300*:

<b>Printer</b>	<b>Connection</b>
<b>ImageWriter I &amp; II</b>	serial or AppleTalk
<b>ImageWriter LQ</b>	serial or AppleTalk
<b>ImageWriter IISC</b>	serial or AppleTalk
<b>LaserWriter Select 300</b>	serial or AppleTalk
<b>LaserWriter Select 310</b>	serial or AppleTalk
<b>LaserWriter Pro 810 Fax Card</b>	serial or AppleTalk
<b>LaserWriter 16/600 PS Fax Card</b>	serial or AppleTalk
<b>LaserWriter Select 360 Fax Card</b>	serial or AppleTalk

---



## Appendix E

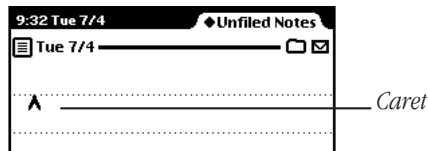
# Using the Keyboard

### Using the keyboard

You can use the keyboard to enter information in any area that accepts text.

- 1 Turn on your *eMate*.
- 2 Go to the application where you want to enter information (such as the Notepad).
- 3 Tap the *eMate* pen on the screen where you want the text to be placed.

A caret appears.



- 4 Type your information.
- Note:** Some keys, such as the Tab key, may work differently in various applications.



## Care and maintenance

- Keep your keyboard away from extreme heat.
- Don't *expose the* keyboard anyplace that is extremely dusty, damp, or wet.
- Don't place heavy objects on the keyboard.
- Take care not to spill any liquid on your keyboard. If you do, turn off your *eMate* immediately. *Tilt* the keyboard to let the liquid drain *out*.  
Let the keyboard dry for 24 hours at room temperature.

## To clean the keyboard

- Turn off your *eMate*.
- Clean your keyboard with a soft cloth dampened with water and mild soap.  
*Do* not use solvents.



# Index

## A

- abbreviations, teaching *eMate* 300
  - to recognize 31–33
- accent marks 15
- accessory cards 201–202
- actions, undoing 232
- Add button 52
- adding
  - addresses to name cards 52, 55
  - bookmarks 220
  - city to time zones 155
  - entries in group address 56
  - information to name cards 52–54
  - notes to meetings or events 83–84
  - notes to name cards 61
  - owner information 140
  - passwords 142–143
  - punctuation in text 25–26
  - words to personal word list 29
  - worksite information 140
- address book. *See* Name File
- addresses
  - adding to name cards 52, 55
  - missing from faxes 239
- alarms
  - daily 123, 146
  - default alarm times 103–104
  - minute timer 147
  - preferences for 146–147
  - setting 123–124
  - using in Date Book 84
- alert messages 232–233
- annotating Newton books 226
- annual events, scheduling 81–83
- Apple-authorized service provider 229, 249, 250. *See also* help, sources of; troubleshooting
- AppleCare 250
- Apple Support Card 249
- AppleTalk network
  - connecting *eMate* to computer via 128
  - Microsoft Windows operating system and 128
  - printers and 255, 256, 257
- Apple User Assistance 249. *See also* help, sources of; troubleshooting
- Apple warranty information 249, 250
- application cards 201–202, 209

- application programs. *See also* icons
    - application cards and 209
    - backdrop and 35, 110, 111
    - deleting 113
    - in Extras Drawer 116–158
      - Calculator 117
      - Calls 117–122
      - Card 122
      - Clock 123–124
      - Dock 125–129
      - Formulas 129–132
      - Help 133
      - Handwriting Instructor 34, 134
      - InOut Box 134–137
      - eMate* Tour 138
      - Owner Info 138–141
      - Prefs 142–150
      - Setup 150–151
      - Styles 152
      - Time Zones 153–157
      - Writing Practice 34, 158
    - memory used by 108, 112, 233
    - moving 112, 113
    - Newton Book Reader 429–437
    - personal information management
      - Date Book 69–104
      - Name File 49–67
      - Notepad 35–48
    - rotating screen and 115
    - selecting 112, 113
  - Assist button 177, 193–200
  - Auto Dock, preferences for 150
- B**
- backdrop
    - changing 110–111
    - default 35, 110
    - Extras Drawer as 110
    - Notepad as 35, 110
  - backing up information to storage card 211–213
  - backlighting feature
    - batteries and 148, 238, 247
      - sleep and 147
    - troubleshooting and 231, 238
  - batteries 243–248
    - backlighting and 148, 238, 247
    - beaming and 183, 238
    - checking status of 109, 243
    - illustration of 247
    - installing 245–247
    - life of 247
    - low-level warning 244
    - rechargeable 238, 244, 245
    - replacing in *eMate* 245–247
    - replacing in storage cards 208
    - tips for 248
    - troubleshooting 237–238
    - warning about 245
  - beamed information
    - receiving automatically 183, 238
    - receiving manually 183
    - sending 182
    - viewing 184
  - beaming
    - battery power and 183
    - events 101
    - icons 113
    - items in Notepad 48
    - meetings 101
    - name cards 65
    - to other Newton devices 180–184
    - setting preferences for 180–181
    - to-do tasks 101
    - troubleshooting 240
  - beams. *See* beamed information; beaming
  - birthday field 52, 59
  - blinking star
    - Recently Written Word list and 30
    - routing and 191
  - Bookmark button 220, 221
  - bookmarks, Newton books 220–222

- Book Reader application. *See* Newton Book Reader application
  - built-in applications 116–158
  - Business folder 160
  - buttons. *See* individual buttons
- C**
- cables viii, 127
  - calculations, copying 117
  - Calculator application 117
  - Calendar 70–96. *See also* Date Book; To Do List
    - deleting items in 102
    - duplicating meetings or events in 92–93
    - moving around in 86–91
    - moving items in 94–95
    - scheduling meetings and events in 71–85
    - using the alarm 84
    - viewing items in 91–92
  - calendar alarm, preferences for 147
  - Call request word 196
  - calls. *See* telephone calls
  - Calls application 117–122. *See also* modems; telephone calls
    - deleting calls 121
    - filing logged entries of calls 122
    - placing calls 118–120
    - setting preferences in 122
    - viewing calls 121
  - capitalizing words 26, 29
  - Card application 122
  - cards. *See* accessory cards; application cards; name cards; storage cards
  - card slots viii, 201
  - caret ( ^ )
    - inserting punctuation with 25–26
    - inserting words or spaces with 6, 13
  - case, care of viii
  - cellular telephones 237. *See also* Calls application; modems; telephone calls
  - changing
    - appearance of name cards 60
    - backdrop 110
    - batteries in *eMate* 245–247
    - batteries in storage cards 208
    - fonts in text and drawings 11–12
    - information on existing cards 54
    - layout of on-screen keyboard 14
    - length of meetings 95–96
    - line thickness in drawings 11–12
    - owner information 140
    - paragraph margins 27
    - passwords 144
    - priority of to-do tasks 99
    - screen contrast 109
    - second time zone 153–154
    - size and shape of drawings 11–12, 23
    - sleep time 147
    - text formatting 23–24
    - when PIN is entered 144
    - worksite information 140
  - character spacing, handwriting recognition and 2
  - checklist stationery 38–42
  - cleaning
    - case viii
    - Keyboard 261
    - pen viii
    - screen vii
  - Clipboard, copying items in 21, 22
  - Clock application 123–124
  - closing
    - Date Book 69
    - Extras Drawer 106
  - compatibility information
    - other Newton devices 251–254
    - printers 255–257

- connecting
    - eMate* to desktop
      - computers 125–129
    - eMate* to modems 185
    - eMate* to printers 169
      - Keyboard 259
  - connection, setting preferences for 125–126
  - connectors viii
  - contrast, screen 109
  - controls, in Newton Book Reader 219–227
  - converting
    - currencies 131
    - dates 132
    - handwriting to text 20
    - ink text to text 234
    - measurements 129, 130
  - copying
    - calculations 117
    - drawings 21
    - events 92–93, 101
    - items 21, 48, 254
    - meetings 92–93, 101
    - name cards 65
    - parts of a Newton book 222–225
    - text 21
    - to-do tasks 101
  - correcting misinterpreted words 17–18
  - Corrector button 17, 18
  - creating
    - checklists 38–40
    - custom field labels 53–54
    - documents 37
    - drawings 37
    - folders 162, 163
    - items in Notepad 35–44
    - meetings 101
    - name cards 50–51, 55–56, 58
    - notes 37
    - outlines 38–40
    - owner for *eMate* 139–140
    - to-do tasks 97–98, 101
    - worksite for *eMate* 140
  - Currency Exchange formula 131
  - Cursive handwriting style 4–5
  - customer support. *See* help, sources of
  - custom field labels, creating 53–54
- D**
- daily alarm 123, 146
  - date
    - setting 124
    - troubleshooting 241
  - Date Book 69–104
    - Calendar 70–96
    - closing 69
    - deleting items in 102
    - memory and 102
    - moving around in 86–91
    - moving items in 94–95
    - opening 69
    - setting preferences for 103–104
    - To Do List 96–102
    - viewing items in 91–92
  - Date Calculator formula 132
  - Date Conversion formula 132
  - deleting
    - application programs 113
    - bookmarks 221–222
    - calls 121
    - cities from time zones 155
    - documents 113
    - entries from group address 56
    - events 102
    - everything stored in *eMate* 241
    - folders 162, 163
    - icons 113
    - information on storage cards 207–208
    - items 48, 102

- meetings 102
  - name cards 65
  - text and drawings 15–16, 235
  - to-do tasks 100, 102
  - words in personal word list 29
  - deselecting text and drawings 19
  - desktop computers, connecting *eMate* to 125–129
  - dialing
    - letters in telephone numbers 66
    - manual 177
    - PBX phones and 65
    - telephone numbers from Name File 65–67
    - troubleshooting 238, 239–240
  - dictionary 2, 7, 191. *See also* personal word list
  - Dictionary button 28
  - digital telephone lines, warning about 65
  - display. *See* screen
  - Dock application 125–129
  - documents. *See also* icons; items
    - deleting 113
    - moving 12, 113
    - printing 171–172
    - selecting 112, 113
  - downloaded packages 189
  - drawing
    - erasing 15–16
    - notes and 35, 36, 37
    - “scrubbing out” 15–16
    - troubleshooting 234–236
  - drawings. *See also* items
    - changing fonts in 11–12
    - changing line thickness in 11–12
    - changing shape sizes in 11–12
    - copying 21
    - deselecting 19
    - formatting 23–24
    - modifying 23
    - moving 21–22
    - printing 171–172
    - selecting 19
    - setting styles for 11–12
  - duplicating
    - calculations 117
    - drawings 21
    - events 92–93, 101
    - items 21, 48, 254
    - meetings 92–93, 101
    - name cards 65
    - parts of a Newton book 222–225
    - text 21
    - to-do tasks 101
- E**
- electronic mail 185–189. *See also* mailing
    - forwarding 189
    - preparing to send and receive 185–186
    - receiving 187
    - replying to 189
    - sending 186–187
    - sending items via 48, 65, 101, 115
    - troubleshooting 238–239
    - viewing 188–189
  - entries in group address 56
  - equipment, care of [vii–ix], 261
  - erasing. *See* deleting
  - error messages 232–233
  - events
    - adding notes to 83–84
    - annual 81–83
    - beaming 101
    - default alarm time for 104

- deleting 102
  - duplicating 92–93, 101
  - e-mailing 101
  - faxing 101
  - multiday 79–81
  - scheduling 77–83
  - viewing 91, 92
  - expanding words 31–33
  - extended service agreement 250
  - Extensions folder 107
  - Extras Drawer
    - applications contained in 116–158
    - closing 106
    - filing icons into folders 112, 161–162
    - managing 106–115
    - opening 106
    - routing applications in 112
    - using as backdrop 110
    - viewing items in 112
- F**
- faxes. *See also* faxing; fax modem; modems
    - manual dialing and 177
    - preparing to send and receive 173–175
    - receiving 178
    - replying to 180
    - scheduling 175
    - sending 175–177
    - viewing 178–180
  - faxing 173–180. *See also* faxes; fax modem; modems
    - Assist and 177
    - events 101
    - items in Notepad 48
    - meetings 101
    - name cards 65
    - Newton books 227
    - preferences for 174–175
    - to-do tasks 101
    - troubleshooting 239
  - fax modem. *See* faxes; faxing; modems
  - Fax request word 196
  - field labels, custom 53–54
  - files. *See* documents; drawings; items
  - filing
    - icons in Extras Drawer into folders 112, 161–162
    - information on storage cards 205
    - items into folders 159–161
    - logged call entries 122
    - multiple items 160–161
  - Find button 164
  - finding information 164–167, 233
  - Find request word 196
  - Fine Tuning option 9
  - Folder button 112, 160, 162, 163
  - folders
    - creating 162, 163
    - deleting 162, 163
    - in Extras Drawer 106–107
    - filing icons from Extras Drawer into 112, 161–162
    - filing items into 159–161
    - global 159–160
    - limit on 160
    - local 159–160
    - organizing information in 159–163
    - renaming 162, 163
    - viewing items by 162
  - fonts
    - changing in text and drawings 11–12
    - Styles application and 152
  - forgetting passwords 232
  - formatting
    - drawings 23–24
    - storage cards 203–204
    - text 23–24
  - Formulas application 129–132
  - forwarding electronic mail messages 189

## G

global folders 159–160  
graphics. *See* drawings  
group address 55–56  
guest users, setting up 34

## H

handwriting. *See also* handwriting recognition  
converting to text 20  
correcting misinterpreted words 17–18  
Handwriting Instructor tutorial 34, 134  
notes and 35, 36, 37  
styles of 4–5  
Writing Practice application 34, 158  
Handwriting Instructor tutorial 34, 134  
handwriting recognition 1–10. *See also* handwriting  
preferences for 4–9, 148  
Recognition button and 3, 4  
selecting setting for 3  
tips for 9–10  
troubleshooting 234–236  
word spacing and 5  
Handwriting Settings option 7  
hard reset 230–231  
help, sources of. *See also* troubleshooting  
Apple-authorized service provider  
229, 249, 250  
Apple User Assistance 249  
Assist button 193–200  
Handwriting Instructor tutorial 34  
*eMate* Tour 138  
on-screen help 133, 199–200  
Writing Practice application 34  
Help application 133  
Help folder 107

## I, J

icons. *See also* application programs; documents  
beaming 113–114  
deleting 113  
description of 112  
e-mailing 115  
filing into folders 112, 161–162  
moving 112, 113  
selecting 112, 113  
illustrations. *See* drawings  
In Box, viewing items in 136  
indenting paragraphs 27  
information. *See also* drawings; items; text  
adding to name cards 52–54  
automatically storing on cards 206  
backing up to storage cards 211–213  
changing on existing cards 54  
deleting on storage cards 207–208  
filing on storage cards 205  
finding 164–167, 233  
getting about items 46–47  
organizing in folders 159–163  
owner 138–141  
restoring from storage card 213–214  
routing 169–191  
storing 107–108, 206  
viewing in Time Zones application  
107–108  
worksite 140–141  
Information button 47, 62, 107, 109, 110.  
*See also* preferences  
infrared window 182, 311  
infrared wireless transmission. *See* IrDA  
data transmission  
ink text  
converting to text 234  
creating and sorting cards written in 58  
scaling of 6



- Ink Text recognition setting 3
- InOut Box 134–137
  - routing items in 190
  - setting preferences for 134–135
- inserting
  - accessory cards 201–202
  - application cards 201–202
  - punctuation in text 25–26
  - spaces in text 13, 23–24
  - storage cards 201–202
  - words in text 6, 13
- installing batteries 245–247
- IrDA data transmission
  - connecting *eMate* to desktop computer via 128–129
  - connecting printers to *eMate* via 255, 257
- items. *See also* documents;  
drawings; stationery
  - beaming in Notepad 48
  - copying 21, 48
  - creating in Notepad 35–44
  - deleting in Notepad 48
  - duplicating in Notepad 48
  - e-mailing in Notepad 48
  - faxing 48, 175–177
  - filing into folders 159–161
  - getting information about 46–47
  - missing 241
  - moving in Date Book 94–95
  - moving in Extras Drawer 112, 113
  - moving on screen 21–22
  - printing 171–172
  - routing in InOut Box 190
  - selecting 19, 112, 113
  - viewing by folder 162
  - viewing in Date Book 91–92
  - viewing in Extras Drawer 112
  - viewing in Notepad 45–46
- joining words 23–24

## K

- keyboard
  - care of 261
  - Keyboard 259–261
  - on-screen keyboards 13–15
  - spills on 261
  - using 261
- Keyboard button 14, 17, 18, 28

## L

- landscape mode, screen 115
- “Learn my handwriting” option 7
- letter-by-letter recognition 7
- Letter Shapes option 8
- lid vii
- lines
  - changing thickness of in drawings 11–12, 152
  - selecting in text and drawings 19
- Loan Payment formula 130
- locale preferences 144
- local folders 159–160
- LocalTalk box 169
- LocalTalk connection 256
- locking storage cards 208

## M

- mailing. *See also* electronic mail
  - events 101
  - items in Notepad 48
  - meetings 101
  - name cards 65
  - to-do tasks 101
- Mail request word 197
- manual dialing, faxes and 177
- margins, changing 27
- Mark Page button 220

- Markup button 226
- measurements, converting 129, 130
- meetings
  - adding notes to 83–84
  - beaming 101
  - changing length of 95–96
  - creating 101
  - default alarm time for 103–104
  - deleting 102
  - duplicating 92–93, 101
  - e-mailing 101
  - faxing 101
  - moving 94–95
  - scheduling overlapping meetings 85
  - scheduling single meeting 71–74
  - scheduling weekly meetings 74–77
  - viewing 91, 92
- memory. *See also* storage cards
  - applications and 108, 112, 233
  - checking 109
  - Date Book and 102
  - personal word list and 29
  - troubleshooting 232, 233
- eMate*
  - care of viii
  - compatibility information 251–254
  - connecting to desktop computers 125–129
  - connecting to printers 169
  - creating owner for 139–140
  - creating worksite for 140
  - erasing everything stored in 241
  - getting wet ix, 240
  - managing 105–158
  - placing calls with 66–67
  - printers used with 255–257
  - resetting 230–231, 232
  - sleep and 147–148
  - teaching to recognize abbreviations 31–33
  - troubleshooting 229–241
  - turning on 237
- eMate* pen
  - care of viii
  - copying items with 21
  - deselecting items with 19
  - moving items with 21–22, 112, 113
  - placing caret (^) with 6
  - selecting items with 19, 112, 113
- messages
  - alert 232–233
- Metric Conversion formula 130
- Microsoft Windows operating system,
  - AppleTalk and 128
- minicalendar 86, 88
- minute timer 124, 147
- Miscellaneous folder 160
- modems. *See also* faxes; faxing
  - connecting *eMate* to 185
  - connecting *eMate* to desktop computer via 127–128
  - preferences for 149
  - troubleshooting 237, 238–239
  - warning about connecting to digital phone lines 65
- modifying drawings 23
- moving
  - applications 112, 113
  - documents 112, 113
  - drawings 21–22
  - icons 112, 113
  - items in Date Book 94–95
  - items in Extras Drawer 112, 113
  - items on screen 21–22
  - on-screen keyboard 14
  - text 21–22
- multiday events, scheduling 79–81
- multiple items, filing 160–161

## N

- name cards. *See also* Name File
  - adding information to 52–54
  - adding notes to 61
  - beaming 65
  - changing appearance of 60
  - changing information on 54
  - creating 50–51, 58
  - creating for group addresses 55–56
  - custom field labels in 54–55
  - deleting 65
  - duplicating 65
  - e-mailing 65
  - faxing 65
  - filing 159–161
  - previewing 64
  - printing 63
  - routing 65
  - viewing notes on 62
- Name File 49–67. *See also* name cards
  - closing 49
  - dialing telephone numbers from 65–67
  - opening 49
  - printing name cards in 63–64
  - setting preferences for 62–63
  - viewing 56
- navigating in Date Book 86–91
- Net Present Value formula 131
- networks, printers and 172, 239, 255, 257
- new folders, creating 162, 163
- Newton Book Reader application 429–437
- Newton Book Reader controls 219–227
- Newton books
  - annotating 226
  - copying parts of 222–225
  - faxing 227
  - opening 216
  - printing 227
  - routing 227
  - table of contents in 218
  - using bookmarks in 220–222
  - viewing 215–227
- Newton InterConnect port 44, 145, 169, 259
- Keyboard 259–261
- Newton 9W Power Adapter
  - moisture and [ix](#)
  - rechargeable battery pack and 244
- Newton operating system
  - birthday field and 59
  - compatibility information 251–254
  - storage cards and 204–205
- Newton Serial Adapter [viii](#), 169
- eMate* Tour 138
- Notepad 35–48
  - beaming items in 48
  - creating new item in 35–44
    - as default backdrop 35, 110
  - deleting items in 48
  - displaying 35
  - duplicating items in 48
  - e-mailing items in 48
  - faxing items in 48
  - getting information about items in 46–47
  - setting preferences for 47
  - viewing items in 45–46
- notes
  - adding to meetings or events 83–84
  - adding to name cards 61
  - creating 37
  - filing 159–161
  - printing in Name File 63–64
  - sorting 57–59
  - viewing on name cards 62
- notes to name cards 61

## O

- on-screen help
  - accessing with Assist 199–200
  - Help application 133
- on-screen keyboards 13–15, 25
- opening
  - Date Book 69
  - Extras Drawer 106
  - Newton books 216
- Options button, handwriting recognition preferences 6–9
- organizing information 159–163
- Out Box, viewing items in 137
- outline stationery 38–42
- Overview button 45, 56, 91, 112, 115.  
*See also* viewing
- Owner Info application 138–141

## P, Q

- packages, downloaded 189
- Page Number button 219
- pages
  - marked 221
  - viewing in Newton books 217
- paper size, printing and 170
- parallel interface 169
- passwords
  - adding 142–143
  - changing 144
  - forgetting 232
  - removing 144
  - saving 125
- pauses in writing 2
- PBX phones, dialing feature and 65

## pen

- care of [viii](#)
- copying items with 21
- deselecting items with 19
- moving items with 21–22, 112, 113
- placing caret (^) with 6
- selecting items with 19, 112, 113
- Personal folder 160
- Personal Identification Number (PIN)
  - changing password 144
  - changing when entered 144
  - entering 143
  - forgetting 232
  - not recognized 232
  - setting 142–143
- personal word list 6, 28–33.  
*See also* dictionary
- Phone button 66
- phone calls. *See* telephone calls
- Picture button 46
- PIN. *See* Personal Identification Number (PIN)
- placing calls 66–67, 118–120
- pop-up lists, word 17–18
- portrait mode, screen 115
- ports
  - handling [viii](#)
  - Newton Interconnection port 44, 145, 169, 259
  - serial 127, 255, 256, 257
- PostScript printers, using with *eMate* 255
- power adapter
  - moisture and [ix](#)
  - Newton 9W Power Adapter [ix](#), 244
  - troubleshooting 237

- Power button, turning on *eMate* with 237
  - preferences
    - alarm 103–104, 146–147
    - Auto Dock 150
    - beam 180–181
    - Calls application 122
    - connection 125–126
    - Date Book 103–104
    - fax 174–175
    - handwriting recognition 4–9, 148
    - InOut Box 134–135
    - locale 144
    - modem 149
    - Name File 62–63
    - Notepad 47
    - Owner Info 141
    - Prefs application 142–149
    - print 170
    - security 142–144
    - sleep 147–148
    - sound 145
    - word spacing 5
  - Preferences recognition setting 3
  - Prefs application 142–150.
    - See also* preferences
  - printers. *See also* printing
    - compatible with *eMate* 255–257
    - connecting *eMate* to 169
    - incompatible with *eMate* 257
    - networked 170, 172
    - parallel interface and 169
    - selecting 171–172
  - printing 169–172. *See also* printers
    - choosing paper size 170
    - items 171–172
    - name cards in Name File 63–64
    - Newton books 227
    - preparation for 170
    - setting preferences for 170
    - troubleshooting 239
  - Printing handwriting style 2, 4–5
  - Print request word 197
  - problems. *See* troubleshooting
  - programs. *See* application programs
  - punctuation 10, 25–26
  - putting away beamed icons 114
- R**
- receiving
    - beamed information 183, 238
    - electronic mail messages 187
    - faxes 178
  - Recently Written Words list 30
  - rechargeable batteries, using with *eMate* 238, 244, 245
  - Recognition button 3, 4
  - recording preferences 145
  - Remember request word 197
  - removing
    - accessory cards 201–202
    - application cards 201–202
    - password 144
    - storage cards 201–202
    - words from personal word list 29
  - renaming folders 162, 163
  - repeating to-do tasks 102
  - replacing
    - batteries in *eMate* 245–247
    - batteries in storage cards 208
  - replying to electronic mail messages 189
  - request words 196–198
  - resetting *eMate* 230–231, 232
  - restoring information from storage cards 213–214
  - revising words 30
  - Rotate button 115

- rotating screen 115
  - routing. *See also* beaming; copying;
    - electronic mail; faxing; printing
    - applications in Extras Drawer 112
    - information 169–191
    - items in Date Book 101
    - items in InOut Box 190
    - items in Notepad 48
    - name cards 65
    - Newton books 227
    - preferences for 135
  - Routing button 48, 65, 101, 112, 227
- S**
- scaling ink text 6
  - Schedule request word 197
  - scheduling
    - annual events 81–83
    - events 77–83
    - faxes 175
    - multiday events 79–81
    - overlapping meetings 85
    - single meeting 71–74
    - weekly meetings 74–77
  - screen
    - care of vii, viii
    - rotating 115
    - setting contrast of 109
    - troubleshooting 213
  - “scrubbing out”
    - drawings 15–16
    - misinterpreted words 17
    - problems with 235
    - text 15–16, 17
  - security preferences 142–144
  - selecting
    - applications 112, 113
    - documents 112, 113
    - drawings 19
    - icons 112, 113
    - items 19, 112, 113
    - printers 171–172
    - text 19
  - sending
    - beams 182
    - electronic mail messages 186–187
    - faxes 175–177
  - serial cables
    - connecting *eMate* to desktop
      - computer via 127
    - connecting printers to *eMate* via
      - 255, 256
  - service 249–250. *See also* help, sources of
  - setting
    - bookmarks 220
    - current time zone 153
    - daily alarm 123
    - date 124
    - minute timer 124
    - Personal Identification Number (PIN)
      - 142–143
    - screen contrast 109
    - second time zone 153–154
    - styles for text and drawings 11–12
    - tabs 27
    - time 124
    - time zones 153–154
  - where information is stored 107–108
  - setting preferences
    - alarm 146–147
    - Auto Dock 150
    - beam 180–181
    - connection 125–126
    - Date Book 103–104
    - default alarm times 103–104
    - faxing 174–175
    - handwriting recognition 4–9, 148
    - InOut Box 134–135

- locale 144
- modem 149
- Name File 62–63
- Notepad 47
- Owner Info 141
- phone 122
- print 170
- recording 145
- routing 135
- security 142–144
- sleep 147–148
- sound 145
- word spacing 5
- settings, handwriting recognition 3, 4–9
- setting up
  - guest users 34
  - printers 170
  - sending and receiving electronic mail 185–186
  - sending and receiving faxes 173–175
- Setup application 150–151
- Setup folder 107
- shapes, changing size of in drawings 11–12
- Shapes recognition setting 3
- single meetings, scheduling 71–74
- Sketches recognition setting 3
- sleep feature 147–148
- slips 50, 51
- software. *See* application programs
- software reset 232
- sorting name cards 57–59
- sound
  - preferences for 145
- spaces, inserting in text 13, 23–24
- spacing, word 5
- speakers
  - dialing through 67
  - sound preferences and 145
- special characters, typing 15
- SRAM (static-random access memory)
  - cards 203
- star. *See* blinking star
- stationery, Notepad and 35–44
- storage cards. *See also* memory
  - backing up information to 211–213
  - Card application and 122
  - changing batteries in 208
  - checking space on 206
  - deleting information on 207–208
  - earlier versions of operating system and 204–205
  - filing information on 205
  - formatting 203–204
  - inserting 201–202
  - locking 208
  - preparing a new storage card 203–204
  - removing 201–202
  - replacing batteries in 208
  - restoring information from 213–214
  - storing information on 107–108, 206
  - troubleshooting 232
  - unlocking 208
  - using 203–208
  - write-protection of 233
- Storage folder 107
- storing information 107–108, 206
- styles
  - handwriting 4–5
  - setting for drawings 11–12, 152
  - setting for text 11–12, 152
- Styles application 152
- support 249–250. *See also* help, sources of
- symbols, typing 15

## T

- table of contents, Newton books 218
- tabs, indenting paragraphs with 27
- Tag button 179, 180
- tasks, to-do 97–98. *See also* To Do List
- telephone calls. *See also* Calls application;  
modems
  - deleting 121
  - dialing from Name File 65–67
  - filing 159
  - placing 118–120
  - viewing 121
- text
  - adding punctuation to 25–26
  - changing fonts in 11–12
  - converting handwriting to 20
  - converting ink text to 234
  - copying 21
  - deleting 15–16
  - deselecting 19
  - erasing 15–16
  - finding 164–167
  - formatting 23–24
  - inserting space in 13, 23–24
  - moving 21–22
  - “scrubbing out” 15–16, 17
  - selecting 19
  - setting styles for 11–12, 152
  - troubleshooting 241
- Text Editing Settings option 6
- Text recognition setting 3
- time, setting 124
- Time request word 198
- Time Zones application 153–157
- titles. *See* application cards
- To Do List 96–102. *See also* Calendar;  
Date Book
  - completing tasks 100
  - creating tasks 97–98
  - deleting tasks 100, 102
  - duplicating tasks 101
  - viewing 99
- to-do tasks 97–98
  - beaming 101
  - changing level of 99
  - completing 100
  - creating 97–98, 101
  - deleting 100, 102
  - duplicating 101
  - e-mailing 101
  - faxing 101
  - repeating tasks 102
- troubleshooting 229–241. *See also* help,  
sources of
  - alert messages 232–233
  - batteries 237–238
  - beaming problems 240
  - cellular telephones 237
  - date 241
  - dialing 239–240
  - drawing 234–236
  - electronic mail 238–239
  - faxing 239
  - finding information 233
  - handwriting recognition 10, 234–236
  - memory 29, 232, 233
  - eMate* gets wet ix, 240
  - modems 237, 238–239
  - passwords 232
  - Personal Identification  
Number (PIN) 232
  - power adapter 237
  - printing 239
  - resetting the *eMate* 230–231
  - screen 213
  - solutions to common problems 229–241
  - storage cards 232
  - time 241
  - turning on *eMate* 237
  - writing 234–236
- turning on *eMate* 237
- tutorials, Handwriting Instructor 34, 134



## U

undo actions, troubleshooting 232  
Unfiled folder 160  
Unfiled Icons folder 107  
unlocking storage cards 208  
Use Default Settings option 9  
users, guest 34

## V

viewing  
    beamed items 184  
    calls 121  
    custom field information 54  
    electronic mail messages 188–189  
    faxes 178–180  
    In Box 136  
    information about items 46–47  
    items by folder 162  
    items in Date Book 91–92  
    items in Extras Drawer 112  
    items in Notepad 45–46  
    Name File 56  
    Newton Books 215–227  
    Notepad 35  
    notes on name cards 62  
    on-screen keyboard 14  
    Out Box 137  
    owner information 141  
    pages in Newton books 217  
    personal word list 28, 29  
    time zone information 158  
    To Do List 99  
    worksite information 141

setting 109

## W, X, Y, Z

warranty information vii, 249, 250  
weekly meetings, scheduling 74–77  
word list. *See* personal word list  
word pop-up list 17–18  
words. *See also* text  
    adding to personal word list 29  
    capitalizing 26  
    correcting misinterpreted 17–18  
    expanding 31–33  
    finding 164–167  
    inserting with caret ( ^ ) 6, 13  
    joining 23–24  
    recognizing abbreviations of 31–33  
    removing from personal word list 29  
    request 196–198  
    revising 30  
    “scrubbing out” 15–16, 17  
    selecting 19  
    viewing in personal word list 29  
word spacing, handwriting recognition and  
    2, 5  
worksite information 138, 140–141  
write-protection, storage cards 233  
writing. *See* handwriting  
Writing Practice application 34, 158  
zig-zag line, erasing with 15–16, 17