AVAIL
WORKS*FOR NEWTON*™

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Technical Support

This AvailWorks User's Manual contains detailed information and important tips on using the software. If you do not find the answer to your question in this manual, you should visit our World Wide Web site at http://www.pelicanware.com/. Updated support information and answers to frequently asked questions will be posted there. Support questions may also be addressed to any of the following:

      Compuserve: 74774,1317

      Internet: support@pelicanware.com

      Fax: (503) 221-8709

   Additional information is available in the PelicanWare section of the Newton Vendor Forum on CompuServe (GO NEWTVEN). You may also call our Technical Support Department at (503) 221-1148. Technical support is available Monday to Friday from 9:00 AM to 5:00 PM Pacific time.

Comments and Suggestions

We welcome your comments and suggestions regarding AvailWorks. Please send via email or address them to:

      PelicanWare, Inc.

      550 S.W. Park Avenue, Suite 270

      Portland, OR 97205

SECTION 1

Introduction and Installation

Welcome to AvailWorks For Newton™

AvailWorks gives you four easy-to-use applications integrated into one package. It includes powerful page lay-out tools that enable you to quickly create full page documents on your Newton for faxing, printing, beaming or mailing. AvailWorks includes tools for creating and editing text, labels, drawings, tables and graphs.

- **Label** - allows you to enter and edit blocks of text with full control over text font, size, style, frame, tabs and word-wrapping. You can also to create text "macros" that can instantly insert often-used phrases that you define.
- **Draw** - provides a complete set of drawing tools for creating lines, rectangles, round-rectangles, ovals, curves, polygons, and special pre-defined shapes. The ClipArt capability of AvailWorks allows you to save images that you create in AvailWorks for later reuse, or to use images from the variety of separately-sold Avail ClipArt For Newton libraries.
- **Tables** - includes the ability to quickly create spreadsheets at any page location using powerful built-in formulas, functions and presentation formatting. Data values can also be imported/exported to and from desktop Macintosh and Windows computers.
- **Graphs** - offers the most popular business graph formats including line, bar, and pie graphs which you customize with a wide range of display options. Graphs can also be linked to spreadsheets for "live" graph updates whenever the data is changed.

Installation

AvailWorks (AvailWorks.pkg) is installed using the supplied Macintosh Newton Package Installer or Windows NEWTINST.EXE or your Newton Backup Utility. You must have at least 350K of free internal or PCMCIAstorage card space.

If updating, first remove any previous version of AvailWorks or TapWorks. Note that AvailWorks is stored in compressed format on your Newton, and although the listed uncompressed size is 597+ bytes, the actual space required to store the program on your Newton is just under 350K.

After any software installation is complete, it is always best to reset your Newton as follows:

- Turn the Newton over so that the screen is facing down. Be sure to do this on a surface that won't damage the screen.

- Slide off the battery compartment cover.
- Using the stylus, tap the Reset button (Note that this does NOT erase any
  of your data).
- Replace the battery compartment cover and turn the Newton back over.
- Once the restart procedure is complete, open the Extras drawer and tap on
  the AvailWorks icon to launch the program.

AvailWorks 2.0 requires Newton Operating System version 2.0, or later.

Registration

Please take a few moments to fill-in your registration card. By registering, you are entitled to free technical support and are kept informed of any program updates, special promotions and new software.

SECTION 2

AvailWorks Overview and Menus

AvailWorks allows for the development of a full size page (8 1⁄2 by 11 inch, A4, etc.) containing text, drawn objects, label boxes, spreadsheets and graphs. No matter what the size of your Newton screen is, you can layout, print, beam, mail and fax a full size page.

Draw, Label, Table and Graph

Sample page from AvailWorks for Newton™ by PelicanWare, Inc.

Sales Results

Sales	1994	1995
Q1	100	200
Q2	225	365
Q3	325	400
Q4	135	270
Total	$785	$1,235

Sales

Record Results

1994
1995
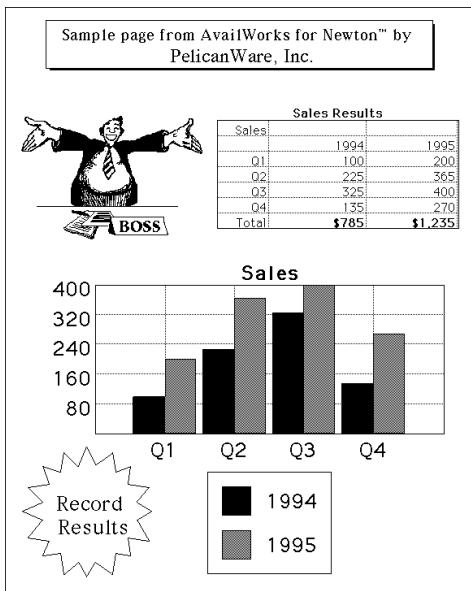
The four modes in AvailWorks are Draw, Label, Table and Graph. This illustration at left shows a full size page, incorporating features from all four modes plus a ClipArt image.

When the Draw mode is active, you have tools for drawing various shapes and lines. There are options to change the line width, pattern and fill of objects. You can also create your own ClipArt images or use images from any of the separately-sold Avail ClipArt For Newton™ libraries.

The Label mode is used for creating and editing text boxes. All of the text entered onto a page is entered into text boxes. Each text box contains its own formatting such as font, size, style and frame. Text boxes can be moved and resized anywhere on your page layout.

Table mode allows the creation of spreadsheets that contain text, math calculations and any of the over 100 built-in functions. Formatting of cells includes alignment, text styles, column width, and various number formats to display decimals, dollars and percents. Spreadsheets can also be moved and resized anywhere on the page.

Graph contains seven types of charts and graphs. Options allow you to specify the data ranges, the number of divisions, two series of numbers as well as the pattern for lines and bars. Graphs are easily

resized and moved anywhere on the page. Graphs may also be linked to any table for automatic graph updates when a table's data is changed.

AvailWorks Main Screen

This section gives you a brief overview of the tools and features found on the main screen of AvailWorks. There are two fully editable views available. Either view can be used to create, edit, select and arrange objects on the page. All object editing features are fully functional in either mode. The "Fit To Screen" view is best suited for overall layout tasks such as general placement and sizing of objects on the page, while the "Actual Size" view is useful for fine editing and precise arrangement of objects, and for entering handwritten or typed text.

   A preview of the entire page (including all objects and text) can also be viewed at any time by using the Print dialog's preview option. (For a complete discussion, see the *File Management* Section).

   The scroll bars allow you to move to other parts of the page while in the "Actual Size" view. The scroll bars are described in further detail later on in this section.
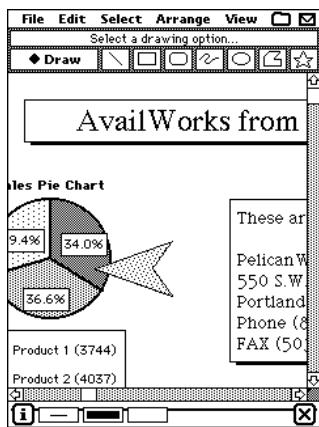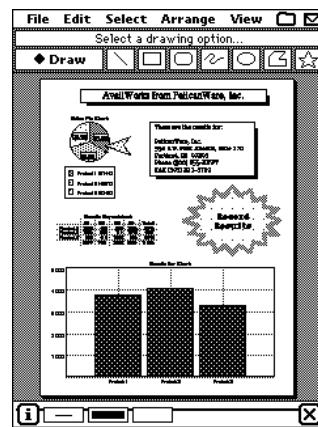
Scrolling "Actual Size" View   *Full Page "Fit To Screen" View*

The Tool Bar

File Edit Select Arrange View ⬛ ✉
Select a drawing option...
◆ Draw ╲ ☐ ▢ ◌ ⌇ ◯ ⬒ ☆
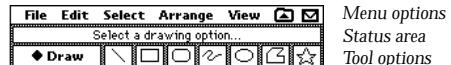
Menu options
Status area
Tool options

The Tool Bar is fixed at the top of the screen, just below the row of menu options, and does not overlap the page display area. The tool bar contains two sections: the status area at the top, and the the tool option buttons at the bottom.

The status areadisplays the name of the tool and, when appropriate, brief instructions for using the tool or other helpful messages.

From the tool bar you switch between the four main program modes. Tap on the mode selectorbutton and select *Label, Draw, Table* or *Graph.* The tool option buttons change as you change modes.

At the bottom of the screen are pop-up options> for drawing pen width, pen patterns, fill patterns.

Using the Tools

As you change modes, different tools become available for use. In the label mode, the attributes, such as font, size, style and frame are set before or after the creation of the text box. In order to change the text style in an existing box, the box has to first be selected.

Selecting Objects

Tap the pen once on an object to be selected. A selection box appears around the selected objects. A group of objects is selected by tapping once on each of the objects.

When Front Selections Only is activated on the Select menu, only the top most item in a group is selected. (For further information, see the discussions in this chapter on the *Front Selections Only* and *Rear Selections Only* **options under the Select menu.)**

Selected object and text.   *Just front text box selected.*

Moving Objects on the Page

First select the object or objects to be moved using the selection process described above. Place the pen inside the selection box that surrounds the objects. Holding the pen to the screen, drag in the desired direction. When you

AvailWorks Overview and Menus   7

have moved the object to the desired location, lift the pen and the object is placed in the new position. Tap *Undo* to return the object to its former location.

Centering on the Page

The "Actual Size" view features horizontal and vertical scroll barsalong the right and bottom of the page display area. These function very similarly to scroll bars used on desktop computers, and can be used to quickly scroll the page display to view any desired location. The relative position of the page is also easy to determine based on the position of the two scrollers. For example, the screen shown in the example at right indicates the page is centered on the screen.

Scroll bars Indicating Page Position
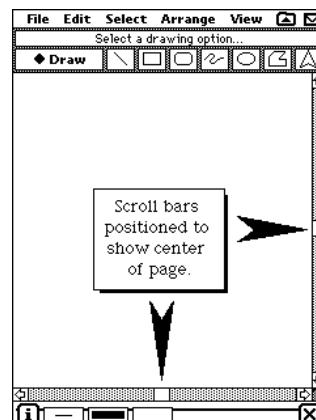
Resizing Objects

First select the object or objects to be resized. Tap on the selection border and hold the pen down. Drag the selection box to resize and release the pen. If *Constrain* is checked, the object retains its original proportions.

Delete

Drawn objects, text boxes, spreadsheets and graphs are all erased by "scrubbing" them out. Draw a zigzag mark with at least four lines (a "W" shape works nicely) across the object or objects to be deleted, covering at least half of the object. The *Undo* key will restore an object that has been scrubbed out.

The entire page is deleted by tapping on the Action button (envelope icon) at the bottom right of the screen. Select *Delete* from this menu. The trash can appears and the entire page is thrown away.

Undo

The Newton *Undo* button can be used to undo many recent actions. Tap the key once to undo the last change, or twice to undo the last two changes.

The AvailWorks Menus

File	Edit	Select	Arrange	View
New Page				
Page Setup…				
Open…				
Rename…				
Delete…				
Export to Notepad…				
Import/Export to Mac/PC…				
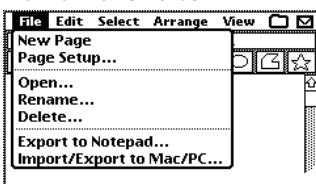
The File Menu

The File Menu offers several options for working with pages created in AvailWorks. The *New Page* option allows you to create a new blank page. The new page is saved within the file that is currently displayed on the folder tab at the top of the screen.

The *Page Setup* dialog allows you to specify the number of pages in the current document, and to decide if the underlying text layer should have dotted guide lines or not.

The "Open…," "Rename…" and "Delete…" options all produce a dialog containing a list of all AvailWorks pages in the current folder, as well as the Folder Tab for navigating between folders. The "Open…" option also offers a second option to "Open as Untitled." This allows an existing page to be opened as a template for further modifications, while leaving the original page unchanged.

Note that the "Open…" dialog can also be accessed by tapping the "Overview" dot between the up and down arrows on the Newton. Also note that large lists can be scrolled using the up and down arrows on the Newton.

◆ Unfiled Pages

Twelve by Two
Big Link
Full Page
Combo Page
Long Text
page
Huge!

[Open as Untitled] [Open] ⊠

File Open Dialog

There are also options for copying the information on the page to the Notepad, and importing/exporting to and from the page. (For a more complete discussion, see the information contained in the *File Management* Section).

File	Edit	Select	Arrange	View
Cut Object				
Copy Object				
Paste Object				
Clear Object				
Copy To ClipArt				
Paste From ClipArt…				
Create Text Macro…				
Paste From Text Macro…				
Edit Selected Object				
Check Spelling…				
Check Spelling From Top…				
Spelling Options…				
Find…				
Replace…				
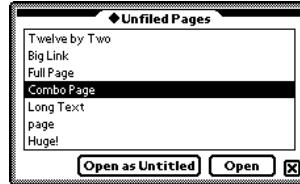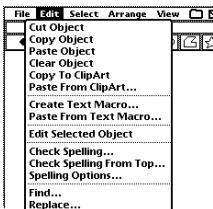
The Edit Menu

The Edit Menu contains the basic object editing commands as well as the options for working with ClipArt, text macros, checking spelling in the text layer, etc..

Cut Object. This removes any selected object or group of objects from the page. They may be replaced by selecting *Undo* or *Paste. Undo* places the object back in its original position while *Paste* places it in the center of the current screen view.

Copy Object. This command is used to create an exact duplicate of the selected items. Select *Paste Object* to place the copy onto the page. Multiple copies of the same item are created by selecting *Paste Object* repeatedly.

Paste Object. This is used in conjunction with the *Copy Object* and *Cut Object* commands. It allows you to reposition items or create multiple copies of an object.

Clear Object. This removes the selected items from the page. They may be restored using the *Undo* feature.

The ClipArt capability of AvailWorks allows you to save images that you create in AvailWorks for later reuse, or to use images from any of the variety of the separately sold ClipArt Libraries. Complete details on installing additional ClipArt libraries for use in AvailWorks are provided in the *Using ClipArt Libraries* Section.

Copy To ClipArt. Using the "Copy To ClipArt" option, a picture of any selected images on your AvailWorks page is copied into the Installed ClipArt library on your Newton. You may copy text, drawings, spreadsheets and graphs into the Installed ClipArt with this command. Note that a table or graph copied to ClipArt only saves a "picture" of the object, without any of the original data, and is pasted back onto a page as a static image that cannot be edited.

Paste From ClipArt. Selecting "Paste From ClipArt…" produces a ClipArt browserdialog, where you may choose from the Installed ClipArt images. The scroll bar below the displayed image can be used to scroll forward or backward through the ClipArt images. The built-in Newton up- and down-arrows may also be used to scroll through the images, if desired.

The pop-up selections at the upper-right of the displayed image allow you to control whether the image is displayed at full-size (100%) or at a reduced-size, if necessary, to fit the display area. If the image is displayed at a reduced-size, then the percentage of its full size is displayed at the above-right of the image.

Once the desired image is located, tapping the "Paste" button will paste the image onto the AvailWorks page, and close the ClipArt browser. ClipArt images pasted onto a page in AvailWorks can then be moved or resized like any other object on the page.

Images may also be removed from the Installed ClipArt library by tapping the "Clear" button in the ClipArt browser. Note that tapping the "Undo" icon after clearing an image will restore it to the end of the Installed ClipArt images.
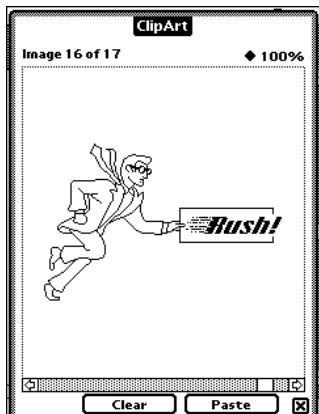
*Select paste from the
ClipArt browser…*
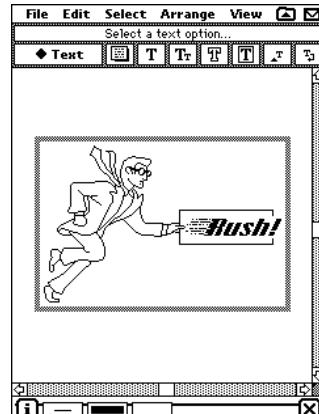
*…to paste image
at the center of page.*

Create Text Macro. This option allows you to save frequently used text phrases for repeated use. For a complete discussion refer to the *Entering Labels* Section of this manual.

Paste From Text Macro. This option allows you to paste from any of the previously saved text phrases. Again, for a complete discussion refer to the Entering *Labels* Section of this manual.

Edit Selected Object. Choosing this option opens the editor for a selected label, graph or table object.

Check Spelling. This option checks the spelling of words in the text layer, starting at the current text insertion caret. For each word that is not found in the specified dictionaries (see the next section on Spelling Options), the spelling corrector dialog appears. This dialog displays the misspelled word for correcting. Change any desired characters, and

AvailWorks Overview and Menus   11
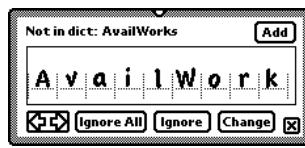
then tap the "Change" button to replace the originally misspelled text with the corrected text. You may also choose to ignore this occurrence of the misspelled word, or to ignore all occurrences. Finally, you may tap "Add" to add the displayed text to your user dictionary.

Check Spelling From Top. This options is the same as the previous option, except that it begins checking the spelling from the top of the document, regardless of where the current text insertion caret is displayed.

Spelling Options. The Spelling Options dialog allows you to specify which of the Newton's built-in dictionaries to use when checking the spelling in a document.

Note: For the spell-check options to work correctly for text entered in the "universal" text recognition mode, first uncheck the "User-added words" dictionary.

Dictionaries to use:

☑ User-added words	☐ Proper names
☑ Common words	☐ Local cities
☐ Country names	☐ Local companies
☑ Days and months	☐ States & provinces
☐ First names	☐ Abbr states & prov
☐ Last names	☒

Find Text

Find **example**
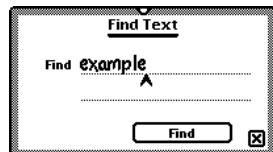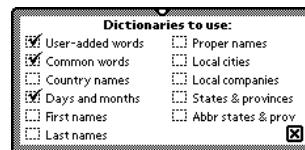
Find

Find. This option allows you to enter text, and then tap the "Find" button to move to the next occurrence of the text. After an occurrence is located, a "Find Next" option appears allowing you to move to the next occurrence.

Replace Text

Replace **example**

With **sample**

Replace All   Replace
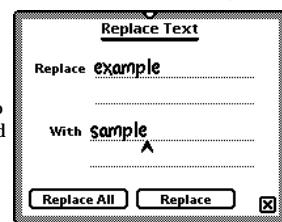
Replace. This option allows you to enter text, and then tap the "Replace" button to move to the next occurrence of the text. After an occurrence is located, "Find Next" and "Replace" options appear allowing you to replace and move to the next occurrence, or to just move to the next occurrence.

Tapping "Replace All" replaces all text layer occurrences. Tapping "Undo" restores all occurrence to the original text after a "Replace All."

File   Edit   Select   Arrange   View

Select All Objects
Select None

◆ Draw

Front Selections Only
Rear Selections Only

√ Auto-Select New Objects

Keep Tool
Constrain
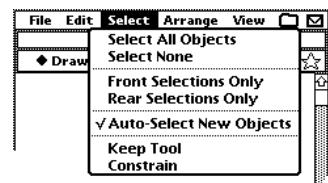
The Select Menu
The Select Menu includes options to simplify selecting and deselecting objects on the page.

Select All. This selects all the objects on the page.

Select None. This de-selects all the objects on the page.

Front Selections Only. When this option is activated, only the top most object within the selection marquee gets selected. Suppose, for example, that you drew an oval, placed a text box within it. Subsequently you decided to change the location of the text.

   In order to select just the text box and not the oval, activate the *Front Selection Only* option before selecting it. This allows for just the text box to be highlighted and moved.

Rear Selections Only. When this option is activated, only the bottom most object within the selection marquee gets selected.

Auto-Select New Objects. When this option is in effect, all new objects are automatically selected immediately after you draw them. New objects can have changes such as pattern fill and line widths applied immediately. This feature is disabled by selecting it from the Select menu.

Keep Tool. The *Keep Tool* option locks in a tool for repeated use. This is helpful when you need to create several objects using the same tool. For example, selecting the *Keep Tool* option before using the rectangle drawing tool lets you continue to draw rectangles until you select a different tool. It is also useful for drawing repeated strokes when using the "Curve" drawing tool for sketching (you may also want to uncheck the Select Menu's "Autoselect New Objects" option in this case, too).

Constrain. Constrainacts upon the tool in use to restrict its shape. If constrain is checked, perfect squares are drawn with the rectangle tool and circles with the oval tool. All the shapes in the palette retain their proportions. When using the straight line tool, the constrain option only lets you draw lines that are horizontal, vertical or at 45° angles.

Constrain also acts on objects as they are resized. The object maintains its proportions as the size is increased or decreased. Without *Constrain* activated, it is possible to drag a square into a rectangle and a circle into an oval. With *Constrain* active, the square remains a square and the circle, a circle. *Constrain* also applies to label boxes as well as graphs and charts.

The Arrange Menu

The arrange menu contains the commands for manipulating the objects on the page. These options allow you to move objects forward or backward in the drawing order. *Nudge* and *Align also* allow you to move objects and align several objects.

Change Object Drawing Order. The first four items move text boxes, drawing objects, graphs and tables to the front or back as well as incrementally in front of or behind the next object.

First select the object to be moved. To place it behind all the other objects, select *Send to Back*. If the object is behind others, select it and choose *Move to Front* to bring it to the top.

Move Backward and *Move Forward* move the selected object up one level within the drawing order. The drawing order applies to all the objects on the screen. If an object does not appear to have moved forward or backward within the group you are working, keep selecting the option you want until it does. The object is simply moving through the hierarchy of all objects on the page.
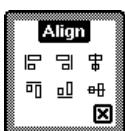
Align. This tool gives you six options for aligning selected objects to each other. The icons within the align tool illustrate how the objects will align. The top row controls horizontal alignment and the bottom row controls vertical alignment.

First select the objects to be aligned. Tap on desired alignment option. The objects align to the object in the farthest position. For example, if you were to align several objects based on the left border, the objects align to the one that is farthest to the left.

Alignment is always based on the bounding rectangle of the object even if the border is not displayed. Aligning text boxes based on the left border may not appear to align properly if the text within the box is not left justified.

The *Align* tool may be moved to another location on the screen by placing the pen on the title bar and dragging it. The tool is removed from your screen by tapping the close box in the lower right corner.
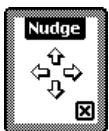
Nudge. This tool is used for moving objects one pixel at a time. Select an object or group of objects. Tap on a directional arrow within the *Nudge* tool. The object moves one pixel in that direction. Holding the pen down on one of the arrows continues the movement of the object until the pen is released.

The *Nudge* tool may be moved to another location on the screen by placing the pen on the title bar and dragging it. The tool is removed from your screen by tapping the close box in the lower right corner.
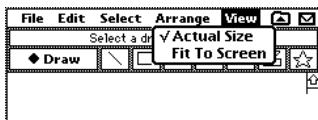
The View Menu

The View Menu allows switching between the two basic page view modes in AvailWorks: the scrolling "Actual Size" view or the reduced "Fit To Screen" view. Note that the text layer is not visible in the "Fit To Screen" view. Use the Action Menu "Print Page" option to preview the full page including the text layer.

Filing Button

The Filing Buttonbrings up the standard dialog for assigning a folder designation to the currently displayed page. The list of folders you currently have is displayed. Tap the appropriate button for the folder you want and tap *File*. To create a new folder or to edit the name of an existing one, tap the *Edit Folders* button. (For a more complete discussion, see the information contained in the *File Management* Section).
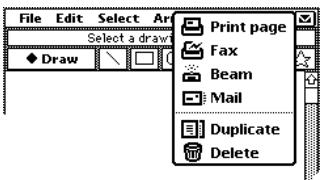
The Action Button

The Action button(the envelope icon) contains the options for printing, mailing, faxing and beaming. You also have options for moving pages to and from cards, and deleting a page. And finally, the "Duplicate" option makes a new "Untitled" copy of the currently displayed page. (For a more complete discussion, see the information contained in the *File Management* Section).

SECTION 3

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Working with the Drawing Tools

Tap on the mode selector and choose Draw. The tool bar displays a palette of drawing tools.

Drawing Tools

Straight Line. Tap on the Straight Line toolto select it. Place the pen on the page and drag a line in the desired direction. To constrain the line to horizontal, vertical or 45° angles, check the *Constrain* menu option before selecting the straight line tool.

....

Rectangle. Tap on the *Rectangle* toolto select it. Place the pen on the page and drag a rectangle of the desired size and shape. To constrain the shape to a square, check the *Constrain* menu option before selecting the rectangle tool.

Rounded Rectangle. Tap on the *Rounded Rectangle* toolto select it. Place the pen on the page and drag a rectangle of the desired size and shape. To constrain the shape to a square with rounded corners, check the *Constrain* menu option before selecting the rounded rectangle tool.

Curve. Tap on the *Curve* toolto select it. Place the pen on the page and draw a line. The curve ends when the pen is raised from the screen. To "sketch" a series of strokes using the *Curve* tool (writing a signature, for example), it is best to first select *Keep Tool* under the Edit menu and uncheck *Auto-Select New Objects* under the Select menu.

Oval. Tap on the *Oval* toolto select it. Place the pen on the screen and drag a circle or oval of the desired size and shape. To constrain the shape to a circle, check the *Constrain* menu option before select-ing the circle tool.

Polygon. Tap on the *Polygon* toolto select it. Tap the page to set the first corner point. Tap again to set the next point. Repeat until the polygon is the desired size and shape. Double tap on the page, or tap once on the polygon tool button again to complete the polygon.

Shapes Palette. Tap once on the *Shapes* toolto pop-up the shape selection palette.
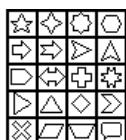
Tap on the desired shape in the palette. Place the pen on the screen and drag the shape to the desired size. To "flip" the shape, drag it in a different direction. For example, to create an arrow that points left, select the shape and drag from right to left. The newly selected shape now remains as the default for the tool.

To constrain the shape symmetrically, check the *Constrain* menu option before selecting a tool.

Lines and Patterns

The first time you start up AvailWorks, the default settings are for one point black line and solid white fill for objects. If you change the pen width, pen pattern and object fill pattern when no objects are currently selected, these become the new default settings and remain until changed. Applying a pen width, pen pattern or object fill to a selected object does not change the defaults.

Pen Widths. Six different line widths may be applied to any object created with the drawing tools, text boxes, charts, graphs and tables. To change the pen width, first select the object. Tap on the line button and select the desired pen width from the choices which pop up.

  The pen width selections represent lines from one to six pixels in thickness.

Pen Patterns. The pattern button next to the pen widths palette applies the patterns to the line or border of the selected object. To change the pattern, first select the object. Tap on the button, and select the desired pattern from the pop-up menu. To create an object that appears not to have a border, use the same pattern for the border and the fill.

  Pen pattern changes may be applied to drawn objects, text boxes, spreadsheets and graphs.

Fill Patterns. The pattern button to the right of the pen pattern button controls the fill patterns for objects. The fill pattern pop-up menu also contains an option for *None* which creates a transparent object.

SECTION 4

Entering Text and Labels

Entering and Editing Text

You may enter text anywhere on the page just as you would in the Newton Notepad application. Text is entered into a special "layer" on the page, while objects created with the drawing tools, graphs, labels, etc., are in a separate object layer. Text may be entered using handwriting, the on-screen keyboard or the optional Newton external hardware keyboard. The page will automatically scroll to keep the current insertion point on the screen as new text is being entered.

  There are several icons across the bottom of the screen which provide additional control over the text layer. These include options to control the recognition settings, pop-up the on-screen keyboard and set the text style options.

Selecting a Label Option

| File | Edit | Select | Arrange | View | ▢ | ☑ |

Select a label option...

◆ Label   ▦   T   T꜀   T̄   Ⅲ   ꜀ᵀ   T꜀
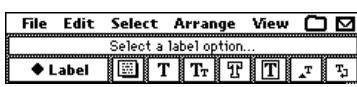
Labels are blocks of text which are treated as separate objects in the object layer of the page. To enter or modify text labels, tap on the mode selector and choose *Label.* The tool bar now displays the options for creating a text box and formatting the text contained within text boxes.

Label Text Box. This tool is used to create a text box on the page. Select the tool and drag a rectangle on the page. Upon releasing the pen, you see the Label Editortext entry window. Enter the desired text and close the window. Text appears in the text box you created on the page. (For a complete discussion of entering text, see the Label Editor section which follows.)

Each text box has only one font, size, alignment, tab setting and frame setting. If, for example, you want a block of text in 10 pt plain Geneva and a header in 14 pt bold New York, create two text boxes and assign the appropriate attributes to each.

A text box can, however, have more than one style applied to all of its text. For example, you can create text in bold, underline, and italic by checking all three of those styles in the Text Style pop-up (below).

The settings for all six of the text buttons are indicated by a check mark in their respective pop-up menus. If no text boxes are selected, the checks indicate the system defaults. These settings are given to all new text boxes you create. If you select new settings before creating a text box, these stay as the default until you change them.

If one text box is selected, the checks indicate the values applied to that box. If multiple text boxes are selected, the checks show the values of the top text box. If none of the selected objects contain text, there are no checks on these menus.

Label Font. To change the font of the text within a block, first select the block. Tap on the *font* button to pop up the list of fonts. Select the desired font.

Label Size. To change the size of the text within a block, first select the block. Tap on the *Size* button to pop up the list of sizes. Select the desired size.

Label Style. To change the style of the text within a block, first select the block. Tap on the *Style* button to pop up the list of styles. Select the desired style.

```
Plain
√ Bold
√ Italic
√ Underline
  Outline
---------
  Left
√ Centered
  Right
```

Multiple styles are applied to a text box by tapping on the *Style* button again and adding another style. The styles currently applied in the text box are checked in the *Style* menu. Selecting *Plain* cancels all other text styles options.

If more than one text box is selected and a new style applied, the attributes are added to the existing style for each box. For example, suppose you select two text boxes to change to *Underline.* However, the text in one box is bold and the other is italic. You end up with one text box with bold underlined text and the other with italic underlined text.

Alignmentfortext is also selected using this tool. Text is aligned to the left, the right or is centered.

```
   PelicanWare, Inc.
550 S.W. Park Avenue, Suite 270
   Portland, OR  97205-3201
```

An example of centered text

Label Frame. This option controls the type of frame around a text box. Select this tool to pop up the menu. Choose the desired frame or *No Frame* if you do not want one.

Label Tab. This tool allows you to set the number of spaces between tab settings within the text box. Tap on the tool and select the desired number of spaces from the list.

Text Wrap. This lets you change the way the text is displayed within the parameters of the box. If *Clip Text* is chosen, the text is clipped at the border of the box and is not displayed unless the box is resized.

```
Announcing a
new product
```

```
Announcing a ne
```

The *Wrap* option allows the text to wrap to the next line when it reaches the border of the text box. When the box is reshaped, the text flows and wraps based on the new box size.

Line of text wrapped.   *Same line clipped.*

```
Clip Text
√ Wrap
-----------
√ Single Space
  1 1/4
  1 1/2
  1 3/4
  Double
```

The "Text Wrap" tool also allows the specification of text line spacing, which ranges from single-space to double-space.

Entering and Editing Text in the Label Editor

Once you draw a text box, the Label Editor opens automatically to allow for text entry. To open the Label Editor for editing an existing text box, double tap on the text box. The Label Editor is specially designed to easily combine handwritten words with keyboard input for punctuation and other characters.

 This window has three major components: the text entry and display area, the insert or replace words area and the keypad. The text entry and display area contains all the text for the current text box that you are creating or editing. The text comes from:

- Handwritten or typed words.
- Punctuation and other special characters from the keypad.
- Text macroswhich can be used to automatically enter complete phrases.
- Live entry from a desktop computer.
- Text files imported from a desktop computer.
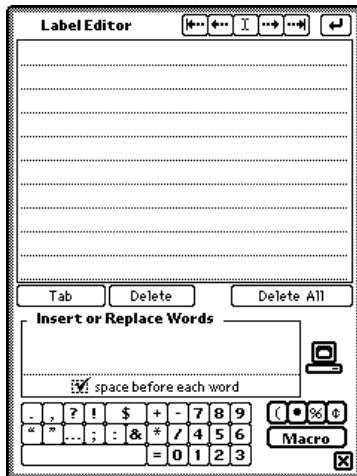
Text Entry and Display

Insert or Replace Words

Keypad

Text Entry and Display. To allow for fast and accurate handwriting recognition, this portion of the Label Editor has been optimized for recognizing text characters. Punctuation, numbers, and other special characters are available on the keypad.

All the text for a text box is displayed in this portion of the screen. Text is moved or edited within this area. Text contained in macrosappears here when a selected macro is applied. Imported text documents and text entered live from a desktop computer is also displayed in this area.

Label Editor

Meeting scheduled for Monday at
4:00 in the conference room.
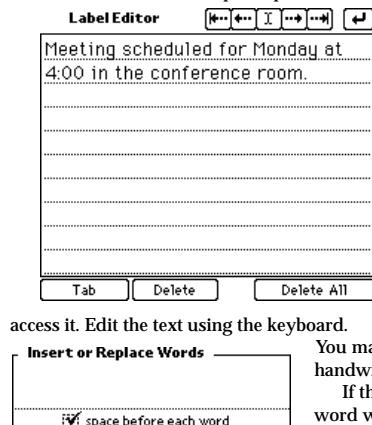
Text displayed within the text display area.
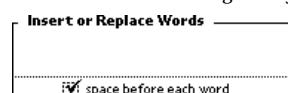
Tab   Delete   Delete All

To edit a word, double tap on it to pop up the box with the word choices and the keyboard icon. Tap on the keyboard to access it. Edit the text using the keyboard.

Insert or Replace Words

☑ space before each word

You may also select one or more words and replace them with other text handwritten into the "Insert or Replace Words" area.

If the *space before each word* box is checked, then a space precedes each word written here when it is displayed above. This is useful for writing in several words to be inserted at a location above. If, however, you are writing a word which you want to exactly replace a selected word above, unchecking this box replaces the selection without adding any extra spaces.

To move a word or a block of text, select it by depressing the pen until a dot appears. Drag across the text to be moved. Once it is selected, place the pen on it, drag to the new location and release. Tapping *Undo* returns the text to its original position.

Tap the *Delete All* key ⌷delete all⌷ to delete all the text in the text entry area. Words or phrases are deleted by selecting them and tapping the *Delete* key. *Undo* restores them.

To move to the end of the text, tap the *end of selection* key ⌷⋯▶⌷. To move to the beginning, tap the *beginning of the selection key* ⌷◀⋯⌷. To move one character to the right, tap the *right arrow* key ⌷⋯▶⌷. To move one character to the

left, tap the *left arrow* key [←∙∙]. To simply display the current text insertion point without moving it, tap the *insertion point* key [I]. (The insertion point remains displayed as long as you hold the pen down on this button.)

Tapping the *Tab* key [tab] after a text entry causes the following entry to be placed at the next tab stop. The distance between tab stops is adjusted on the page by selecting the text tab key and applying a new setting to the text box. Tap the *carriage return* key [↵] to create a new line.

The Keypad. The special keypad is designed for quick access to punctuation, numbers and other characters and symbols.

The *Keypad* contains the most commonly used punctuation marks. The numbers appear in a format similar to a calculator or a computer keyboard setup. The most common math symbols appear directly to the left of the numbers. Below the punctuation keys is a space bar.

To the right of the numbers are four symbol buttons and the macro button. The four pop-up buttons contain the most common brackets, bullets, math and money symbols.

Brackets	Bullets	Math Symbols	Money Symbols
( ) [ ] { } ‹ ›	• ◊ Δ ✴ — » ✿	% × ÷ < > ≤ ≥ ± ≠ ° √ Σ	¢ £ # .00 $M $MM ,000 K @ ® ™ ®
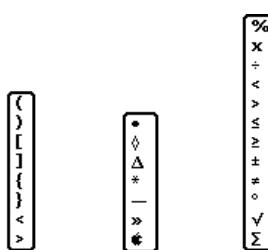
Brackets   *Bullets*   *Math Symbols*   *Money Symbols*

```
Meeting agenda:
  • Sales goals
  • July vacations
  • New phone system
```

Sample text box showing use of bullet points. The tab indent and the space after the bullets are automatic features of the bullet point option.

The bullets are automatically preceded by a new line and a tab. To create the box shown above, type "Meeting agenda:" and tap the bullet from the pop-up menu. A carriage return is automatically inserted followed by a tab. The bullet is typed followed by a space. You are ready to type "Sales goals."

Creating Text Macros

Macrosgive you the option to quickly add text information that you use often without having to re-enter it. For example, you may create a text block containing your company name, address and phone number and save it as a macro. The next time you need that information on a page, simply drag out a new text box, and then select the macro containing that information from the Label Editor window.

The text within a macro is added to a new or an existing text block in the Label Editor.

```
Save New Text Macro
Avail Technology, Inc.
1250 Oakmead Parkway, Suite 210
Sunnyvale, CA 94088-3599




Macro Name:   Address
              [ Save ] [ Cancel ]
```

Macro. This option lets you add a new macro or select an existing macro to use. To save the text in the *Display Area* as a macro, tap the *Macro* button. Select *New* from the pop-up list. Write in the name for the macro and tap *Save.*

The *Select* option allows you to choose a macro from the list of saved macros and apply it to the current text block, delete it from the list or rename it. To delete or rename a macro, tap on the name of the macro and select the appropriate option.

```
Select a text macro:
Address



[Delete] [Rename] [Apply] ⊠
```
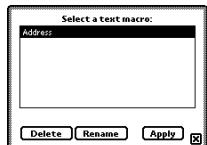
Tap the *Apply* button to add the text within the macro at the insertion point. Tap within the displayed text in the text display portion of the Label Editor window to establish the insertion point. This permits you to insert text from a macro in the middle of existing text.

Import and Export. Tapon the computer icon to pop up a menu with the import/export options. This feature allows you to enter text "live" from your computer, import text documents from your desktop computer and to export the information in the Label Editor window.

Complete information on using this feature is contained in the *Import/Export* Section of this manual.

Creating a Spreadsheet

NOTE: For a detailed discussion of AvailWorks formulas and functions please refer to the text file "FuncRef.txt" that came on your installer disk.

To access the options for creating and editing a spreadsheet or table, tap on the mode selectorand select *Table.* The tool bar changes to give you the options for the tables.

Selecting a Table Option

Table Tool. Tap on the spreadsheet icon, move the pen to the page, and drag out a table. The number of rowsand columnsis displayed in the status area of the tool bar. Additional rows and/or columns may be added to the spreadsheet after its creation.

The maximum width of a spreadsheet is 52 columns (labeled A-Z followed by AA-ZZ). The number of rows is limited by available memory. For optimal performance, create your spreadsheet the size you need, adding row or columns only when necessary.

The Table Editor is automatically opened after you drag out a table on the page. To access the Table Editor for an existing spreadsheet, double-tap on the un-selected spreadsheet (de-select it first, if necessary). If you double-tap on a specific cell, the editor opens with that cell displayed as the selected cell.

The Table Editor allows for the entering of text, numbers, formulas, and functions. Pop-up menus and key-pads for the most commonly entered items make data entry and cell navigation an easy process. (For a complete discussion on entering information, see the Table Editor information which follows in this section.)

Table Title. This tool gives you the option to show or hide the table title. To change the title option, first select the table. Tap on the title options button to pop upthe menu. Select either the show or hide option.

Table Gridlines. There are several options available for gridlines that affect the look of a table. Tapping this option button pops up a menu containing seven options.

No Grid
√ **Gray**
Vert Only
Horiz Only
Black
Vert Only
Horiz Only

The *No Grid* option hides all of the grid lines. Column widths can still be adjusted with the grids hidden.

The option *Gray* displays both horizontal and vertical gridlines in gray. Selecting the *Vert Only* or *Horiz Only* options below *Gray* gives only vertical or horizontal lines in gray.

The option *Black* displays both horizontal and vertical gridlines in black. Selecting the *Vert Only* or *Horiz Only* options below *Black* gives only vertical or horizontal lines in black.

	1994	1993
Jan	$25,789	$20,550
Feb	$32,145	$28,745
Mar	$27,862	$28,947
Total	**$87,790**	**$80,235**

Table with no gridlines or frame displayed.

Table with horizontal black gridlines.

	1994	1993
Jan	$25,789	$20,550
Feb	$32,145	$28,745
Mar	$27,862	$28,947
Total	**$87,790**	**$80,235**

	1994	1993
Jan	$25,789	$20,550
Feb	$32,145	$28,745
Mar	$27,862	$28,947
Total	**$87,790**	**$80,235**

Table with vertical gray gridlines.

Table Frame. The table frame option offers four choices. The options are: no frame, rectangle, round rectangle and shadow. The illustrations above show the first table without a frame and the other two with the shadow frame.

Select the table that you wish to change. Tap on the table frame options button. Select the desired frame from the pop-up menu.

....

Table Font. The font used in the table is changed using this option. Tapping on the fontbutton pops up a menu showing the available font choices.

    Select the table that you wish to change. Tap on the table font options button. Select the desired font from the pop-up menu.

Table Font Size. The font sizeused in the table is changed using this option. Tapping on the font size button pops up a menu showing the available sizes.

    Select the table that you wish to change. Tap on the table font size options button. Select the desired size from the pop-up menu.

Entering and Editing in the Table Editor

The Table Editor is the area where all the information in the table is entered or edited and consists of several different areas.

    The Table Editor contains three areas: the spreadsheet display area, the cell entry areaand the keypad. Scroll keysand a Go To Cell keyallow you to move from one area of the spreadsheet quickly.

    Tapping on a column letter or a row number pops up a menu with options to insert and delete rows and columns and cut, copy, paste, clear, fill, format and graph cells.

    A default name for the table, *Table Title*, appears on the top line. To delete this name, scrub over it in standard Newton fashion. Enter a new name by either writing it in or by double tapping to access the keyboard. The title appears centered over your spreadsheet when you return to the page view.
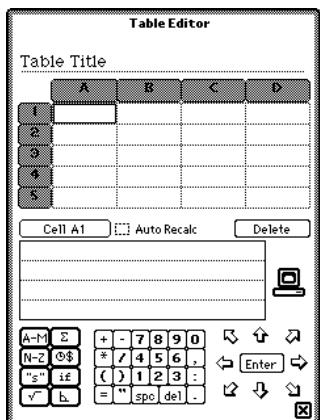
Spreadsheet Display Area

Cell Entry Area

Keypad

Function Keys   Numeric Keypad   Enter and Scroll Keys

Below the title is the spreadsheet display area. It is in this area that the contents of all the cells are displayed. Information is first entered into the cell entry area and appears in the cell only after the *enter* key is tapped.

The lower portion of the screen is the Keypad area. This consists of three types of keypads: function keys, numeric keypadand enterand scroll keys. The functions which are made available by tapping the function keys are described in greater detail in the text file "FuncRef.txt" which came on your installation disk.

Cell Entry Area. All of the text for a selected cell is displayed in this portion of the screen. Text may be moved or edited within this area. The information in a cell of the spreadsheet comes from:

- Words handwritten in the cell entry area.
- Numbers and special characters entered from the numeric key pad.
- Text and special characters entered using the function keys.
- Live entry from a desktop computer.
- Text files imported from a desktop computer.

Creating a Spreadsheet   27

To edit a word, double tap on it to pop up the box with the word choices and the keyboard icon. Tap on the keyboard to access it. Edit the text using the keyboard.

To move a word or a block of text, select it by depressing the pen until a dot appears. Drag across the text to be moved. Once it is selected, place the pen on it and drag to the new location and release. Tapping *Undo* returns the text to its original position.

Tap the *Delete* to delete all the text in the text entry area. Words or phrases are deleted by selecting them and tapping the *Del* keyon the numeric keypad. *Undo* restores them.

When entering or editing a formula or function, simply tap on any of the currently visible cells. The cell address is added to the information in the Cell Entry Area.

The Cancel Button. This icon appears in the space above the cell entry after a change has been made to a selected cell. Tapping the cancel button prior to entering the cell information restores the cell to its original state.

For example, in Figure A below, the cancel button does not appear since no changes have been made to the the cell contents. However, in Figure B, the cell contents have been changed, but not yet entered, and therefore the cancel button appears. Tapping the cancel button at this point restores the information to that in Figure A.

|	
Cell A1 Auto Recalc Delete	Cell A1 Auto Recalc X Delete
= B4 + D5	= B4 + D5 + F3
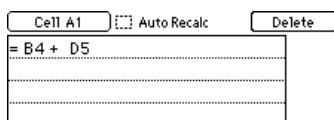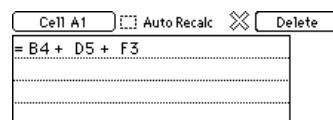
Figure A   *Figure B*

The Delete Key. The delete key removes the contents from a cell. The information is initially erased in the cell entry area. It is deleted from the spreadsheet area once *enter* is tapped. To replace the contents of a cell, select the cell, tap *delete,* put the new information in the cell entry area and tap *enter.* The new information replaces the former cell contents in the spreadsheet display area.

Auto Recalculate. The default setting for *Auto Recalculate* is for it to be off (no check mark). This speeds up the entry of data because AvailWorks does not have to calculate the whole spreadsheet every time a cell is changed. To activate recalculate and recompute all values, tap on the box to check it.

Tapping the close button in the bottom right corner of the screen enters information in the cell entry area and also recalculates the spreadsheet if necessary, before returning you to the page view.

The Numeric Keypad. The numeric key pad is set up in a nine-key format of the numbers surrounded by the most commonly used spreadsheet characters. Tapping on any number or character enters it in the cell entry area.

The delete key on this keypad allows you to delete single characters, or individual words from the cell entry area. To delete a character or characters, tap to the right of the character to establish the insertion point and tap delete. To delete a word, first select the word, then tap delete.
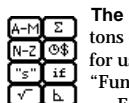
The Function Keypad. This keypad contains eight separate pop-up buttons. The A-M and N-Z buttons contain the letters of the alphabet to facilitate entry of cell addresses. The A-M also contains the $ for use in creating absolute cell references. (See the *Using Formulas and Functions* Section of the "FuncRef.txt" file for more information on absolute and relative cell references.)

For example, to enter the sum of cell A2 and B6 (=A2 +B6) into cell D8, tap on cell D8 to select it. From the numeric keypad, tap the = sign. Tap the A-M function key and select A. Tap 2 followed by the + sign from the numeric keypad. Tap the A-M button again and select B. Tap 6 in the numeric keypad followed by enter. If *Auto Recalculate* is checked, the sum of cells A2 and B6 appears in cell D8.

The other six function keys pop up menus for strings, general math, statistics, time & money, conditionals, and trigonometry. Each pop-up menu has the category name of the functions as a header. To view brief, on-line descriptions of each function within the category, tap on the header name.

The functions are divided into groups on the pop-up menus. The functions within each group operate in a similar manner. (See the "FuncRef.txt" file for details on functions.)

The Go To Button. Below the Spreadsheet Display Area is a button that shows the address of the currently selected cell. Tap on this button to pop up the Go To menu.

The first four options take you to each of the four corners of the spreadsheet. The cell reference for each of these corners is displayed in parenthesis. For example, if your spreadsheet is six columns by 10 rows, selecting *Bottom Right* moves you to cell F10.
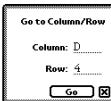
The last option, *Go To Cell...*, gives you a box to enter a specific cell designation and moves you to that cell. Type in the column letter and the row number and tap Go.

The Enter and Scroll Keys. The *enter* and scroll keys from the keypad perform several functions. Once you have information in the cell entry area, you must tap the *enter* key to have it entered into the cell.

Tapping one of the eight directional arrows also enters the information into the cell and moves you to another cell. Tapping the close button in the bottom right corner of the screen enters information in the cell entry area and recalculates the spreadsheet before returning you to the page view.

The scroll arrows move you one cell at a time horizontally, vertically or diagonally in the spreadsheet. When you reach the edge of your spreadsheet, the diagonal arrows move vertically, either up or down.

Import and Export. Tap on the computer icon to pop up a menu with the import/export options. This feature allows you to enter text "live" from your computer, import text documents from your desktop computer and to export the information in the spreadsheet.

Complete information on using this feature is contained in *Import/Export* Section of this manual.

Formatting in the Table Editor

Insert
Delete
Cut...
Copy...
Paste
Clear...
Fill...
Format...
Graph...

Tapping on either a column heading letter or a row number pops up the menu shown here. The functions on this menu act on both columns and rows to insert or delete, cut, copy, paste and clear the contents,and to fill, format and link a graph to cells (Note that unlinked, or "stand-alone" graphs may also be created directly using the Graph tools described later).

When working with these features, it is recommended that you turn *Auto Recalculate* off. This speeds up any changes you are making. Once you are done making changes, check *Auto Recalculate* and your whole spreadsheet updates.

Inserting and deleting columns, cutting, copying and pasting cells, causes changes to occur in formulas and functions that reference a range of cells. For example, cell A7 contains the formula Sum (A1:A6). The insertion of a new row after row 4 results in the formula Sum (A1:A7) in cell A8.

Functions that reference a direction such as SumAboveand AvgLeftoperate differently. They calculate the numbers in a column or row in the specified direction until text or a blank cell is encountered. Inserting or deleting a column or row or cutting the contents of a cell, could cause a total to be changed due to the creation of a blank cell or the deletion of one.

It is also possible to delete a cell or cell contents that is important to the calculation of a function somewhere else on the spreadsheet. When Auto Recalculate is turned on, you hear an error soundwhich indicates that the function cannot calculate. You also get a reference error message within the cell or cells which contain the errors.

Insert. Columns and rows are inserted in the spreadsheet using the *Insert* command. New columns are inserted to the left of the selected column. New rows are inserted above the selected row.

For example, to insert a new column between columns C &D, tap on the header for column D to pop up the menu. Tap on *Insert.* The new column is inserted to the left of D. The maximum number of columns is 52.

To insert a new row between rows 4 and 5, tap on row 5. Tap on *Insert.* The new row is inserted above row 5. The number of rows is limited only by available memory.

Delete. Delete removes the selected column or row from the spreadsheet and renumbers the remaining rows or columns.
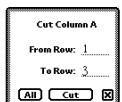
Cut. This option allows you to cut the contents of specified cells. Only the contents of one row or one column may be cut at a time. The specified range may go forward or backward from the beginning cell.

   For example, to cut the cell contents from A1 to A8, select cell A1. Tap on the column header A and select *Cut* from the menu. In the dialog box, write or type in **8** as the *To Row.* Tap the *Cut* button.

   You could also start by selecting cell A8. Then choose *Cut.* Type in **1** as the *To Row.* The range of cells is now reversed to be from the bottom to the top or from A8 to A1.

   To cut the contents of just one cell, tap on the cell and select *Cut* from either the row or column pop-up menu. In the resulting dialog box, tap the Cut button without entering a *To Row* or *To Column* number. To cut the contents of the entire row or column, tap the *All* button.

   The information that has been cut is saved in memory and may be placed into another cell or spreadsheet using the *Paste* feature. The cell references for formulas and functions are adjusted appropriately when the information is pasted into the new location.
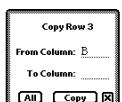

Copy. Copy works the same way as *Cut* except that it does not remove the contents of the cells. This command copies formulas and functions as well as numbers and text. Information that has been copied may be pasted into another cell in the same spreadsheet or in another spreadsheet.

Paste. Thiscommand pastes any information that has been copied or cut from one cell group into another. To paste cell contents in a new location, first perform the Cut or Copy command. Select the cell where the information is to be pasted.

   Tap on the column header and select *Paste* for a vertical entry. Tap on the row number and *Paste* for a horizontal entry.

   Information is easily changed from horizontal to vertical by cutting the cells from a row and pasting them into a column. To change from vertical to horizontal, cut the cells from a column and paste into a row. The following illustration shows the affect of this.
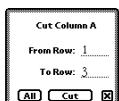

Spreadsheet with numbers in a vertical column. Cut removes the cell contents from the column.

Paste in a row returns the information horizontally rather than vertically.

Clear Row 3

From Column: B

To Column:

[All] [Clear] [⊠]
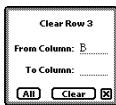
Clear. This command removes the contents of the cell but does not retain the information in memory. *Undo* reverses the operation.

Fill Column A

From Row: 3

To Row:

[All] [Fill] [⊠]
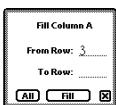
Fill. The Filloption allows you to repeat the contents of one cell into a range of cells, either horizontally or vertically. The fill command works with text, numbers, formulas and functions.

When fill is used with formulas or functions, the cell references are adjusted for each new column or row. For example, you have 10 columns of numbers starting in column A and you want a sum at the the end of each column. Rather than enter the *SumAbove* function 10 times, you enter it once and use the Fill option to fill the other 9 cells in the row where you want the totals. Each gives the sum of the cells above it.

References to cells also changes. For example, the formula =A1+A2 in row 3 becomes =B1+B2 and =C1+C2 when *Fill* is used to fill across row 3.

Format for Cells A3 to C3

Numbers   ◆ $-#,##0.00

Alignment ◆ Center

Style   ◆ Bold

[Apply] [⊠]
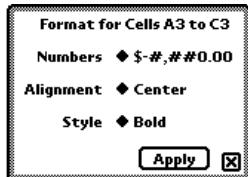
Format. The format options allows you to select a range of cells and format the numbers, the alignment and the style. Formats are applied to horizontal columns or vertical rows of cells.

Format Row 3

From Column: A

To Column: D

[All] [Format] [⊠]
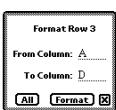
Tap on the cell where the formatting is to begin. Tap on the column letter if the format change is to be applied to a column. In the dialog box illustrated at the left, type in the row number to identify the last cell affected by the format change and tap *Format.* If no *To Column* is entered, the formatting applies only to the single cell. Tap *All* to apply the format to all the cells in the column or row.

Once you are into the format dialog box, make the change to number format, alignment, and style by tapping on the selector to pop up the menu for each. Once all settings are made, tap *Apply* to close the box and apply the formatting to the cells.

```
0
0.00
0.00...
#,##0
#,##0.00
#,##0.00...
(0)
(0.00)
(#,##0)
(#,##0.00)
$-#,##0
$-#,##0.00
($#,##0)
($#,##0.00)
0%
0.00%
```
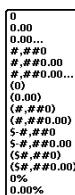
Numbers. To change the format of a group of numbers, tap the *Numbers* button. You have the option to change the number of decimal places, the format of a negative number for plain numbers or dollar amounts and the number of decimals for a percentage amount.

Tap the appropriate option from the list. It appears in the format box next to the Numbers option.

```
Format for Cells A3 to C3
Numbers  ◆ 0.00...
Alignment   Left
            Center
   Style    Right
            [ Apply ]  ⊠
```
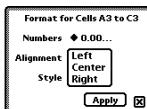
Alignment. The alignment option lets you adjust the text or number to the left, right or cen-ter of the cell. Tap the desired alignment and the *Apply* button to apply the formatting to the cells. Alignment changes are not displayed in the Table Editor but are in the page view.

```
Format for Cells B5 to D5
Numbers  ◆ 0.00...
Alignment  ◆ Right
   Style    Plain
            Bold
            Italic    ⊠
            Underline
            Outline
```
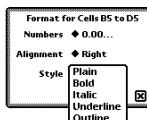
Style. The styles available are plain, bold, italic, underline, and outline. Only one style is applied to a cell. Tap on the desired style and tap *Apply* to apply the style to the specified range of cells.

Often a column of numbers contains an underline after the last entry to indicate that the entry in the cell below is the result of performing a mathematical function on the preceding numbers. To create this effect, use the underline format for the last cell entry in the column.

Formatting in the Page View

Many of the options affecting the overall appearance of a table are changed in the page view. While in *Table* mode, the tool bar contains options for changing the title display, the grid lines, the table frame, as well as the font and font size.If any of these options are changed when no spreadsheet is selected, the settings become the default for future tables. (See the information earlier in this chapter for details on these options.)

The pen width, pen patternsand fill patternsall apply to tables in the same way they are used for objects cre-ated with the drawing tools.(See the *Working With Drawing Tools* Section of this manual for more details on these tools.)

Column Width. The column widthis also changed in the page view. To change the width of a column, place the pen within the column of an unselected table. Drag right to make the column wider and left to make it narrower. Release the stylus to lock in the change.

The message in the status bar changes to show that a column width change is in effect. For example, if you tapped in column B, the message says "Resizing Column B." Also a line indicating the right edge of the column appears and moves as you drag the stylus.

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Linked Tables and Graphs
One, or more, graphs can be linked to any spreadsheet for "live" graph updates. Graphs can also be unlinked at any time to produce a "static" graph with a copy of the data from the formerly linked table. An existing graph can be linked to any existing table. A new linked graphcan also be created completely from within the table editor.

Create Linked Graph Dialog -
One Row Data Series

Table Editor
Graph Row 7...

My Table

	A	B	C	
3	Q1	100	200	
4	Q2	225	365	
5	Q3	325	485	
6	Q4	125.8	270	
7	Total	$2,769.	$3,315.	

From Column: b   To Column: c

Data Labels Across Row: 2

Graph Title Graph Title

Series Name Column: a   Row: 1
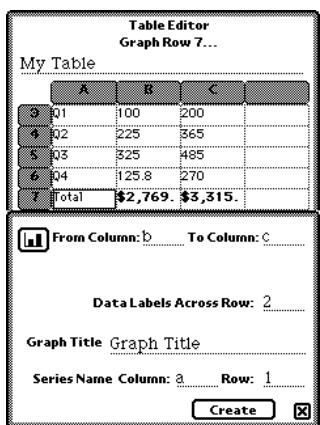
[Create] ☒

Creating A Linked Graph From The Table Editor -
One Data Series
To create a linked graph from the Table Editor, first open the editor by double-tapping on the desired table. Once in the Table Editor, tap the header of the row or column to be graphed. Note the "Graph…" option in popup menu of cell options. Selecting the "Graph…" option will produce a linked graph dialog.

This dialog allows specification of the cells to be graphed, and of the cells containing the data labels, titles, etc. There is also a popup button for selecting the type of graph to create.

The example at left shows how the dialog would appear after selecting "Graph…" from row 7, and entering column B and C as the data to be graphed (i.e., cells B7 to C7).

The other items allow the specification of cells containing labels and titles, if desired. Note that any of these titles or data values may also be entered manually later in the graph editor. The relationship between the specified cells and the final graph are demonstrated on the next page.

34   Creating a Spreadsheet

Links Between Table and Graph

Graph Editor For Linked Graph

```
┌─────────────────────────────────┐
│ Graph Title                     │
│  ┌──────────┐                   │
│  │  Unlink  │        a1         │
│  └──────────┘                   │
│ ┌──────────┬──────────┬───────┐ │
│ │B2        │B7        │       │ │
│ ├──────────┼──────────┼───────┤ │
│ │C2        │C7        │       │ │
│ ├──────────┼──────────┼───────┤ │
│ │          │          │       │ │
│ └──────────┴──────────┴───────┘ │
│   Series Type   ● Bar    ● Bar  │
│   ☐ Stacked     ○ Line   ○ Line │
│   Pattern      ▬▬▬▬     ▨▨▨▨   │
│ ┌ Values ──────────────────────┐│
│ │         Min    Max  # Divisions││
│ │ ☑ Auto 0    4000      5       ││
│ └───────────────────────────────┘│
│ ┌ Legend ──────────────────────┐ │
│ │ ☑ Show   Position ○ ○ ○      │ │
│ │                   ○ ▮ ○    ☒ │ │
│ │                   ○ ● ○      │ │
│ └───────────────────────────────┘│
└─────────────────────────────────┘
```
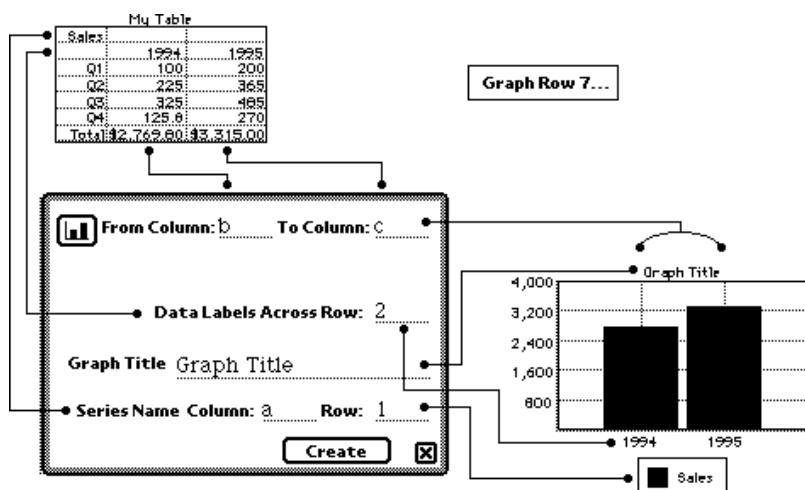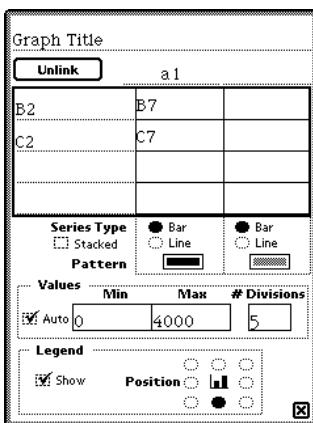
Once a linked graph is created, it can be double-tapped for further editing (make sure that the graph is not selected before double-tapping). The Graph Editor for the linked graph created above would appear as shown at left.

The "Unlink" button can be tapped at any time to detach the graph from the linked table, producing a static graph. A confirming dialog would then appear:

```
┌─────────────────────────────────┐
│ Tap OK to break the link between │
│ the graph and the table: My Table.│
│                                  │
│                                  │
│              ┌────────┐ ┌────┐   │
│              │ Cancel │ │ OK │   │
│              └────────┘ └────┘   │
└─────────────────────────────────┘
```
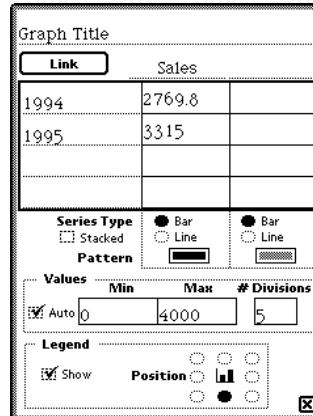
If "OK" is tapped, the table values are copied into the appropriate areas of the Graph Editor, and the button title changes to "Link."

Tapping the "Link" button at this point would produce a popup menu of all the tables currently on the page. Selecting a table from this popup would create a link to that table, so that cell addresses referring to that table could be entered for any of the Graph Editor items.

Automatic Unlinking of Graphs

Graphs are automatically detached from a linked spreadsheet in two cases. First, if the graph is Cut or Copied and then Pasted back on any page, the Pasted graph will be a static copy of the original linked graph. Second, if a spreadsheet is Cut or deleted from the page, any linked graphs will automatically be converted to static copies of the spreadsheet data before the spreadsheet is removed from the page.

Graph Editor After Unlinking

```
┌─────────────────────────────────┐
│ Graph Title                     │
│  ┌──────────┐                   │
│  │   Link   │        Sales      │
│  └──────────┘                   │
│ ┌──────────┬──────────┬───────┐ │
│ │1994      │2769.8    │       │ │
│ ├──────────┼──────────┼───────┤ │
│ │1995      │3315      │       │ │
│ ├──────────┼──────────┼───────┤ │
│ │          │          │       │ │
│ ├──────────┼──────────┼───────┤ │
│ │          │          │       │ │
│ └──────────┴──────────┴───────┘ │
│   Series Type   ● Bar    ● Bar  │
│   ☐ Stacked     ○ Line   ○ Line │
│   Pattern      ▬▬▬▬     ▨▨▨▨   │
│ ┌ Values ──────────────────────┐│
│ │         Min    Max  # Divisions││
│ │ ☑ Auto 0    4000      5       ││
│ └───────────────────────────────┘│
│ ┌ Legend ──────────────────────┐ │
│ │ ☑ Show   Position ○ ○ ○      │ │
│ │                   ○ ▮ ○      │ │
│ │                   ○ ● ○    ☒ │ │
│ └───────────────────────────────┘│
└─────────────────────────────────┘
```
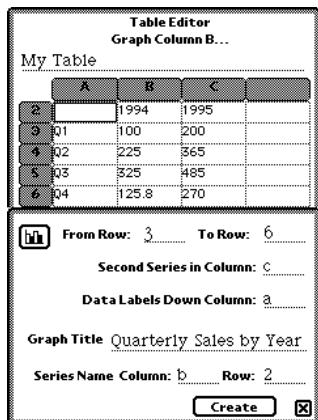
Create Linked Graph Dialog -
Two Column Data Series

Creating A Linked Graph From The Table Editor -
Two Data Series

The process is similar for creating linked graphs with two data series. Once the linked graph dialog is opened, select the graph-types popup, and then choose any of the two-series graph types. In this Column B graph example, a double bar graph is selected, and the linked graph dialog is filled-in as shown at left

Note that a "Second Series" column (or row) entry area appears whenever the graph type accommodates two data sets. The second data series is assumed to be in the same rows as the first series (if this is not the case, the values for the second series can always be edited later in the Graph Editor). Likewise the second series name is assumed to be in the same row as the first series, but in the column specified for the second series.

These specifications would produce the graph below:

Linked Double Bar Graph
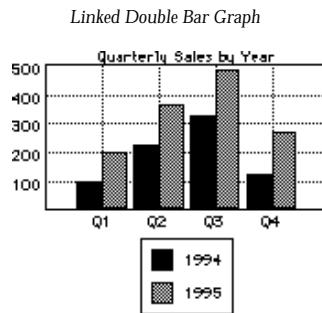
Double-tapping to view the Graph Editor would show the values filled-in as shown below-left. Again, if "Unlink" was tapped, a static copy of the table data would be placed into the graph specifications, as shown below-right.

Graph Editor For Linked Graph   *Graph Editor After Unlinking*

Creating A Linked Graph From The Graph Editor
Linked graphs can also be created from the Graph Editor, by tapping the "Link" button and selecting a spreadsheet to which to link. Cell references, such as "A1" or "c3" (capitalization does not matter) may be entered for any of the editor fields in a linked graph.

Not all of the fields, however, must contain cell references. Each field may contain either an actual value (e.g., "125.73") or a linked spreadsheet cell reference (e.g., "B5").

SECTION 6

Charts and Graphs

The graph mode gives you options to create seven different types of graphs and charts. The graph editor provides options for specifying the ranges, patterns, number of divisions and the legend.

Selecting a Graph Option

Graph. Tap on this option, select the desired graph or chart from the pop-up menu and drag out a graph. The options are shown below. Once you have drawn the graph, the Graph Editor window opens. The Graph Editor contains options for modifying your graph.

Single bar chart
Double bar chart
Stacked bar chart
Single line graph
Double line graph
Line and bar chart
Pie chart

Graph Title. This tool gives you the option to show or hide the graph title. To use the title option, first select the graph. Tap on the title options button to pop up the menu. Select either the show or hide option.

GraphGridlines. There are several options available for gridlines that affect the look of a graph. Tapping this option button pops up a menu containing seven options.

No Grid
√ Gray
Vert Only
Horiz Only
Black
Vert Only
Horiz Only

The No Grid option hides all of the grid lines.

The option Gray displays both horizontal and vertical gridlines in gray. Selecting the *Vert Only* or *Horiz Only* options below *Gray* gives only vertical or horizontal lines in gray.

The option *Black* displays both horizontal and vertical gridlines in black. Selecting the *Vert Only* or *Horiz Only* options below *Black* gives only vertical or horizontal lines in black.

Graph Frame. The graph frame option offers four choices. The options are: no frame, rectangle, round rectangle and shadow.

Select the graph that you wish to change. Tap on the graph frame options button. Select the desired frame from the pop-up menu.

Graph Font. The font used in the graph is changed using this option. Tapping on the font button pops up a menu showing the available font choices.

Select the graph that you wish to change. Tap on the graph font options button. Select the desired font from the pop-up menu.

Graph Font Size. The font size used in the graph is changed using this option. Tapping on the font size button pops up a menu showing the available sizes.

Select the graph that you wish to change. Tap on the graph font size options button. Select the desired size from the pop-up menu.

Editing a Graph

The options for editing a graph are in the Graph Editor. The Graph Editoropens automatically when you create a new graph. To edit an existing graph, tap anywhere on the graph (not the legend) to open the Graph Editor.

The Graph Editor dialog box shown below is the one that is opened when any of the bar or line charts are selected. Within the Graph Editor, you assign the series names, the graph title, the series values and the legend settings

.

Graph Title

Link	Series 1	
Label 1	12	
Label 2	18	

Series Type ● Bar ● Bar
☐ Stacked ○ Line ○ Line
Pattern

Values
Min Max # Divisions
☑ Auto 0 20 5

Legend
☑ Show **Position**

Graph Data Entry Area

Graph Settings Area
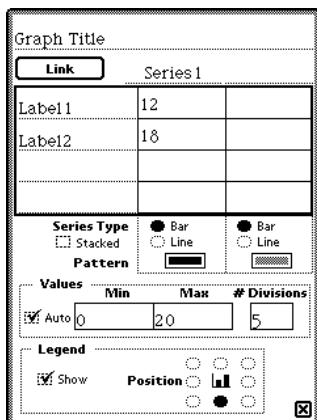
Graph Editor for Bar and Line Graphs

The Graph Editor dialog for pie charts contains settings that are unique to them. You can assign a pattern to each pie slice, and display the values as numbers or percentages on each slice or in the legend. The illustration on the following page shows the dialog box for editing a pie chart.

Graph Data Entry Area

Graph Settings Area
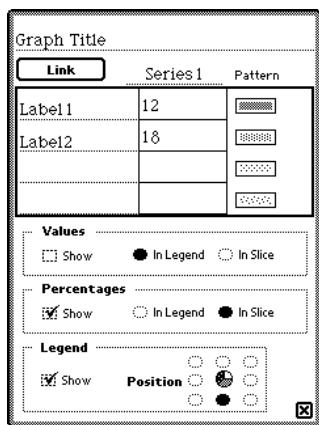
Graph Editor for Pie Charts

Graph Data Entry Area. At the very top of the Graph Editor is a line for entering a title. Double tap the existing title to pop up the keyboard for editing. Delete a title or a word in the title by scrubbing over it. A title may also be handwritten. Below the title is the "Link" button described in detail in the Creating *a Spreadsheet* Section.

Below the right side of the title is the space for writing in theseries names. Bar and line charts are allowed one or two series, and pie charts have one. They are edited in the same way as the title.

In the cells directly below the series name are the values for that series. To enter values, handwrite them in or double tap to get a numeric keypad. Delete values by scrubbing them, or use the delete key in the keypad. Use the up/down arrow key on your Newton to scroll the list of values.

Thelabels for the graph appear in the left column. These are also edited in the same manner as the title. Use the up/down arrow keys on your Newton to scroll the list of labels.

When creating pie charts, tap on eachpattern palette to the right of the value to select the desired pattern for that slice.

Settings for Bar and Line Graphs. The features in this area control the look of the graph. It is here that you change the patterns, the range of values, the number of divisions and the legend display.

The four buttons next to *Series Type* indicate what type of graph is currently set. By changing the button settings, you change the graph. Suppose, for example, you drew a bar chart. You later decide to display the same

data as a line graph. Simply change the buttons to the *Line* setting and it redraws as a line graph. (You cannot change a line or bar graph into a pie chart, or a pie chart into a line or bar graph.)

When creating a bar and line graph, it is best to make series 1 the bar and series 2 the line. It draws as in Illustration A below. If you set it up in reverse, the graph may draw as in Illustration B, depending on the nature of your data.

Illustration A
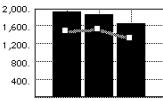
Illustration B
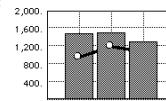
The check box for *Stacked* is available only when both buttons are set on the *Bar* option. When the box is checked, the bars draw one above the other. When it is not checked, they appear side by side.

The pop-up pattern palettes control the pattern for the bar or the line in the graph. Tap on the palette under the series that you want to change. Select a pattern from the palette.

Four Views of the Same Data

Double Bar Chart
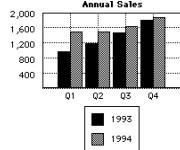
Stacked Bar Chart
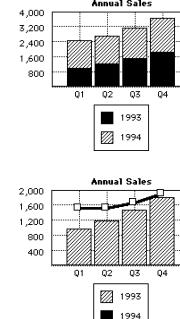
Double Line Graph
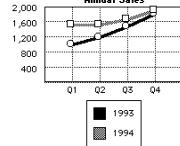
Bar and Line Graph
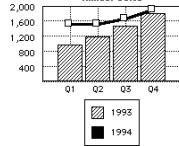
Values ─── Min ─── Max ─── # Divisions
☑ Auto | 0 | 20 | 5

Values. The items in the value box control the number of gridlines and the minimum and maximum value displayed.

If *Auto* is checked, AvailWorks automatically decides on an appropriate range of data, determining the minimum and maximum values. The values are determined by the nature of your data. For example, a data range with the highest value of 47 returns a maximum value of 50. If the range has the highest value of 4.75, the maximum value is 5. If the stacked bar chart is used, *Auto* adjusts to a maximum value large enough to encompass the sum of the two variables making up the tallest stack.

To override the automatic settings, tap on the box to remove the check mark. This is especially useful for creating two graphs with the same minimum and maximum values for comparison purposes when the source data has different high and low numbers.

To edit the default values, double tap in the box containing the value. This pops up a numeric keypad for entering the new numbers. Values are also edited by scrubbing out the existing number and handwriting in the new one.

─── **Legend** ───
☑ Show   **Position** ○ ○ ○
                       ○ ▮▮ ○
                       ○ ● ○

Bar and Line Graph Legend. The legend contains two boxes filled with the patterns of the bars or lines. The series name appears beside the appropriate box.

The legend position buttons determine the placing of the legend in relation to the graph. Tap on the desired button to change the legend position.

If you do not wish to have a legend show, tap on the *Show* box to remove the check.
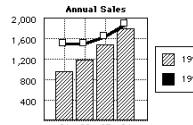
Legend placement at right center   *Legend placement at top right*
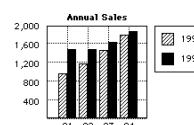
Graph Settings for Pie Charts. The Graph Editor for pie charts contains the options to show the variables on the pie or in a legend. The numbers may be shown as actual values or percentages.

Values

☐ Show   ○ In Legend   ○ In Slice

Percentages

☐ Show   ○ In Legend   ○ In Slice

To display the values, tap in the *Show* box to check it, and tap the button to specify whether you want them displayed in the legend or in the slice. To display the percentages, tap the *Show* box and specify whether you want them in the legend or the slice. Both the values and the percentages may be displayed simultaneously if desired.

Sales by Quarter

Q1	
Q2	
Q3	
Q4	
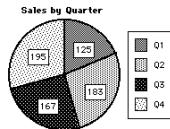
Pie chart with values in the slice.

Sales by Quarter

Q1 (125)	
Q2 (183)	
Q3 (167)	
Q4 (195)	
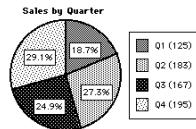
*Pie chart with percentages in slice
and values in the legend.*

Pie Chart Legend. The legend contains boxes filled with the patterns to correspond with each slice of the pie. The labels appear next to each slice.

The legend positioning operates the same for the pie charts as it does for the bar and line graphs. You hide the legend entirely by tapping the *Show* button to remove the check.

Section 7
....
File Management

AvailWorks allows you to file, beam, fax, mail and print your page. Filing gives you options to specify the page name and the destination folder.

Filing, Viewing and Naming Pages
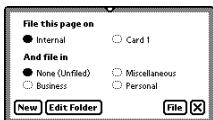
File. To file an AvailWorks page, tap the folder button at the upper-right of your Newton screen. The list of your current folders is displayed. Tap the appropriate button for the folder you want and tap *File*.

To create a new folder or to edit the name of an existing one, tap the *Edit Folders* button. (See your Newton manual for more information on creating and editing folders.)

A page received by mail or beam is filed in the folder of the same name as the sender's folder if one exists. Otherwise, it is goes into *Untitled Pages.* For example, the sender mails you a page from a folder called *Business.* If you have a *Business* folder, the document is filed there when you select *Put Away.* If you are not sure in which folder it went, select *All Pages,* and scroll through the pages, or view the list of file names.

This dialog also allows you to move pages from your PCMCIAcard into the memory on the Newton or from the Newton to the card. If a page is stored on the card, the Filing button (folder icon) is shown with a triangle inside it.

Name. To see a list of all the stored pages by name, select *Open* from the File menu, or simply tap the button between the up and down arrows. The currently displayed page is initially hilighted in the list.

Tap this button to see a list of all the files within the selected folder.

The list displays the names of the pages within the selected folder. If *All Pages* is selected, the list contains all of the pages from all folders.

Change name to:

Fax to Stan

Change ⊠
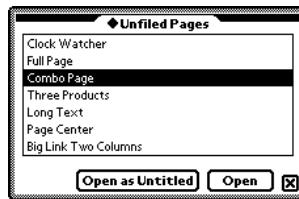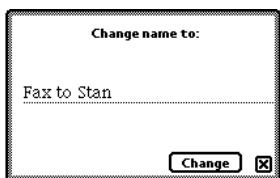
All new pages are given a default name of *Untitled* followed by the date and time. To rename a page, choose the File menu *Rename* selection, tap on the name in the list and tap the *Rename* button. A dialog box opens to allow you to make the desired edits to the name. Tap the *Change* button to save the edits and close the dialog box.

If you open a folder that does not contain any pages, a new, blank page is automatically created. If you do not use this page, it is deleted when you exit AvailWorks.

To permanently delete a page, choose the File menu *Delete* selection, tap on the name in the list and tap the *Delete* button. The currently displayed page may also be deleted using the Action menu (top right envelope icon) *Delete* option.

Folder Tab

✓**Unfiled Pages**
Business
Important
Miscellaneous
Personal
All Pages
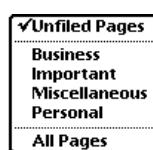
The names of all the existing folders are displayed in a menu by tapping on the name in the folder tab. All of your AvailWorks pages appear in one of the existing folders or with the *Untitled Pages.* You scroll the items within the selected folder by using the up/down arrow keys at the bottom of your Newton screen. You view all of your pages by selecting the *All Pages* option.

Export to Notepad. Information in text boxes, spreadsheets and charts is moved to the Notepad area of your Newton using this File menu command. Charts and spreadsheets appear as tab delimited text files. You may also export all or part of your page to the notepad as a single "picture."

**Ready to Import Text,
or Export to Mac/PC**

● Selected Objects ⬚ All Objects
⬚ Background Text

ⓘ Export ⊠

Import/Export to Mac/PC. This File menu option allows you to export all or part of your document. The information in text boxes, spreadsheets and charts is exportable. Spreadsheets and charts export as tab delimited text files. Drawings do not export.

Select the item or items you want to export. Select *Export* from the File menu. Tap the *Export* button within the dialog box to send the file.

Exporting requires the use of a terminal program capable of receiving text files and a serial cable to connect your Newton to the desktop computer. Tap the *"i"* button for on-line help or see the *Import/Export* Section in this manual for details (importing of text to spreadsheets and text boxes is done through menus found in the Table editor and the Label Editor).

Once this dialog is opened, text may also be sent from the desktop terminal program to be inserted at the current text insertion point on the AvailWorks page.

....

The Action Button Menu

Print page
Fax
Beam
Mail

Duplicate
Delete

The Action button(the envelope icon) contains the options for printing, mailing, faxing and beaming. You also have options for moving pages between cards, transferring information to your desktop computer, and deleting the currently displayed page.

Print Page. AvailWorks outputs an 8 1/2 x 11 inch or A4 page using the print feature available in your Newton. Before printing from AvailWorks, make sure you are properly connected to the printer following the instructions in your Newton manual or the Newton Print Pack manual. From the pop-up menu, select *Print Page*. Make sure the appropriate printer is displayed. If not, tap the mode selector next to *Printer* to see the list of available printers.

To see a preview of your page, tap the *Preview* button. Once you have viewed it, tap the close box in the lower right corner of the preview window. Tap the *Print* button to print the page immediately or to send the page to the Out Box.

Fax. Locate the page you wish to fax. Select *Fax* from the Action button menu. All the normal options, as covered in the Newton manual, are available when faxing an AvailWorks page.

Mail. Locate the page you wish to mail. Select *Mail* from the Action button menu. All the normal options, as covered in the Newton manual, are available when mailing an AvailWorks page. Newton users who have AvailWorks can open, view and file a page received by mail.

The option for *Text Only* mails the information in text boxes, spreadsheets, charts and graphs. Spreadsheets and charts become tab-delimited files. Drawings are not included when this option is checked.

Beam. Locate the page you wish to beam. Select *Beam* from the Action button menu. All the normal options, as covered in the Newton manual are available when beaming an AvailWorks page.

Duplicate. The *Duplicate* option makes a new "Untitled" copy of the currently displayed page.

Delete. The trash can appears and the entire page is deleted when you select this option.

Tips for Printing, Faxing and Mailing

On occasion, you may experience problems printing, faxing or mailing very complex pages from AvailWorks. This may result from memory constraints on the Newton. If problems arise, try the following:

- Quit AvailWorks before attempting to send the file from the Outbox.
- If the page still does not go through, reset your Newton and send the file again.
- Simplify the items on the page or move some of them to a second page.

Also, please note the following regarding PostScript printers:

• The Newton does not support Outline fonts on PostScript printers. Any text in the outline style is converted to plain text when printed on these printers.

• Some PostScript printers have a smaller printable area than other types of printers, such as the StyleWriter. On these printers, items on the page may be cut off if they are placed too close to the edge of the AvailWorks page.

• Some PostScript printers substitute their own fill patterns for some of the Newton screen patterns. Experiment with your printer to determine which are the best patterns to use.

<div align="center">

SECTION 8

Import/Export

</div>

AvailWorks allows the exchange of information in text form with desktop computers. Importing and exporting require the use of a terminal program on the desktop computer and a serial cable to connect the Newton with the computer.

Setting up the Terminal Program

The settings of the terminal program are as follows:

- **9600 Baud**
- **Parity - None**
- **8 Data Bits**
- **1 Stop Bit**
- **XOn/XOff Handshaking**

In some terminal programs, you may need to change the setting to "Echo On" in order for the text to appear in the terminal program as you type or export. You may also need to disable the "Strip 8th bit" or "Strip hi bit" option in the terminal program as well.

The computer and the Newton are connected to each other using a serial cable. Connect the cables the same as you do when using the Newton Connection Kit.

On the Macintosh, plug into either the printer port or the modem port. When using the printer port, set AppleTalk to *Inactive*. When using the modem port, be sure the modem driver is disabled to allow access to the port by the Newton. If you are working with a PowerBook with an internal modem, select the *External Modem* button in the control panel.

Importing

Both the Table Editor and the Label Editor contain the computer icon as illustrated. Tap on the icon to pop up a menu with the import/export options.

```
About Import/Export
Connect/Import
Export
Disconnect
```

About Import/Export. Tap on *About Import/Export* to access the on-line help screen. This contains key information for setting up a terminal program as well as how to import and export text files.

Connect/Import. When you select this option, the computer icon changes to indicate that the Newton is ready to connect to the desktop computer. Launch your terminal program on your desktop computer and be sure all the settings are as described previously.

To perform live import, simply type text into the entry area of the terminal program. Once you press *Enter* or *Return* on your computer keyboard, the text is sent to your Newton.

It is also possible to import information from other applications on you computer. These files must be saved as tab delimited text files in whatever application you are working. Within your terminal program, select the option for sending a text file. The contents of the file are imported into AvailWorks.

Import in the Label Editor or Text Layer. When you are in the Label editor, or importing into the text layer, the text comes into the text entry area at the current insertion point. Each time you enter text on the desktop and press enter or return, a new line is created in AvailWorks. To suppress this return on the Newton, type the *esc* (escape) key on the computer keyboard before pressing return.

Import in the Spreadsheet. The spreadsheet has two basic types of import options: by column and by row.

To import live data into a column, select the starting cell in AvailWorks. In your terminal program, type the contents for that cell followed by a return. This moves you to the cell directly below. Continue to enter a cell value, followed by the return until all the data is entered. You can enter data in this manner into any of the existing cells in the spreadsheet. If you need more rows, create them before entering the data.

You can also import a text file from another application that contains one column of data. As with the live entry, make sure you have enough rows created and select the start cell. Import the text file as previously mentioned.

To import live data by row, select the starting cell in AvailWorks. In the terminal program, type the contents of the first cell followed by a tab. Continue across the row, entering all the cell values, following each with a tab. Once the end of the row is reached, press return. The data is then transmitted to AvailWorks.

Make sure that you have the correct number of columns established in AvailWorks before you begin. Any data that extends beyond the last AvailWorks column is ignored on an import. New rows are automatically created as the data is imported.

This method is also used for importing tab-delimited text files from the desktop computer. Select your start cell in AvailWorks. Use the "send text" option in your terminal program and select the file to send. As in live data entry, be sure you have the correct number of columns set in AvailWorks before importing.

Export. This option allows you to export the contents of the the Label and Table editor windows to the terminal program. From there, it is easily copied to a word processing program or a spreadsheet for viewing and/or modification.

To export the entire contents of a page or selected items, see the information under *Export* in the *File Management* Section.

Disconnect. Once you are finished with importing or exporting, select Disconnect. This discontinues the connection with your desktop computer. The computer icon on your AvailWorks window returns to its original state. AvailWorks also automatically disconnects for you if necessary when you close the editor window.

Note the following when using the Import/Export options:

• When importing and exporting large text files, be sure that the "Sleep" feature in Newton Preferences is set to "Never." If the Newton goes to sleep in the middle of importing, data could be lost.

• When importing a text file from a desktop computer via a terminal program, you must put a carriage return after the last line of text to transmit. This applies when entering text directly as well as importing text files created in word processing programs and spreadsheets.

Using ClipArt Libraries

The Avail ClipArt Installer
The ClipArt Installer allows you to browse clip-art libraries on the Newton. You may also install any or all images onto your Newton, or remove any or all installed images from your Newton.   Each Installer contains a different set of ClipArt images. When a ClipArt Installer application is run, it opens to the ClipArt "Browser" screen, as shown below.

ClipArt Browser
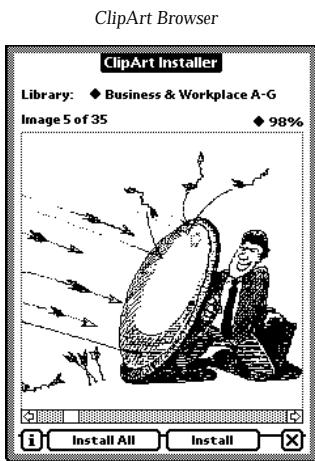
The specific range of clip-art images contained in an Installer is indicated by the title next the "Library" label. In the example at right, the "Business & Workplace" library images with names starting from "A" to "G" are available. The Avail ClipArt libraries have been segment- ed in this way so that very little memory is required to run any particular installer.

You may keep as many ClipArt Installers on your Newton as desired. In most cases, you will simply put an installer onto your Newton, select any ClipArt images to install, and then remove the Installer from your Newton. Note that copies of the Images remain on your Newton until deleted with "Remove" options described later.

Also note that installing or removing copies of the ClipArt to or from your Newton does not affect the origi- nal Images that are contained in the ClipArt Installer application. The original images are always available as part of the original Installer package. As a result, you do not need to worry about "permanently deleting" ClipArt images from your Newton -- they can always be re- installed again using the appropriate Installer.

The scroll bar below the displayed image can be used to scroll forward or backward through the ClipArt images. The built-in Newton up- and down-arrows may also be used to scroll through the images, if desired.

The pop-up selections at the upper-right of the displayed image allow you to control whether the image is displayed at full-size (100%) or at a reduced-size, if necessary, to fit the display area. If the image is displayed at a reduced-size, then the percentage of its full size is displayed above the image.

When the Library images are being displayed, there are two options buttons below the image area: "Install" and "Install All." Tapping "Install" will append a copy of the displayed image at the end of the Newton's set of Installed ClipArt. Similarly, tapping "Install All" will first prompt you to make sure you want to continue, and then append copies of all the images onto the set of Installed ClipArt on your Newton.

Tapping the Library selector provides a pop-up menu where you may select either the particular Library offered by this ClipArt Installer, or the Installed ClipArt already present in your Newton.

Library: √ Business & Workplace A-G
         Installed ClipArt

Selecting "Installed ClipArt" displays the images already installed onto your Newton, and changes the buttons below to "Remove" and "Remove All."

Using these options, you may remove one or more images from you Installed ClipArt database.

Bundled ClipArt Images
Two ClipArt libraries have been included free, for your use with AvailWorks. The first is a collection of 80 small "Interest and Activity Icons" (ClipArt.pkg). The second library, "ClipArt Sampler" (ClipArtS.pkg), provides sample images from some of the separately-sold Avail ClipArt For Newton libraries.

The following pages show the "visual index" to the images that you have received with AvailWorks.
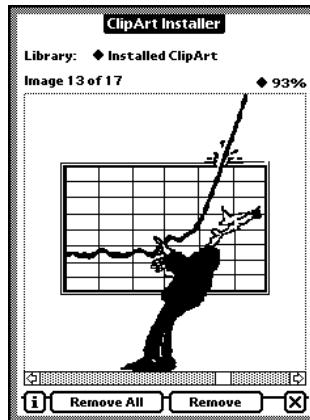
AVAIL
CLIPART *FOR NEWTON™*

ClipArt Sampler
Visual Index

Business & Workplace
100+ Images

Attack   HappyGuy
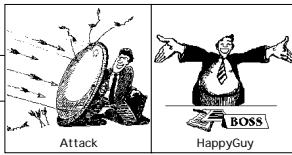
Business Symbols
500+Images

Presenter   Starburst
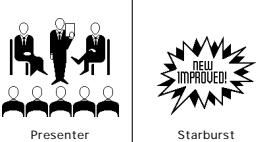
Newsletters & Flyers
100+ Images

Border06   Framer07
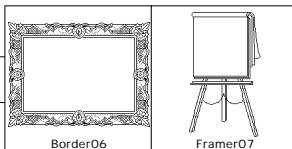
Special Occasions
100+ Images

Pumpkin7   Santa2

Leisure, Family & Education
100+ Images

Barbecue   Golfer

AVAIL CLIPART FOR NEWTON™

Interest & Activity Icons

Visual Index

Art
Biz1
Biz2
Biz3
Biz4
Dance1
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Dance3
Dates1
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Sight2
Sight3
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Travel9
Travel10

SECTION 10

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