



# Tech Info Library

## Newton: Moving Items Between Applications (7/93)

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Security: Everyone

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TOPIC-----

How do I move items between applications in my Newton?

DISCUSSION-----

You will often need to move items you've written from the original application to another. For instance, if you written a note titled "call Mike," you may want to move it into the Calendar or the To Do List.

To move a item to another application:

- 1) Select the item you want to move.
- 2) Hold the pen inside the selection and drag it to the top, left, or right edge of the screen. The item should shrink when you let go, indicating it is ready to be transferred.
- 3) Open the application to which you want to move the item.
- 4) Drag the item to where you want it stored, and let go. The item should expand to its previous size.

Note: To move notes from the Notepad into the Names file, it is a good idea to move each element separately. For instance, move the first name, then the last, then the phone number, and so forth. This way, you won't have to select and move parts of the item within the destination application.

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