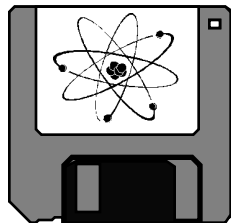


*Intelligent To Do & List Management
for the Newton™ MessagePad™*

NotePak Pro™

User's Guide



Atomic Software™

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Getting Started

Introduction

NotePak Pro (hereafter referred to as “NotePak”) was written as an alternative to the Newton’s built-in To Do application. NotePak’s author felt constrained by the To Do application’s lack of categorization and four priority levels. NotePak was designed to manage information in a more organized fashion and allows you to store and retrieve information quickly and easily. While the built-in To Do manager lets you assign a priority of 1, 2, 3, or none to an item, NotePak lets you can categorize, prioritize (ten levels), and list data to suit your needs. NotePak gives you more control over data by letting you add multiple dates, estimated duration, categories, subcategories, alarms, and percent complete to your items. With NotePak, you can organize items significantly better than the Newton’s built-in program.

NotePak not only makes a wonderful “to do” and list manager, it can also help you manage small notes; there is no limit to the kind of information you can store in NotePak (books to buy, tasks to complete, CD collections, etc.). Simply create any category to suit your list needs.

ä Bits of information presented in this manual that we feel are of special note have a arrow pointing to them.

Please read the NotePak Software License at the end of the manual before installing and using NotePak.

Installing NotePak

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

ä **NotePak can only be used on a Newton running OS 2.0.**

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

Opening NotePak

NotePak can optionally install an **NP** button in the Notepad program, near the bottom of the screen. This button serves as a shortcut to access NotePak as quickly as possible. See the section on Preferences for more information.

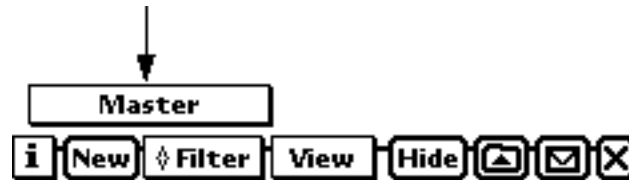
Registering NotePak

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

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

Lists

NotePak allows the creation of multiple lists, and includes two predefined lists: Master and Archive. Up to 18 other lists can be added. Using multiple lists provides a number of advantages over one large list. Each list can have its own set of categories, subcategories and Named Filters (discussed later). Smaller lists will display faster on the Newton, so placing your list items in multiple lists can make NotePak run faster.



Top of the NotePak screen. Arrow points to the List popup button (Figure 1)

NotePak includes two predefined lists: Master and Archives. The Master list is the main list for NotePak. Other lists can share filters and categories with the Master list. The Archives list is included so that you can move completed items out of the current list. By moving items to an archive list you can reduce the number of items in the current list. The fewer items in a list, the faster it will display.

Creating a New List

To create a new list, Tap the List button (figure 1) and select **New**. The List button is located near the bottom of the screen. Enter the new List's name and then press the **Create List** button. NotePak will create the list and show you the List Options dialog.

List Options

Each list can have its own set of categories and/or filters, or can share filters and categories with the Master list. To set these preferences, select **Options** from the list popup button. Set the options in the List Options dialog. You options are automatically saved when you close this dialog

Deleting Lists

To delete lists, select **Delete** from the list button. Select the list or lists you wish to delete and then close the dialog box. To cancel, simply make sure no lists are selected when closing the dialog box.

Adding/Editing Items

NotePak has three main screens, or views. The Extended List View and the Checklist View are where data can be viewed in list formats. The Entry View is where data is entered. These views are discussed in detail below.

How to add an item

NotePak supports a number of methods to add items:

- 1) From within the NotePak program, tap the **New** button to create a new item. You will be presented with the Entry View so that you can fill in the necessary fields.
- 2) From the Notepad application, you can tap the NP button (if you have it installed - see the Preferences section for more information) and then tap New. If you have any text selected, it will be placed in the NotePak item for you.
- 3) You can use the Newton's intelligent assistant feature to add items to NotePak. See the section in this guide on the Assist icon for more information.

Editing an item

When viewing items in one of NotePak's List views, select the item to edit, then press the Overview button (figure 2). Alternatively, you can double tap the item's text in the list view.



Bottom of Newton screen. Arrow points to the Overview button (Figure 2)

Entry View

Contact

Enter all or part of a contact's name or company. Tap the **u Contact** button and then tap Look Up. NotePak will find all the entries in the Names application that match what you entered. Once NotePak completes the search, the Newton will beep and the results of the search will be displayed.

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

The last fifteen names that you've looked up and chosen will be placed in the **u Contact** button. This allows you easy access to your most commonly used names.

You can also add names to a permanent list of names for reuse. Once you've entered a name, tap the **u** button to the left of the **u Contact** button. You will be given the option of adding the name currently in the Contact field to a permanent list of names. To remove a name from this list, enter the name in the Contact field and then choose Remove from this **u** popup menu.

Category

Tap the Category popup to set the category for the item. The last item of the Category popup button is Edit. Select Edit to add or remove categories from the list. See the Defining Categories section for more information. You may enter up to 20 categories. By categorizing entries you will be able to use filters and view subsets of items.

Subcategory

Tap the Subcategory popup to set the subcategory for the item. The last item of the Subcategory popup button is Edit. Select Edit to add or remove Subcategories. See the Defining Categories section for more information. You may enter up to 20 subcategories for each category.

Priority

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

ä You can set a preference to establish the default priority. See the Preferences section for more information.

Date Fields

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

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

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

Date Due

Enter the date and/or time when the item must be completed.

Start Date

The start date will default to the current date if you have “Auto-set Start Date to current date” checked in the Preferences. Otherwise you can edit this field using the Date Picker.

The start and end dates may default to one of these values:

- 1) If NotePak is set to sort by a date, a new note will default to the current date.
- 2) If the active filter includes “Starts In__Days or Before” or “Due In__Days or Past Due”, a new note will default to the current date plus the value entered in this field. This will override item 1.
- 3) If the active filter includes a Due Date or Start Date criterion, the date will default to that date.

Done Date

The done date will be set automatically when you check the Completed checkbox or when you set the Percent Complete to 100% (if the "Autoset % Complete" preference is set). The date will automatically be cleared if you uncheck the Completed checkbox.

Completed Checkbox

Tap the Completed checkbox to toggle it on or off.

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

Special

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

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

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

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

- ä Once you have entered custom font, size and/or style information, the note will not use the default settings until you select Reset Font/Styles to Default.

Estimated Duration Field

The Estimated Duration can be any value in minutes, hours, or days. Use the u to the right of the data entry area to choose minutes, hours, or days. Tap the u **Est. Duration** button to quickly enter a value from a list of commonly used values.

Percent Complete Slider

You can set a Percent Complete for each item by pressing the u on the Percent Complete slider and moving it to the right to increase the percent complete; to the left to decrease.

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


Description Field

The Description field is where you enter the text of an item. Enter your text in this field using any of the standard Newton methods. You can scroll the Description field by tapping the up/down arrows immediately to the right of the text entry area.


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

Alarms

Setting Alarms

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

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

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

Reminder

When the alarm activates, and if NotePak is installed, the NotePak Reminder is displayed. If NotePak is not installed, a standard Newton alert will display the text of the alarm. The NotePak Reminder dialog presents you with a number of options:

Snooze

The alarm can be "snoozed" for any period of time. When the **Snooze** button is pressed, the NotePak Reminder will close and the alarm will signal according to the period entered in the NotePak Reminder. The **u Snooze For** button can be pressed to enter a time period, or a number can be manually entered in the field. The Minutes popup button can be pressed to display other time options (Minutes, Hours, Days, Years).

Dismiss & Open NotePak

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

Dismiss

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

Viewing Lists of Items

List Views allow you to see a number of NotePak items at once. NotePak supports two List views. Each view operates the same way; they simply display information in different formats.

- ä NotePak dynamically updates every time you change views. This means that if you change a value that does not conform to a filter, the item will not appear after you scroll. Also, the list is re-sorted each time it is redrawn. For example, if you sort by priority and change an item's priority from 1 to 9, it will appear at the bottom of the list when you scroll.

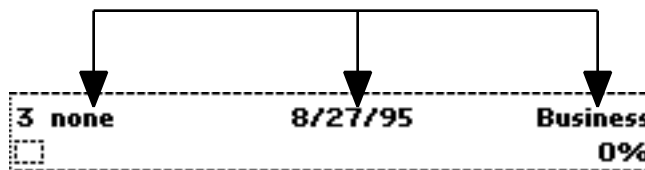
When using a List view, you can select or deselect an item by tapping it. Once an item is selected, it can be printed, mailed, faxed, beamed, exported, or deleted. Also, once an item is selected, you can press the Overview button to switch to the Entry View to edit the selected item. Press the Overview button from the Entry View to return to the List View. You can set a preference to allow you to use the close button in the Entry View to return to the List View.

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

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

Extended List View

Many of an item's fields can be edited directly from the Extended List View. You can toggle the Completed Checkbox on or off, tap Percent Complete, Priority popup buttons to edit their respective values, or tap one of the "hot" areas (see figure below). To set the Folder of an item, see the section on Filing later in the manual.



The three "hot" areas in the Extended List View (Figure 3)

Checklist View

The Checklist View displays more items on the screen (18-20 items), but displays less information about each item. The Priority and Completed Checkbox are editable in this view, but the Entry View must be used to edit any of the other fields.

Setting List Views Options

You can control which list view is used, the sort order of the items and, to some extent, which fields are displayed in a List. These options are all set from the **View** button.

Sorting

Tap the **View** button and select from the choices to sort the list. Sorting is always done in ascending order (1-9, a-z). The current sort order has a checkmark next to it.

- ä When sorting by dates, only items with a date will be listed. This is a Newton limitation, but can be beneficial since it only shows items that have a date set.

Custom Sorting

You may define a custom sort order by selecting Custom from the **View** button. When you select Custom, the Custom Sort dialog is presented. When you open this dialog for the first time, only Sort 1 will be displayed. As you set sort levels, an optional, additional sort level is displayed. You can sort up to four levels. The most recently used custom sort settings are saved. Custom sorts may take a few moments to execute since they are not inherently supported by the Newton environment.

To remove a sort level, select “none” from the Sort 1, 2, 3, or 4 button. When you remove a sort level, subsequent sort levels are also removed.

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

Switching List Views

Use the View button to switch between the Extended List View and the Checklist View. Simply choose the desired view from the popup choice list.

Extended List View Options

The Set Extended List View Fields dialog lets you set which fields will be displayed in each of the three “hot” areas in the Extended List View (figure 3). If you choose Category or Subcategory, you will be able to tap and edit the category or subcategory for that item. If you chose one of the date fields, a date picker will be displayed when you tap that hot area. If you choose Est. Duration, you will see, but not be able to edit, the Estimated Duration for that item. If you chose Folder, you will be able to change the filing of the item. Finally, if you choose Contact, you will be able to Fax, Mail, Call, or Find an item’s contact when you tap in the Extended List View.

Defining Categories & Subcategories

Categories & Subcategories are defined by selecting Edit from the category or subcategory popup buttons.

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

Adding Categories

To add a category, enter the new category in the “Enter New Item Here:” box. Once you are satisfied with your entry, tap the Add New Category button. NotePak will display “Added” at the top of the dialog box. If you attempt to add a category already in the list, NotePak will ignore the request.

Adding Subcategories

To add a subcategory to a specific category, select the parent category from the ♦ Category button in the Find box. Enter the new subcategory in the “Enter New Item Here:” box. Once you are satisfied with your entry, tap the Add New Subcategory button. NotePak will display “Added” at the top of the dialog box. If you attempt to add a subcategory that is already in the list, NotePak will ignore the request.

Finding and Replacing Categories or Subcategories

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

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

Remove Categories or Subcategories

To remove a category or subcategory from the list, set the items in the Find box to the values you wish to remove. NotePak will determine if the category and/or subcategory is used by any items. If in use, you must reassign the items to another category or subcategory before removing. To do this, see the Finding and Replacing Categories or Subcategories section above. If NotePak determines that the category or subcategory is not in use, you can press the appropriate Remove button to remove the category or subcategory.

Filters

Filters are a powerful tool that allow you to “filter” the data NotePak displays. Filters are analogous to a search or find in a database. Filters, when active, dynamically filter data so that only items that match your criteria are displayed. In addition to the sophisticated filter abilities in NotePak, you can save filter definitions for re-use. Up to 20 *Named Filters* can be saved. NotePak also includes one predefined filter: Show All.

- ä You can tell that you have an active filter by examining the Filter button. NotePak will display a **u** to indicate that a Named Filter is active, an **f** to indicate that the Newton’s Find results are active, or a **a** to indicate that NotePak was opened from the NotePak Reminder dialog.

Creating Filters

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

- ä Some criteria allow you to specify an operator:

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

Contact

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

Starts in ___ days or before

An entry in this field will limit the display to items with a start date before the current date, plus the number of days you specify. For example, if today is March 1 and you enter a value of 14 in the “Starts in ___ days or before” field, all items with a start date of March 15 or before will be displayed.

Due in ___ days or past due

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

Completed

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

Has alarm

When checked, only items with an alarm will be displayed. When unchecked, all items are displayed. There is no way to search for items that do not have an alarm set.

Category

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

Subcategory

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

- ä You must select at least one category to access the subcategory list. This means that you cannot select all the categories and then select subcategories. Once you select all the categories, the filter reverts to “All” which is the same as having no categories selected.

Priority

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

Date Due, Start Date, Completed

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

- ä Since dates also include a time element, whether displayed or not, the time element will be ignored when you specify “=” or “<>” as the operator.

Activating Filters

Once you’ve set the criteria, press the **Apply** button to activate the filter. Once a filter is active, NotePak will dynamically filter items; only those items matching the criteria of the active filter will be displayed.

- ä When you create a new item, it will inherit the values of the filter.

Resetting the Filter

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

Named Filters

You may find that you apply a certain filter over and over again. NotePak gives you the option to save a filter’s definition, then apply it with two taps of the pen. These saved filter definitions are called Named Filters. One of the more common Named Filters is Completed = No and Due in __ days or before = 3. This filter will show you non completed items due, past due, and soon to be due.

To create a Named Filter, first set the filter’s criteria as outlined above, but don’t press the **Apply** button. Instead, tap the **Save** button. Enter a name for the Named Filter, or choose from the popup list of ♦ **Filter Names** to replace an existing Named Filter. Optionally, instruct NotePak to sort the list, change to a specific folder, and/or use one of the list views when the filter is applied by choosing from the appropriate popup buttons. If you choose to use the Extended List View, you can even set which fields are to appear in the Extended List View’s hot areas by checking the “Set the Extended List’s pop-up fields” checkbox on. Once you are satisfied, press the **Save** button and the Named Filter will be saved and added to the **Filter** button.

Using Named Filters

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

Modifying Named Filters

Apply the Named Filter from the **Filter** button; then select New/Edit... Make the modifications you want and press the **Save** button. If you close the Filter dialog before saving your changes, the changes will be lost and the Named Filter will not be modified.

Removing Named Filters

Tap the **Filter** button and select Delete. Select the Named Filters to remove. The selected Named Filters will be removed when you close the dialog. To cancel, make sure no Named Filters are selected when you close the window.

Find Icon

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

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


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

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

Action & File Buttons

NotePak supports the basic Newton Actions (Printing, Faxing, Beaming, Deleting, and Filing). NotePak also allows you to export to the Notes application (the Notepad), delete multiple items, and move multiple items.

Printing, Faxing, Mailing, Beaming, & Exporting

With an item selected in the List View, or displayed in the Entry View, press the Action button  and then select Print, Fax, Mail, Beam, or Export. If you mail the selected item, the recipient can "put away" the message as a NotePak Item (if s/he has NotePak). You can only beam one item at a time. When you choose Export to Notepad, you can export just the selected note, all the items in the current list as separate notes, or all the items in the current list as one note. If you choose to export all the items as one note you may run out of memory, so be cautious.

You can set which of NotePak's fields will be included in output by tapping the Print/Fax/Mail/Export Preferences option (can be found in the **i** button in the lower left of the screen). A list of NotePak's fields is displayed. Hilite the fields you want included in output, then press the close box. These settings will be in effect until you change them.

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

Deleting

Delete Selected Item

Deletes the selected item in the List View or the item displayed in the Entry View. If you change your mind, you may press the Undo button immediately after the deletion. Once you perform another action, you cannot undo the deletion.

Delete Completed Items

Displays a dialog requesting the “age” of the items to be deleted. If you enter zero (0), all items with the Completed Checkbox checked will be deleted, regardless of date completed. If you enter a number greater than zero (0), only items with a Done Date before the current date and time minus the number of days entered will be deleted. In any case, you will have an opportunity to cancel if you so wish.

ä Percent Complete is ignored; only the Completed checkbox is used.

Delete Filter Results

Deletes all the items in the active filter. This action is not undoable, but you will be given the opportunity to cancel.

Duplicate

To duplicate an item, select it in the List View, or display it in the Entry View, then select Duplicate from the Action button. This action is undoable.

Moving

Move Filter Results to/from Card

Transfer **all** items in the active filter to or from a storage card, if a card is inserted in the Newton. You can transfer all the items in NotePak by selecting **Show All** from the **Filter** button.

Transfer

You can transfer the selected item, completed items, or the active filter’s results to another list by selecting the appropriate option. You might consider transferring completed items to the Archive list; this will speed up access.

Filing

NotePak supports standard Newton filing. To file an item, select it in the List View or display it in the Entry View, then press the filing button and file the item. See the Newton Handbook for more information about Filing.

Hide NotePak

The **Hide** button *hides* NotePak. When hidden, NotePak is still active in the Newton’s memory and can be shown almost instantly.

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

Preferences

You can set NotePak’s preferences by tapping the **i** button (in the lower left of the screen) , then selecting “NotePak Pro Preferences” from the popup. The “Print/Fax/Mail/Export Preferences” option is used to determine which fields are included when outputting data.

% Complete Slider Increment

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

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

Default Priority for New Items

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

Conserve Memory

When set to “Yes”, NotePak will conserve memory, but run a little slower (e.g., the Entry View can take 2-3 seconds longer to open and the List Views can take up to 6 six seconds longer to open). When set to “Some”, NotePak will keep the Entry View in memory, thus allowing for faster opening of the Entry View, but using up an addition 4K of memory when the Entry View is not shown. When set to “No”, NotePak will keep the List View in memory, using about 10K of memory, and allowing for fast redraw of the List View. The downside of this is that you may run out of memory and the Newton will not be able to perform certain operations.

We recommend that you set this value to “No” unless you run out of memory. If you run out of memory often, set the value to “Some” and see if the problem persists. If memory continues to be a problem, set the value to “yes.”

Auto-Set % Complete

Allows you to determine the relationship between the Completed Checkbox and the Percent Complete field. If the option is not checked, there will be no relationship between these fields; you can set Completed Checkbox and the Percent Complete fields independent of each other. If the option is checked, NotePak will automatically:

- 1) Check the Completed Checkbox when the Percent Complete slider is set to 100%.
 - 2) Uncheck the Completed Checkbox when the Percent Complete slider is set to less than 100%.
 - 3) If the Completed Checkbox is checked, change the Percent Complete slider to 100%.
 - 4) If the Completed Checkbox is unchecked and the Percent Complete slider is set to 100%, change the Percent Completed value to 100 minus the % Complete Increment value.
- ä Changing the Auto-Set % Complete preference only affects future actions. Previously set values for these fields will not be affected unless you modify them, in which case the rules above will apply.

Auto-Set “Start Date” to current date

If checked, the Start Date field of an item will be set to the current date and time (as set in your Newton’s Preferences) when you create an item. If not checked, the Start Date field remains blank when you create an item.

Auto-Resort List View

This preference forces NotePak to automatically re-sort the List View when the sort-by field is changed. Since this option forces NotePak to redraw the screen more often, you should use it with caution since resorting data can cause NotePak to appear slower.

Show Scroll Indicator Arrows

When checked, NotePak will display small arrows in the lower left part of the screen when appropriate. If there are items that can be accessed by scrolling up, NotePak will display an up arrow. If there are items that can be accessed by scrolling down, the NotePak will display a down arrow. Displaying these arrow may slow down NotePak’s operation, but no significantly.

Place “NP” button in Notes?

This option will place an NP button in the status bar of the Notepad application. This button gives you easy access to NotePak.

Default for Item Text (font, size, and style)

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

Assist Icon

Adding Items

You can add an item to NotePak from any other program on the Newton. Simply precede any text on the Newton with the word “note” or “task”. Select this word and the text you wish to add to NotePak, then press the Assist icon.

Alternatively (but much slower), just select the text you wish to add to NotePak and tap the Assist icon. The Newton will present you with the standard Assist dialog. Select “note” from the u **Please** popup button, and then press the **Interpret** button.

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

ä Assist may be very slow if you have many entries in the Names application. This is a Newton limitation.

From the List View

You can use the Assist feature directly from the List View. Simply select an item in the List View and press the Assist icon. NotePak will pass the item's text to the Newton Assistant. For example, if the text of an item is “Call Fred”, when you select this item in a List View and tap Assist, the Newton will interpret “Call Fred” and display a call dialog with Fred's information.

Contacting Atomic Software

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

CompuServe: GO ATOMIC, section 7

InterNet: Atomic.Software@pobox.com

Postal Service:

Atomic Software

448 Bryce Street

Los Alamos, NM 87544

Or visit our World Wide Web site at:

<http://pobox.com/~atomic.software/>

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- All the beta testers for their support, comments, and suggestions.
- You, for having the good sense to own a Newton and use NotePak!

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