

## How to Print the Names File

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TOPIC -----

I keep my address book on my Newton. How can I print out a copy without printing out each name card individually?

DISCUSSION-----

To print out all or part of your Names file, simply open any file in the Names application. Then:

- 1) Tap the Action button in the lower-right corner, then tap Print Card. A window, or routing slip in this case, will pop up.
- 2) Tap Printer and select the printer you'll be using.
- 3) Tap Format and choose which grouping of files you wish to print.
  - Single Card prints only the card you have open or selected.
  - Cards prints each card in the Names file as it appears on the Newton.
  - Cards and Notes prints each card in the Names file as it appears on the Newton, plus any notes associated with the cards.
  - Phone list prints only the names and phone numbers of the people in your Names file.
  - Summary prints all the information you entered regarding the people in your Names file, except for the notes.
- 4) Tap Preview to be certain the information you want will be printed in the correct format.
- 5) Tap Print.
- 6) If your Newton is connected to a printer, the Out Box will open. Tap the name of the Names file, then tap Print. Your file will be printed.
- 7) If you are not connected to a printer, the information will be stored in your Out Box. Connect a printer to your Newton, tap the Extras button, then tap Out Box. Tap the name of the Names file, and tap Print. Your file will be printed.

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