

USER'S GUIDE

NEWTToDo

VERSION 1.0

FOUNDATION SYSTEMS

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1. Getting Started

About newtToDo

newtToDo is a full-featured to-do list application designed to help you manage lists of tasks more efficiently. Powerful features include the ability to schedule reminders that regularly appear to notify you of a particular task. Need to take a short break from work every 30 minutes? Set a newtToDo task to do the job for you!

newtToDo is easy to learn and use. The buttons and views are all arranged to reduce the time required to learn the program. newtToDo has many features to help you easily create, edit, and share tasks.

The following list is an overview of the features in newtToDo.

- Additional priorities—Set priorities from 1-10.
- Repeating tasks—Create daily, weekly, yearly, or custom repeating tasks.
- Alarmed reminders—Remind you of a task at a specific time, or periodically.
- Additional information—Add more information to your tasks with checklists and notes.
- Filing—Organize your tasks into folders.
- Sorting—Sort your tasks according to a variety of criteria.
- Display options—Configure the overview to display only the information you want.
- Customizable—Be more efficient and more productive with newtToDo's many customizable options.
- Imports to-do items—Import your existing and future built-in To Do List items.
- Backdrop button—Access newtToDo from your backdrop application's status bar.
- HyperLink Manager—Integrates with Foundation Systems' HyperNewt to link tasks into HyperNewt's filing system.
- Public API—Use newtToDo with other applications.

System Requirements

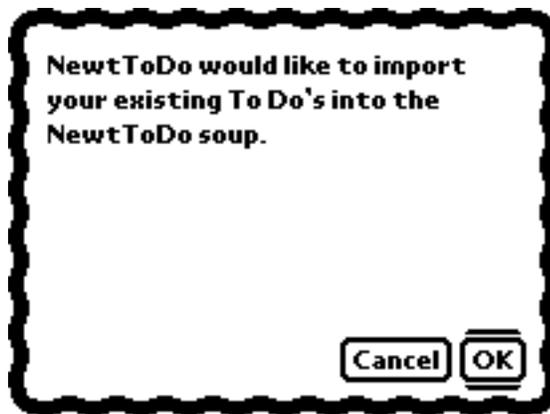
To use newToDo on your Newton device, you need the following:

- a Newton device running the Newton 2.0 operating system or later.
- 75 kilobytes of storage space for the newToDo package, plus additional storage space for new tasks.
- 6 kilobytes of storage space for the newToDo Utilities package.

Installation

If newToDo is not already installed on your Newton device, you need to install it into your Newton's memory or onto a PC card. To do this, you use a Newton utility that can install software packages, such as the Newton Connection Utilities or Newton Backup Utility, with a computer running the Mac OS or Windows operating system.

Once installed, newToDo and newToDo Utilities are automatically stored in the Unfiled folder in the Extras Drawer. If newToDo is being installed for the first time, a dialog will prompting you to import your existing to-do tasks from the built-in To Do List into newToDo.



If you wish to import your existing to-do tasks into the newToDo soup, tap OK. Otherwise, tap Cancel.

Note: There are many third-party applications that allow you to create new tasks for the built-in To Do List. Any new tasks that are created for the To Do List application will be automatically imported into newToDo while newToDo is installed on your Newton device.

Opening newtToDo

- 1 Tap Extras.

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

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



- 3 Tap the newtToDo icon **To Do**.

Note: If the newtToDo icon doesn't appear, tap Extras, tap the folder tab, and in the list that appears, tap All Icons. Then tap the newtToDo icon

- 4 When you are finished using newtToDo, tap  to quit.

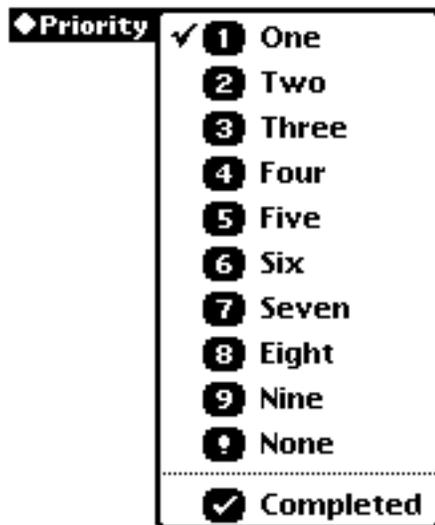
Now that you've opened newtToDo, you can learn more about creating and modifying tasks. See the next chapter, "Creating a To Do Task."

2. Creating a To Do Task

- 1 Open newToDo.
- 2 Tap New.
- 3 Enter the information in the task view slip that appears.

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

- Title—Sets the title of this task.
- Priority—Sets a numbered priority for this task.

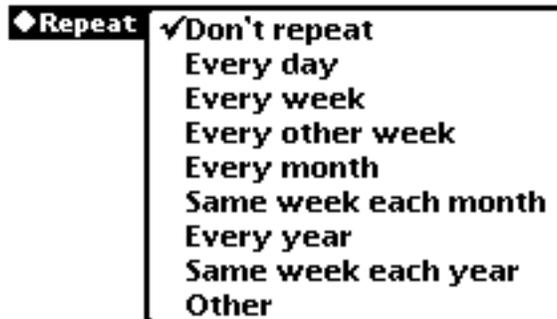


- Due Date—Sets the date that you want this task to be completed by.



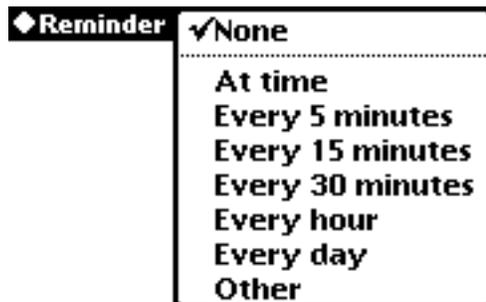
Note: Changing the due date of a repeating task will cause the repeat information to be lost. If you manually change the due date of a repeating task, be sure to reinput the repeat info.

- Repeat—Sets a specified interval for this task to reappear.



Note: Repeating items that have been completed are marked as uncompleted the day the repeating task is scheduled to reoccur.

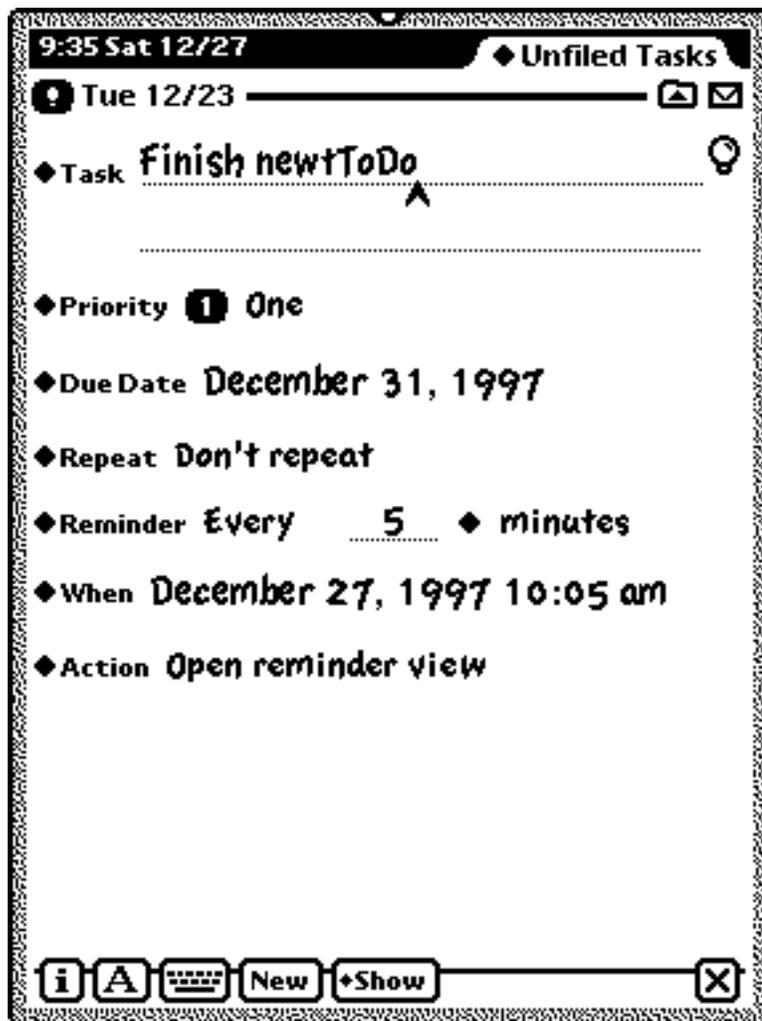
- Reminder—Sets an alarm to remind you of this task at a specified time and frequency.



- When—Sets the time when you want the reminder to appear.
- Action—Sets the action that occurs when the reminder appears.

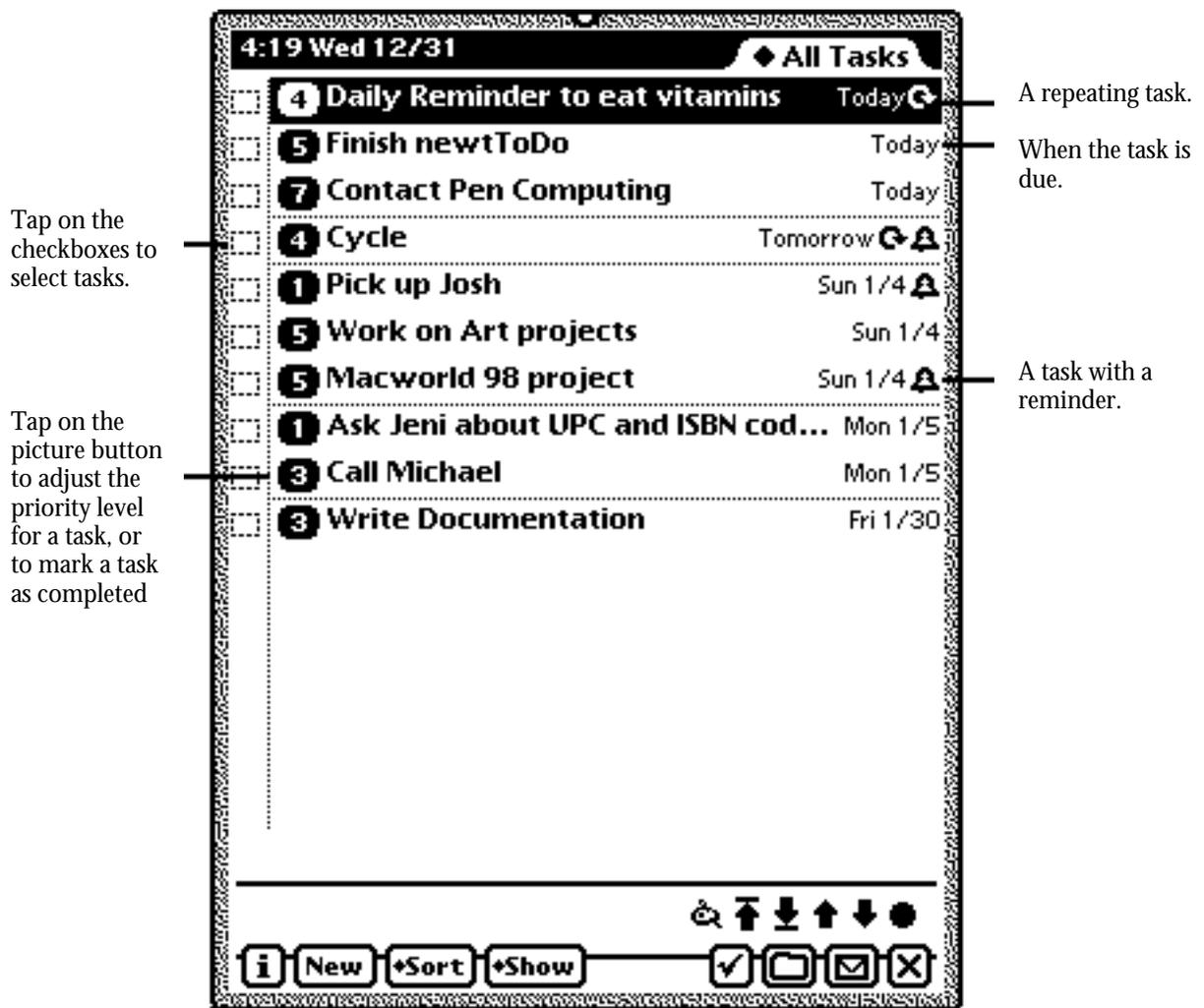
Note: Currently, the only action supported is the opening of the reminder view. Future versions of newToDo will allow for additional actions.

This is an example of a sample task.



3. Viewing the To Do List

- 1 Open newToDo.
- 2 Tap on the Overview button  until the newToDo Overview appears.



- 3 To see more information about a specific task, tap on its text.
- 4 Tap  to select a tasks or tasks.
- 5 Tap  to select or deselect all tasks in the overview.

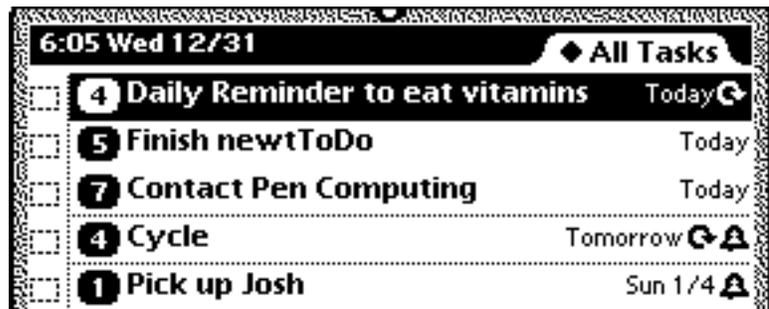
4. Changing the Priority of a Task

There are a number of ways to change the priority of a to-do task in newToDo:

Option A

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

Tap on the picture button of a to-do item and drag it to desired priority level



If you move the task above a higher priority item, it will become a higher priority. Likewise, if you move the task below a lower priority item, it becomes a lower priority task. If you move a task to another day, its due date will change along with its priority.

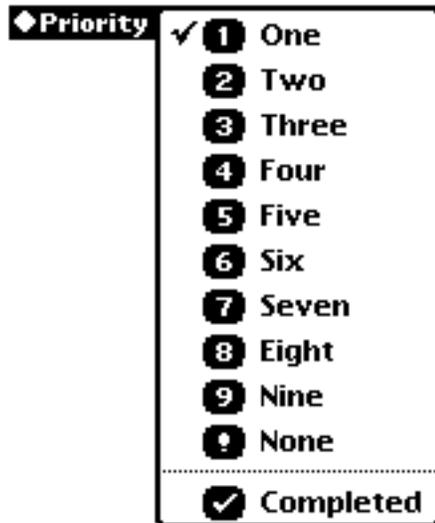
Option B

- 1 Open newToDo.
- 2 Tap the Picture button of a to-do task and in the list that appears, tap the priority you wish to set this task.



Option C

- 1 Open newToDo.
- 2 Go to the item that you want to complete.
- 3 Tap on Priority and in the list that appears, tap the priority you wish to set this task.



5. Completing Tasks

There are many ways to complete a to-do item in newToDo:

Option A

- 1 Open newToDo.
- 2 Tap the Picture button of a to-do task and in the list that appears, tap Completed.



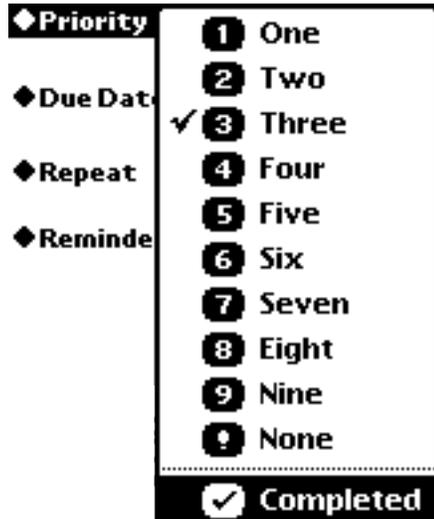
Option B

- 1 Open newToDo.
- 2 Tap the checkbox next to any items you have finished.
- 3 Tap the Routing button  and in the list that appears, tap Mark Completed.



Option C

- 1 Open newToDo.
- 2 Tap on the text of the item you wish to complete.
- 3 Tap on Priority and in the list that appears, tap Completed.

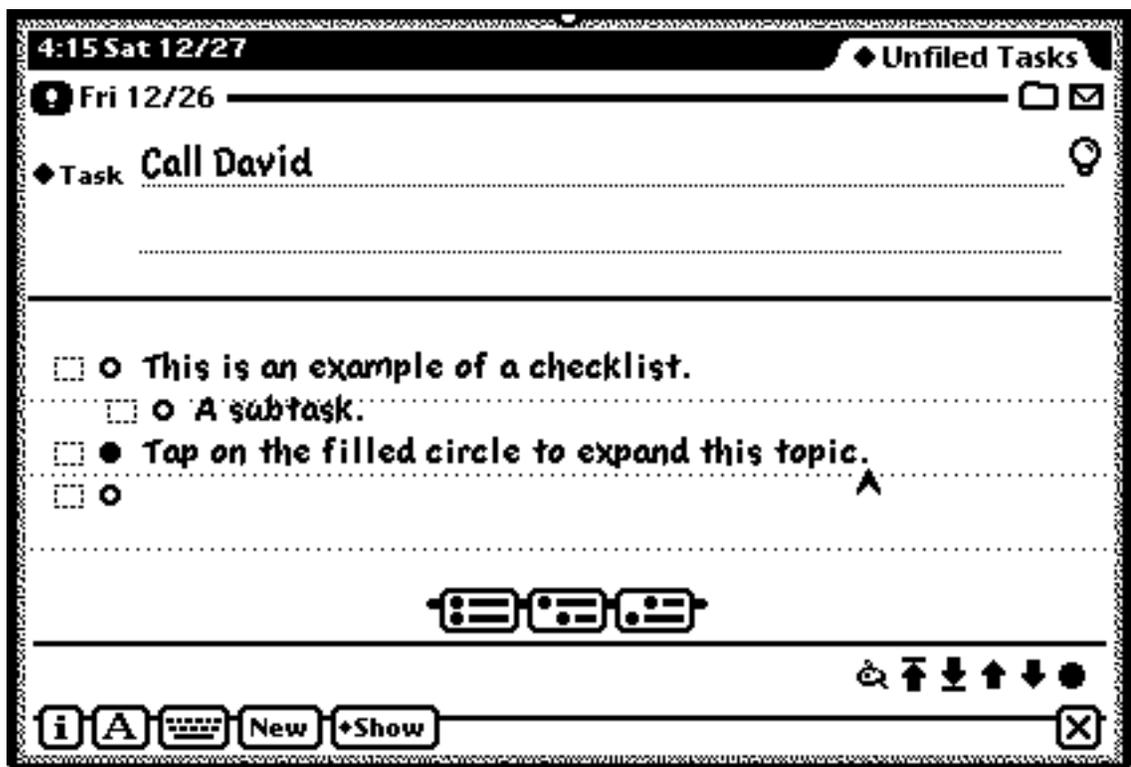


Note: When you complete tasks in newToDo, any reminders that you have set are removed. If the completed task is a repeating task, it will reappear on the first day that it is scheduled to reoccur, unless the task is marked uncompleted.

6. Adding Additional Information

You can add additional information in the form of notes and subtasks to any task you create with newToDo. These additional forms are similar to the built-in note and checklist stationery in the Notepad application.

- 1 Open newToDo.
- 2 Go to the task that you want to add additional information for.
- 3 Tap Show and in the list that appears, tap Subtasks or Notes.



The task view will change to display a checklist or note that you can use to add additional information for the given task. Refer to the instructions in your Newton's User's Guide for more information on how to use a note or checklist stationery.

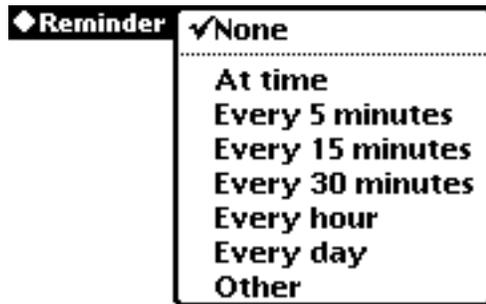
- 4 Tap Show and in the list that appears, tap Task Info to return to the Task Information view.

7. Using Reminders

Reminders are one of the most powerful features of newtToDo. Reminders allows you to set periodic alarms for individual tasks. These reminders appear a specified future time and can be set to repeat on a regular basis. Reminders will also allow additional actions—such as executing scripts or calling functions—to be performed each time a reminder appears.

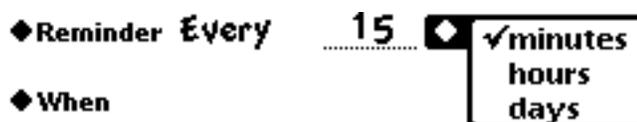
Setting Reminders

- 1 Open newtToDo.
- 2 Go to the task that you wish to add a reminder.
- 3 Tap Reminder and in the list that appears, choose the frequency with which this reminder should occur.



- At time—The reminder should occur once and only once at the given time.
- Every 5 minutes—The reminder will reoccur every 5 minutes from the given time.
- Every 15 minutes—The reminder will reoccur every 15 minutes from the given time.
- Every 30 minutes—The reminder will reoccur every 30 minutes from the given time.
- Every hour—The reminder will reoccur every hour from the initial time.
- Every day—The reminder will reoccur every day at the given time.
- Other—The reminder will reoccur at a user-defined frequency.

- 4 If you choose any choice but At time, the following input line will appear. You can fine-tune the frequency of this reminder by entering in the number of minutes, hours, or days with which this reminder should reoccur.



- 5 Tap When to set the time when the reminder should first occur.

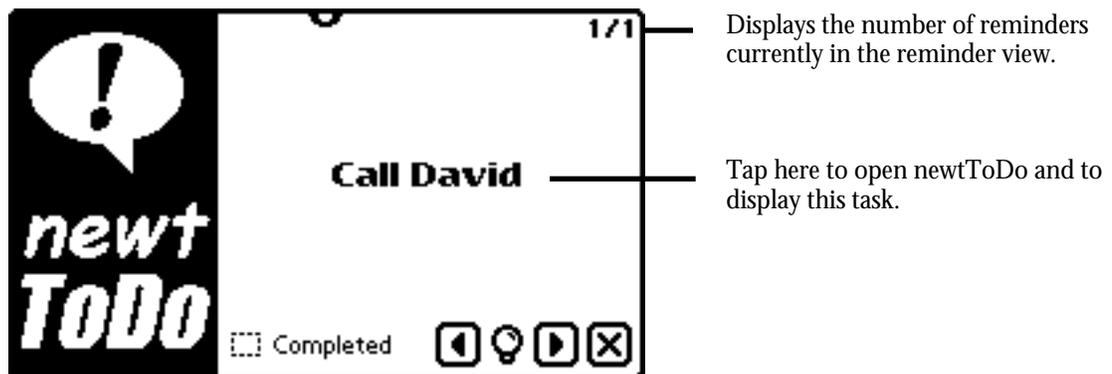


- 6 Tap Action and in the list that appears, tap the action that you want to happen when the reminder appears.

Note: Currently, the only action supported is the opening of the reminder view. Future versions of newtToDo will allow for additional actions.

Handling Reminders

When a reminder occurs, the reminder view will appear, accompanied by any action effects selected in the newtToDo preferences.



You can perform a variety of actions on a task:

-  Assist—Send this task to the Intelligent Assistant.

-  Completed—Mark this task as completed when the reminder view is closed.
- Tap on the task's text to open newToDo's task view to the selected task.

If you have multiple reminders, the reminder view will display the number of reminders in the upper-right hand corner. Use the following buttons to scroll between the reminders.

-  Previous task—Display the previous task.
-  Next task—Display the next task.
-  Close box—Closes the reminder view. Any reminders whose Completed checkbox has been checked will be marked completed by newToDo.

When a reminder occurs, newToDo will automatically calculate the next occurrence of the reminder. If the reminder is an “At time” reminder, newToDo will not set another reminder for that task. For example, if a hourly task reminded you at 8:30 pm, newToDo would automatically set the task to reoccur at 9:30 pm.

Note: A completed task cannot have a reminder associated with it. Marking a task completed will turn off any reminder you may have set for the task.

If the preference “Flash/Beep while reminder view open” is checked in Prefs and if the reminder view is open, action effects such as beeping and flashing the screen will still occur. If you have many reminders occurring at the same time, or would not like to be reminded with action effects while the reminder view is open, uncheck this preference.

8. Task Management

Beaming tasks

You can beam tasks to another Newton device that has newToDo.

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

Duplicating tasks

- 1 Open newToDo.
- 2 Tap the checkbox next to any items you wish to duplicate.
- 3 Tap the Routing button and in the list that appears, tap Duplicate.

A copy of the task or tasks appears in the list. You can tap on the task to change any information.

Deleting tasks

You can free up your Newton's internal or card memory by deleting old and out-of-date items from newToDo.

- 1 Open newToDo.
- 2 Tap the checkbox next to any items you wish to delete.
- 3 Tap the Routing button and in the list that appears, tap Delete.

Organizing tasks

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

9. Miscellaneous Task Functions

There are additional commands you can perform on tasks from the overview.

- 1 Open newToDo.
- 2 Go to the Overview.
- 3 Select the task or tasks that you want to modify.
- 4 Tap the Routing button .



- Change Date—Change the due date for the selected tasks.

Note: Changing the due date of a repeating task will cause the repeat information to be lost. If you manually change the due date of a repeating task, be sure to reinput the repeat info.

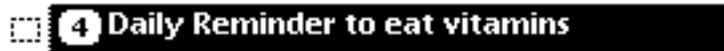
- Mark Completed—Mark the selected tasks as completed.
- Mark Uncompleted—Mark the selected tasks as uncompleted.
- Clear Completed Tasks—Delete all non-repeating, completed tasks.
- Assist—Sends the selected task to the Intelligent Assistant.

Depending on what third-party applications and extensions are installed, additional routing options may appear in this menu.

10. Customizing the Overview

You can customize the overview to display only the information that you want to see. For instance, you can set the overview to display only the priorities of tasks or the due dates. The following is a list of the task attributes that you can selectively display or hide:

- Priorities—Displays the priority level of all tasks.



- Due Dates—Displays the due date of all tasks.



- Folders—Displays the folder in which the tasks have been filed.



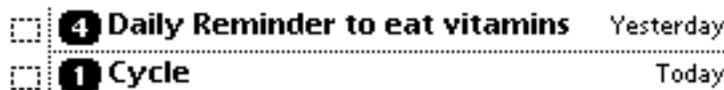
- Store Name—Displays the storage location of all tasks.



- Completed Tasks—Displays all completed tasks.



- Dates Dividers—Displays divider lines between separate days.

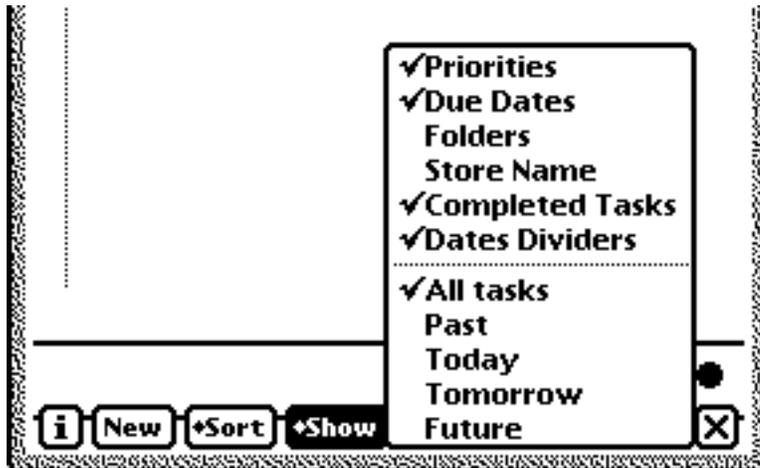


You can also configure the newToDo overview to display all to-do items or only tasks that occur in the past, present, or future.

- All tasks—Displays all tasks, past, present, and future.
- Past tasks—Displays only past tasks.
- Today's tasks—Displays only today's tasks.
- Tomorrow's tasks—Displays only tomorrow's tasks.
- Future tasks—Displays only future tasks.

To display selected task information in the overview, follow these steps:

- 1 Go to the Overview.
- 2 Tap Show and in the list that appears, tap on items that you want to display or hide from the overview display.



11. Sorting Tasks in the Overview

You can sort tasks based on a variety of criteria:

- Due Date / Priority
- Priority / Due Date
- Folder / Due Date
- Folder / Priority

To sort tasks, follow these steps:

- 1 Go to the Overview.
- 2 Tap Sort and in the list that appears, tap on the desired sort order.



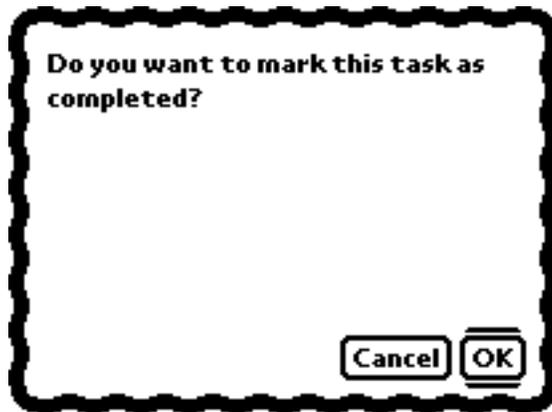
12. Using the Intelligent Assistant

With newToDo, you can have your Newton device perform certain tasks for you using the Intelligent Assistant. The tasks that can be performed include sending faxes or electronic mail, dialing phone numbers, additional scheduling, finding text, and more.

You can make an Assist request in several ways:

- Tap Assist  from the reminder view.
- Tap Assist  from the task view.
- Select a task in the overview, tap the Routing button  and in the list that appears, tap Assist .

newToDo will take the selected task and send it to the Intelligent Assistant for parsing. If the Intelligent Assistant interprets the request and if the preference “Confirm completion when using Assist” is checked in the newToDo prefs, a dialog will appear asking whether or not the task should be marked as completed.



Tap on the OK button to mark the task as completed or Cancel to leave the task uncompleted.

Please refer to your Newton’s User’s Manual for additional information on using the Intelligent Assistant.

13. Using the newToDo Toolbar

The newToDo Toolbar offers convenient access to navigation and editing tools while you work with newToDo.

- 1 Tap Extras.
- 2 Tap To Do.
- 3 Tap the Information button  .
- 4 In the list that appears, tap Show Toolbar.



-  Styles—Opens the styles palette.
 -  Go to top—Go to the first task.
 -  Go to end—Go to the last task.
 -  Previous—Go to the previous task.
 -  Next—Go to the next task.
 -  Overview—The overview button
- 5 To hide the toolbar, follow the above steps and choose Hide Toolbar.

14. The newtToDo Backdrop Button

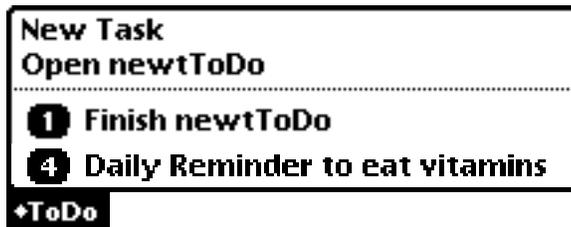
You can have newtToDo install a button on your backdrop app's status bar for quick and convenient access to newtToDo. You can create new tasks, view today's tasks, and open newtToDo from this backdrop button.

- 1 Open newtToDo.
- 2 Tap the Information button  and in the list that appears, tap Prefs.
- 3 In the slip that appears, make sure the checkbox "Show button in backdrop app" is checked.
- 4 Tap every  you see to get to the background application.

If the backdrop app has a status bar, you will see the newtToDo button.



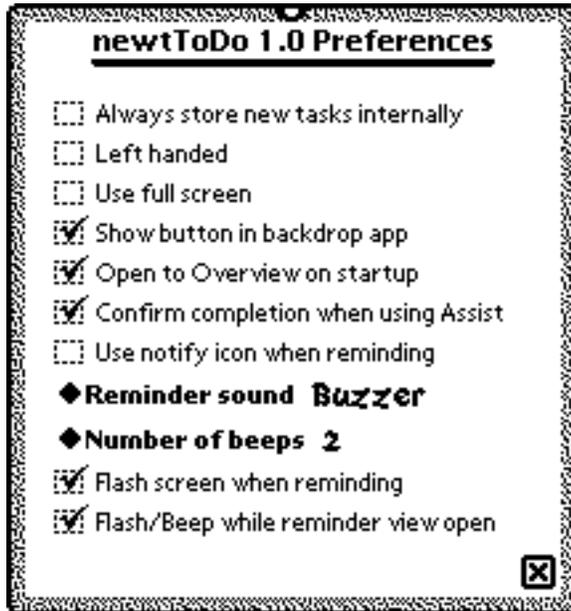
- 5 Tap ToDo.



- 6 The list that appears will have the following items:
 - New Task—Opens newtToDo and creates a new task. If text is selected on your Newton, New Task will create a task with that text as the title.
 - Open newtToDo—Opens the newtToDo application.
 - Today's task list—A list of tasks that are due today. Tap on a task to open newtToDo and display that task.

15. Setting Preferences

- 1 Open newToDo.
- 2 Tap the Information button .
- 3 In the list that appears, tap Prefs. The newToDo Preferences slip appears.



- Always store new tasks internally—Store new information in the internal memory of the Newton device regardless of whether a storage card is inserted.
- Left handed—Set whether the display should be tailored for left-handed users.
- Use full screen—Use the entire screen of your Newton device for newToDo.
- Show button in backdrop app—Install the newToDo button in the current backdrop app.
- Open to Overview on startup—Opens newToDo everytime the application is opened.
- Confirm completion when using Assist—Ask the user if she wishes to complete a given task when using the Intelligent Assistant.
- Use notify icon—Alert the user with the notify icon  when reminding.
- Reminder sound—Set the sound to be used by reminders.
- Number of beeps—Set the number of beeps to play when reminding.
- Flash screen when reminding—Flash the screen according to the number of beeps when reminding.
- Flash/Beep while reminder view open—Alert the user even if the reminder view is currently open. Check this is you want to be alerted with sound and action effects all the time.

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

16. Keyboard Shortcuts

This chapter outlines the keyboard commands that newtToDo supports. newtToDo is designed to take advantage of a built-in keyboard or an external keyboard with your Newton device to make entering and editing data faster. The following commands are available when using newtToDo with a keyboard.

newtToDo

- Command-D—Priority picker.
- Command-I—Information button  .

Overview

- Command-S—Show button.
- Command-Option-S—Sort button.

Task View

- Command-Option-R—Reminder picker.
- Command-Option-Control-R—Repeat picker.
- Command-S—Show button. Toggles between the Task Info and Subtasks view.

17. Frequently Asked Questions

This chapter describes common problems and suggests solutions. Note, that many of the procedures here can be found in more detail in the preceding chapters. If, after reviewing the suggested solutions in this chapter, you still cannot solve the problem, contact Foundation Systems at: support@tow.com

Tasks

When I mark tasks as completed, they disappear and I can't find them.

You have to tell newToDo to display completed tasks. Follow these steps:

- 1 Go to the Overview.
- 2 Tap Show and in the list that appears, tap Completed Tasks.

Many of my tasks seem to be missing.

- You may be looking at the contents of only one folder.
- If you filed information on a storage card, you need to insert the card to view those items.

How do I view a task's subtasks or write additional notes?

- 1 Go to the task.
- 2 Tap Show and in the list that appears, tap Subtasks or Notes.

How come I'm checking tasks off in the overview but the tasks aren't being marked as completed?

- Checking the checkboxes in the newToDo overview causes tasks to be selected, not marked as being completed.
- To complete tasks in the overview, follow the directions outlined in the chapter, "Completing Tasks".

Repeating Tasks

Where are my repeating tasks?

- Repeating tasks that have been marked as completed will reappear on your To Do List as uncompleted tasks the day that they are scheduled to reoccur.

- Adjusting the due date of a repeating task will cause the repeat information to be discarded. If you manually change the due date of a repeating task, you will need to reinput the repeat information.
- You may have to tell newtToDo to display completed tasks. Follow the steps outlined above.

Reminders

Why aren't my reminders making any sound?

You need to raise your alarm volume and/or turn on action sound effects in the Newton's preferences. Follow these steps:

- 1 Tap Extras.
- 2 Tap Prefs.
- 3 Tap Alarm.
- 4 Adjust the alarm volume, if necessary.
- 5 Close the Alarm preferences slip by tapping .
- 6 Tap Sound.
- 7 Make sure "Action sound effects" is checked.

Miscellaneous

Selecting tasks in the overview causes the dates dividers to appear and disappear randomly.

- We are aware of this problem and are working on a solution to this display glitch.

I get an error when dragging and dropping a task in the overview to change its priority and/or due date.

- Close newtToDo and restart your Newton.

I am getting errors everytime I open newtToDo or when I try to open a particular task!

- Some of your tasks may be corrupted. Follow the directions listed in Appendix C for fixing corrupted tasks with the newtToDo Utilities application.

I've created some new tasks for the built-in To Do List program but they aren't showing up in newtToDo.

- newtToDo may not have been installed or activated when you created the new tasks for the built-in To Do List program. Follow these directions for importing these tasks into newtToDo.

- 1 Open newtToDo.

- 2 Tap the Information button  .
- 3 In the list that appears, tap Import To Do's

When I scroll down to see other tasks, sometimes the Newton displays a white page or two before scrolling to the next task.

- The height of a task changes as you add data to the subtasks and notes view. Because of this, the Newton thinks that the height of the entry is larger than it actually is in the task view.
- One solution is to tap the next entry arrow on the newToDo Toolbar.

HyperLinks

I tap on a HyperLink, but an error message appears telling me that the entry could not be found, but I know that the entry hasn't been deleted.

- You may have moved the HyperLinked task to another store. If so, then the HyperLink will not be able to find the original item.
- There is a known bug that occasionally prevents the display of a HyperLinked entry. This bug may randomly appear when you try to resolve a HyperLink. Tap on the HyperLink again to see if the error persists.

Removing newToDo

- 1 Close newToDo, if open.
- 2 Tap Extras.
- 3 Tap the folder icon, and in the list that appears, tap Storage.



- 4 Scrub out the newToDo Tasks icon  .
- 5 A slip will appear, asking if you really want to delete the newToDo soup. Tap OK.



- 6 Scrub out the newToDo icon **To Do** .
- 7 A slip will appear, asking if you really want to delete newToDo. Tap OK.
- 8 Follow the directions listed in Appendix C for removing the newToDo information from the built-in To Do List soup with the newToDo Utilities application.

Appendix A: newToDo API

This section describes the newToDo methods that are available to you. To obtain a reference to newToDo to send these messages, use the following code:

```
local newToDo := GetRoot().(|ToDo:ATOW|);
if newToDo then ...
```

NewTask

`newToDo:NewTask(title, priority, dueDate, reminderInfo)`

Add a new task to the newToDo soup. Returns the newly created task if the task was successfully added to the soup, nil if an error occurred.

<code>title</code>	A string or rich string that is the title of the task.
<code>priority</code>	An integer between 1 and 10 denoting the priority level of the task. Specify <code>nil</code> for the default priority setting.
<code>dueDate</code>	An integer; the date of the task in the number of minutes passed since midnight, January 1, 1904. Specify <code>nil</code> for the today.
<code>reminderInfo</code>	A <code>reminderInfo</code> frame, or <code>nil</code> if the task will not remind. A <code>reminderInfo</code> frame should have the following slots:

Slot descriptions

<code>reminder</code>	An integer. Specifies whether or not the alarm should be activated: <code>kAlarmOn</code> (1) or <code>kAlarmOff</code> (0).
<code>reminderType</code>	One of the following symbols denoting what the type of reminder: <code>'minute</code> , <code>'hour</code> , or <code>'day</code> . Specify <code>nil</code> for a single, non-repeating reminder occurring at <code>reminderTime</code> .
<code>reminderValue</code>	An integer; the number of minutes, hours, or days between reminders.
<code>reminderTime</code>	An integer; the start date of the first reminder in the number of minutes passed since midnight, January 1, 1904.
<code>reminderAction</code>	The action to perform when the reminder appears. Specify <code>nil</code> .

Here is a sample call to `NewTask`:

```
local newToDo := GetRoot().(|ToDo:ATOW|);
local reminderInfo := {
    reminder: 1,
    reminderType: 'hour,
    reminderValue: 1,
    reminderTime: Time()+60,
    reminderAction: nil,
};
if newToDo then
    newToDo:NewTask("A New Task", 3, Time()+1440, reminderInfo);
```

The following call to `NewTask` will create a new task named "A New Task" at priority, 3 that is due tomorrow. The task will remind the user every hour starting one hour after the current time.

newToDo Soup Format

This section describes the format of entries in the newToDo Soup. The newToDo Soup is called “ToDo:ATOW”. In this soup each task has a single entry with the following slots:

Slot descriptions

<code>class</code>	Always the symbol <code>' ToDo:ATOW </code>
<code>timestamp</code>	An integer; the date the task was created specified in the number of minutes passed since midnight, January 1, 1904.
<code>notes</code>	An array of flattened <code>clParagraphViews</code> used in the Notes viewDef.
<code>topics</code>	An array of flattened <code>clListView</code> entries used in the Subtasks viewDef.
<code>mtgStartDate</code>	Contains an immediate value: the start date of the task in the number of minutes passed since midnight, January 1, 1904.
<code>repeatType</code>	Used for repeating tasks. Contains one of the following constants that describes how often the task repeats: <code>kDayOfWeek (0)</code> , <code>kWeekInMonth (1)</code> , <code>kDateInMonth (2)</code> , <code>kDateInYear (3)</code> , <code>kPeriod (4)</code> , <code>kNever (5)</code> , <code>kWeekInYear (7)</code> .
<code>mtgInfo</code>	Used for repeating tasks. An immediate value containing packed repeating meeting information. This slot is interpreted differently, depending on the value of the <code>repeatType</code> slot. For more information, refer to documentation on the <code>mtgInfo</code> slot in the Newton Programming Reference (page 16-58).
<code>' ToDo:ATOW </code>	The task information frame with the following slots:

Slot descriptions

<code>completed</code>	An integer. Specifies whether or not the task is completed: <code>kCompleted (1)</code> or <code>kUncompleted (0)</code> .
<code>dueDate</code>	An integer; the date of the task in the number of minutes passed since midnight, January 1, 1904.
<code>priority</code>	An integer between 1 and 10 denoting the priority level of the task.
<code>title</code>	A string or rich string that is the title of the task.
<code>reminder</code>	An integer. Specifies whether or not the alarm should be activated: <code>kAlarmOn (1)</code> or <code>kAlarmOff (0)</code> .
<code>reminderType</code>	One of the following symbols denoting what the type of reminder: <code>'minute</code> , <code>'hour</code> , or <code>'day</code> , or <code>nil</code> .
<code>reminderValue</code>	An integer; the number of minutes, hours, or days between reminders.
<code>reminderTime</code>	An integer; the start date of the first reminder in the number of minutes passed since midnight, January 1, 1904.
<code>reminderAction</code>	The action to perform when the reminder appears.

All other slots are considered private and should not be modified.

newToDo Soup Indices

This section lists the soup indices used by the newToDo soup.

```
{
  structure: 'multiSlot,
  path: [
    [ pathExpr: '|ToDo:ATOW|', 'dueDate],
    [ pathExpr: '|ToDo:ATOW|', 'priority ],
    [ pathExpr: '|ToDo:ATOW|', 'completed ]
  ],
  type: ['int', 'int', 'int'], },

{
  structure: 'multiSlot,
  path: [
    [ pathExpr: '|ToDo:ATOW|', 'priority ],
    [ pathExpr: '|ToDo:ATOW|', 'dueDate],
    [ pathExpr: '|ToDo:ATOW|', 'completed ]
  ],
  type: ['int', 'int', 'int'], },

{
  structure: 'multiSlot,
  path: [
    'labels,
    [ pathExpr: '|ToDo:ATOW|', 'dueDate],
    [ pathExpr: '|ToDo:ATOW|', 'completed ]
  ],
  type: ['symbol', 'int', 'int'], },

{
  structure: 'multiSlot,
  path: [
    'labels,
    [ pathExpr: '|ToDo:ATOW|', 'priority ],
    [ pathExpr: '|ToDo:ATOW|', 'completed ]
  ],
  type: ['symbol', 'int', 'int'], },

{
  structure: 'slot,
  path: [ pathExpr: '|ToDo:ATOW|', 'reminder ],
  type: 'int', },
```

Appendix B: HyperLink Manager

HyperNewt is the new interface to organizing and visualizing data on Newton devices. It implements a flexible hierarchical filing system in which users can place aliases or shortcuts to virtually any type of data on their Newton—notes, calls, spreadsheets, meetings, names, bookmarks, and more. newtToDo offers a HyperLink Manager for use with HyperNewt, allowing users to place links to tasks within HyperNewt's folder structure.

- 1 Go to the task you want to HyperLink.
- 2 Tap the Routing button and in the list that appears, tap HyperLink.



- 3 The HyperLink dialog box will appear. Navigate to desired HyperNewt folder.



- 4 Tap Create HyperLink to create a Hyperlink in the current folder. For more information on creating HyperLinks and using HyperNewt, please refer to the HyperNewt documentation.

Appendix C: newtToDo Utilities

The newtToDo Utilities are used when you experience data corruption in the newtToDo soup or when you want to remove newtToDo from your system.

While not anticipated, during the course of using newtToDo, some of your tasks may become corrupted. Corruption can occur when the Newton suddenly resets while you are working with newtToDo, or with third-party applications that try to extend or modify the newtToDo application or data. The newtToDo Utilities searches each newtToDo task and fixes any problems that it finds.

When you want to remove newtToDo permanently from your system, you will want to remove the newtToDo information stored in the built-in To Do List soup. When newtToDo is installed, it is notified whenever entries are added to the built-in To Do List. These entries are added to newtToDo and marked by newtToDo so they are not added in the future. Use the newtToDo Utilities to remove this information from your built-in To Do List soup.

- 1 Tap Extras.



- 2 Tap newtToDo Utilities .
- 3 In the slip that appears, tap your choice.
 - Fix corrupted tasks—Fixes any corrupted tasks in the newtToDo soup.
 - Remove info from To Do List—Removes information that helps newtToDo keep track of To Do List items.

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