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aha! *InkWriter* is brought to you by Greg Stikeleather, Dan Altman, Mike Thompson, Steve Kusmer, Gina Poss, Michele Evans, Michael Rouiller, Ann Cullen, Rad Proctor, Curtis Design, Luis Delgado, Steve Bochner, John Shoch and many *aha!* supporters and the early users of the product.

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Welcome

Welcome to the InkWriter™ application from aha!™ software corporation. This new application for PenPoint computers and communicators is easy to use and surprisingly capable.

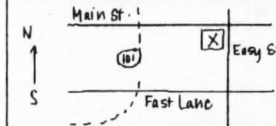
InkWriter combines the simplicity of writing and drawing in electronic ink with the editing power of word-processing and drawing applications.

A Brief Overview

The InkWriter application was designed to make your PenPoint computer or communicator as handy as the pad of paper you've always used to capture ideas, take notes, and sketch out plans.

An InkWriter document

Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.



Dress is casual (Alex says it's *very* casual). Even if our entry doesn't win, we'll have a great dinner. I'm looking forward to the event and hope to see you there.

With InkWriter you can edit what you write and draw by hand in an entirely new way. Raw notes need not stay raw—you can quickly transform rough jottings into polished work. You can save InkWriter pages for reference, print or fax them, or transmit them over a computer network.

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Some InkWriter Advantages

InkWriter is versatile and easy to use. It also has some distinct advantages over other writing and drawing applications—advantages provided by *aha!* software's patent-pending SmartInk™ technology.

You can edit your own handwriting

With the InkWriter application, you can write in your own handwriting and edit (revise) the results. For example, when you delete a few words, the rest of your writing is rearranged (“rewrapped”) to fit the width of the page, and no gaps are left where you removed the words.

Word-processing power for your handwriting

My meeting with our sales representatives here was very informative. They are a super team and doing a good job for us. Lee Morgan brought up some issues we need to discuss:

Phrase to be deleted

My meeting with our sales representatives here was very informative. They are doing a good job for us. Lee Morgan brought up some issues we need to discuss:

Rewrapped lines after the deletion

InkWriter doesn't leave a gap where you removed the crossed-out words. *aha!* InkWrap™ technology makes the difference.

You write the same way you do on paper

When you take notes or compose on paper, you usually do some combination of the following:

- Write paragraphs
- Make lists
- Mark up what you've written
- Sketch or draw

On an InkWriter page, you can do the same things. You don't need to switch to a specific “mode” or choose a particular tool, as you do in many other applications.

You can do things you can't do on paper

Although writing and drawing are as simple as they are on paper, *aha!* SmartInk™ technology gives you the power to revise and transform your work. For example, you can write something and then make it bold—or even italicize it. You can enhance your drawings with different line weights and fill patterns, and you can translate rough sketches into computer-perfect shapes. You don't have to crumple up a page and start over; you can simply keep revising the same work.

Translation (if you want it) is fast

If you print neatly, you can translate your writing into computer text, faster than you can with other handwriting-recognition applications. You can even search through a document and find words you've printed neatly in ink, without translating the words into computer text, with *aha!* InkFinder™ technology.

Fast text translation (if you want it)

Untranslated writing

My meeting with our sales representatives here was very informative. They are a super team and doing a good job for us. Lee Morgan brought up some issues we need to discuss:

My meeting with our sales representatives here was very informative. They are a super team and doing a good job for us. Lee Morgan brought up some issues we need to discuss.

After translation into text

You don't have to decide what tool to use

With *aha!* SmartInk technology, you don't really have to think about whether you're writing, drawing, marking up, or editing. You don't need special modes or tools, so nothing interrupts your creative flow. Draw something that's bigger than a couple of ruled lines, and you can treat the shape like a drawing. Write something within the ruled lines and you can edit your words as if they were text in a word-processing application.

Printing can be a creative process

InkWriter gives you flexibility in the way you view and print your work. You can write big, but view small—InkWriter rearranges (rewraps) your writing to fit the view. Also, you can write within narrow screen margins and then print with broader paper margins. *aha!* Wrap-to-Fit™ technology gives you the choice.

Custom stationery gets you writing quickly

The InkWriter application provides plain paper plus several types of pre-designed stationery you can use for letters, faxes, or notes. You can create your own custom stationery, but InkWriter stationery gives you a head start with these custom pages:

- Blank InkWriter paper
- Meeting Notes
- Memo (for business correspondence)
- Fax Coversheet, Letterhead
- Sketch, To Do
- Two presentation formats
- Stationery for communication with *aha!*

You work faster and save on storage space

Compared with other versions of electronic ink, InkWriter works faster and takes up less memory in your computer.

You're free to explore

InkWriter's 20-level undo feature allows you to explore different actions without doing any harm. You can always backtrack to the previous state and then redo up to a point you're happy with.

Getting Started

This section gives step-by-step instructions for installing InkWriter on your PenPoint computer or communicator and for starting the on-screen InkWriter Quick Start.

This handbook assumes that you're familiar with basic PenPoint activities, such as opening notebooks and using gestures.

What's in the Box

Before you proceed, check the InkWriter box to make sure you have everything you need to get started:

- InkWriter application disk, which contains both 386/486 and Hobbit (EO/AT&T) versions of InkWriter.
- Owner registration card.
- *aha! InkWriter Handbook* (this book).
- *aha! InkWriter at a Glance* (quick-reference card).

What You Need

To use InkWriter, you need the following equipment, software, and storage space:

- A computer or communicator that uses GO Corporation's PenPoint operating system, version 1.01.
- From 275K to 450K of storage space, depending on the configuration of your computer or communicator.
- An external 3.5-inch floppy disk drive (for use when you install the application), or network software and cabling that you can use to access the floppy disk drive on a host PC.

Installing InkWriter

Installing InkWriter takes only a few moments. If you're not familiar with the Connections notebook, refer to your PenPoint publications before you begin.

About gestures This handbook mentions PenPoint gestures when appropriate. Gestures are shown with a special font. For example, an instruction to tap with the pen is shown as "tap **!**."

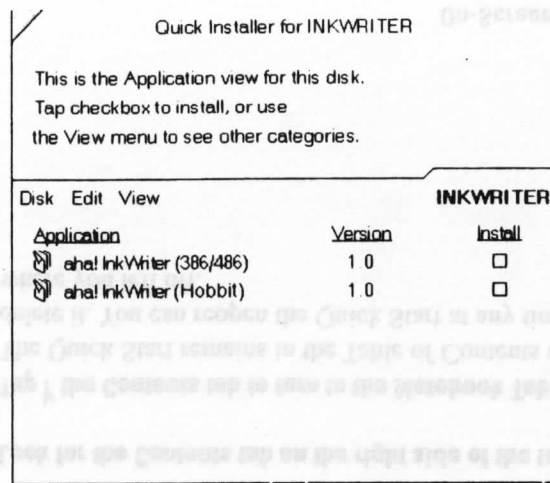
To install InkWriter

1. Switch your computer to standby (or "sleep").
2. Connect a floppy disk drive to the computer.
Or, connect to a network or PC if you plan to use the 3.5-inch floppy disk drive on a host PC.

If you need help connecting the disk drive, refer to the documentation that came with the computer and drive.

3. Insert the InkWriter disk into the disk drive.
4. Switch the computer back to active state, and open the Connections notebook.
A note tells you that a quick installer is being created, and then the quick installer opens (see the picture at the top of the next page).

Quick Installer



5. In the Install column, tap **!** the box for 386/486 or Hobbit.
Installation starts immediately. A status note tells you that installation is taking place.

Wrong box If you accidentally check the wrong box, you'll get a note from PenPoint (reference 16-19). Tap **!** OK, and then check the correct box.

6. When installation is complete, remove the InkWriter disk from the disk drive and store it in a safe place.
The new software will now be listed in the Settings notebook of your computer, and the Stationery notebook will contain the various types of InkWriter stationery.

Installation automatically places three InkWriter stationery types on the Create menu. You can add the others as you need them, and you can remove stationery you don't want if it takes up too much room. For information, refer to "Working with Stationery," on page 32.

Registering InkWriter

This is a good time to complete the InkWriter Owner Registration Card. Free customer support is available to all registered owners—so please register now.

To be eligible for technical support, you must have completed and sent in the card. As a registered owner, you'll also receive notices about future InkWriter upgrades and information about other *aha!* products.

To register

1. Fill in the Owner Registration Card.

Please provide your complete address so that *aha!* mailings can reach you.

You can use Message to *aha!* stationery to create a fax and send your registration by fax, if you wish.

Note from aha! aha! software corporation welcomes you as an InkWriter owner. We hope you'll enjoy using the product as much as we do. Please let us know who you are.

2. Drop the card in a mailbox, postage paid.

On-Screen Quick Start

You're now ready to start using InkWriter. When you installed the application, the InkWriter Quick Start was also installed. The Quick Start introduces some basic activities such as moving words and making drawings larger or smaller. You'll also learn about how *aha!* SmartInk™ technology works.

MiniNote Users InkWriter has some significant differences from MiniNote (from GO Corporation). For example, there is no gesture margin on an InkWriter page. Selection methods are also different. For more information, refer to section 5, "Writing," and section 6, "Drawing," when you've finished the Quick Start.

To start the on-screen tutorial

1. If your computer is not on, switch it on.
2. When the Notebook Table of Contents appears, draw a caret ^ gesture anywhere on the screen. The Create menu opens.
3. Tap **!** "aha! InkWriter Quick Start." The Quick Start document appears in the Table of Contents.
4. Tap **!** the Quick Start's page number to turn to the first page.
5. Follow the on-screen instructions to work through the Quick Start.

To leave the Quick Start

1. Look for the Contents tab on the right side of the tutorial page.
2. Tap **!** the Contents tab to turn to the Notebook Table of Contents. The Quick Start remains in the Table of Contents until you delete it. You can reopen the Quick Start at any time and resume where you left off.

To delete the Quick Start

1. In the Table of Contents, draw a cross out X over the document name.
2. When a message asks you to confirm, tap **Delete**.

Getting Help

The complete PenPoint on-screen help system is available as you work with InkWriter. A special InkWriter section is also available in the Help Notebook.

To open Quick Help

1. Tap **the Help icon (it's on the Bookshelf)**.
2. When the PenPoint Help sheet appears, tap **any object you're interested in learning about**.
The Help sheet shows information about the object, area, or menu you tapped.
3. With the sheet open, tap **other items for additional help**.
4. Tap **the close corner to leave Quick Help**.

To open the Help notebook

1. Tap **the Help icon on the Bookshelf to open the Help sheet**.
2. Tap **the Help Notebook button**.
3. When the Help Index appears, tap **the page number for the topic you want to review**.

4. To turn to InkWriter Help, tap **the page number for Applications** and then tap **the InkWriter Help page number**.
5. To close the Help Notebook, tap **the close corner**.

Where to Go From Here

With the application installed and your registration card in the mail, you're ready to start using InkWriter for your letters, notes, and other creative projects.

InkWriter Handbook

The rest of this handbook is organized so that you can read straight through or simply dip into a section when you need information on a specific topic.

- Section 3, "InkWriter Basics," provides information about creating and modifying InkWriter documents.
- Section 4, "InkWriter Extras," describes special features you use to view documents and change the way they look.
- Section 5, "Writing," provides information about writing, editing, changing writing styles, and other related topics.
- Section 6, "Drawing," provides information about drawing, revising drawings, adding fill patterns, changing line styles, and other related topics.
- Section 7, "Printing," summarizes the steps required to connect to a printer and print your InkWriter documents.
- Section 8, "InkWriter With Other Applications," explains document import and export steps and provides brief tips on how to use InkWriter with other applications.
- Section 9, "Customer Support," tells you how to contact *aha!* for assistance.

InkWriter at a Glance

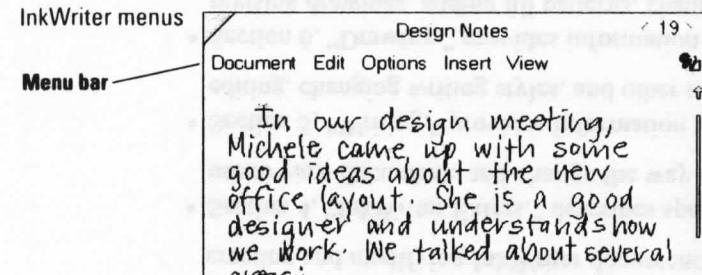
InkWriter at a Glance provides quick-reference information for InkWriter. This booklet is lightweight and thin, so you can carry it with your PenPoint computer or communicator for easy reference.

InkWriter Basics

This section reviews a few basic PenPoint skills, introduces *aha!* SmartInk, and describes activities such as using gestures and creating new documents.

Using Menus

InkWriter menu names appear in the menu bar at the top of an InkWriter page. Each menu contains a set of commands, which are instructions for InkWriter and your computer. You choose a command from a menu to tell InkWriter what you would like to do.



Some commands on a menu are available only when you have appropriate items selected. For example, if you don't have a drawing selected, drawing commands can't be applied. A command is dimmed (grayed out) when it's not available for use.

To choose a command

- 1. Tap the name of the menu you want to use.**
The menu opens, showing a list of commands.
- 2. Tap the command you want to use.**

To undo an action

1. Choose Undo from the Edit menu.

You can undo up to 20 actions.

2. If you change your mind after undoing something, choose Redo from the Edit menu.

Using Gestures














You can use gestures, rather than commands on the menus, for many InkWriter activities. Most gestures have a command equivalent on a menu, so until you've learned all the gestures, you can choose most commands from a menu.









Frequently Used Gestures

Gesture	Where to use	Action
Tap \downarrow (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).














Gesture	Where to use	Action
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.
Scratch out \equiv	To the left of the second (or succeeding) line of a paragraph	Moves the whole paragraph to the left.
	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.
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, or computer text.









More Gestures

Gesture	Where to use	Result
Double flick up 	Anywhere	Scrolls the line you flicked on to the top of the window.
Double flick down 	Anywhere	Scrolls the line you flicked on to the bottom of the window.
Triple flick up 	Anywhere	Scrolls the last line of the document to the bottom of the window.
Triple flick down 	Anywhere	Scrolls the top line of the document to the top of the window.
Double flick left 	Anywhere when a horizontal scroll bar is present	Scrolls to the right of the document (useful in Wrap to Page view)
Double flick right 	Anywhere when a horizontal scroll bar is present	Scrolls to the left of the document (useful in Wrap to Page view)
Triple flick left 	Anywhere when a horizontal scroll bar is present	Scrolls to the right side of the document.
Triple flick right 	Anywhere when a horizontal scroll bar is present	Scrolls to the left side of the document.
Down right 	Between two words Within an ink or text word To left of the first line of a paragraph	Opens space equal to the right gesture. Splits the word. 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 	Anywhere	Erases the most recent step, up to 20 steps back.
Pigtail 	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.

Gesture	Where to use	Result
Left bracket 	Several words (or lines) before a selection	Extends an existing selection.
Right bracket 	Several words (or lines) before 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.
Up arrow 	Over a selected drawing	Aligns the top edges of objects to the top-most object in a selection. Make the center stroke of the arrow in the direction of the arrowhead.

More Gestures

Gesture	Where to use	Result
Double flick up 	Anywhere	Scrolls the line you flicked on to the top of the window.
Double flick down 	Anywhere	Scrolls the line you flicked on to the bottom of the window.
Triple flick up 	Anywhere	Scrolls the last line of the document to the bottom of the window.
Triple flick down 	Anywhere	Scrolls the top line of the document to the top of the window.
Double flick left 	Anywhere when a horizontal scroll bar is present	Scrolls to the right of the document (useful in Wrap to Page view)
Double flick right 	Anywhere when a horizontal scroll bar is present	Scrolls to the left of the document (useful in Wrap to Page view)
Triple flick left 	Anywhere when a horizontal scroll bar is present	Scrolls to the right side of the document.
Triple flick right 	Anywhere when a horizontal scroll bar is present	Scrolls to the left side of the document.
Down right 	Between two words Within an ink or text word	Opens space equal to the right gesture. 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 	Anywhere	Erases the most recent step, up to 20 steps back.
Pigtail 	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.

Gesture	Where to use	Result
Left bracket 	Several words (or lines) before a selection	Extends an existing selection.
Right bracket 	Several words (or lines) before 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.
Up arrow 	Over a selected drawing	Aligns the top edges of objects to the top-most object in a selection. Make the center stroke of the arrow in the direction of the arrowhead.

Gesture	Where to use	Result
Down arrow ↓	Over a selected drawing	Aligns the bottom edges of objects to the bottom-most object in a selection. Make the center stroke of the arrow in the direction of the arrowhead.
Left arrow ←	Over a drawing selection	Aligns the left edges of objects to the left-most object in a selection. Make the center stroke of the arrow in the direction of the arrowhead.
Right arrow →	Over a selected drawing	Aligns the right edges of objects to the right-most object in a selection. Make the center stroke of the arrow in the direction of the arrowhead.
Flick left right =	Over a selected drawing	Aligns objects to the horizontal center of a selection.
Flick up down	Over a selected drawing	Aligns objects to the vertical center of a selection.
Circle flick up ⬇	Over a selected drawing	Brings the selected drawing to the frontmost layer.
Circle flick down ⬆	Over a selected drawing	Sends the selected drawing to the backmost layer.
Triple tap ∨	Over a selected drawing	Brings the selected drawing one layer closer to the front.
Quadruple tap ∨	Over a selected drawing	Sends the selected drawing one layer toward the back.
Double circle Ⓞ	Anywhere in a document	Creates a reference button (refer to your PenPoint publications for information).
Double caret ⋈	Anywhere in a document	Inserts an embedded document (refer to your PenPoint publications for information).

Creating a New Document

To start a writing project, you create a new InkWriter document. A single document can contain many pages, but is represented in your notebook Table of Contents by one name and one page number.

You can create a plain InkWriter document or you can use the pre-designed stationery that comes with InkWriter. The following types of stationery are available:

- Blank InkWriter paper
- Meeting Notes
- Memo
- Fax Coversheet
- Letterhead
- Message to *aha!*
- Presentation 1 and Presentation 2
- Sketch
- To Do

To create a new document

1. Tap **∨** the **Create** menu to open it, or draw a caret **⋈** anywhere in the **Table of Contents**.

The Create menu lists several InkWriter documents: *aha!* InkWriter (blank paper), *aha!* InkWriter Meeting Notes, *aha!* InkWriter Memo, and *aha!* InkWriter Quick Start.

The other types of *aha!* stationery are in the Stationery notebook. You can use the standard PenPoint procedure to add other stationery to the Create menu.

2. Tap **!** the name of the type of document you want to create. The new document—with the name of the document type—appears with its icon in the Table of Contents.

Don't use the Stationery notebook Don't create new working documents by opening a template from the Stationery notebook. Instead, use the Create menu as shown in this topic. For information, refer to "Working with Stationery," on page 32.

3. In the Table of Contents, draw a circle **o** gesture over the document name to open an editing pad, and rename the document.

You can also open the document and draw the circle over the name in the title line. *Tip:* Use the Clear button to erase the default name and leave blanks for the name.

4. Tap **!** OK when the name is correct.

5. Tap **!** the document's page number once to open it. If you don't rename the document and then create other documents of the same type, a number is added to each one (for example, *aha! InkWriter1*, *aha! InkWriter 2*).

Writing and Drawing with SmartInk

As you write and draw on an InkWriter page, *aha!* SmartInk notes the difference between writing and drawing. You don't have to go into any special "modes." Just write and draw naturally.

You can edit your handwriting or text—delete, move, or copy words—just as you can in a word processor. You can manipulate sketches or drawings—stretch, resize, rotate, or add fill patterns—just as you can in a drawing program.

Very important note SmartInk recognizes what you write between the lines as words and what you draw that exceeds the height of two lines as drawings.

Writing between the lines

Write between the lines on the page. The heads of letters can extend above a line, and the tails of letters below, but the "bodies" of letters should stay within the lines. Also, the total height of a written word should not exceed two lines, including ascenders (heads) and descenders (tails). You can write in any style you like, but if you print neatly you can translate your writing into computer text.

Skipping a line before a drawing

Skip a line between writing and a drawing, and again between the drawing and any writing you do after it.

Making a drawing more than two lines high

Make the first stroke of a drawing more than two lines high. If you need to make a very small drawing, you can switch to drawing ink. Or, you can draw a large box around the area you want to draw in, make the small drawings inside the box, and delete the box later.

Section 5, "Writing," and section 6, "Drawing," provide detailed information on SmartInk, selecting, writing, and drawing.

Writing Tips

When you're starting out with InkWriter, you may have a few problems as you write, draw, and use gestures. With experience, these problems will disappear. In the meantime, here are a few tips to make your InkWriter experience go smoothly.

- **Starting a selection** When you're starting a selection, make sure that you press and hold the pen until you see the vertical selection bar (writing) or selection box (drawing).
- **Distinguishing gestures from ink** In general, make gestures quickly. If you've been writing or drawing, pause briefly before you make a gesture.
- **Controlling gesture size** Make gestures proportional to the line height you're using. Avoid making them very large or very tiny.
- **Using a dash (-) to start a list** If you use a dash to start a list item, make the dash in a single stroke.
- **Returning to dot a letter i** When you come back to dot an *i*, add a period, or add a comma, make the dot or other stroke deliberate—somewhere between a quick tap **!** and a press action.
- **Writing while standing up** If you're writing while standing up, your computer or communicator may not be quite secure, and the pen may slide when you use it. Keep the computer steady as you write.

More tips Refer to "Quick Guide to Writing," in section 5, for more tips on writing and revising.

Saving Your Work

If you've used a personal computer, you may be accustomed to saving a document when you close it. You never really close an InkWriter document. Instead, you simply turn to another page in the Notebook.

You can, however, save a document at a certain stage, without turning the page, and continue to write in the document. If you don't like what you write or draw, you can then go back to the stage at which you saved your work.

To "close" and save a document

Tap **! the Contents tab for the main Notebook.**

Turning the page saves your work.

To save your work at a certain stage

Choose Checkpoint from the Document menu.

The contents of the document are saved in their current stage, known as the document's checkpoint. The Undo command won't undo actions made before a checkpoint.

To return to the most recently saved version

1. Choose Revert from the Document menu.

A message asks if you want to revert.

Be careful When you revert, all work done since the previous checkpoint is lost.

2. Tap **!** Revert.

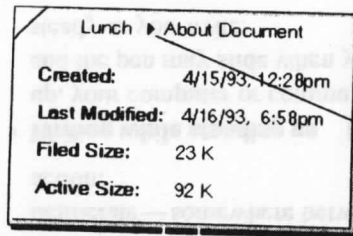
Recent changes are erased and the document is returned to the checkpoint.

Moving Through Option Sheets

An option sheet opens when you draw a check mark ✓ over a selection or choose a command that is followed by three dots (...). The availability of certain option sheets depends on what you've selected. For example, if you've selected a word, drawing options can't be applied.

Some option sheets are connected to others. You switch among a set of sheets by tapping the right-pointing arrow in the title line of the option sheet. In InkWriter publications, this arrow is called the option arrow.

Switching option sheets



Tapping the option arrow opens a list of other option sheets.

To switch to a different option sheet in a set

1. Tap **!** the option arrow in the title line.
A list of related option sheets opens.
2. Tap **!** the name of the option sheet you want to use.

InkWriter Extras

This section tells you how to insert word and line spaces and how to insert the date and time in your InkWriter documents. The section also describes InkWriter features that give you control over line height, page background, and the way you view pages.

Inserting Word and Line Spaces

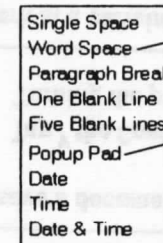
Until you're familiar with InkWriter gestures, you can use the Insert menu to add a single space between words, break one paragraph into two, or add blank lines. You can also add a few words, translated into computer text, by opening a pop-up pad.

To insert spaces, blank lines, date, or time

1. Draw a caret ^ where you want to insert something.

The Insert menu opens.

Insert menu



Adds a space the size of an average word.

Opens a pop-up pad for adding new text.

2. Tap **!** the option you want.

To insert translated text

1. **Draw a caret ^ anywhere on the page to open the Insert menu.**
2. **Tap ! Pop-up Pad.**
A writing pad opens.
3. **Print the words you want to add,**
The words are translated into computer text.
4. **Make corrections, if necessary, and tap ! OK.**
The translated words are placed on the page at the point where you drew the caret.

Inserting the Date and Time

You can have InkWriter insert the date and time anywhere on an InkWriter page. InkWriter takes the date and time from your system calendar and clock.

To insert the date or time or both

1. **Draw a caret ^ where you want to insert the date or time**
The Insert menu opens.
2. **Tap ! Date, Time, or Date and Time.**
InkWriter inserts the information where you drew the caret.

Headers and Footers To insert the date or time in a header or footer, use the standard PenPoint methods. For information, refer to "Adding a Header or Footer," on page 84.

To reset the calendar or clock

1. **Open the Settings notebook.**
2. **Tap ! Date or Time, and write the correct information.**
3. **Close the Settings notebook.**

Changing the Line Height

InkWriter gives you a choice of viewing your writing in narrow, standard, or extra wide lines. Some people prefer tight, narrowly spaced lines, and others prefer plenty of room. You can set the line height the way you like it—and you can change the height even after you've written or drawn on the page. InkWriter rewraps the writing when you change line height.

Line height

Narrow Ruled

Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.

Standard Ruled

Alex called the association and learned that the awards dinner will be held at

Wide Ruled

Alex called the association and learned

Changing line height gives you control over how you view your work. For example, you can use a wide-ruled view to make a detailed drawing, and then view the drawing with narrow-ruled lines. The change has the effect of reducing the drawing to a smaller size.

Regardless of the line height you use, a drawing must be more than two lines high for SmartInk to recognize it as a drawing. (With drawing ink on, you can make a drawing any size. For information, refer to "Switching to Drawing Ink," on page 73.)

To change line height

Choose a different option from the View menu.

To set a specific line height

1. Choose Paper from the Options menu.

The Paper option sheet opens.

2. Tap the option arrow to open the line height pop-up menu.

3. Write a number in the pts (points) box, tap to the left of the number you entered, and tap **Apply & Close.**

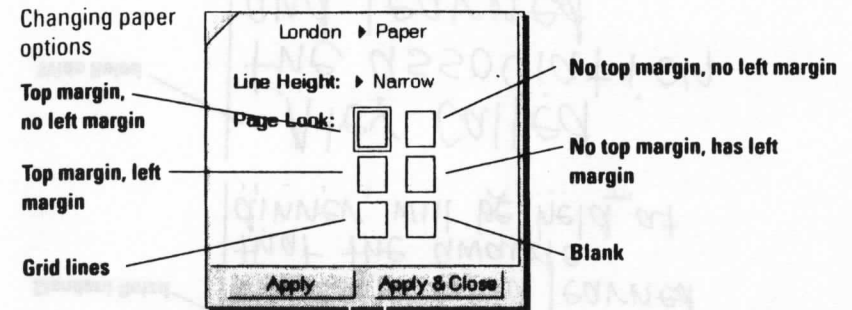
Changing Page Background

A standard InkWriter page shows writing lines in the background. You can switch to different backgrounds when you have a specific purpose in mind. For example, you can switch to a graph (grid) background when you want to make precise drawings.

To change the background

1. Choose Paper from the Options menu.

The Paper option sheet opens. Here *margins are blank areas*; these margins are not "gesture margins."



2. Tap **Apply the option you want, and then tap **Apply & Close**.**

Changing the View

aha! Wrap-to-Fit™ technology gives you the ability to view an InkWriter page the way it will appear when you print it full size. Instead of wrapping inside the bounds of the screen, your writing wraps to the full margins of a printed page. You can print other views, but the Wrap to Page view allows you to view your work as it will be printed on a full-size page.

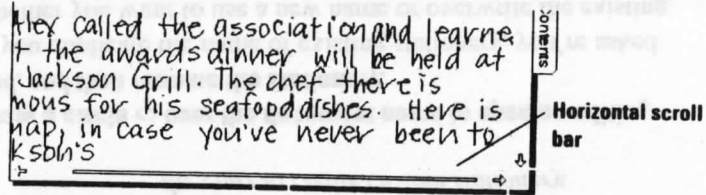
The advantage of this technology is that you get the convenience and mobility of a small-screen computer, but you can preview your work "full size." When you view a page at printing width, you may, for example, see that you need to join two paragraphs or insert a blank line somewhere. You can do this at full size and then return the page to window size to continue your work.

To preview a page

1. Choose Wrap to Page from the View menu.

The contents of the page (if it's full) may seem to disappear off to the left and right of the screen. In fact, InkWriter has spread the contents onto a "virtual" page that is the size of the paper you use to print. Lines are rewrapped to fit within the paper margins, not the window size.

Wrap to Page



If the document runs over one page, a heavy line shows where one page ends and the next begins.

2. Use the horizontal scroll bar to move left and right over the wider page.

3. When you want to return to window size, choose Wrap to Window from the View menu.

Wrap to Original This command wraps your writing to the size the window was when you created the document.

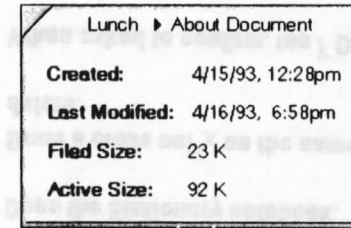
Monitoring Documents

From time to time you may need to check a document's history to find the date on which the document was created or modified. If you run short of memory, you may also need to find out how much memory an active or inactive document occupies.

To check creation and modification dates

1. Turn to the document you want to check.
2. Choose About from the Document menu.
The About Document sheet opens.

About



- **Filed Size** This is the amount of memory the document occupies when you're not working on it.
- **Active Size** This is the amount of memory the document occupies when the page is open.

3. Tap the close corner when you have the information you need.

InkWriter information You can get the version number and other details about InkWriter by choosing About from the Document menu. Tap the option arrow in the title line of the About Document sheet to open a pop-up list, and choose About Application.

Working with Stationery

When you installed InkWriter, several different types of InkWriter stationery were installed in the Stationery notebook on the Bookshelf. In PenPoint terms, a piece of stationery is a pre-designed page (template) intended for a special use, such as a business letter or formal memorandum.


You can create custom stationery by revising the pre-designed stationery. For example, you can create a document from the Letterhead stationery and change the text to your company name and address. You can then add your custom stationery to the Create menu.

To create custom stationery


1. **Open the Stationery notebook and make a copy of the stationery you want to customize.**


For information on making copies, refer to your PenPoint publications.

Don't modify the original..Always use a copy of stationery to make changes. If you modify the original stationery, all documents you create will reflect the changes. So, unless you're very sure of what you want, make a copy and modify the copy to create custom stationery.

2. **Draw a circle  over the document name to open an editing pad, and then rename the stationery.**


If you duplicate the name of existing stationery, you're asked whether you want to use a new name or overwrite the existing stationery. If you overwrite the existing stationery, you replace it.

3. **Tap  the new icon to open the page, and then make the changes you want.**

4. **Return to the Stationery notebook table of contents and tap  the Menu check mark next to the new item.**



The custom stationery now appears on the Create menu, ready to use.

To add stationery to (or remove it from) the Create menu

1. **Open the Stationery notebook.**
2. **Tap  the stationery item to add or remove a check mark.**
With its check mark on, the stationery item appears in the Create menu. With the check mark off, the item does not appear.

Removing stationery from the Create menu does not remove it from the Stationery notebook. To restore the stationery to the menu later, follow the steps above (turn the check mark on in the Stationery notebook).

To delete (remove) stationery

1. **Open the Stationery notebook.**
2. **Draw a cross out  on the name of the stationery you want to delete.**
3. **When asked to confirm, tap  Delete.**

Writing

This section gives step-by-step instructions for writing, editing, changing writing styles, and translating your writing to computer text.

About Writing

On an InkWriter page, you write just as you would write on a pad of paper. You can then revise your work with editing and styling features similar to those in a word-processing application.

You can write in longhand (script) or you can print. Either way, you can edit and print your work. If you want to take advantage of built-in handwriting recognition, search, and spell-checking capabilities, you'll get better results if you print.

Cursive handwriting-recognition software is being developed. With this software you'll be able to translate your cursive writing into computer text.

To write

1. Hold the pen the same way you hold a regular pen or pencil, and start writing.
2. Write within (between) the lines on the page.

Writing in longhand

The new factory is in an ideal location. We'll need to make some minor changes to the floor layout. The office is too crowded and we need a meeting room.

3. To print, use consistent strokes and separate words with generous spaces between.

Printing your words, rather than writing them, will give you better results later, when you translate into computer text, check the spelling, or search for a word.

Printing

The new factory is in an ideal location. We'll need to make some minor changes to the floor layout. The office is too crowded and we need a meeting room.

SmartInk and Writing

When you write on an InkWriter page, *aha!* SmartInk™ technology analyzes the marks you make to determine whether you're writing words or drawing a sketch.

As you write, SmartInk can tell when you end and begin a paragraph and when, for example, you're writing a list. If you move an item in a list, SmartInk places the item in the new spot with its indentation and end-of-line paragraph break intact.

To make sure SmartInk treats your writing as writing—and not as drawing—follow these guidelines:

- Write within (between) lines. The total height of a written word should not exceed two lines, including ascenders (heads) and descenders (tails). You can change the line spacing to very wide, standard, or narrow to accommodate your own writing style. For information, refer to “Changing the Line Height,” on page 27.

Writing within the lines

chef there is famous for his seafood dishes. Here is a map, in case you've

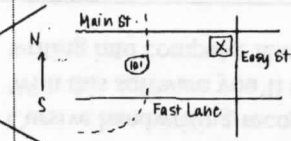
Tail of letter (“descender”) can extend below a line.

- Keep your writing smaller than two lines high. When you make a pen stroke taller than two lines, SmartInk treats the stroke—along with nearby strokes that follow—as a drawing.
- Leave a line space between a drawing and any writing you do above—and (especially) beneath—the drawing.

Leaving line spaces

Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's

Line space



Dress is casual (Alex says it's *very* casual). Even if our entry doesn't win, we'll have a great dinner. I'm looking forward to the event and hope to see you there.

You don't have to choose a tool, as you do in other applications It's important to remember that you can write or draw without switching tools. You can use SmartInk most of the time and switch to writing ink only when you have a specific purpose in mind.

Writing Lists

When you write lists, InkWriter treats each item in the list as a paragraph. You can write indented lists just as you would on a piece of paper. When you edit an item, InkWriter rewraps the paragraph and keeps the list item looking the way you originally wrote it.

List symbols

SmartInk recognizes certain standard ink symbols at the beginning of a list. These symbols are a dash (-) and a small circle or bullet (o) (like a lowercase letter o).

List indentions

In a “standard” list, the second and subsequent lines in an item come back to the left edge of the writing.

Standard list

Second line returns to the left edge.

- Go south on Plymouth Road till you come to a stop light (Easy Street). Easy Street is one way here, and there is a left-turn signal.
- Turn left on Easy Street. Go straight up the hill. The road winds a lot. Just keep going up.

In a hanging list, the second and subsequent lines in an item are indented to the right.

Hanging list

Second line “hangs” to the right of the first line.

- Go south on Plymouth Road till you come to a stop light (Easy Street). Easy Street is one way here, and there is a left-turn signal.
- Turn left on Easy Street. Go straight up the hill. The road winds a lot. Just keep going up.

Revising indented lists

InkWriter provides four handy gestures that help you revise the way your lists are indented.

- To move (indent) the first line of an item to the right, draw a down right flick \lrcorner to the left of the first line.

- To move (“outdent”) the first line of an item to the left, draw a cross out \times to the left of the first line.
- To move a whole paragraph to the right, draw a down right flick \lrcorner to the left of the second line or succeeding lines.
- To move a whole paragraph to the left, draw a cross out \times to the left of the second line or succeeding lines.

Selection

Many editing commands require that you select a word, a few words, a line, or a paragraph. InkWriter surrounds the writing you select with a gray area. Selection tells InkWriter that you want to do something to a word or phrase.

A selection

Dress is casual (Alex says its very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you.

Gray area shows selection.

Not everything needs to be selected. InkWriter allows you to take many actions without selecting anything. You simply make a pen gesture on top of an item. Exceptions are noted where appropriate.

To select a single word

Tap ∇ the word (make the tap very quick).

The word turns gray to show that it's selected.

To select writing and translated text

1. **Press \downarrow (and hold) at a point just to the left of the words you want to select.**

You see a vertical bar under the pen. This bar marks the beginning of a selection.

2. Drag toward the right, over the words, and downward.

A selection box surrounds the words.

Selecting words

Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you

Selection box

3. When the selection box surrounds the words you want to select, lift the pen.

The words turn gray to show that they're selected.

Selection

Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you

Gray area shows selection.

For information on other methods for selecting words, refer to "Quick Guide to Writing," on page 52.

Moving, Copying, and Deleting Words

You can move your ink writing around on the page just as you can in a word-processing application. You can also delete selected writing. After a deletion, InkWriter removes the empty space and rewraps the line.

To move words

1. Tap ∇ a single word to select it, or press \downarrow and drag to select several words.

Refer to "Selection," on page 39, if you need help selecting.

Selecting words

Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to

Selection

Paragraphs To select and move a whole paragraph, you can use a different method of selection (tap ∇ on the left of the paragraph to select the whole thing). For more information, refer to "Quick Guide to Writing," on page 52.

2. Press \downarrow (and hold) the selection (or choose Move from the Edit menu).

A single dashed line (a "marquee") appears over part of the selection. The single marquee shows that the selection is ready to be moved.

Preparing for a move

Single marquee

Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you

If you want to move the selection to a part of the page that's out of view, you can scroll to the spot. The marquee selection floats above the page. When you reach the spot you want, drag the marquee into position and release the pen.

3. Drag the marquee words to a new location and lift the pen to "drop" the selection.

The words appear in the new spot. *aha!* InkWrap technology rewraps the words to make a single, whole paragraph without gaps.

Writing moved to new position

Dress is casual (Alex says it's very casual). I'm looking forward to the event and hope to see you there. Even if our entry doesn't win, we'll have a great dinner!

Selection has been moved down.

To copy words

1. Select the words you want to copy.

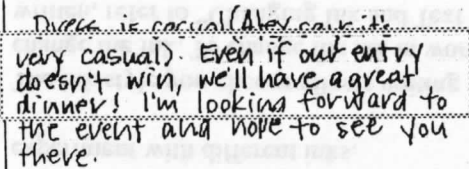
Refer to "Quick Guide to Writing," on page 52, if you need help selecting.

2. Tap press ⏏ (and hold) the selection (or choose Copy from the Edit menu).

A double dashed line (a double marquee) appears over part of the selection. The double marquee shows that the selection is ready to be copied.

Preparing to copy

Double marquee



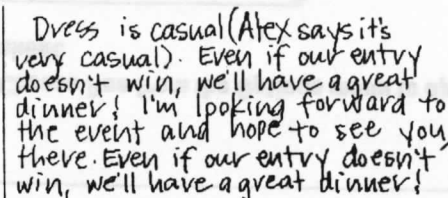
Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.

If you want to move the copy to a part of the page that's out of view, you can scroll to the spot. The marquee selection floats above the page. When you reach the spot you want, drag the marquee into position and release the pen.

3. Drag the marquee words to a new location and lift the pen to "drop" the selection.

InkWriter rewraps the writing and the words appear in the new spot.

Copied writing



Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there. Even if our entry doesn't win, we'll have a great dinner!

Copy in new location

To paste copied writing into another document

1. Select the writing you want to copy.

2. Tap press ⏏ (and hold) the selection (or choose Copy from the Edit menu).

A double dashed line (a double marquee) appears over the selection.

You can also get the marquee by choosing Copy from the Edit menu while the writing is selected.

3. Turn to the Table of Contents.

The marquee floats over the Table of Contents.

4. Turn to the document in which you want to paste the copy.

Again, the marquee floats over the page.

5. Drag the marquee to move the copy anywhere on the page.

6. Lift the pen to "drop" the marquee (and the copy of the writing).

To delete a word or phrase

1. Select the phrase you want to delete.

A single word does not need to be selected.

2. Draw a cross out \times over the word or selection (or choose Delete from the Edit menu).

InkWriter removes the selection and rewraps the line.

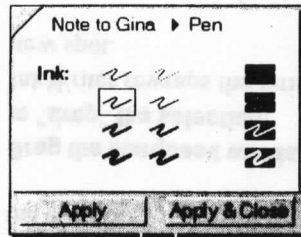
Changing the Ink in the Pen

You can set the InkWriter pen for light or bold (heavy) lines, and you can switch to gray or white-on-black ink. With white-on-black ink, you can write on top of a drawing object that you've filled with a dark or solid pattern.

To change inks

1. Choose Pen from the Options menu to open the Pen option sheet.

Changing the ink



2. Tap **!** the ink style you want to use, and then tap **!** Apply & Close.
Tap **!** Apply if you want to leave the option sheet open as you experiment with different inks.

The ink style you choose affects writing you do after you change the ink. To change the ink in words you've already written, refer to "Changing Ink and Text Style," next.

Changing Ink and Text Style

With InkWriter you can change the way your writing looks by underlining it, making it bold, highlighting it, or even italicizing it. If you translate your writing to computer text, you can change the font and font size of the text, as well as the style.

You can use style changes for purposes other than looks. For example, if you want to suggest deleting a line in a letter someone has sent you, you can select the line and change it to strike-through style. You can select important words and make them bold, or italicize them, without rewriting.

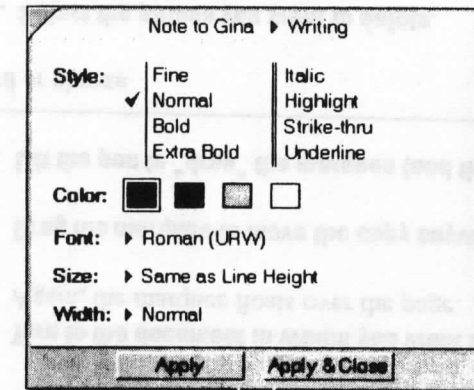
To change ink and text style

1. Select the text or ink writing you want to change.

Default settings If you want to set the default style, color, font, size, and width for a document, don't select any writing.

2. Choose Writing from the Options menu.
The Writing option sheet opens.

Changing writing options



3. In the Style and Color areas, tap **!** the option you want to use.
The default style is Normal. The default color is solid black. You can use Bold, Extra Bold, Italic, Highlight, or Underline to add emphasis, or you can use Strike-Thru to mark lines for deletion.

4. **If you've translated the text and want to change the font, font size, or font width, choose a selection from the pop-up lists.**


- **Font** Options depend on the fonts available on your computer. Built-in fonts include Courier (a typewriter-like font), Roman (a font similar to Times), and Sans Serif (a font with no decorations at the edges of the letters). The default settings depend on the stationery you use.
- **Size** You can choose a size that is a percentage of the line height you're using, or you can write in the precise percentage you want. The default font size is Same as Line Height (100 percent).
- **Width** You can choose Condensed, Normal, or Expanded for font width. The default setting is Normal.


5. **When you've chosen the styles you want to use, tap ! Apply & Close.**

Translating Your Writing

You can translate your writing into computer text to give a letter or report a more professional appearance. Remember, though, that you don't need to translate your writing to take advantage of spell-checking, proofing, and search capabilities. With Ink Writer, you can check spelling and search your handwriting without a translation step.

To translate handwriting

1. **Select the text you want to translate.**
2. **Choose Translate and Edit from the Edit menu (or draw a circle  over the selection).** Ink Writer transforms your writing into text and opens an editing pad. If you're translating a large block of text, you can choose

Translate (or draw a circle tap ) to directly translate to text without editing.

You may see some mistakes. To correct them, use regular PenPoint methods. Write over the incorrect letters, and tap ! OK to close the pad when you're satisfied with the text.

Changing the style, font, and font size You can change the style of translated text the same way you can in a word-processing application. For information, refer to "Changing the Default Settings for Translations," next.

Changing the Default Settings for Translations

You can specify the font, font size, and proportion you want to use when you translate your writing into computer text.

1. **With nothing selected, choose Writing from the Options menu.** The Writing option sheet opens. Style and Color are grayed because they are set by the Pen option sheet.
2. **Change the font, font size, and font width to the settings you want.**
3. **Tap ! Apply & Close.**

When you translate writing you do after making these changes, the computer text takes on the attributes you set.

Checking the Spelling

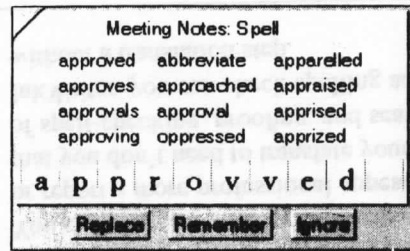
You can use the built-in spelling checker to check your work without translating your writing to computer text. For complete information on checking the spelling, refer to your PenPoint publications. The following is a summary.

To check spelling

1. Turn to the document you want to check.
2. Choose Spelling from the Edit menu (or write an S in the title line).

InkWriter immediately begins checking the spelling. If a questionable word is found, the Spell dialog sheet opens. Suggestions for possible replacements are listed above the questionable word.

Checking the spelling



- **The correct word is in the list** Select the word. The check continues till a “check complete” message appears.

Replacement is computer text If you replace a written word, InkWriter inserts the new word as computer text. You can delete the word and rewrite it with the correct spelling if you want to keep everything in writing, not text.

- **The correct word is not in list** Write the correct word and tap \checkmark Replace. The check continues till a “check complete” message appears.
- **You want the spelling checker to remember your replacement word** Write the word and tap \checkmark Remember. InkWriter adds the word to the dictionary and continues the check.
- **You want to leave the word as it is** Tap \checkmark Ignore.

3. When the “check complete” message appears, tap \checkmark OK to close the spelling checker.

The message tells you how many questionable words were found.

Proofing a Single Word

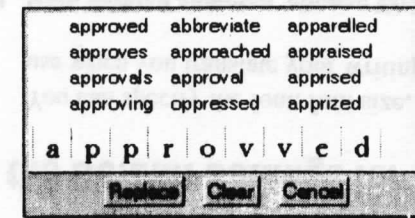
You can proof an individual word to see if you’ve made a spelling error.

To proof a word

1. Select the word you want to check.
2. Choose Proof from the Edit menu (or write a P over the selection).

The Proof dialog sheet opens. Suggestions for possible replacements are listed above the word you’re checking.

Proofing a word



- **The correct word is in the list** Select the word. InkWriter replaces the word you selected with the word from the list.
- **The correct word is not in list** Tap \checkmark Clear, write the correct word, and then tap \checkmark Replace. InkWriter replaces the word you selected with the word you wrote.
- **Closing** To close the dialog sheet without replacing the word, tap \checkmark Cancel.

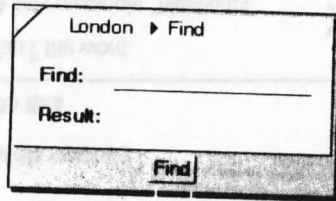
Searching

You can search your handwriting for a certain word or character. You don't need to translate your writing to computer text to search it. If you think you'll be doing a lot of searching, however, you may wish to print most of your work, rather than writing in longhand.

To search for a word

1. Turn to the document you want to search.
2. Choose Find from the Edit menu (or write an F in the title line). The Find dialog sheet opens.

Searching



3. Draw a scratch out \Rightarrow through the existing word to clear the line.
4. Print the word you want to find. The word is translated immediately. If you need to correct it, draw a circle \circ gesture over it to open an editing pad, make the correction, and tap ! OK to close the pad.
5. Tap ! Find. If the word is found, the word "Found" appears in the Result section of the Find sheet and the word is selected.

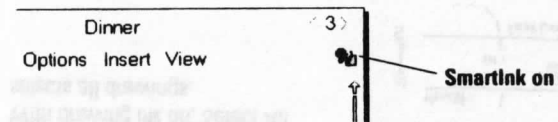
You can search for further occurrences of the same word by repeatedly tapping Find. When the word cannot be found again in the text, the words "Reached end" appear in the dialog box.

Find and replace You can use InkWriter to find and replace text words. Tap ! the option arrow in the Find dialog sheet to open the Find and Replace sheet. For more information, refer to your PenPoint publications.

Switching to Writing Ink

With SmartInk on, you can write and draw interchangeably. SmartInk is on when its icon appears in the top right corner of the menu bar.

SmartInk icon



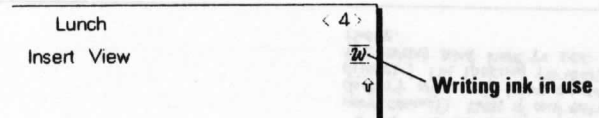
You can switch from SmartInk to writing ink when you want all your marks to be treated as writing, not as drawing. You may need to do this, for example, when you want to edit writing underneath or near a drawing.

To switch to writing ink

Tap ! the SmartInk icon to open the SmartInk menu, and choose Writing Ink.

The writing icon now appears at the top of the page to remind you that writing ink is in use. Each line now has a dotted middle rule (another reminder).

Writing ink icon



You may occasionally switch to writing ink and then decide to draw something. If you try to create a drawing with writing ink

on, InkWriter treats the drawing as words, or may reject the strokes altogether, if you forget to switch back to SmartInk or to drawing ink. (InkWriter will not recognize a drawing over two lines high when you're using writing ink.)

If a drawing isn't behaving as expected, make sure you're working with SmartInk (or drawing ink) on. For information on drawing ink, refer to "About Drawing," on page 59.

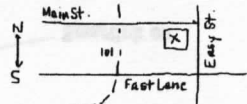
Quick Guide to Writing

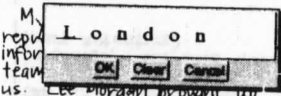
The following table, "How to work with words," summarizes various writing activities. Before you try these activities, you may simply want to write for a bit, getting a feel for the InkWriter page and enjoying the keyboard-free writing environment.

For a list of frequently used gestures—some of which are not covered here—refer to "Using Gestures," on page 14.

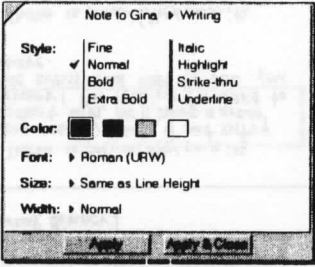
How to work with words

To do this	Do this	Result
Select a word	Tap ! the word. A gray rectangle "highlights" the selected word.	<p>3. At the top of the hill, look for a brick building on the right. Turn right into the driveway just beyond the brick building. The restaurant is in a field behind the building.</p> <p>The actual address is 441 Easy Street. There is a big</p>
Select several words	Press ↓ (and hold) just to the left of the first word you want to select. You see a vertical bar under the pen. Without lifting the pen, drag the selection box over additional words. Lift the pen to select the words.	<p>Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.</p> <p>Selection box</p> <p>Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.</p>

To do this	Do this	Result
Select a whole paragraph	Tap ! at a point to the left of any line in the paragraph you want to select.	<p>Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.</p> <p>Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.</p>
Add more words to a selection (extend the selection)	Select the first word and then draw a right bracket] after the last word that you want to include in the selection.	Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.
Extend a selection backward	Select the last word first and then draw a left bracket [before the first word that you want to include in the selection.	Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.
Select everything in a document	Choose Select All from the Edit menu. With writing ink on, Select All selects all writing. With drawing ink on, Select All selects all drawings.	<p>Gina— Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.</p> 
Delete (erase) a word or selection	Draw a cross out X over a word or a selection. (Or, draw a scratch out — over an unselected word to leave a space where the deletion occurs.)	<p>We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two new musicals playing in London (of course, those were after-hours activities).</p> <p>We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two musicals playing in London (of course, those were after-hours activities).</p>

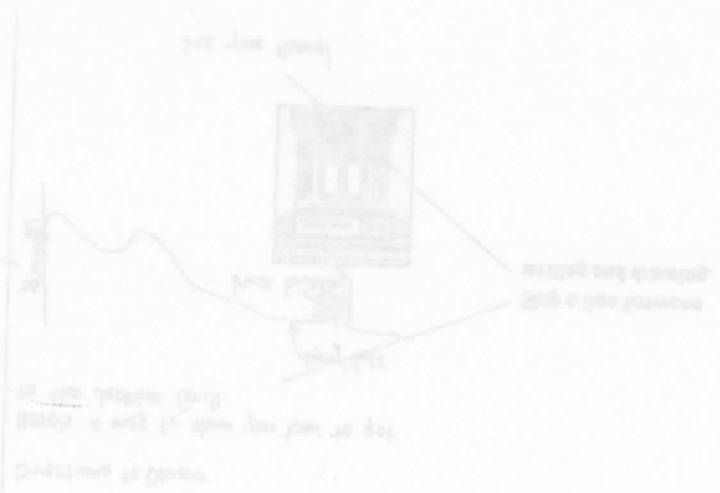
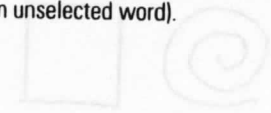
To do this	Do this	Result
Insert a blank line (or five blank lines)	Draw a caret ^ gesture where you want to insert the line. When the Insert menu opens, choose one line or five lines.	location. We'll need to make some minor changes to the floor layout. The office is too crowded and we need a meeting room.
Insert a single space or a pop-up pad	Draw a caret ^ and choose an option from the Insert menu.	location. We'll need to make some minor changes to the floor layout. The office is too crowded and we need a meeting room.
Insert the date, time, or date and time in a page	Draw a caret ^ and choose an option from the Insert menu.	Michele came up with some good ideas about the new office layout. She is a good designer and understands how we work. We talked about several
Move selected words	Select the words, press ↓ the pen on the selection, and hold.	Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.
	You see a single dashed line (a "marquee") over part of the selection.	
	Drag the marquee'd item to a new spot, and lift the pen to "drop" the selection.	Dress is casual (Alex says it's very casual). I'm looking forward to the event and hope to see you there. Even if our entry doesn't win, we'll have a great dinner!
Copy selected words	Select the words, tap press ↓ the pen on the selection, and hold.	Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there.
	You see a double dashed line (a "marquee") over part of the selection.	
	Drag the marquee'd item to a new spot, and lift the pen to "drop" the copy.	Dress is casual (Alex says it's very casual). Even if our entry doesn't win, we'll have a great dinner! I'm looking forward to the event and hope to see you there. Even if our entry doesn't win, we'll have a great dinner!
Translate and edit a word	Draw a small circle ○ over (on top of) the word to open an editing pad. Correct the word if you need to, and tap ✓ OK to close the pad.	London Visit 

To do this	Do this	Result
Translate a word	Draw a circle tap ○ over the selected word. InkWriter automatically translates the word. If you need to make changes, draw a circle ○ on top of the text word to open an editing pad. Make the changes and tap ✓ OK to close the pad.	London Visit My meeting with our sales representatives here was very informative. They are a super team and doing a good job for us. Lee Morgan brought up
Split a single word into two	Draw a down right ⊥ on top of the letter before which you want to insert a space.	- New office for Dan - Commission for Mike - Sales training program
	Or, draw a caret ^ and choose Single Space from the Insert menu.	- New office for Dan - Commission for Mike - Sales training program
Join two words into one	Tap ✓ the space between the two words to select the space, and then draw a cross-out ✕ over the selected space.	- New office for Dan - Commission for Mike - Sales training program
	Or, choose Delete from the Edit menu.	- New office for Dan - Commission for Mike - Sales training program
Break a paragraph of writing into two paragraphs	Draw a down left ⊏ over the spot at which you want to break the paragraph.	We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two musicals playing in London (of course, those were after-hours activities).
	Or, draw a caret ^ and choose Paragraph Break from the Insert menu.	We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two musicals playing in London (of course, those were after-hours activities).

To do this	Do this	Result
Join two paragraphs into one	<p>Draw a cross out X to the right of the first paragraph, or draw an up right J in the first line of the paragraph that you want to merge into the paragraph above.</p> <p>Another alternative is to select the paragraphs you want to join and write a J (for Join) over the selection.</p>	<p>We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two musicals playing in London (of course, those were after-hours activities).</p> <p>We can talk about these items at our meeting next week. Also, if you're interested, I can fill you in on two musicals playing in London (of course, those were after-hours activities).</p>
Change the way ink looks (change its attributes)	<p>Select the words or paragraphs you want to change and draw a check mark ✓ over the selection.</p> <p>When the Writing option sheet appears, tap ✓ the option you want, and then tap ✓ Apply.</p> <p>You can leave the option sheet open as you select new words or paragraphs and make more changes. When you've finished, tap ✓ Apply & Close. (Tap the close corner to simply close the sheet.)</p>	
Make selected words bold	Write a B (for bold) over (on top of) the selection. The B toggles the style on and off.	<ul style="list-style-type: none"> - New office B for Dan - Commission for Mike - Sales training program <ul style="list-style-type: none"> - New office for Dan - Commission for Mike - Sales training program
Underline selected words	Write a U (for underline) over (on top of) the selection. The U toggles the style on and off.	<ul style="list-style-type: none"> - <u>New office for Dan</u> - <u>Commission for Mike</u> - <u>Sales training program</u> <ul style="list-style-type: none"> - <u>New office for Dan</u> - <u>Commission for Mike</u> - <u>Sales training program</u>

To do this	Do this	Result
Highlight selected words	<p>Write an H (for highlighting) over (on top of) the selected words. The H toggles the style on and off.</p> <p>Highlighting has an effect similar to that of a colored highlighter used on paper.</p>	<p>Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.</p> <p>Alex called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's.</p>
Italicize selected words	<p>Write an I (for italics) over (on top of) the selected words. The I toggles the style on and off.</p> <p>Be sure to write the I with its serifs (crossbars top and bottom).</p>	<ul style="list-style-type: none"> - <i>New office for Dan</i> - <i>Commission for Mike</i> - <i>Sales training program</i> <ul style="list-style-type: none"> - <i>New office for Dan</i> - <i>Commission for Mike</i> - <i>Sales training program</i>
Strike through selected words	Draw a flick right — gesture over the selected words.	<ul style="list-style-type: none"> - New office for Dan - Commission for Mike - Sales training program <ul style="list-style-type: none"> - New office for Dan - Commission for Mike - Sales training program
Return words to normal style	Write an N (for normal) over (on top of) the selected words.	<ul style="list-style-type: none"> - New office N for Dan - Commission for Mike - Sales training program <ul style="list-style-type: none"> - New office for Dan - Commission for Mike - Sales training program
Change a word to initial caps (first letter only is capitalized)	Draw a right up ┐ over the word (the gesture also works on an unselected word).	<p>Alex called the Association and learned that the awards dinner will be held at the Jackson Grill. Here is a map, in case you've never been to Jackson's.</p> <p>Alex called the Association and learned that the awards dinner will be held at the Jackson Grill. Here is a map, in case you've never been to Jackson's.</p>

To do this	Do this	Result
Change a word to lowercase	Draw a right down 7 over the word (the gesture also works on an unselected word).	Alex called the ASSOCIATION and learned that the awards dinner will be held at the Jackson Grill. Here is a map, in case you've never been to Jackson's.
Change a word to all caps	Draw a right up flick 1 over the word (the gesture also works on an unselected word).	Alex called the association and learned that the awards dinner will be held at the Jackson Grill. Here is a map, in case you've never been to Jackson's.



Drawing

This section describes basic drawing concepts and tells you how to select and work with your drawings.

About Drawing

You can draw anything on an InkWriter page that you can draw with a regular pen. You can enhance drawings with different line weights and fill patterns, and you can translate rough sketches into computer-perfect shapes.

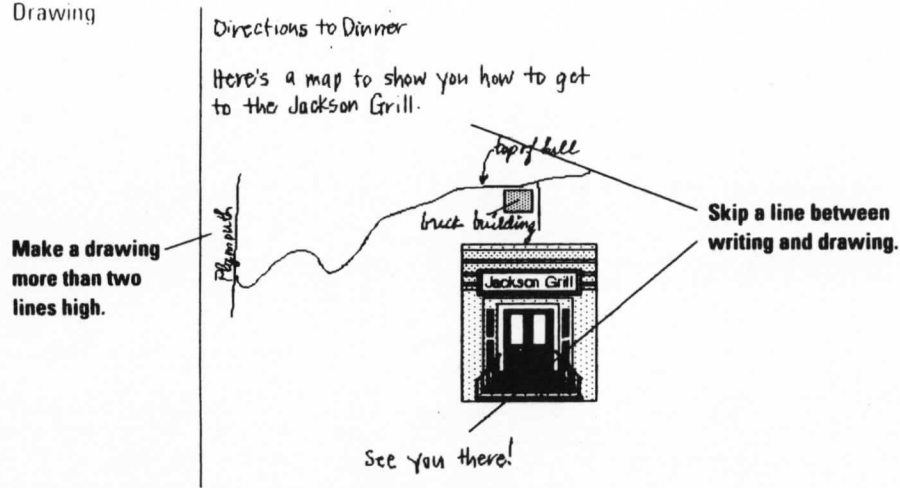
You can draw anywhere on a page. When you draw, if you make ink marks that are more than two lines high, InkWriter SmartInk recognizes the marks as a drawing.

SmartInk and Drawing

As noted in section 5, "Writing," *aha!* SmartInk™ technology can tell the difference between writing and drawing. To make sure SmartInk treats your drawing as drawing—and not as writing—follow these guidelines:

- Make the first stroke in a drawing more than two lines high. InkWriter treats any pen stroke that's taller than two lines as a drawing.
- If you've already done some writing, leave a blank line between the writing and a new drawing.

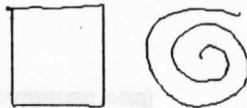
If you resume writing after making a sketch, skip another line between the drawing and the writing that follows.



About Objects

Anything you draw that is more than two lines high, or that is within a drawing region, is an object. When you draw a circle and then a square, the circle and the square are separate objects. If you draw the square with separate up-and-down pen strokes, each stroke (line) is an object.

Single-stroke objects



If you plan to translate objects into computer-perfect shapes, you should draw each object with a single stroke. For best results with circles, start and end on one of four sides (top, bottom, left, or right). For best results with rectangles, start and end in one of four corners, and draw the shape with a single stroke. More information appears in "Translating Drawings Into Shapes," on page 65.

Selecting Objects

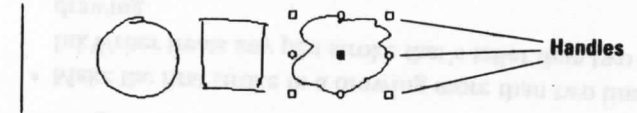
Before you can revise a drawing, you must select a drawing object (or objects). A selected object looks different from selected text. It has handles that you use to stretch, reduce, or rotate the object.

To select a single object

1. Tap the object.

Handles appear to show that the object is selected.

A selected drawing object



To select several objects as one

1. Press \downarrow (and hold) at a point near the objects you want to select.

A small box forms. This is the beginning of a selection box.

2. Without lifting the pen, drag the selection box over the objects you want to select.

The box surrounds the objects.

A selected drawing object



3. Lift the pen.

Handles appear to show that the objects have been selected as one.

For more information on object selection, refer to "Quick Guide to Drawing," on page 75.

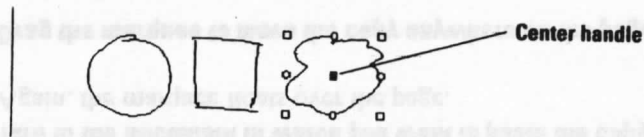
Moving, Copying, and Deleting Objects

You can move and copy the elements in a drawing just as you can move and copy your writing. If you want to repeat a certain object (or group of objects), you can copy the object and paste it several times without redrawing anything.

To move an object (quick way)

1. Select the object, or drag to select several objects.
2. Drag the object by its center handle

Dragging a selected object

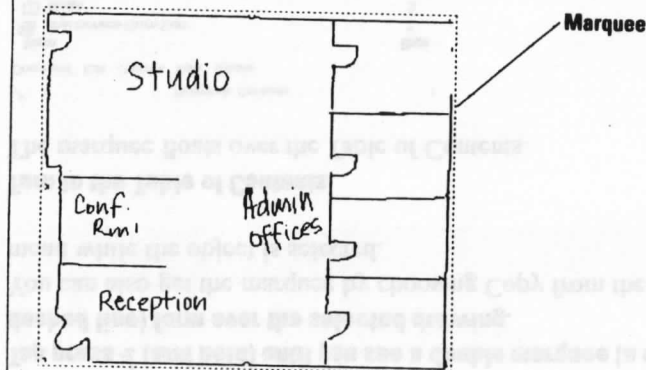


To move an object (long way)

1. Press \downarrow (and hold) the object until you see a single marquee (a dashed line) form around the object.

You can also get the marquee by choosing Move from the Edit menu while the object is selected.

Single marquee



If you want to move the selection to a part of the page that's out of view, you can scroll to the spot. The marquee selection floats above the page. When you reach the spot you want, drag the marquee into position and release the pen.

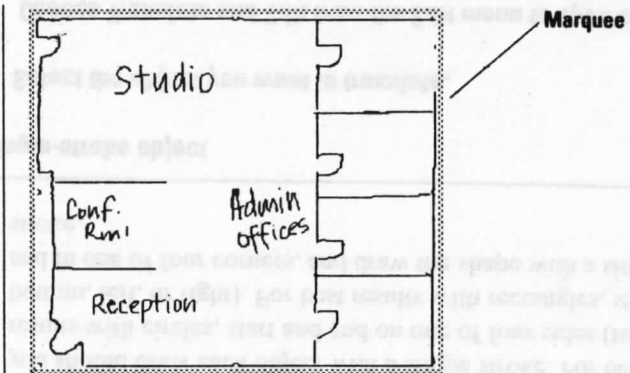
2. Drag the marquee to move the object anywhere on the page.
3. Lift the pen to "drop" the marquee (and the object).

To copy an object

1. Select the object, or drag to select several objects.
2. Tap press \downarrow (and hold) the object until you see a double marquee (a double dashed line) form around the object.

You can also get the marquee by choosing Copy from the Edit menu while the object is selected.

Double marquee



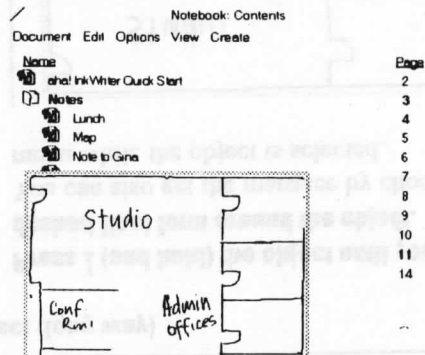
If you want to move the copy to a part of the page that's out of view, you can scroll to the spot. The marquee selection floats above the page. When you reach the spot you want, drag the marquee into position and release the pen.

3. Drag the marquee to move the copy anywhere on the page.
4. Lift the pen to "drop" the marquee (and the copy).

To paste a copy of a drawing into another document

1. **Drag to select the drawing.**
2. **Tap press \downarrow (and hold) until you see a double marquee (a double dashed line) form over the selected drawing.**
You can also get the marquee by choosing Copy from the Edit menu while the object is selected.
3. **Turn to the Table of Contents.**
The marquee floats over the Table of Contents.

Floating marquee



4. **Turn to the document in which you want to paste the copy.**
Again, the marquee floats over the page.
5. **Drag the marquee to move the copy anywhere on the page.**
6. **Lift the pen to "drop" the marquee (and the copy).**

To delete an object

1. **Select the object, or select a group of objects as one.**
2. **Draw a cross out \times over the selection (or choose Delete from the Edit menu).**
If the object is very small using Delete (Edit menu) works best.

Translating Drawings Into Shapes

You can translate hand-drawn lines, rectangles, and oval shapes into computer-perfect shapes. Shape translation is especially useful when you want to give a rough drawing, such as a flow chart, a more professional appearance.

Single-stroke drawing To take advantage of shape translation, you must draw the original shape with a single stroke of the pen.

If you plan to translate objects into computer-perfect shapes, you should draw each object with a single stroke. For best results with circles, start and end on one of four sides (top, bottom, left, or right). For best results with rectangles, start and end in one of four corners, and draw the shape with a single stroke.

To translate a single-stroke object

1. **Select the object you want to translate.**
2. **Choose Translate and Edit from the Edit menu to open a pop-up translation menu.**
You can also draw a circle \odot to open the menu.
3. **In the menu, tap \downarrow the shape you want: Line, Circle, Rectangle, Triangle, Polyline, or Text.**
InkWriter translates the object into the shape you chose.

To translate multiple objects

1. **Select the objects you want to translate.**
For example, a word label in a drawing is made up of multiple strokes. To translate the word, you need to drag to select the whole word. Or, you can select several shapes, such as boxes

and circles, as one. For information on selecting several objects, refer to "Quick Guide to Drawing," on page 75.

2. Choose Translate and Edit from the Edit menu (or draw a circle \circ over the selection).

A pop-up menu gives you a choice of Text or Draw Objects.

3. Tap ! Text or Draw Objects.

InkWriter translates the strokes of the letters into text or into the most appropriate computer shape, depending on your choice.

Writing Inside a Drawing

You can add names or labels to a drawing by writing or printing the words directly in the drawing, exactly where you want them. If you write the words neatly, you can translate them into computer text and then rotate the words or make them larger or smaller. If you have installed cursive-recognition software, you can write in longhand (cursive script).

To change a word from drawing to text

1. Within the drawing, press ! (and hold) just to the upper left side of the word (don't lift the pen yet).

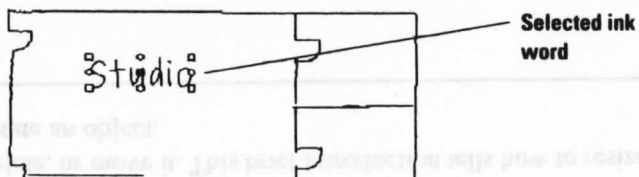
You see a small box—the beginning of a selection box.

2. Drag down and across so that the selection box covers the word, and then lift the pen.

Handles appear around the word to show that it's selected.

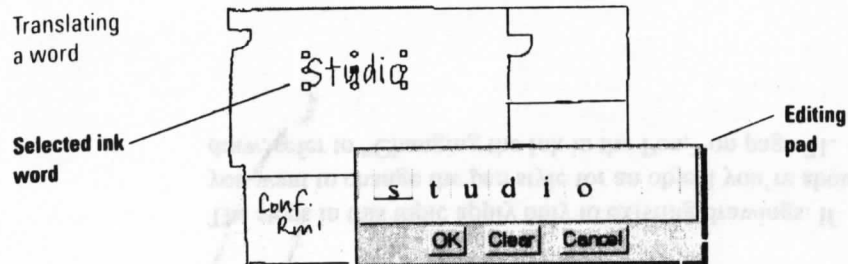
(If you tap an ink word within a drawing, InkWriter sees each stroke in the word as a separate object.)

Selecting
a word



3. Choose Translate and Edit from the Edit menu, and then choose Text from the pop-up translation menu.

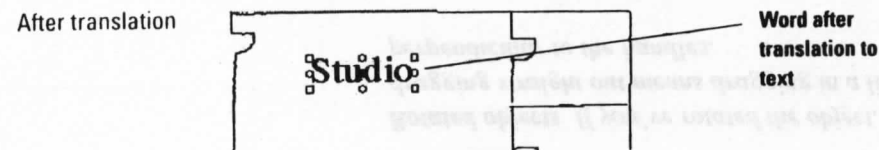
InkWriter converts the strokes of the letters into real letters (computer text) and opens an editing pad.



4. Correct the word in the editing pad, by writing a letter over (on top of) any letter that was not translated correctly.

5. Tap ! OK.

The translated word appears in the drawing.



You can now work with the text word, edit or change it, or resize and rotate it.

To edit a translated word within a drawing

1. Tap ! the word to select it.

Even though the word is text, it is still part of the drawing, so handles appear to show selection.

2. Draw a circle \circ over the selected object to open an editing pad.

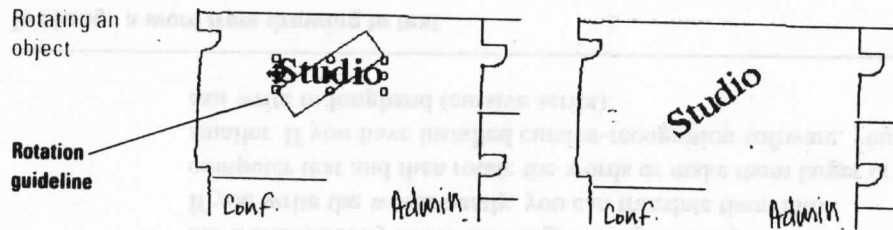
3. Make corrections and tap ! OK to close the pad.

Resizing and Rotating an Object

Once you've selected an object, you can resize, rotate, copy, delete, or move it. This brief introduction tells how to resize and rotate an object.

To rotate an object

1. **Select an object, or select a group of objects as one.**
2. **Press \downarrow one of the round handles.**
You see four small directional arrows. These show that you can rotate or resize the object, depending on the direction in which you drag the object.
3. **Drag the handle upward or downward, in a turning (circular) motion.**
You can see the angle the object is taking as you drag.



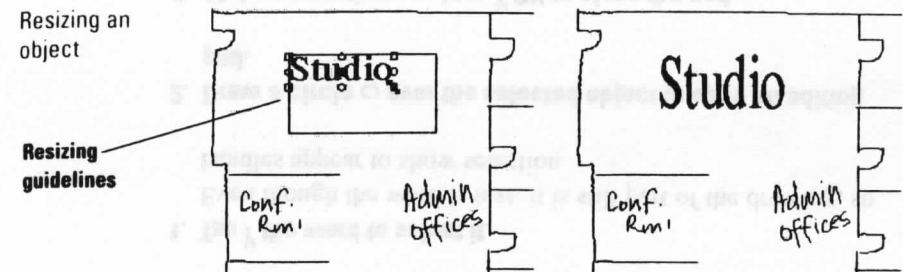
4. **Release the pen when the object is at the angle you want.**

To resize an object

1. **Select an object, or select a group of objects as one.**
2. **Press \downarrow one of the square handles.**
You see two directional arrows. These mean that you can resize the object.

3. **Drag the handle inward or outward.**

Dragging the handle inward shrinks the object. Dragging it outward enlarges the object.



You can also drag a circular handle straight out to resize an object. Dragging a circular handle resizes an object if you drag in a straight line, rotates the object if you drag with a turning motion.

***Rotated objects** If you've rotated the object, dragging straight out means dragging in a line perpendicular to the handles.*

Adding Fill Patterns

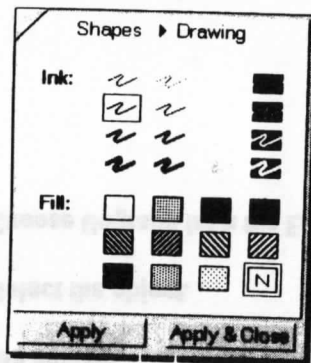
After you've drawn a few objects, you can fill them with various patterns to add texture and variety to the drawing. You can also change the pen style for an object you've already drawn.




The steps in this topic apply only to existing drawings. If you want to change the pen style for an object you're about to draw, refer to "Changing the Ink in the Pen," on page 71.

To change pen style or add a fill pattern

1. **Select an object or group of objects.**
2. **Choose Drawing from the Options menu.**
The Drawing option sheet opens.

Drawing options



3. **Tap  a pen style or fill pattern, and then tap  Apply & Close.**
Tap  Apply if you want to leave the option sheet open as you draw.

About pen styles and fill patterns For fill patterns and pen styles, what you see in the option sheet is what you get when you apply the settings. The "N" setting ("N" is for "None") means there is no fill (this is the default setting).

For an example of white-on-black ink in a filled object, refer to "Changing the Ink in the Pen," next.

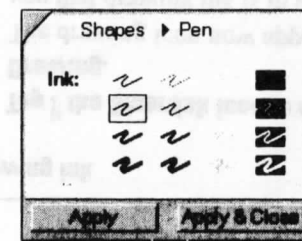
Changing the Ink in the Pen




As you work with drawings, you may wish to change the ink in the pen. You can set the ink for light or bold (heavy lines), and you can switch to gray or white ink. With white-on-black ink, you can write in an object that you've filled with a dark or solid pattern.

To change inks

1. **Choose Pen from the Options menu.**
The Pen option sheet opens.

Changing the pen style

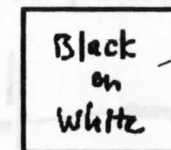


2. **Tap  the ink you want to use, and then tap  Apply & Close.**
Tap  Apply if you want to leave the option sheet open as you experiment with different inks.

The next picture shows an object that has been filled with a dark pattern. The ink was switched to white on black to write the word you see in the object on the left.

Different inks and fills


White ink on dark fill



Black ink on transparent fill

Grouping Objects

You may sometimes wish to group related objects so that you can work with them as a single object. Although dragging through a group of objects selects them as one, the selection is still a composite of the individual objects. You can preserve this composite by formally grouping the objects.

For example, when you write a word in a drawing, each ink stroke is an individual object, so you need to drag a selection rectangle around the whole word to select it. You can bypass this step by grouping the strokes in the word as a single object. Thereafter, you can simply tap  the word to select it.

To group a set of objects

1. **Select the objects you want to group.**
2. **Choose Group from the Edit menu.**

The objects are now linked together as a single group. If you wish, you can create groups within groups.

To ungroup grouped objects

1. **Select the object.**
2. **Choose Ungroup from the Edit menu.**

Switching to Drawing Ink

With SmartInk on, you can write and draw interchangeably. SmartInk is on when its icon appears in the top right corner of the menu bar.


SmartInk icon



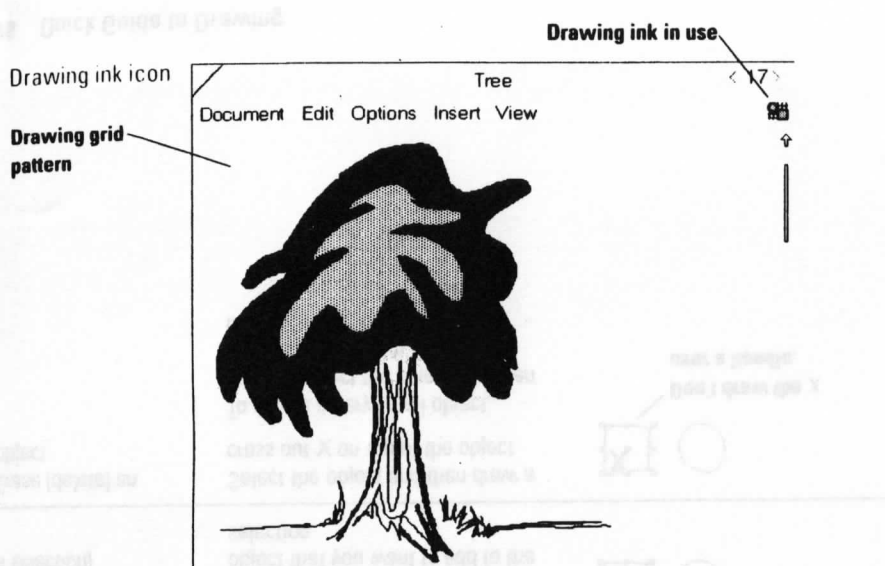
You can switch from SmartInk to drawing ink when, for example, you want to create a drawing that will be smaller than two lines.

You don't have to choose a "tool" It's important to remember that you can write or draw without switching tools. You can use SmartInk most of the time and switch to drawing ink only when you want to work exclusively in drawing.

To switch to drawing ink

Tap  the SmartInk icon to open the SmartInk menu, and choose Drawing.

The drawing icon now appears at the top of the page to remind you that drawing ink is in use. A grid pattern also appears on the page. This pattern serves as a reminder that you've switched to drawing ink.



You may occasionally switch to drawing ink, skip a line, and write a few words. InkWriter treats the words as a drawing if you forget to switch back to SmartInk or to writing ink. If your words aren't behaving as expected, make sure you're working with SmartInk (or writing ink) on. For information on writing ink, refer to "About Writing," on page 35.

Changing the Drawing Layer

As you draw objects, InkWriter stacks them in "layers" on the screen. Sometimes you may want to bring a drawing to the front (the top of the stack), so that it covers another drawing. Or, you may want to send the drawing to the back (the bottom).

To bring a drawing object to the front

1. **Select the object.**
2. **Draw the circle flick up \uparrow gesture over the selection to bring it to the front, or the triple tap ⌘ to bring it one layer closer to the front.**

To send a drawing object to the back


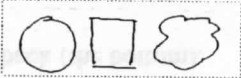
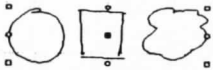
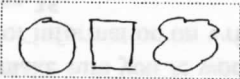


1. **Select the object.**
2. **Draw the circle flick down \downarrow gesture over the selection to send it to the back, or the quadruple tap ⌘ to send it one layer toward the back.**

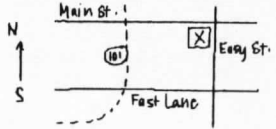
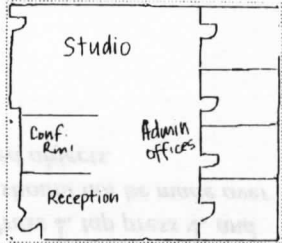
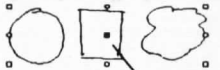
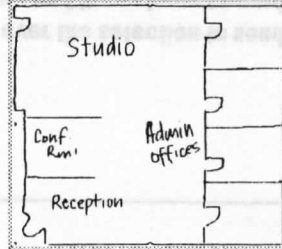
Quick Guide to Drawing

The following table, "How to work with drawings," gives some brief how-to instructions for various drawing activities.

Avoid the handles Press \downarrow , tap press \uparrow , and cross out \times gestures should not be made over the handles of selected objects.

How to work with drawings

To do this	Do this	Notes
Select a drawing object	Tap \downarrow the object. "Handles" appear when the object is selected. If you don't see the handles, try tapping again.	
Select multiple drawing objects as one	Press \downarrow (and hold) the pen at a point near the objects you want to select. Without lifting the pen, drag over the objects you want to select. A dashed selection box forms. When you lift the pen, a single set of handles surrounds on all the objects to show that they are selected as one.	 
Select a drawing that is very near writing (or that overlaps writing)	Tap press \downarrow (and hold) the pen, and drag to form the drawing selection box. Use this method when you get a text-like selection, rather than handles, for a drawing.	
Add more objects to a selection (extend a selection)	Select one or more objects and then draw a plus + on top of the object that you want to add to the selection.	
Erase (delete) an object	Select the object and then draw a cross out \times on top of the object. To delete a very small object, you can select the object and then choose Delete from the Edit menu.	 Don't draw the X over a handle.

To do this	Do this	Notes
Select writing and drawings together	Press \downarrow (and hold) the pen at a point just to the left of the first written word to be selected. When the vertical bar appears, drag to the right and down, over the writing and drawings that you want to select. When you lift the pen, both writing and drawing are selected.	<i>They called the association and learned that the awards dinner will be held at the Jackson Grill. The chef there is famous for his seafood dishes. Here is a map, in case you've never been to Jackson's</i> 
Move selected objects	Select the object (or objects), press \downarrow the selection, and hold. A single dashed line (a marquee) appears. Drag the selection to a new spot and lift the pen to "drop" the selection. Refer to "Moving, Copying, and Deleting Objects," on page 62, for more details.	
Move selected objects more quickly	Select the objects as one and drag the selection by its center handle. You can move a single selected object the same way. With this method you don't have to wait for the marquee to appear.	 Center handle
Copy selected objects	Select the object (or objects), tap press \downarrow the selection, and hold. A double dashed line (a marquee) appears. Drag the selection to a new spot and lift the pen to "drop" the copy. Refer to "Moving, Copying, and Deleting Objects," on page 62, for more details.	

To do this

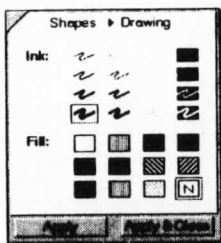
Do this

Notes

Change the way drawing ink looks (change its attributes)

Select the object you want to change and draw a check mark ✓ over the selection. When the Drawing option sheet appears, tap ✓ the Ink option you want.

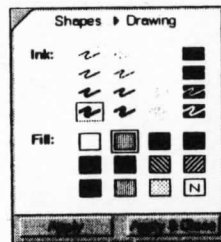
You can leave the option sheet open as you select other objects and make changes. When you've finished, tap ✓ Apply & Close.



Add a fill pattern to a drawing

Select the object and draw a check mark ✓ over it (or choose Drawing from the Options menu).

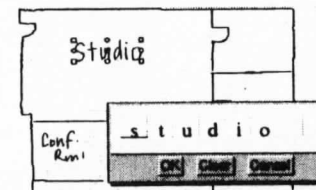
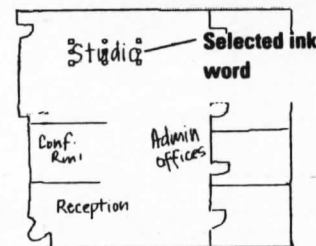
Tap ✓ the fill pattern you want and then tap ✓ Apply & Close.



Translate an ink word in a drawing into computer text

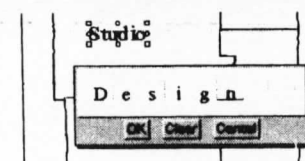
Select the ink word. InkWriter sees each stroke in a drawing as a separate object, so you must drag the selection box across the whole word (tapping the word doesn't work in a drawing).

Choose Translate and Edit from the Edit menu. Choose Text from the pop-up menu, make changes in the editing pad that appears, and tap ✓ OK to close the pad.



Revise (edit) a word you've translated in a drawing

Select the word and choose Edit from the Edit menu. An editing pad opens. Make changes in the editing pad and tap ✓ OK to close the pad. You can also use a circle ○ to open the pad.



To do this

Do this

Notes

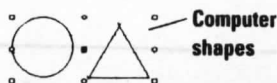
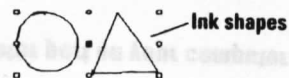
Translate a selected, single-stroke ink drawing into a "computer" drawing

Choose Translate and Edit from the Edit menu to open a translation menu (or draw a circle ○ over the object). In the menu, tap ✓ the shape you want: Line, Circle, Rectangle, Triangle, Polyline, or Text.



Translate selected, multiple shapes into computer drawings.

Choose Translate and Edit from the Edit menu to open a translation menu (or draw a circle ○ over the object). In the menu, tap ✓ Draw Objects.



Align the top, bottom, left, and right edges of objects in a selected drawing

Draw an up arrow ↑, down arrow ↓, left arrow, or right arrow over a selected drawing.

Make the center stroke of the arrow in the direction of the arrowhead. The arrow gestures align objects to the top-most object in the selection, the bottom-most object, and so on.

Align objects to the horizontal or vertical center of a selected drawing.

Draw a flick left right ⇌ (horizontal) or flick up down ⇕ (vertical).

Bring an object to the front layer, or send an object to the back.

Draw a circle flick up ⇅ (front) or a circle flick down ⇆ (back) over the selection.

Bring an object one layer closer to the front, or send an object one layer toward the back.

Draw the triple tap ⇅ (front) or the quadruple tap ⇆ (back) over the selection.

Printing

This section gives step-by-step procedures for printing your InkWriter pages. These procedures are summaries. For details, refer to your PenPoint publications and to the manual that came with your printer.

About Printers

You can print InkWriter pages on any printer that's compatible with your PenPoint computer.

Printing requires software known as a printer driver. You should make sure that the appropriate printer driver is installed on your computer before you try to print.

You should also make sure that your printer has enough memory. Some printers may require additional memory to work properly with PenPoint.

Connecting a Printer

Before you print documents, you must connect a printer and set software options that control printer activity. You need to do the setup procedure only once if you always use the same printer.

To set up for printing

1. **Connect the printer cable to the printer port on your computer or communicator.**
2. **Open the Connections notebook and tap \mathbf{Y} the Printers tab.**
You see the Printers Connected page.

3. Tap **Y** the **Create** menu to open it.
4. Tap **Y** the appropriate driver.
A small dialog sheet requests a name.
5. Write a name for the new printer description.
The name might be, for example, "Accounting," or "Printer 1."
6. Tap **Y** the appropriate port for your printer (parallel port for most printers).
7. Choose the name of the printer model from the Model pop-up list.
8. Tap **Y** **Create** to add the printer to the list of available printers, tap **Y** **Enabled**, and then tap **Y** the close corner to close the sheet.

Specifying the Page Layout

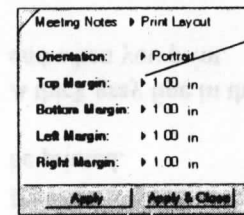
You can print InkWriter pages vertically (up and down on a printed page) or horizontally (sideways on the page). You can also change the margin settings so that your work is printed with a wider margin at the top, bottom, and sides of the page.

Pages can be printed to fill the print area of a page, printed at the current window size, or printed at the original size.

To change page orientation and margins

1. Turn to the InkWriter page you want to print, and then choose **Print Setup** from the Document menu.
You see the Print Layout sheet.

Print Layout





Pop-up lists appear when you tap **Y** an arrow.

2. Choose a page layout from the Orientation pop-up list.
 - **Portrait** positions the document vertically on the page.
 - **Landscape** positions it horizontally.
3. Choose a different margin setting from each of the margin pop-up lists, or write your own settings.
Margin settings are in effect only when you've set the page view at Wrap to Page.
4. Tap **Y** **Apply & Close**.
PenPoint is preset to print documents vertically on a page (Portrait orientation), with margins of 1 inch on the top, bottom, and sides.


Adding a Header or Footer

Before you print, you can set up a header or footer. A header prints on the top of each page, and a footer prints at the bottom. You can use headers and footers to show page numbers, dates and times, document titles, or any other text.

To add a header or footer

1. Turn to the InkWriter page you want to print, and then choose **Print Setup** from the Document menu.
You see the Print Setup options sheet.
2. Tap  the arrow in the title line and choose **Headers & Footers** to open that option sheet.
3. Write the text you want to appear in the header, the footer, or both.
Text in a header repeats at the top of every page when you print the document. Text in a footer repeats at the bottom of every page.
4. Choose the number of inches for the header and footer margins.
The header margin is the distance from the top of the page to the header. The footer margin is the distance from the bottom of the page to the footer.
5. Choose a font and size (your choice applies to both header and footer).
6. Tap  **Apply & Close**.
To see the headers and footers, you must print the document.

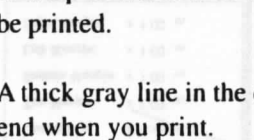
Tips on headers and footers



To do this	Do this
Include sequential page numbers in a header or footer	Write <i>pg.</i> (including the period).
Show the current date	Write <i>dt.</i> (including the period).
Show the document name	Write <i>nm.</i> (including the period).
Print a header or footer on the first page, as well as on subsequent pages	Choose Yes from On First Page.
Leave the header and footer blank on the first page only	Choose No from On First Page.
Write text that is too long for the header or footer line	Draw a circle  gesture on the field to open an editing pad and enter the text there. You can resize the pad to make it longer if you need more space.

Printing

When you're ready to print, you need to enable the printer and specify which pages you want to print.

To print

1. Choose **Wrap to Page** from the View menu.
If Wrap to Window or Wrap to Original is on, that view will be printed.

A thick gray line in the current view indicates where a page will end when you print.

2. **With the InkWriter document open, choose Print from the Document menu.**
3. **When you see the Print sheet, choose a printer description from the Printer pop-up list.**
If you have only one printer connected, you don't need to do anything with this list.
4. **Tap  Yes.**
Tapping Yes allows you to enable the printer from the Print option sheet.
5. **Choose a paper size from the pop-up list.**
If you're printing on a size that is not included in the list, write the dimensions you need in the width (W) and height (H) fields.
6. **Choose All from the Pages pop-up list to print the entire document.**
You can also write in a range of pages, such as 1 to 5.
7. **Write the page number you want to appear on the first page you print, if you want to print page numbers.**
8. **Tap  Print & Close.**
Your InkWriter page is printed as you wrote it.

InkWriter With Other Applications

This chapter provides some tips on using InkWriter with other PenPoint applications.

Embedding InkWriter Documents

You can embed InkWriter documents in other PenPoint applications such as MiniNote and MiniText (from GO Corporation) or Perspective (from Pensoft Corporation). Use standard PenPoint procedures in the other application to embed an InkWriter note, drawing, or memo.

InkWriter With MiniNote and MiniText

You can transfer the contents of InkWriter documents to MiniNote and MiniText documents, and vice versa. Computer text you transfer will appear in the default font, font size, and font style of the application to which you move the text. You transfer information by copying or moving it. You can transfer information from any PenPoint application that allows you to copy or move to and from MiniNote and MiniText.

To transfer from MiniNote or MiniText to InkWriter

1. **Turn to the document whose contents you want to transfer.**
2. **Select the contents and choose Copy from the Edit menu.**
A double marquee shows that the selection is ready to copy.

3. Turn to the InkWriter document in which you want to place the copy.
The marquee floats over the page.
4. Drag the marquee to the spot you want, and release the pen to "drop" the copy onto the InkWriter page.

To transfer from InkWriter to MiniNote or MiniText

1. Turn to the InkWriter document whose contents you want to transfer to MiniNote or MiniText.
MiniNote accepts ink writing. Text copied to MiniText is automatically translated by InkWriter.
2. Select the contents and choose Copy from the Edit menu.
A double marquee shows that the selection is ready to copy.
3. Turn to the MiniNote or MiniText document in which you want to place the copy.
The marquee floats over the page.
4. Drag the marquee to the spot you want, and release the pen to "drop" the copy onto the page.

Special MiniNote Tips

When you transfer writing from MiniNote to an InkWriter document, you can use InkWriter editing features to revise the writing.

Some gestures behave differently in InkWriter than in MiniNote. If you're a MiniNote user, you may find it helpful to review "Using Gestures," on page 14. A few additional tips follow.

- InkWriter doesn't require a change of modes for gestures. SmartInk allows you to make gestures directly on your writing or drawing selection, rather than in a gesture margin.
- In InkWriter you can use the familiar cross out X to delete spaces and ink words.
- In InkWriter you must make most gestures on top of a selection, not next to it. For example, you use the cross out X gesture directly on top of a selection.
- A tap Y or double tap Y selects writing or a drawing object.
- Caret ^ or caret tap ^ opens the Insert menu.
- With aha! InkWrap technology, you can move and delete words and sentences. InkWriter automatically rewraps lines without leaving gaps. When you copy writing and place the copy in another paragraph, InkWriter rewraps the paragraph to accommodate the writing you added.
- Setting the line height in both MiniNote and InkWriter documents to the same value makes transferring information easier.

InkWriter and Other Handwriting Recognition Software

InkWriter will work with other handwriting recognition software, some will do cursive, as well as printed writing. For example, if you're using Lexicus Longhand, translation in InkWriter will use the Longhand Auto-Edit window. For information, refer to your Lexicus publications.

InkWriter and GO Fax

If you've installed the GO Fax application on your computer, you can send an InkWriter document to any standard fax machine or to a PenPoint computer with a fax application installed.

Printing tip If you have a fax modem in your computer, you can send an InkWriter note to the fax machine and use the fax as a printer!

To send a fax

1. Turn to the InkWriter document you want to send.
2. Choose the view you want from the View menu.
3. Choose Send > GO Fax from the Document menu.
4. Follow the usual GO Fax steps to address the fax, send it to the Outbox, and transmit it.

Importing and Exporting Computer Text

You can import and export computer text in ASCII format by using the Connections notebook.

To import a computer text file

1. Turn to the Notebook Table of Contents.
2. Open the Connections notebook and turn to the Disks Connected page.
On some computers and communicators, the Connections icon is inside Accessories.

3. On the Disks Connected page, tap ∇ the floppy disk or network volume that contains the computer text you want to import.
4. Choose Directory from the View menu.
5. Copy or move the document from the Disks Connected page to the Notebook Table of Contents, using standard PenPoint procedures.
6. When you're asked what format to use for the imported file, tap ∇ *aha!* InkWriter.
7. Tap ∇ Copy, Move, or Cancel.
The file is imported and converted into an InkWriter document.

To export a computer text file

1. Turn to the Notebook Table of Contents.
2. Open the Connections notebook and turn to the Disks Connected page.
On some computers and communicators, the Connections icon is inside Accessories.
3. On the Disks Connected page, tap ∇ the floppy disk or network volume to which you want to export the file.
4. Choose Directory from the View menu.
5. Copy or move the document from the your Notebook Table of Contents to the Disks Connected page, using standard PenPoint procedures.
6. When you're asked what format to use for the exported file, tap ∇ the format you want to use.
7. Tap ∇ Copy, Move, or Cancel.
The file is exported and converted into the format you chose.

InkWriter and GO Mail

If GO Mail is installed on your computer, you can send an InkWriter document to another PenPoint user.

- **Recipient doesn't have a PenPoint computer or communicator** If the recipient doesn't have a PenPoint computer, you must first translate the InkWriter document to computer text and export the contents.
- **Recipient has a PenPoint computer or communicator, but doesn't have InkWriter** Copy the contents of your InkWriter document into a MiniNote or MiniText document. MiniNote and MiniText are available on most PenPoint systems.

To send an e-mail message

1. **Turn to the InkWriter document you want to send.**
2. **Select all the writing and translate it to text.**
For information, refer to "Translating Your Writing," on page 46.

If the recipient uses a PenPoint computer, you can leave your ink writing as is.
3. **Choose Send > GO Mail from the Document menu.**
4. **Follow the usual GO Mail steps to address the message, send it to the Outbox, and transmit it.**

Customer Support

This section tells you how to contact aha! Customer Support if you should need assistance.

Eligibility

To be eligible for customer support, you must have completed and sent in your InkWriter owner registration card. If you have not yet completed the card, please do so now.

Before You Call

Before you call aha! Customer Support, gather the following information and have it handy:

- InkWriter version number. Choose About Application from the Document menu to find this information.
- PenPoint version number. Open the Settings notebook and tap **PenPoint** to find this information.
- Information about your computer or communicator. This information includes the brand name, model name or number, and system configuration information such as size of the hard disk drive and the amount of RAM you have installed.

To call aha! Customer Support

Dial (415) 988-2090.

To send an e-mail message

Use message to aha! stationery to create the message, and send it to the aha! Customer Support address on AT&T Mail: !ahasoft

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