

**Pen & Ink Writer**

# **User Guide**

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The manual is divided into the following sections.

| <b>Section</b>  | <b>Main Topic Covered</b>   |
|---|---|
| <a href="#"><u>Introduction</u></a>                   | Introduction to Pen & Ink application, Main window, toolbars and menus.                                       |
| <a href="#"><u>Editing the lines properties</u></a>   | Changing line color and thickness. Moving, erasing, deleting lines.   |
| <a href="#"><u>Editing the page properties</u></a>    | Changing page background color. Inserting a background picture. Copy as image. Inserting and deleting a page. |
| <a href="#"><u>Navigating</u></a>                     | Navigation within Pen&Ink Writer.   |
| <a href="#"><u>Opening a new or existing file</u></a> | Opening a new or saved .nik file.   |
| <a href="#"><u>Saving</u></a>                         | Save , Save As and Save the Current Page As a Picture   |
| <a href="#"><u>Printing a document</u></a>            | Printing a document, changing printing quality.   |
| <a href="#"><u>Emailing a document</u></a>            | Emailing a document by automatically attaching it to the message as an image file.                            |
| <a href="#"><u>Exporting a document to PDF</u></a>    | Export your document to a PDF file format.  |

# Pen & Ink Writer

## Introduction

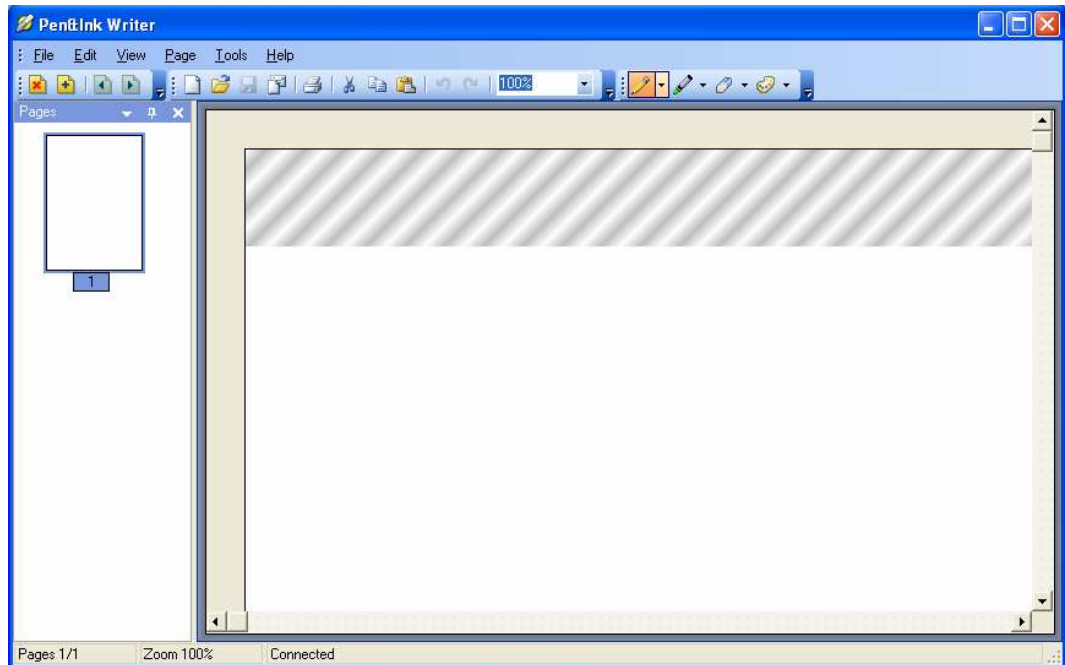
The Pen&Ink Writer application is the main software component of the Digital Pen&Mouse solution. It is easy-to-use and enables you to quickly "write" messages, draw pictures, and make notes as you would with a regular pen. Unlike a regular pen, however, when you use the Digital Pen with Pen&Ink Writer, the information is stored on your computer for future retrieval.

In this guide you will find everything you need to know about how to use Pen&Ink Writer and the Digital Pen. Feel free to read this guide from cover to cover, or only those sections which apply to your immediate need.

The chapters that follow explain how to use the software's various features and functions.

## Pen & Ink Main Window

The majority of the Pen&Ink Writer screen is comprised of the Writing Area. To the left is the [Pages panel](#), and above are the [Main menu](#) and several sets of buttons.



### The Pages Panel

On the left is the Pages panel with three buttons in the top right corner:

When you double-click the window position button, the button becomes a free-floating panel that can be positioned as you wish.

The middle button, Auto Hide, has three positions:

| Button | Result When Clicked |
|--------|---------------------|
|--------|---------------------|





Reveals the panel.



Reveals the panel and hides the "Pages" button.

The far left button closes the panel.





### The Main Menu

All of the Pen&Ink Writer's features and functions are found under the main menu headings. Because most of these features and functions can also be accessed by the single click of a button, the instructions will always default to clicking on buttons (Click **Delete Page**) instead of the location on the main menu (**Page > Delete Page**) or keyboard shortcuts (**Ctrl+D**).





### The Buttons

The most common tasks and features can be accessed with the single click of a button. The following are the available buttons, their function, and the keyboard shortcut for them:












#### Pages Toolbar

| Icon  | Name          | Shortcut | Function                                   |
|---|---------------|----------|--|
|  | Delete Page   | Ctrl+D   | Deletes the page                           |
|  | Insert Page   | Ctrl+I   | Adds a new page to the end of the document |
|  | Previous Page |          | PgUp                                       |
|  | Next Page     |          | PgDn                                       |

## Design Toolbar



| Icon  | Name   | Shortcut | Function                                       |
|---|--------|----------|--|
|  | Pen    |          | Chooses the Pen Tool                           |
|  | Marker |          | Chooses the Marker tool                        |
|  | Eraser |          | Erases the clicked on portion of the page      |
|  | Color  |          | Changes the current tool color<br>(Pen/Marker) |

## Standard Toolbar

| Icon  | Name         | Shortcut | Function  |
|---|--------------|----------|---|
|    | New Document | Ctrl+N   | Opens a new document  |
|    | Open         | Ctrl+O   | Opens a file  |
|    | Save         | Ctrl+S   | Saves the file  |
|    | Email        |          | Emails the document through your default email program. Each document page will be attached as an (JPEG) image. |
|    | Print        | Ctrl+P   | Prints the document   |
|    | Cut          | Ctrl+X   | Cuts a selected area of the document  |
|    | Copy         | Ctrl+C   | Copies a selected area of the document  |
|  | Paste        | Ctrl+V   | Pastes the cut or copied portion of the document  |
|  | Undo         | Ctrl+Z   | Undo/remove the last action performed   |
|  | Redo         | Ctrl+Y   | Redo the last action performed  |
|  | Zoom         |          | Resizes the view to a specified percentage  |



## Writing/Mouse Switcher Toolbar

| Icon  | Name    | Shortcut | Function                               |
|---|---------|----------|--|
|  Writing | Writing |          | Switches the Digital Pen to Pen mode   |
|  Mouse   | Mouse   |          | Switches the Digital Pen to Mouse mode |

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**Note:** You can hide or show the different groups of buttons by right-clicking on the menu bar and clicking on the button category.  
You can also hide toolbars by choosing the View->Toolbars

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## The Writing Area

With the Digital Pen there are two pages to consider:

1. The page on your PC's screen.
2. The physical page attached to the Receiver.

The Receiver is attached to a physical page, but there is also a virtual page within Pen&Ink Writer, known as the Writing Area, which you configure to match the Receiver's page. You can also set up the Writing Area to be radically different from the physical sheet of the Receiver's page. For example, you could have the Receiver attached to a legal-sized page, but set up the page in Pen&Ink Writer to be a note just 4" x 4" big.

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### Note:

- The gray strip which is placed near the Receiver place on your page is called "Dead Zone", In this area you can not write with the pen.
  - You can also configure the Receiver position, See further explanation in the *Device Properties* section in the general User Guide.
-

**To set up the page:**

1. From the main menu select **Page > Page Setup** or **Tools > Preferences**.

The *Preferences* dialog box opens with the Page Setup tab on top.

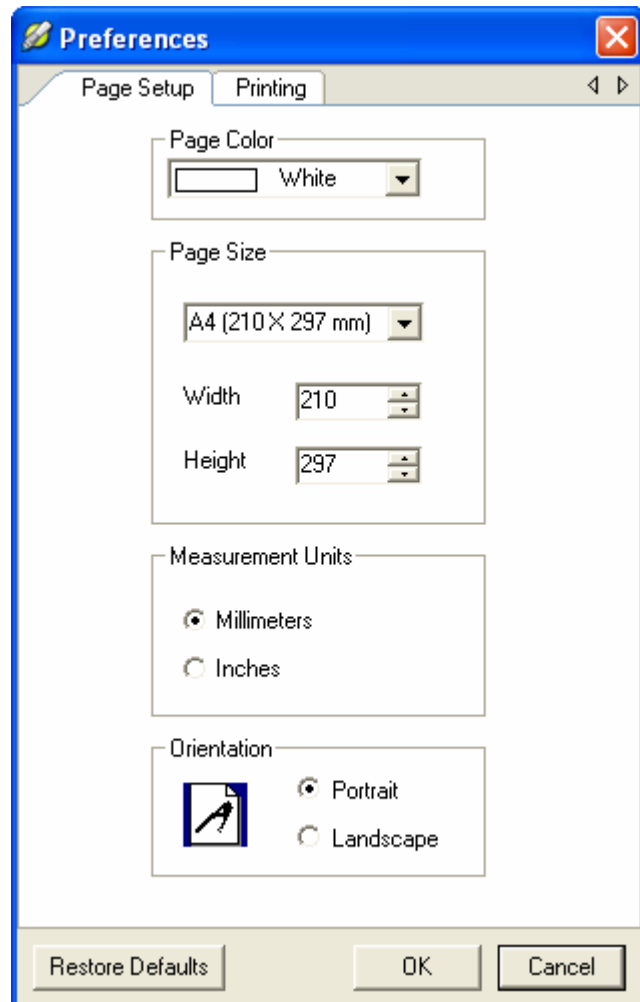
2. Modify the settings to reflect the page that is clipped to the Receiver or whatever page you need. You can specify each of the following:

Page Color

Size and dimensions

Measurement units  
(millimeters or inches)

Orientation (portrait or  
landscape)



**To set the page color:**

1. In the *Preferences* dialog box under the Page tab, click the **Page Color** drop-down arrow and select from the listed colors.
2. Click **OK**.

**To change the page size and dimensions:**

1. In the *Preferences* dialog box under the Page tab, click the **Page Size** drop-down arrow and select from the list of pre-defined pages. You can further customize the page size by entering the page's **Width** and **Height**.
2. Click **OK**.

**To change the measurement units:**

3. In the *Preferences* dialog box under the Page tab, select **Millimeters** or **Inches** within the Measurement Units section.
4. Click **OK**.

**To change the page orientation:**

1. In the *Preferences* dialog box under the Page tab, select **Portrait** or **Landscape** within the Orientation section.  
Note: you should change your printer settings to the chosen setting in order to print correctly.
2. Click **OK**.

## **Margins and Grids**

Like a physical sheet of paper, you can select the Pen&Ink page to have both grids (or lines) and margins.

### **To set up the page grid:**

1. From the main menu select **View > Margin**.
2. Click the Grid setting.

### **To set up a page margin:**

1. From the main menu select **View > Margin**.
2. Click the Margin setting.

## Editing

The Digital Pen&Mouse lets you create drawings on your computer screen in much the same way as you would draw on a page; however, the application takes drawing one step further by enabling you to modify or add to your drawing. You can move a line, delete a line, add a picture in the background, change colors, and so much more. Pen&Ink Writer lets you customize your drawings quickly and easily, by the line or by the page:

### Line Properties

- [Changing the Line Color](#)
- [Changing the Line Thickness](#)
- [Moving Lines](#)
- [Erasing Lines](#)
- [Deleting Lines](#)

### Page Properties

- [Changing the Page Color](#)
- [Using a Background Image](#)
- [Copying as an Image](#)
- [Inserting a New Page](#)
- [Deleting the Current Page](#)

## Editing the Line Properties

There are several ways that you can edit drawn lines in Pen&Ink Writer:

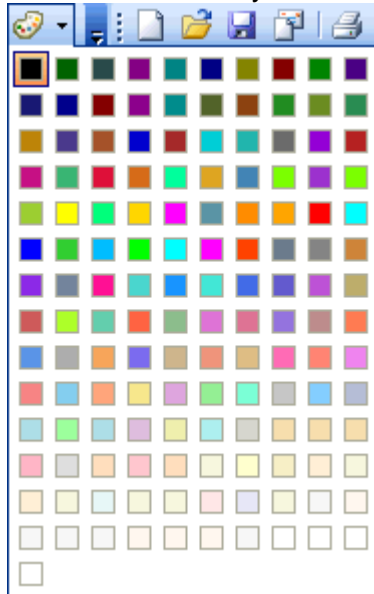
- [Changing the Line Color](#)
- [Changing the Line Thickness](#)
- [Moving Lines](#)
- [Erasing Lines](#)
- [Deleting Lines](#)

## Changing the Line Color

The default line color is blue but can easily be changed to one of many colors.

**To change the line color:**

3. Click on the **Color** button (🎨) drop-down arrow.
4. Click on the color of your choice.



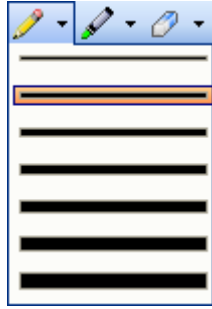
The Line Color box changes to the color you selected. The lines will now appear in that color.

**Changing the Line Thickness**

By default, the line thickness is set to 1 pixel. You can easily modify this setting so that the line can be as thin as a ballpoint pen tip, or as thick as a marker.

**To change the line thickness:**

1. Click on the pen or marker drop-down arrow.



2. Select the line thickness.

The pen or marker now draws lines according to your new thickness setting.

## Moving Lines

Pen&Ink Writer combines the free-flowing ease of writing on a page with the versatility of being a digital image. This is perhaps most apparent in the way you can move a portion of a page's content from one place to another.

### To move lines:

1. Select the area you want to move in one of the following ways:
  - Click the **Mouse** button and use the Digital Pen as a mouse.
2. Place the mouse in the selected area , a hand icon will appear and then move the selected area to the wanted location

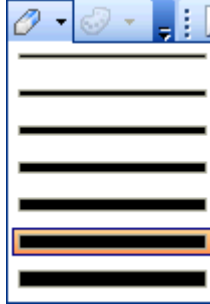
## Erasing Lines

Like regular pens, the Digital Pen does not have an eraser, but Pen&Ink Writer does.

For large areas, however, it is easier to use to select an are and use the [delete](#) function.

### To erase a line:

1. Click the **Eraser**. You can also click the Eraser drop-down arrow and choose the Eraser thickness.



2. Move the eraser icon over the line or area you want to erase.
3. Press down with your Digital Pen as you go over the area.

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**Note:** If you unintentionally erase an area you can undo the erasure by selecting **Edit > Undo** from the Main Menu, or use the shortcut **Ctrl+Z**

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## Deleting Lines

Pen&Ink Writer lets you easily delete any lines you have drawn.

### To delete a line:

1. Select the area you want to delete.
2. Press **Delete** or select **Edit > Delete** from the Main Menu, or press on Del button.



## Editing the Page Properties

In addition to editing the individual lines (and their properties), you also have several options for modifying the entire page at one time.

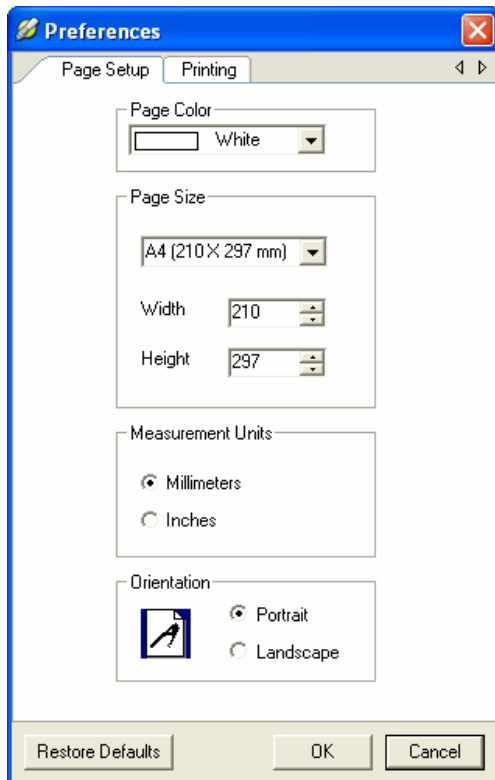
- [Changing the Page Color](#)
- [Using a Background Image](#)
- [Copying as an Image](#)
- [Inserting a New Page](#)
- [Deleting the Current Page](#)

## Changing the Page Color

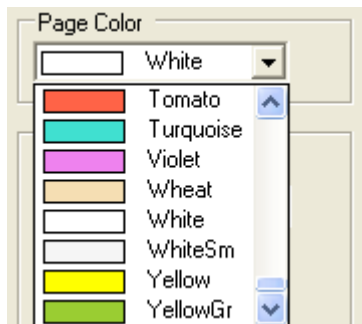
The default page color is white. This means that each time you open a new file, the background color is white. You can change the color to a number of basic colors, or to one of countless customized colors.

### To change the page color:

1. From the main menu select **Page > Page Setup**. The *Preferences* window opens, with the Page Setup tab selected.



2. Click on the Page Color drop-down arrow and select a color.



3. Click **OK**.

The Page Color box and the whole document would have the color that you selected.

## Using a Background Image

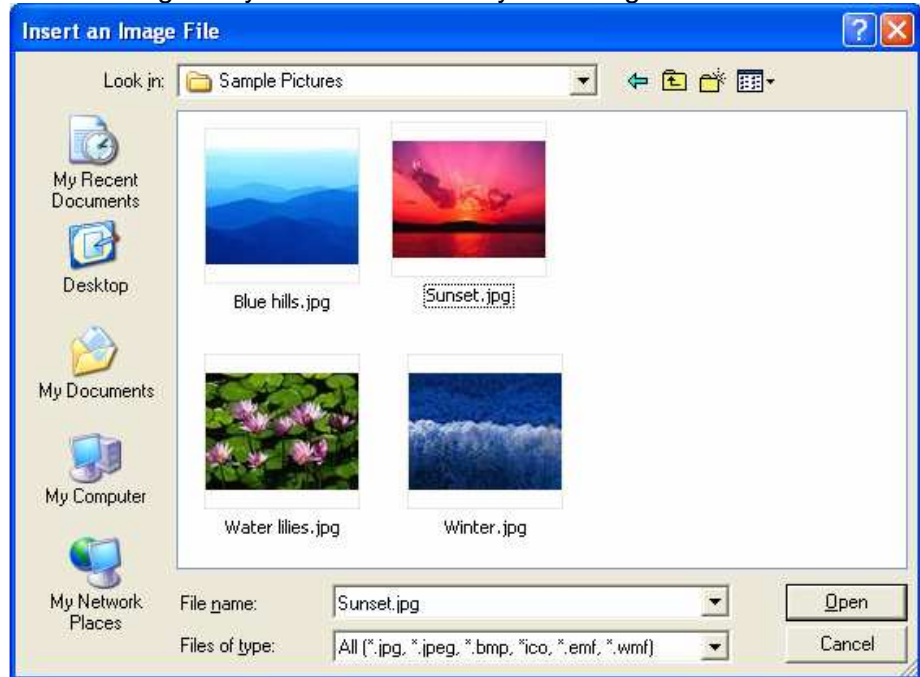
Although the default page color is white, you can change the color, or add a background image for a specific page. The image may be subtle and give the look and feel of stationary, or it might be a scanned image that you can mark up.

### To add a background image:

1. From the menu bar select **Edit > Insert Background Picture**.

The *Insert an Image File* dialog box opens.

Select the image file you want to use as your background.



2. Click **Open**. The image now appears on the page as a background.

### **Move or Resize a background picture**

- From the menu bar select **Edit > Move/Resize Picture**.
- Press the picture - the picture will be marked .
- You can move the picture/ or resize it by pressing one of the 8 squares on the edges of the picture.
- To remove the picture selection double click on the page.

### **To delete a background picture:**

- From the menu bar select **Edit > Delete Background Picture**.

### **Copying as an Image**

Pen&Ink Writer allows you to copy the content from your current page to the Windows clipboard as a JPEG image. Once copied to the clipboard, the image can be pasted into almost any application that can open bitmap images, such as Microsoft Paint, JASC PaintShop Pro, or Adobe PhotoShop.


### **To copy the image and edit it in another graphics program:**

1. From the main menu select **Edit > Copy Image As**.
2. Open the program where you want to paste the image.
3. Press **Ctrl+V** to paste the image.

### **Inserting a New Page**

Each Pen&Ink Writer document starts with just a single page, but you can easily add additional pages.

### **To insert a new page:**

Click on the Insert New Page ( button). This operation Will insert a page after the marked page.

## Deleting the Current Page

There are times when you may wish to keep the document, but remove one of its pages. You can also repeat this process to remove several pages, one after the other.

### To delete the current page:

- Click on the **Delete Current Page**  button.

## Navigating

There are several levels of navigation within Pen&Ink Writer: within the page, within the document, and between documents. Each of these levels is explored in each of the following sections:

- [Moving from Page to Page within the Document](#)
- [Opening a New or Existing Document](#)

### Moving from Page to Page within a Document

Your document starts out as a single page, and if necessary you can insert page after page. There are two ways to jump from one page to another.

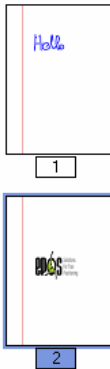
#### The Previous and Next Buttons



Pen&Ink Writer has Previous and Next buttons that will jump from the current page to the previous or next one.



#### The Pages Panel



Down the left side is the Pages Panel. Each page is displayed as a thumbnail. Click on a thumbnail to jump to the corresponding page.

## Opening a New or Existing Document

When you first open Pen&Ink Writer, you automatically start with a new document, and you can begin writing with the Digital Pen immediately. You can also open a previously [saved](#) document, or, at a later time, start from scratch with a new, blank document.

### To open a new document:

- Click on the **New**  button.

A new document opens.

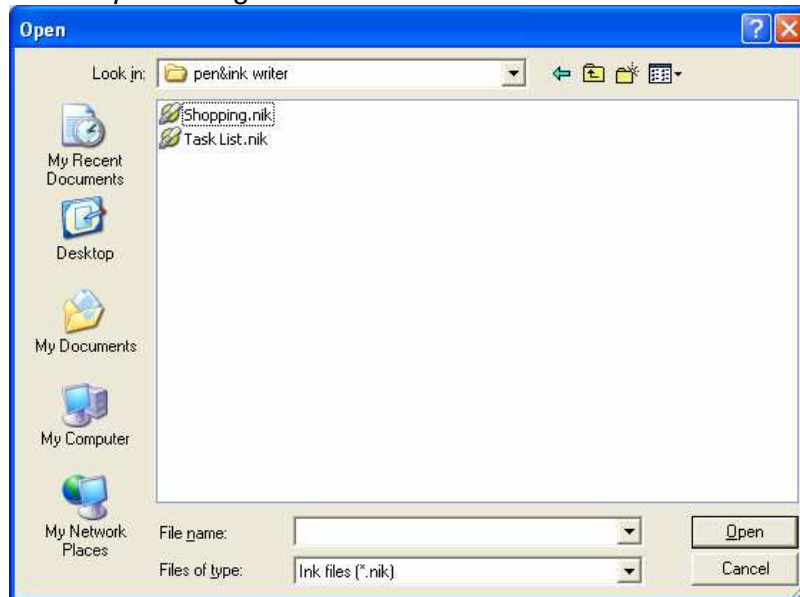
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**Note:** If you click on the New button while working in an unsaved document, you will be prompted to first save your current file. If you click Yes, you will be asked to give your current document a name and file location. If you click No then a new file will open and the old one will be lost.

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**To open an existing document:**

1. Click the **Open** (📁) button.
2. In the *Open* dialog box select the document.



3. Click **Open**.

The document now appears in the Writing Area.



## Saving

Pen&Ink Writer allows you to save your document in the following ways:

- [Save](#)
- [Save As](#)
- [Save the Current Page As a Picture](#)

### To save the document:

- Click on the **Save**  button.

### To save the document under a new name:

1. From the main menu select **File > Save As**.
2. Enter a name for your file.
3. Click **Save**.

### To save the current page as a picture:

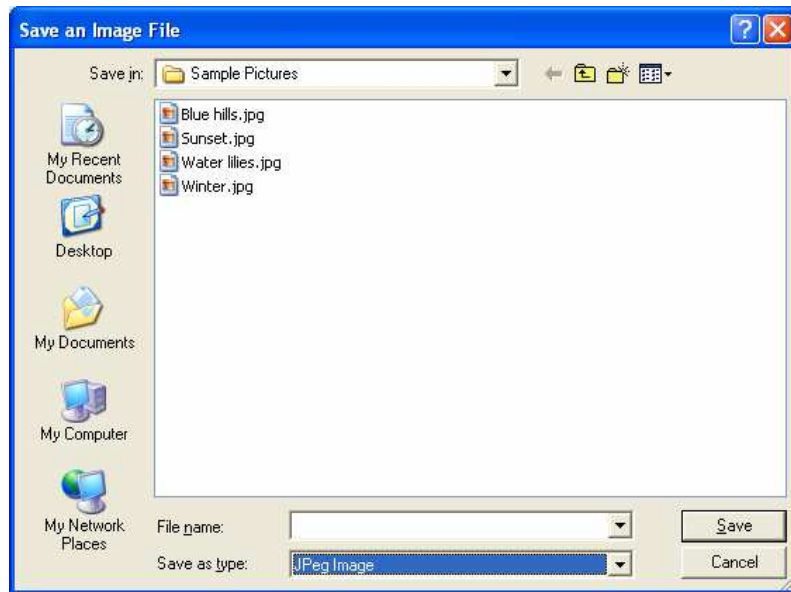
4. From the main menu select **Page > Save Page As**.

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**Note:** This feature saves only the current page as a picture. If you have a multiple-paged document and you want to save each page as a picture, you will have to select each page and then select **Save Current Page to Picture**.

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The Save As dialog box appears.




5. In the **File name** field enter your name for the picture.
6. The default file type is JPEG (.jpg). You can click on the **Save as type** drop-down arrow and select Bitmap (.bmp) instead.
7. Click **Save**.

## Printing a Document

You can print a hard copy of a Pen&Ink Writer file or you can [email](#) it to someone as pictures.

### To print the file:

1. Click on the Print () button.
2. In the *Print* dialog box, set up the printing job as necessary and click **OK**.

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### Note:

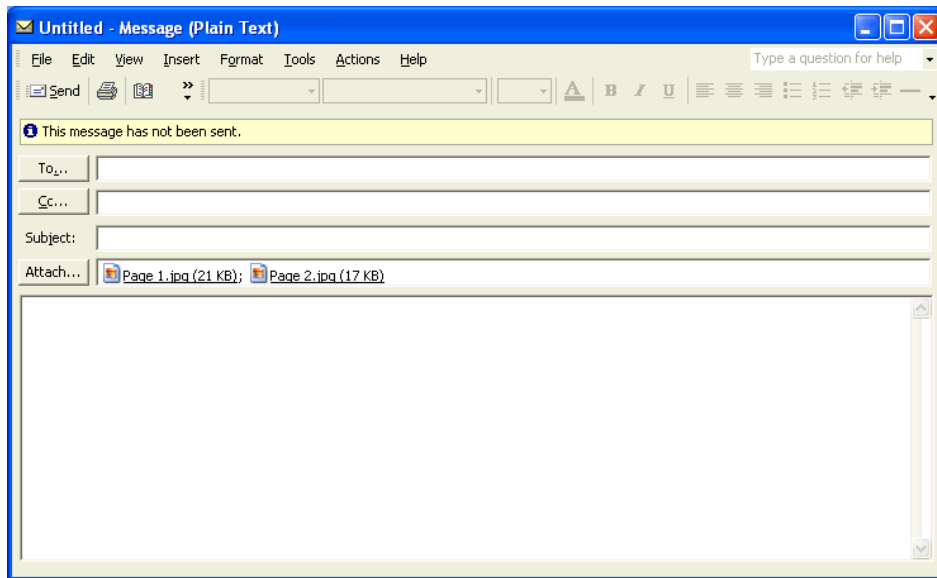
- Printing large files at a high quality requires more time. You can change the quality (and speed) through the **Quality** slider, which is accessed by selecting **Tools > Preferences**, and then clicking on the **Printing** tab.
  - Before printing a landscape orientated page, you need to change the page orientation from the Print dialog.
-

## Emailing a Document

Pen&Ink Writer simplifies the process of emailing a document by automatically attaching it to the message as an image file.

### To email a document:

1. Click on the **Email**  button. This opens an email window from your default email program, with each Pen&Ink Writer document page attached as an (JPEG) image.



2. Select or enter the intended recipients. You can add a subject and message as you would when sending an email message.
3. Click **Send**. Your email program will automatically send the message.

## Export a Document as PDF

Pen&Ink Writer has an ability to export your notes in a PDF file.

### To export a document:

1. From the main menu select **File > Export**.
2. The Save As dialog box appears.



3. In the **File name** field enter your name for the document.
4. Click **Save**.