

InkWriter Gestures

Frequently used gestures

Gesture	Where to use	Action
Tap \vee (very quick tap)	On a word or a drawing stroke	Selects the word or drawing stroke.
	Left of a paragraph	Selects the paragraph.
Press \downarrow (and hold)	Anywhere (but not on a selection)	Starts a selection box that expands as you drag.
	On a writing or drawing selection	Creates a single marquee and prepares the selection to be moved.
Tap press \downarrow (and hold)	On a writing or drawing selection	Creates a double marquee and prepares the selection to be copied.
	Away from a writing or drawing selection	Starts a drawing selection box (useful when you want to select a drawing object that is near, or overlaps, writing).
Cross out \times	Over a word	Deletes the word.
	Over a selection	Deletes the selection.
	At end of paragraph	Joins two paragraphs.
	In a space between words	Joins written or text words into one word.
	To the left of the first line of a paragraph	Moves ("outdents") the first line to the left.
	To the left of the second (or succeeding) line of a paragraph	Moves the whole paragraph to the left.
Scratch out \dashv	Over an unselected word	Deletes the word and leaves blank space.
	Over a selection	Deletes the selection.
Caret \wedge	Anywhere on a page	Opens the Insert menu so that you can insert a blank space or line, split a paragraph, open a pop-up pad, or insert the date and time.
Check \checkmark	Over a selected word or drawing object	Opens the Writing or Drawing option sheet.

Gesture	Where to use	Action
Circle \circ	Over a word or a selected drawing object	Translates the word into text and opens an editing pad or opens the drawing translation menu.
Circle tap \odot	Over a word or a selected drawing object	Translates the word into computer text. Translates the drawing into an oval, rectangle, line, triangle, polyline, or computer text.

More Gestures

Gesture	Where to use	Result
Double flick up \parallel (or double flick down \parallel)	Anywhere	Scrolls the line you flicked on to the top (or bottom) of the window.
Triple flick up \equiv (or triple flick down \equiv)	Anywhere	Scrolls the last line of the document to the bottom (or the first line of the document to the top) of the window.
Double flick left $=$ (or double flick right $=$)	Anywhere when a horizontal scroll bar is present	Scrolls to the right (or left) of the document (useful in Wrap to Page view).
Triple flick left \equiv (or triple flick right \equiv)	Anywhere when a horizontal scroll bar is present	Scrolls to the right (or left) side of the document.
Down right $_$	Between two words	Opens space equal to the right gesture.
	Within an ink or text word	Splits the word.
	To left of the first line of a paragraph	Moves (indents) the first line to the right.
Down left $_$	Anywhere in a line of writing	Breaks the paragraph into two paragraphs.
Up right $_$	In the first line of a paragraph	Joins the paragraph with the paragraph above.
Undo \otimes	Anywhere	Erases the most recent step, up to 20 steps back.

Gesture	Where to use	Result
Pigtail 7	In an editing pad or over a translated word Over a written word	Deletes the character at the start of the pigtail. Deletes the word.
Left bracket [(or right bracket)]	Several words or lines before (or after) a selection	Extends an existing selection.
Plus +	Over a drawing object	Extends a drawing selection.
B, U, I, N, H (letters)	On selected writing	Styles the writing as bold (B), underlined (U), italic (I), normal (N), or highlighted (H). These gestures toggle styles on and off.
Flick right —	On selected writing	Styles the writing as strike-through (toggles on and off).
Right up ↵	On a translated word or words	Changes the word or words to initial caps (first letter only is capitalized).
Right down ⇩	On a translated word or words	Changes the word or words to lowercase.
Right up flick ↵	On a translated word or words	Changes the word or words to all caps.
Letter F	In the title line	Opens the Find dialog sheet.
Letter J	Over selected paragraphs	Joins all paragraphs in the selection into one paragraph.
Letter P	Over a selection	Proofs a selected word.
Letter S	In the title line	Starts the spelling checker.
Down right flick ↵	To the left of the first line of a paragraph To the left of the second line or succeeding lines of a paragraph or list item	Moves (indents) the first line to the right. Moves (indents) the whole paragraph to the right.

Writing Tips

Here are some suggestions to keep in mind as you use InkWriter.

Tips

When...

...Try this

SmartInk doesn't recognize your writing as writing.

- You may be writing letters that are too large. If your writing is taller than two lines high, SmartInk may interpret the writing as a drawing.
- Write within the lines.
- Make sure you skip a line or two after a drawing, before you add more writing.

SmartInk doesn't recognize your drawings as drawings.

- You may be making the first stroke of your drawings too small.
- Make the first stroke of each drawing taller than two lines high.

You get an ink mark when you start to select some writing.

- You may be lifting the pen before the vertical selection bar appears.
- Press and hold firmly till you see the bar, and then drag to make the selection box cover the writing you want to select.

You get ink marks or lines when you try to draw a gesture.

- You may be drawing the gesture too slowly. Try a quicker stroke.
- Also, make the gesture about the size of the line height (not too big). Use Undo (Edit menu) to delete an unintentional ink mark.

When you select a drawing, it doesn't have handles, but looks like a text selection.

- You may have created the drawing while writing ink is on.
- Delete the selection, switch back to SmartInk or drawing ink, and redraw the picture.

- Or, the first stroke of your drawing may have been less than two lines high.
- Start each drawing with a stroke that is taller than two lines.

When you select writing, it has handles, as if the writing were a drawing.

- You may have written the words while drawing ink was on.
- Delete the selection, switch back to SmartInk or writing ink, and rewrite the lines.

- Or, you may not have skipped a line after the drawing, before writing. Always skip a line or two above and below a drawing.

Command Reference

Document Menu

- **Checkpoint:** Saves a document at a certain point.
- **Revert:** Returns a document to its state at the last Checkpoint.
- **Print:** Sends a document to the Outbox for printing.
- **Print Setup:** Opens option sheets that determine how pages look when they're printed.
- **Send** (when available): Sends e-mail and fax messages to the Outbox for transmission.
- **About:** Provides information about the *aha!* InkWriter application and about an InkWriter document.

Edit Menu

- **Undo:** Reverses your last action (up to 20 previous actions). Gesture: Undo ⌘
- **Undo to Ink:** Converts a mark that was interpreted as a gesture into ink.
- **Redo:** Restores something you undid.
- **Select All:** Selects everything in a document.
- **Move:** Places a single marquee around a selection so that it can be moved. Gesture: Press ⌘
- **Copy:** Places a double marquee around a selection so it can be copied. Gesture: Tap press ⌘
- **Delete:** Erases (deletes) a selection. Gesture: Cross out X
- **Translate:** Translates selected writing, or a selected ink word in a drawing, into computer text. Gesture: Circle tap Ⓞ

- **Translate and Edit:** Translates writing into text and opens an editing pad. Opens a translation menu for a single selected drawing object; opens a text or drawing object menu for multiple selected drawing objects. Gesture: Circle Ⓞ
- **Join Paragraphs:** Joins selected paragraphs into one. Gesture: Letter *J* over a selection.
- **Group/Ungroup:** Combines/separates multiple drawing objects.
- **Find:** Opens a search dialog sheet. Gesture: Letter *F* in the title line.
- **Spell:** Opens the spelling checker. Gesture: Letter *S* in the title line.
- **Proof:** Opens a proof sheet used to check a single word. Gesture: Letter *P* over a selection.

Options Menu

- **Pen:** Opens the Pen option sheet, where you can change the pen width and color.
- **Writing:** Opens the Writing option sheet, where you can specify the writing style, pen color, font, font size, and font width you want. Gesture: Check mark ✓ over a selection.
- **Drawing:** Opens the Drawing option sheet, where you can specify the ink width and choose a fill pattern or color. Gesture: Check mark ✓ over a selection.
- **Paper:** Opens the Paper option sheet, where you can change the line height and the look of the page background.
- **Controls:** Opens the Control option sheet, where you can choose to show or hide the menus, scroll margin, or cork margin.



- **Access:** Opens the Access option sheet, where you can specify both whether a document can be deleted and the speed of access to the document.
- **Comments:** Opens a Comment sheet, where you can make notes about the current document.

Insert Menu

- Provides choices for inserting blank spaces, blank lines, a pop-up pad, and the date and time. Gesture to open menu: caret ^

View Menu

- Provides three options for the height of the lines (rules) on the page. Options are Narrow, Standard, and Wide Ruled.
- **Wrap to Window:** Wraps your writing to the current window size.
- **Wrap to Page:** Wraps your writing to the size of a printed page.
- **Wrap to Original:** Wraps your writing to the size of the window in use when you created the document.

SmartInk Menu

- Switches between SmartInk and writing or drawing ink.

SmartInk



- SmartInk turns strokes that are bigger than several lines high into drawings, and strokes written between the ruled lines into writing. Writing ink captures writing strokes only. Drawing ink makes all strokes drawings.

