



Microsoft® Windows™  
for Pen Computing 1.0

User's Guide





# Guide to Pen Computing

# Microsoft® WINDOWS™ FOR PEN COMPUTING

Version 1.0

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# Welcome

Welcome to Microsoft Windows for Pen Computing, software that combines the familiarity of the pen with the power of the computer.

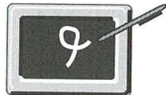
Here you use a pen to choose icons and menus instead of typing commands. To edit your work, you'll draw special symbols called *gestures*. Windows for Pen Computing recognizes your handwriting, so you don't need a keyboard to print in forms, take notes, or write documents. And Windows for Pen Computing is portable, so you can work standing up or walking around—any way that fits your job.

## Roadmap to Microsoft Windows for Pen Computing Documentation

The following illustrations represent the main pieces in the Windows for Pen Computing documentation package. Although the arrangement suggests a direction to follow, read the description of each piece and choose the path that best suits your preferred way to learn.



Start with this book. **Chapter 1, "Learning to Use the Pen,"** will get you acquainted with the look and feel of your pen system. Spend less than an hour and you'll be ready to start work.



Follow the **Learning Pen Basics** online tutorial. The demonstrations show you how to draw gestures and print characters. For more information, see **Chapter 3, "Using Gestures,"** in this book.



**Chapter 6, "Microsoft Windows Basic Skills,"** will give you reference material on Windows basics such as moving windows and choosing commands.



**Online Help** contains complete documentation for Windows for Pen Computing. When you need an answer and you need it fast, you can get it from online Help. For more information, see **Chapter 5, "Getting Help,"** in this book.



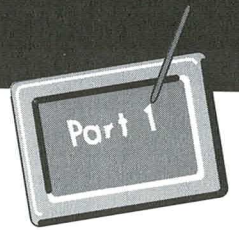
The handy **Quick Reference Card** provides information on the pen tools and tips on how to draw gestures. Carry it with your computer case. Use it when you need a quick reminder.

## About This Book

The *Guide to Pen Computing* introduces Microsoft Windows for Pen Computing. This book shows you how to get started with pen computing, and refers you to online Help, which contains complete documentation for Windows for Pen Computing.

This book is arranged as follows:

- Chapter 1, “Learning to Use the Pen”  
Contains hands-on practice sessions covering basic pen techniques, such as working with windows, writing and correcting text, and getting Help.
- Chapter 2, “Writing and Correcting Text”  
Explains the pen part of Windows for Pen Computing.
- Chapter 3, “Using Gestures”  
Shows you how to draw special symbols that carry out Windows commands and how to create your own gestures.
- Chapter 4, “Training the Recognizer”  
Shows you how to improve recognition of your handwriting by training the handwriting recognizer.
- Chapter 5, “Getting Help”  
Shows you how to use Help and how to search for the information you need.
- Chapter 6, “Microsoft Windows Basic Skills”  
Covers fundamental Windows tasks, such as working with multiple windows, choosing commands, using dialog boxes, and getting Help.
- Chapter 7, “Customizing Microsoft Windows”  
Shows you how to use the Control Panel to customize handwriting and pen settings.
- Chapter 8, “Managing Microsoft Windows”  
Introduces Program Manager, File Manager, and Print Manager, and shows you how to use them to manage applications, files, and printers.
- Chapter 9, “Using Microsoft Notebook”  
Shows you how to use the Notebook accessory to organize and manage information.
- Appendix, “Improving Handwriting Recognition”  
Provides information and examples on how to print characters to improve handwriting recognition.
- Glossary  
Defines terms specific to Windows for Pen Computing.



# GETTING STARTED



# Learning to Use the Pen

This chapter provides descriptions, explanations, and practice sessions to help you learn how to use the pen and feel comfortable with it.

## Beginning Windows Users

To become skilled with basic pen techniques, follow every step in this chapter. It takes about 35 minutes to complete. Later chapters will provide more detailed information about the basics you'll learn here.

## Experienced Windows Users

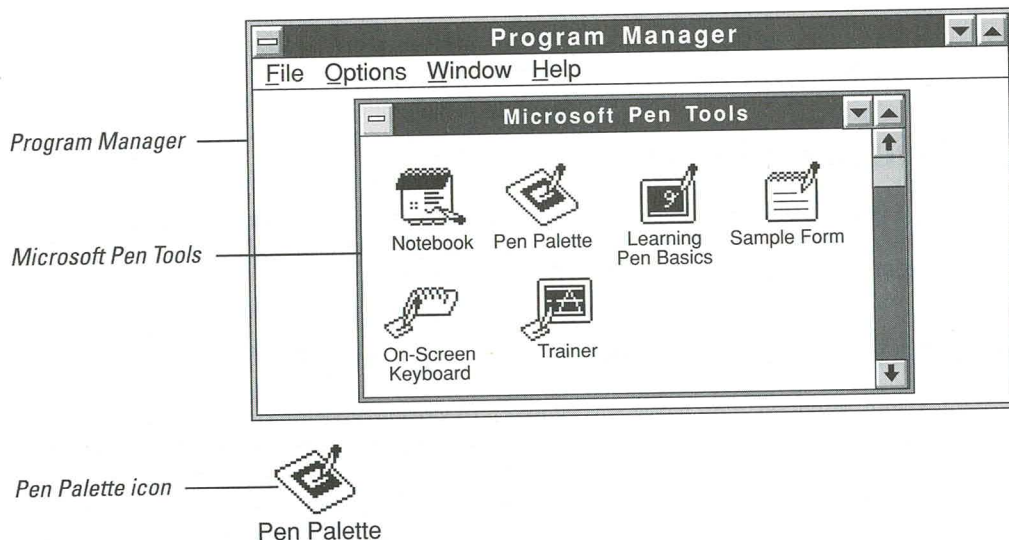
Using Windows with a pen is very much like using Windows with a mouse. For example, to choose a command with the mouse, you point to the command and click the left mouse button; to choose a command with the pen, you tap the command. If you are experienced using any Windows application with a mouse, you'll find that many aspects of Windows for Pen Computing will be familiar, and this chapter will get you going quickly.

Use this chapter to practice:

- Pen techniques
- Working with Program Manager
- Working with the Sample Form application
- Using gestures to correct text
- Working with the Pen Palette
- Getting online Help

## Before You Begin

To follow this tutorial, you must first start Microsoft Windows. After starting Windows, you should see a screen similar to this:



## What's on the Screen?

When you start Windows for Pen Computing, Program Manager, the Pen Tools window, and the floating Pen Palette icon (below, to the left) are displayed on the screen.

### Program Manager and the Microsoft Pen Tools Group

You use Program Manager to start, arrange, and work with the software, or applications, you have on your computer system. Program Manager displays application icons (graphical representations of applications) in group windows. For example, Program Manager displays icons for the pen tools in the Microsoft Pen Tools group window. Later, you'll learn how to work with the icons in group windows. (A group window is one that displays related application icons.)

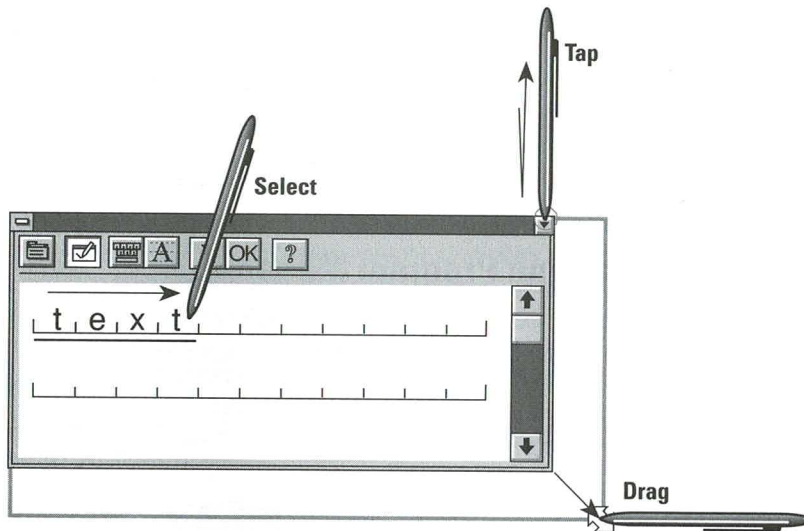
### The Pen Palette Icon

The Pen Palette is a floating palette of writing tools that is displayed at the bottom of the screen whenever you start Windows for Pen Computing. You can use the Pen Palette and its tools with any of your applications, but its main purpose is to provide a way for you to write in applications that do not accept handwriting directly.



## Pen Techniques

Working with Windows for Pen Computing is easy when you learn three basic pen techniques: *tapping*, *dragging*, and *selecting*. In the next sections, you'll practice these techniques.



- Tap an object to choose it.

To tap an object, you press the pen tip down on the object, and then lift the pen tip up. Don't be afraid to apply some pressure. To use this technique to shrink a window to an icon, for example, you tap the Minimize button in the upper-right corner.

To choose shortcuts, *double-tap* an object. For example, to restore a window to its previous size, you double-tap the window's icon. To double-tap an object, tap it twice quickly in the same location.

- Drag an object to move or resize it.

To drag an object, press and hold down the pen tip while you move it in the direction you want to drag the object. To move a window, drag its title bar. To enlarge or reduce a window, drag its border. Lift the pen when the object reaches the desired location or size.

- Select an object to act upon it.

To select text, you press and hold the pen tip at the beginning of the text you want to select. When you see a blinking bar and an arrow pointer, drag the highlight or underline until it covers or underlines everything you want to select. You'll use this technique, for example, when you select a word to be deleted.

## Working with Program Manager

When you start Microsoft Windows, the Program Manager window occupies a central position on your screen. Using pen techniques described in this chapter, you can change the location and size of Program Manager and place it anywhere you want.

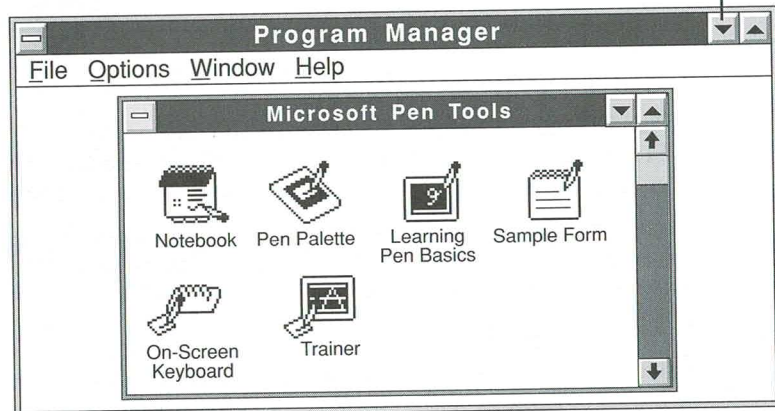
In this section, you'll practice these techniques with Program Manager:

- Minimizing
- Restoring
- Moving
- Sizing

### Minimizing Program Manager

To minimize the Program Manager window, you tap the Minimize button to shrink the window to an icon at the bottom of the screen. Doing this reduces the clutter on your screen and makes it easier for you to move between open windows.

To minimize Program Manager, tap here.



## Restoring Program Manager

When you want to work with a window that's been minimized, you restore the window to its previous size by double-tapping its icon or the icon label at the bottom of the screen.



To restore Program Manager, double-tap this icon.

Program Manager

## Moving the Program Manager Window

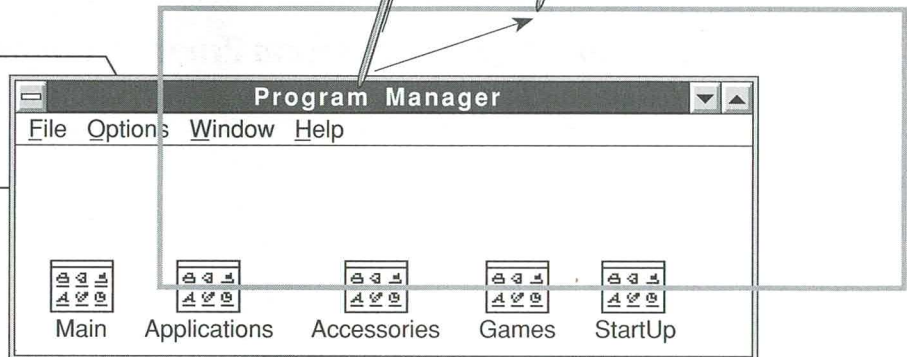
You move the Program Manager window or its icon by dragging them on the screen. This is especially useful when you want to copy information between two windows and you want to see both windows on the screen at the same time.

To move Program Manager, drag the title bar. An outline of Program Manager follows the pen tip.

When the outline is where you want Program Manager to be, lift the pen.

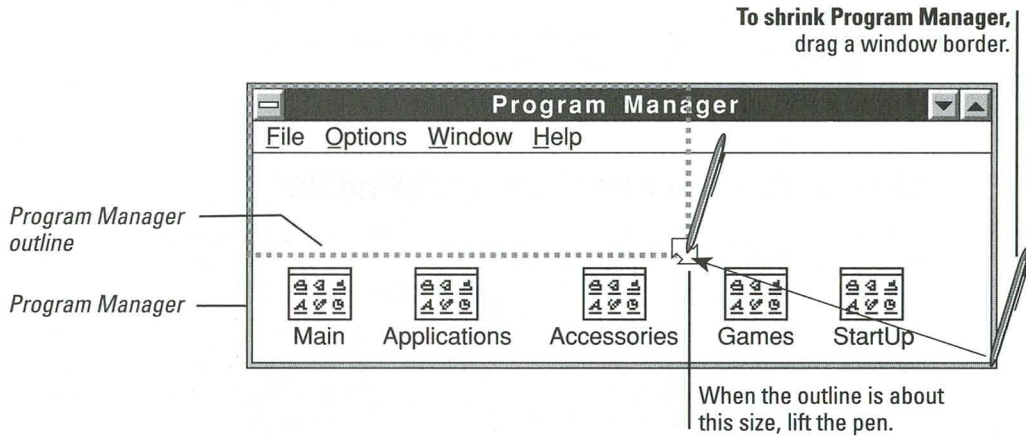
Title bar

Program Manager



## Sizing the Program Manager Window

You can change the size of the Program Manager window by dragging its borders. Do this when you want to keep the Program Manager open, but you don't want it taking up a lot of screen space.



## Starting Applications from Program Manager

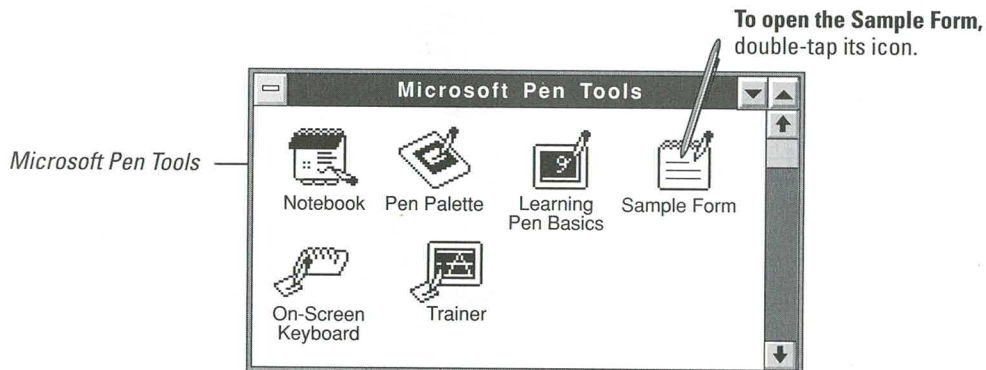
You use Program Manager to easily find, start, and work with multiple applications. The next section explains how to use Program Manager to start an application.

## Working with the Sample Form Application

An application is a computer program that is used for a particular kind of work, such as word processing or inventory management. The next series of steps gives you the chance to practice working in the Sample Form.

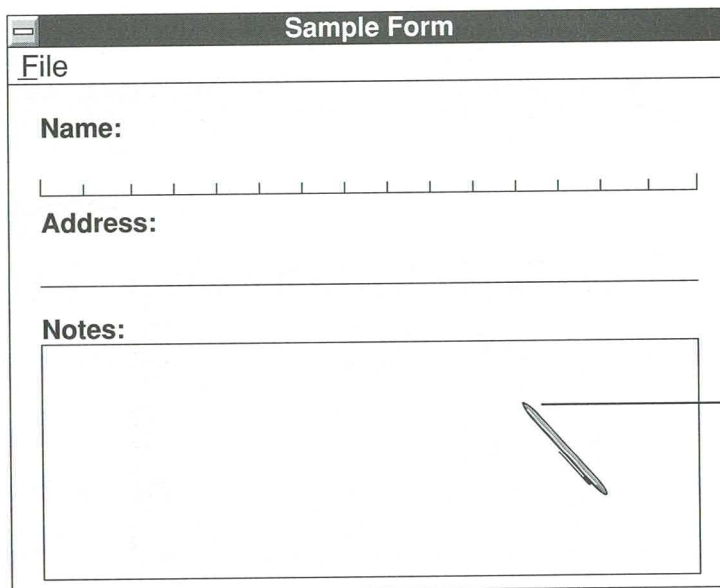
### Starting an Application

The easiest way to start an application is to double-tap its icon. The Sample Form application icon is located in the Microsoft Pen Tools group window (displayed in Program Manager when you open the Windows environment).



## Writing in an Application

Windows indicates where you can write in an application by displaying a pointer shaped like a pen when the pen tip is near a writing area. You can print anywhere you see the pen-shaped pointer.



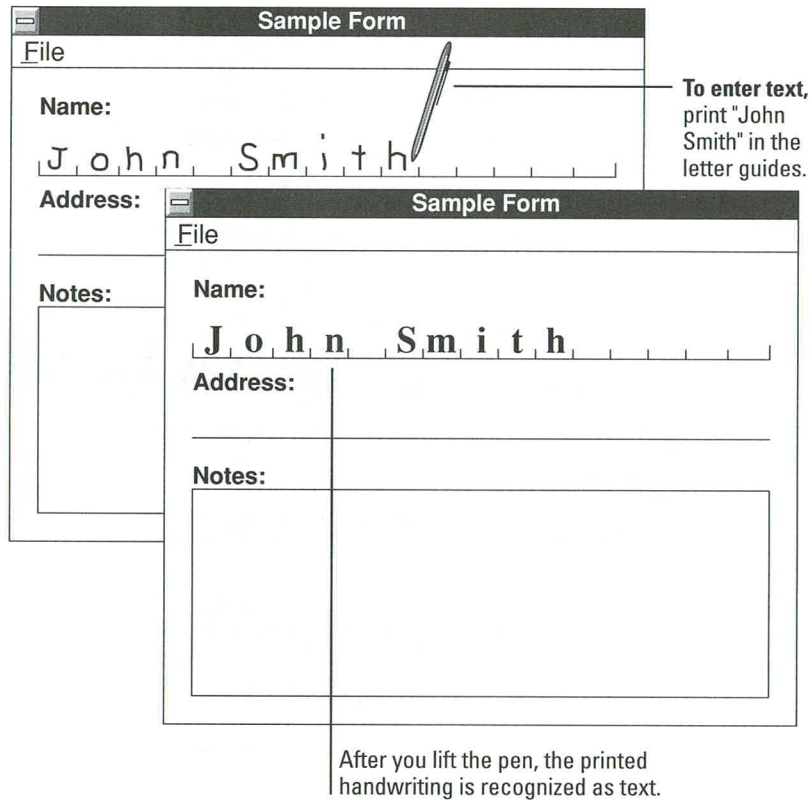
The image shows a window titled "Sample Form" with a "File" menu. It contains three input fields: "Name:" with a horizontal line, "Address:" with a horizontal line, and "Notes:" with a larger rectangular area. A pen-shaped pointer is positioned over the "Notes" area. A line from the text on the right points to the pen tip.

You can print wherever you see the pen pointer.

You see an *arrow* pointer when you move the pen outside of a writing area. The arrow pointer indicates areas where you can use the pen to manipulate windows or choose buttons, menus, and commands.

## Printing in Letter Guides

Letter guides are boxes that you print in to make it easier for the computer to recognize your handwriting. The illustration shows you how to print in the letter guides in the Sample Form.



Don't be concerned if you see errors—the next exercise shows you how to correct them.

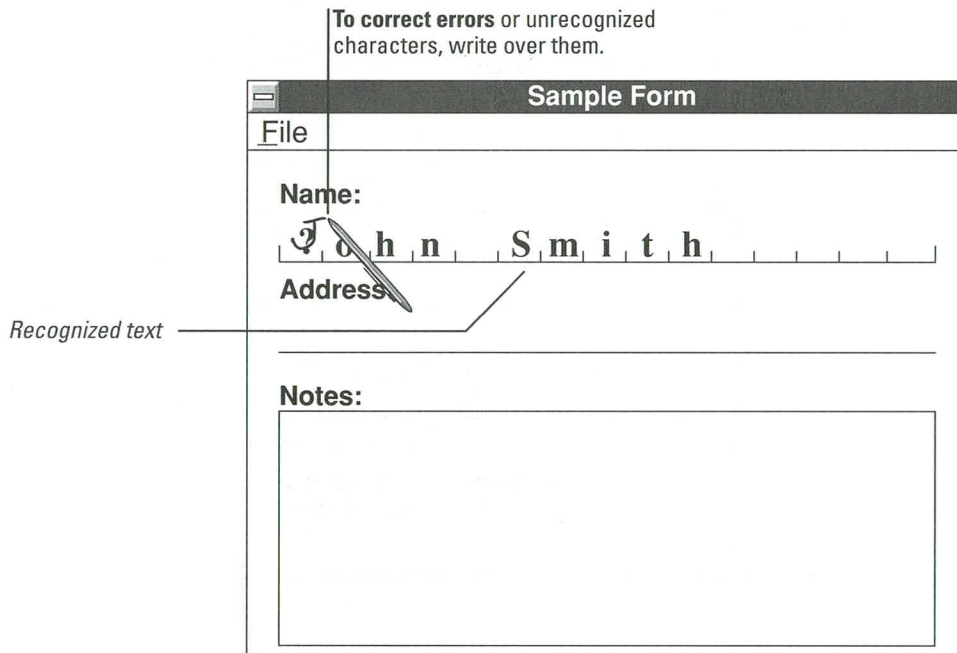
## Writing over Errors in Letter Guides

Occasionally, you'll print characters that are not recognized exactly as you wrote them. Sometimes you'll see an incorrect character or a question mark instead of the character you printed. Fortunately, these errors are easy to fix—you can correct errors in letter guides by printing over them.

Chapter 2 describes how to print characters that are easy to recognize. In Chapter 4, you'll see how you can use the Microsoft Trainer to train the computer to better recognize your printing style.

For now, you can print over any incorrect characters in the letter guides.

Don't be concerned if you have to rewrite a letter a couple of times before it's recognized correctly. After you get a feel for the writing surface and practice printing a little more, you'll see fewer recognition problems.



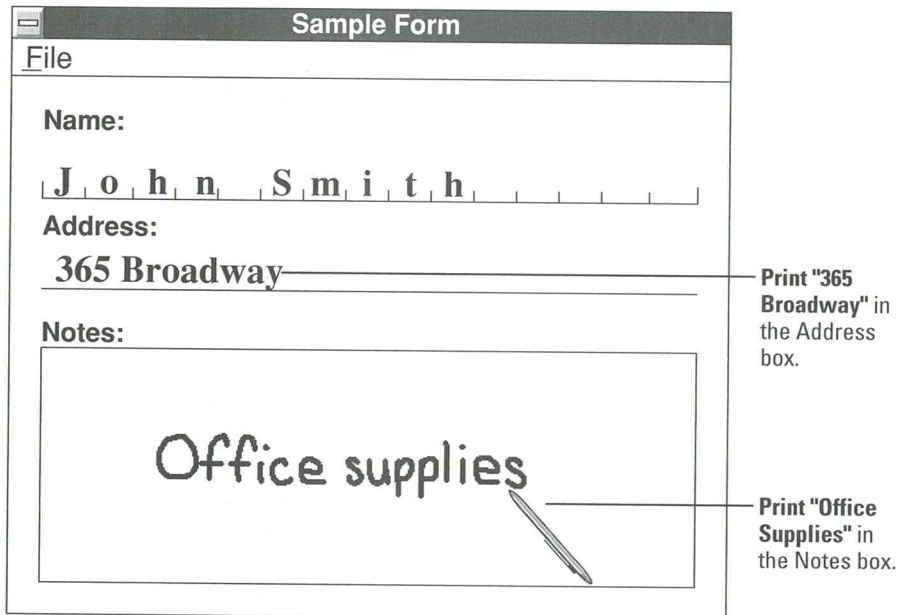


## Writing Without Letter Guides

Some writing areas, especially those that contain space for notes, may not contain letter guides. Keep the following in mind when you print in these “unguided” areas:

- Print neatly.
- Keep characters separate.
- Print uppercase larger than lowercase.

The following illustration shows you how to print in two writing areas that do not use letter guides.



**Sample Form**

File

**Name:**  
J o h n, S m i t h

**Address:**  
365 Broadway

**Notes:**  
Office supplies

Print "365 Broadway" in the Address box.

Print "Office Supplies" in the Notes box.

Don't worry if you see errors—they're easy to fix.

In the next section, you'll see how you can use the Edit Text gesture to correct printing errors.

## Using Gestures to Correct Text

In Pen Computing, a *gesture* is a special symbol you draw to tell Windows to carry out an action. For example, when you draw a checkmark over a word, Windows recognizes it as the Edit Text gesture (and not as text) and displays the word in the Edit Text dialog box.




You can draw gestures anywhere you can print text.

The next section shows you how to use three gestures: Edit Text, Insert Space, and Cut.

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**Note** The arrows next to the gestures indicate the direction to draw the gestures.

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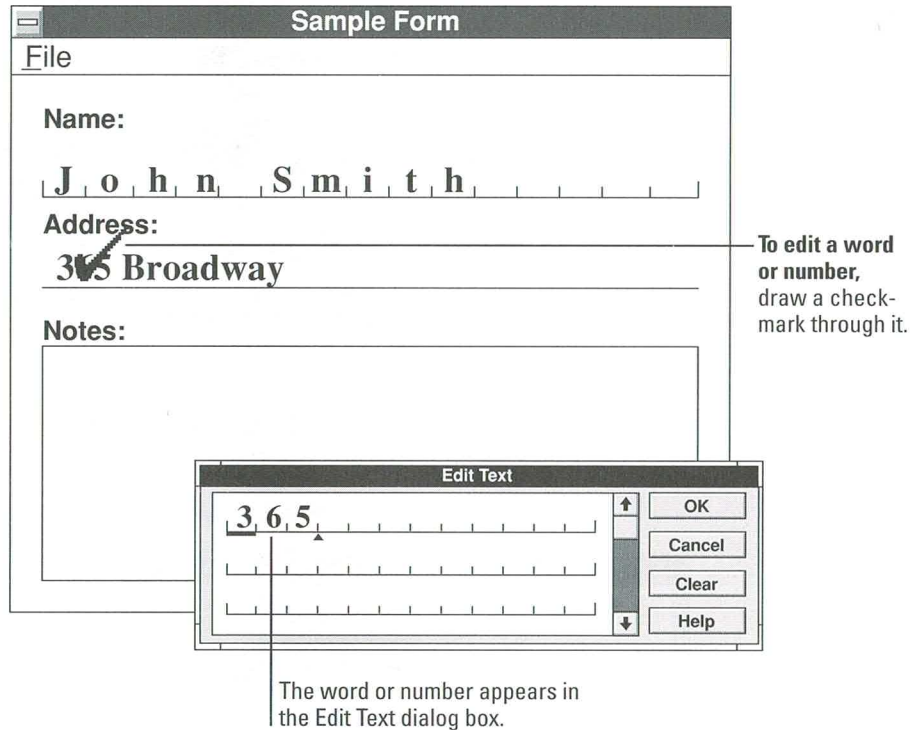
Action	Gesture	How To Use It
Edit Text		To display selected words in the Edit Text dialog box, draw a checkmark through the selection.
Insert Space		To insert a blank space, draw a line down and to the right.
Cut		To cut text, draw a looping line, up and to the right.

These are only three of the gestures that come with Windows for Pen Computing. For a complete list of gestures, see the Pen Computing Quick Reference Card or Chapter 3, "Using Gestures," in this guide.

## Editing Text

To edit text, draw the Edit Text gesture (a checkmark) through the word, text, or number you want to correct. The Edit Text dialog box will appear. The dialog box contains letter guides that make it easy to make text corrections. Make your correction (by printing over the error) and tap the OK button to return to the Sample Form.

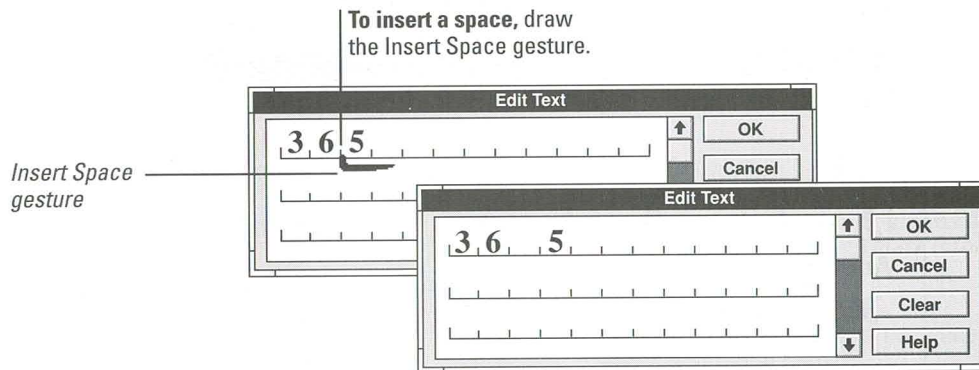
The illustration shows you how to change the existing street number in the address. Use the same steps to correct any other errors in your form.



## Inserting a Space

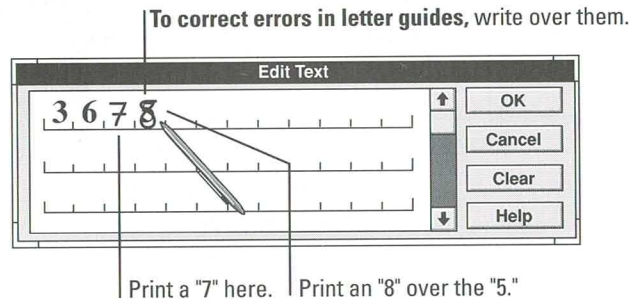
You can also draw the Insert Space gesture anywhere you can print, such as directly in the Sample Form application. The illustration shows you how to use the Insert Space gesture to add a blank space in the letter guides of the Edit Text dialog box.

**Tip** Draw the horizontal “tail” of the gesture longer than the downward part.



## Writing over Text

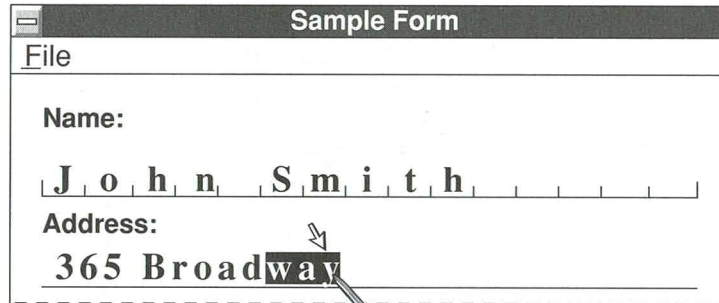
You can write over text to correct it in the Edit Text dialog box, just as you can in any writing area that contains letter guides.



## Selecting Text

With most commands, before you can choose the command, you must select the text you want to use with the command. For example, to cut text, you first select the text you want to cut and then choose the Cut command or draw the Cut gesture.

To select text, as already noted, you press and hold the pen tip at the beginning of the text you want to select. When you see the flashing bar and the arrow pointer, keep the pen tip down and drag it until the highlight covers all the text you want to select.

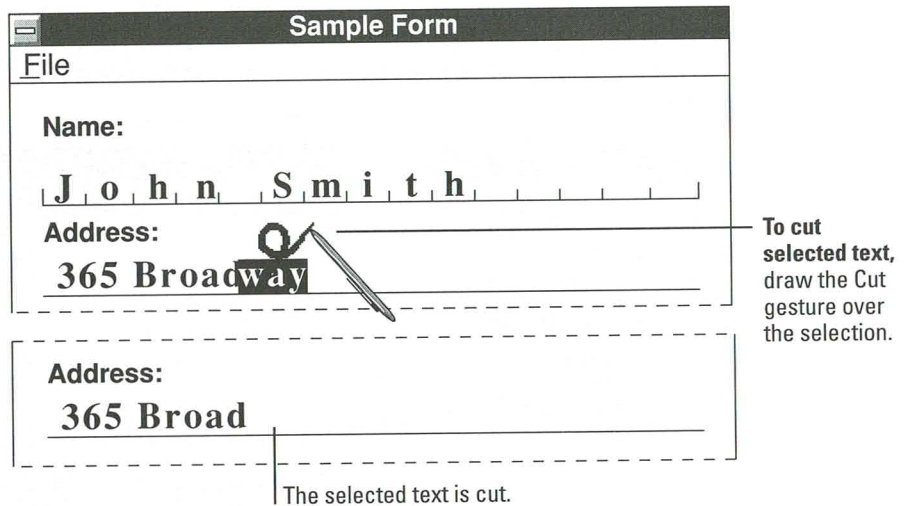


The image shows a window titled "Sample Form" with a "File" menu. It contains two text input fields. The first field is labeled "Name:" and contains the text "J o h n S m i t h" with vertical bars between each letter. The second field is labeled "Address:" and contains the text "365 Broadway". A pen tip is shown tapping the beginning of the word "Broadway", and a small arrow points to the start of the highlighted text. A dashed line indicates the boundary of the form.

**To select text**, tap and hold the pen tip at the beginning of the "w." When you see the flashing bar and the arrow pointer, drag the pen tip until it covers the "y." After you lift the pen, the selected text is highlighted.

## Cutting Text

Cutting text is similar to erasing text, except that the text you cut is temporarily stored on the Clipboard. This makes it easy to recover text, if you want it back or decide to move it elsewhere.



## Selecting and Replacing Text

You can replace text by selecting the text you want to replace and then printing the new text. When the new text is recognized, it replaces the selected text.

The screenshot shows a window titled "Sample Form" with a "File" menu. The form contains three sections: "Name:" with the text "J o h n , S m i t h ,", "Address:" with "365 Broadway", and "Notes:" with "Office supplies" and "computer". A black selection box highlights the word "Office" in the Notes field. A line points from the text "To replace a word, select it, and then print the new word." to this selection box.

To replace a word, select it, and then print the new word.

## Closing the Sample Form

After finishing with the writing practice, close the Sample Form. When you close it, any changes you have made to the form are erased—they are not saved with the form. To close the form, choose Exit from the File menu.

The screenshot shows the "Sample Form" window with the "File" menu open, displaying "Clear All" and "Exit" options. Two callouts with pen icons provide instructions: "1. To open the File menu, tap here." points to the File menu icon, and "2. To close the practice form, choose Exit from the File menu." points to the "Exit" menu item.

## Summary

The four preceding sections of the tutorial showed you how to:

- Do three basic pen techniques
- Work with Program Manager
- Work with the Sample Form application
- Use gestures to correct text

The next section shows you how to work with the Pen Palette.

## Working with the Pen Palette

The Pen Palette is a floating palette of writing tools available whenever you start Windows for Pen Computing. You can use the Pen Palette with any application, but its primary purpose is to help you write in applications that otherwise do not accept handwriting.

### Restoring the Pen Palette

When you start Windows, the Pen Palette is minimized at the bottom of the screen. To restore the Pen Palette and use its tools, you double-tap the Pen Palette icon.



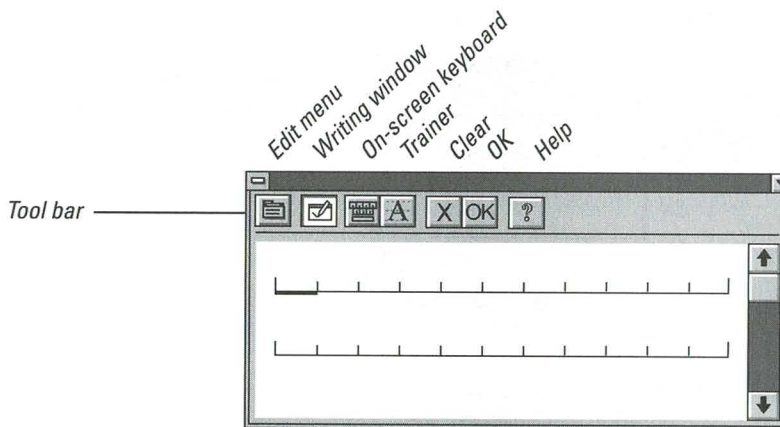
**To restore the Pen Palette,**  
double-tap the icon or label.

Pen Palette



## Pen Palette Tools

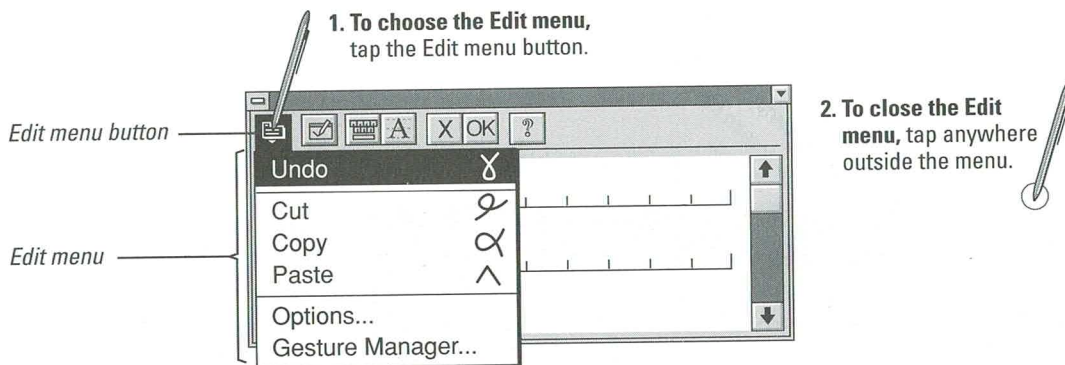
The Pen Palette tool bar contains a set of writing tool buttons. The table below tells you what each tool does; the exercises that follow show you how to use some of them.



Pen Palette tool	What it does
Edit menu	Displays commands for editing text in the writing window and for customizing the Pen Palette.
Writing window button	Opens and closes the writing window.
On-Screen keyboard button	Opens the on-screen keyboard. Use the on-screen keyboard when you want to insert a lot of numbers or characters that you're having problems writing.
Trainer button	Displays a tool for improving handwriting recognition. The trainer is also available as an icon in the Microsoft Pen Tools group window. See Chapter 4, "Training the Recognizer," for details.
Clear button	Erases all text in the writing window.
OK button	Sends recognized text from the writing window to the active application.
Help button	Displays online Help commands.

## The Edit Menu

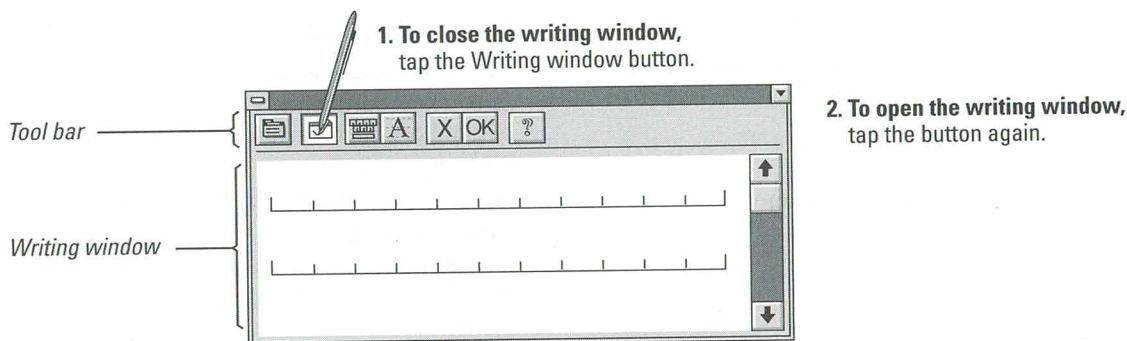
The Edit menu contains commands for editing text in the writing window and for customizing the Pen Palette.



## The Writing Window

When you print in the Pen Palette writing window, Windows recognizes your handwriting and translates it into text. The translated text stays in the writing window until you choose another place to insert the text.

When you're not working with the writing window, you can close it and leave the Pen Palette tool bar open.

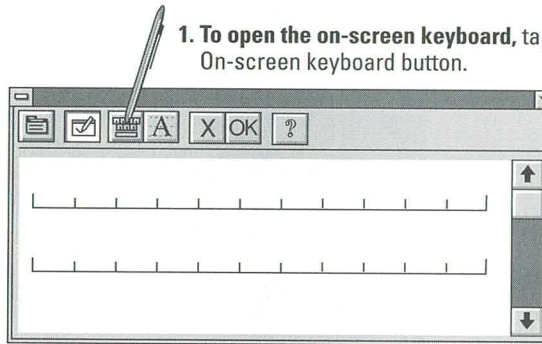


## The On-Screen Keyboard

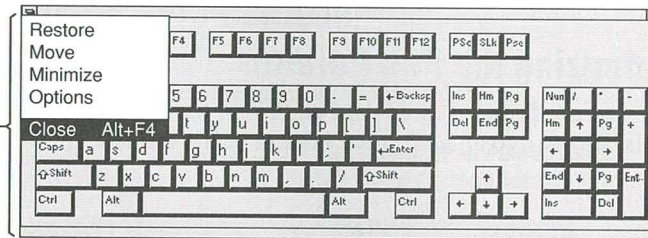
You use the on-screen keyboard to “type” text in the writing window. To “type,” you simply tap the letter you want. The on-screen keyboard is useful when you are entering a lot of numbers, or when you are having problems writing.

Practice “typing” letters and numbers with the on-screen keyboard. Don’t worry if you make a few mistakes; you’ll see how to correct them later.

1. To open the on-screen keyboard, tap the On-screen keyboard button.



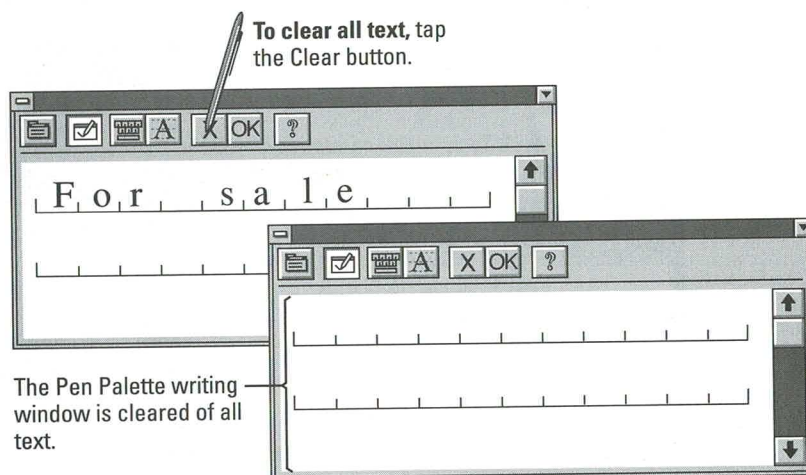
On-screen  
keyboard



2. To close the on-screen keyboard, choose Close from the Control menu.

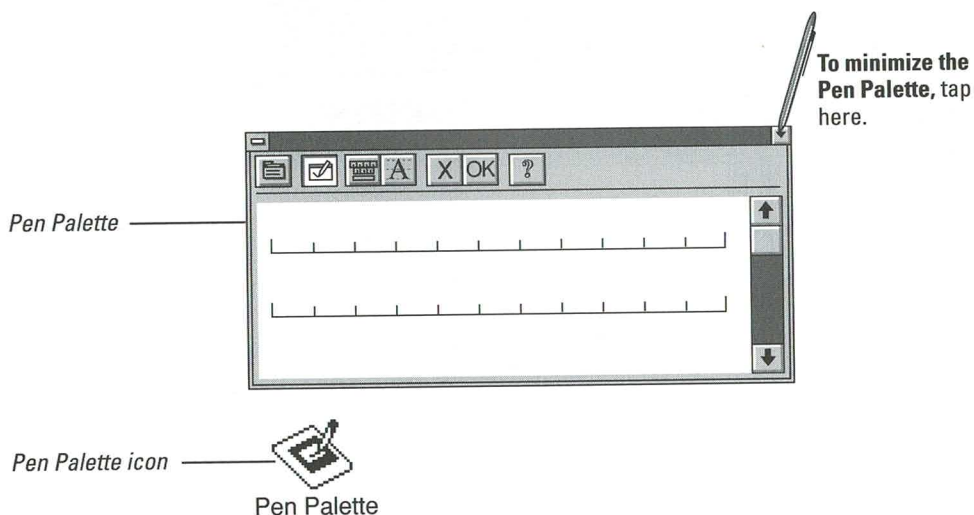
## Clearing Text in the Writing Window

To clear away the practice text you “typed” with the on-screen keyboard, you tap the Clear button on the Pen Palette tool bar.



## Minimizing the Pen Palette

When you are finished using the Pen Palette tools, you can minimize the Pen Palette (that is, shrink it to an icon at the bottom of the screen).



## Summary

This part of the tutorial showed you how to:

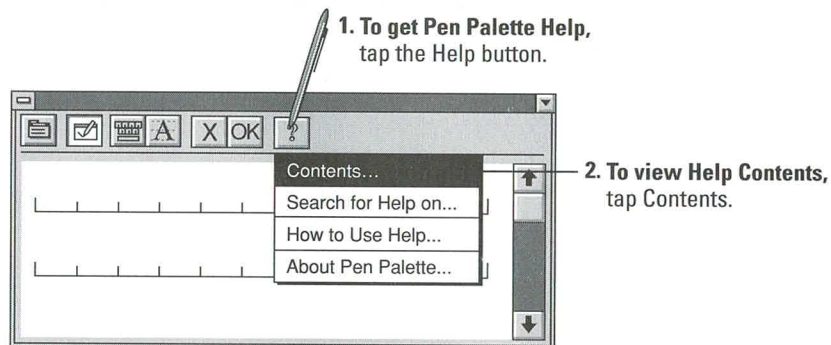
- Restore the Pen Palette from an icon at the bottom of the screen
- Recognize the tools on the Pen Palette tool bar
- Use the writing window to write text in applications that do not directly accept handwriting
- Use the on-screen keyboard to type text
- Minimize the Pen Palette and return it to its position as an icon at the bottom of the screen

## Getting Online Help

This is the last section of this tutorial. Follow it carefully to learn how to use online Help. Online Help is very important, because most of the instructions on how to use Windows for Pen Computing are in the online Help topics.

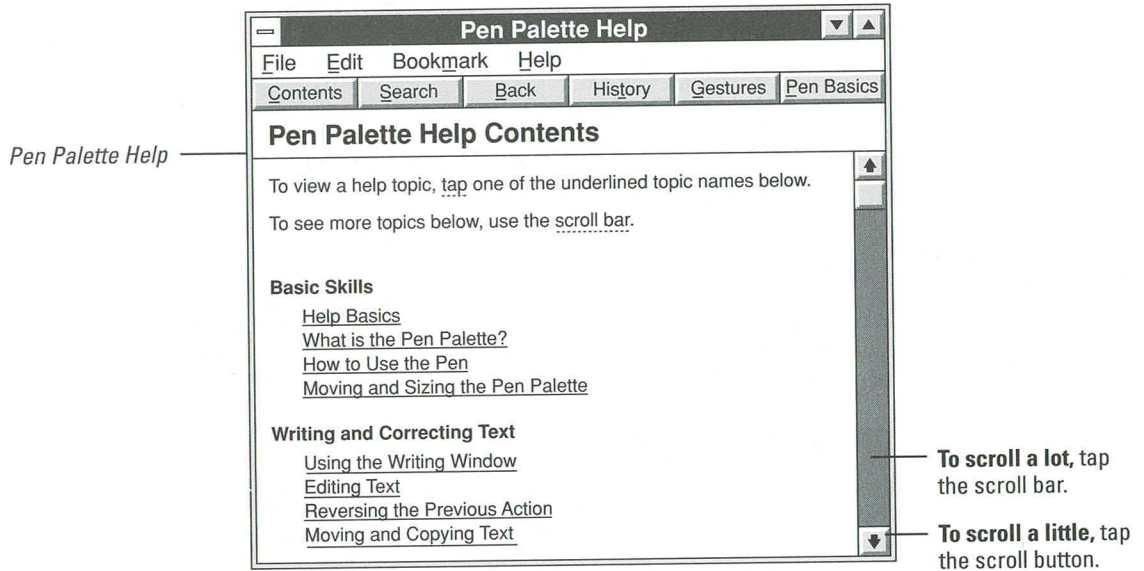
### Using Help Contents

The Pen Palette Help Contents screen displays the Pen Palette Help topics, grouped according to related tasks and information.



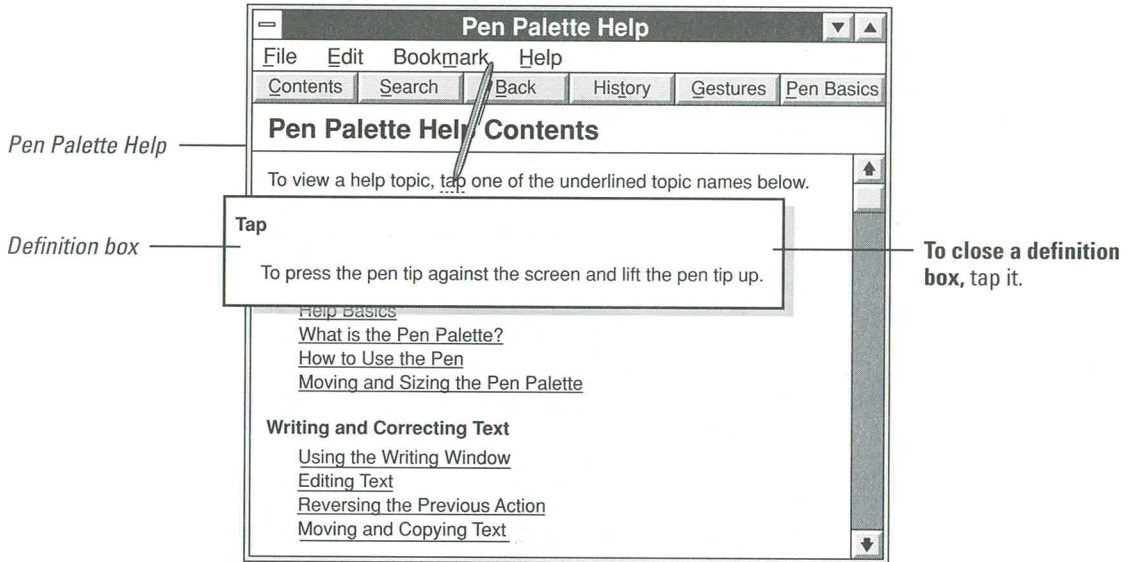
## Scrolling Help Contents

Help contains more topics than you can see in the first Help Contents screen. To see the rest of the topic titles, use the scroll button and scroll bar to move through the contents.



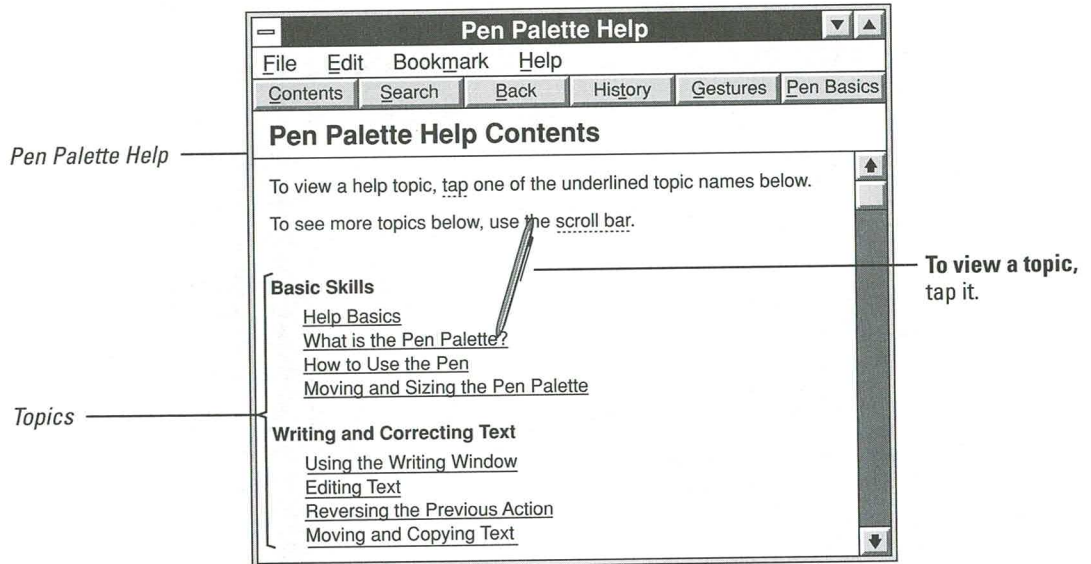
## Viewing Definitions

Definitions display more information about a term or important concept. Each definition is marked with a dotted underline.

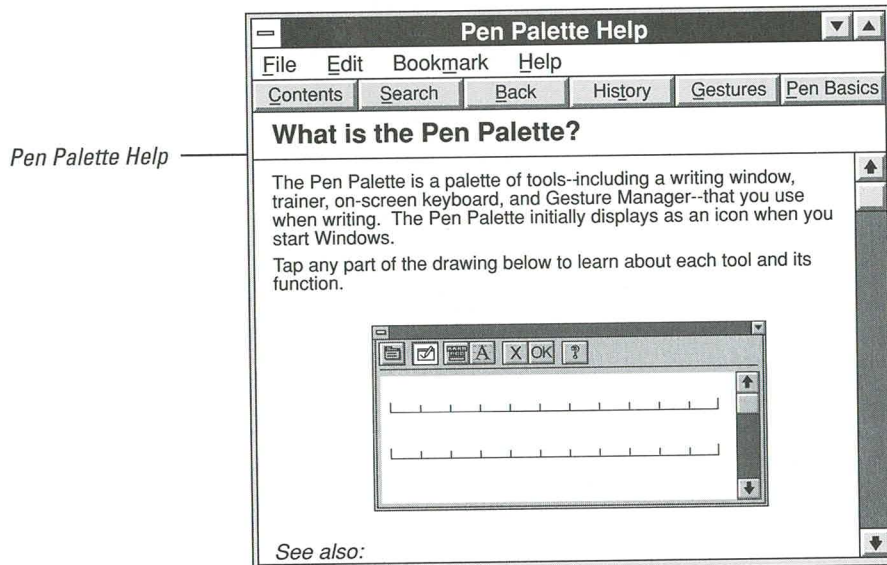


## Viewing a Help Topic

Each underlined Help topic displays more information when you tap it.



When you choose the “What is the Pen Palette?” topic, the following screen appears:

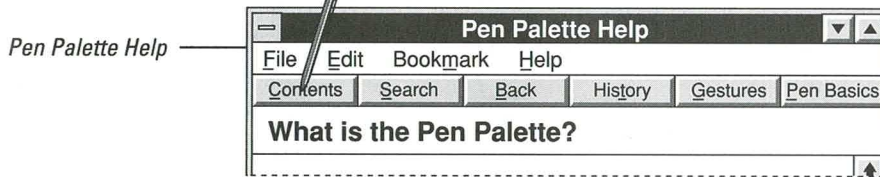




## Returning to Help Contents

All Help windows contain Help buttons that remain visible when you're reading a topic. Tapping the Contents button displays the Help Contents screen.

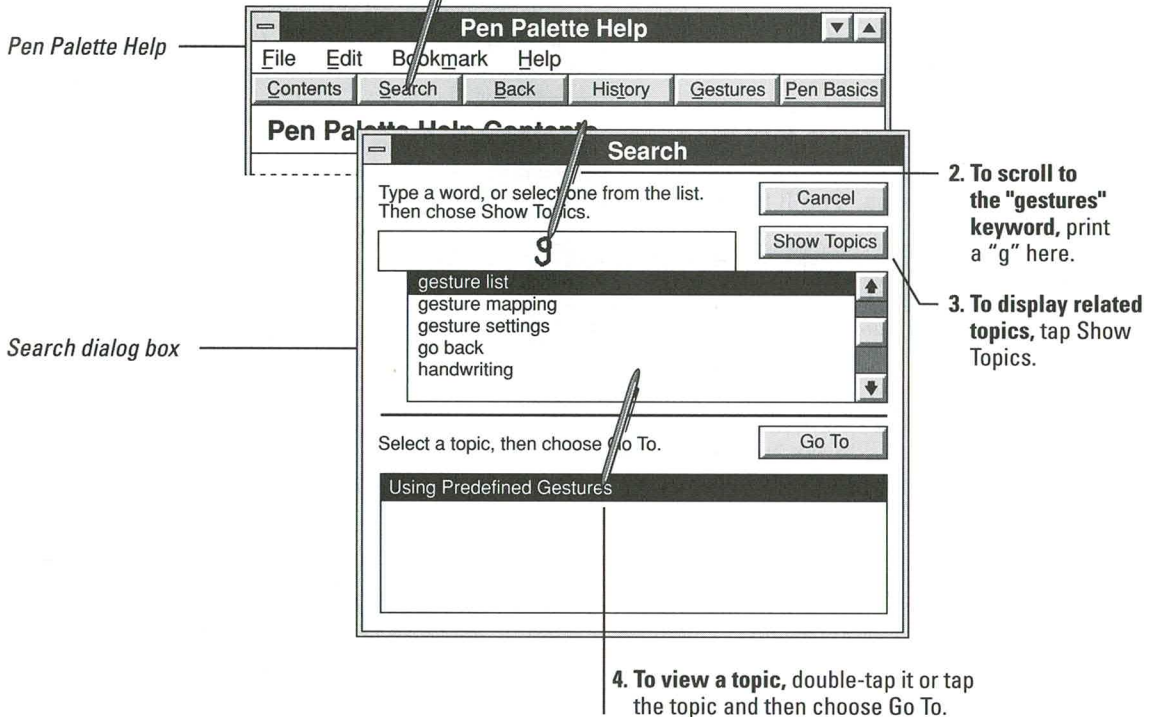
To return to Pen Palette Help Contents, tap the Contents button.



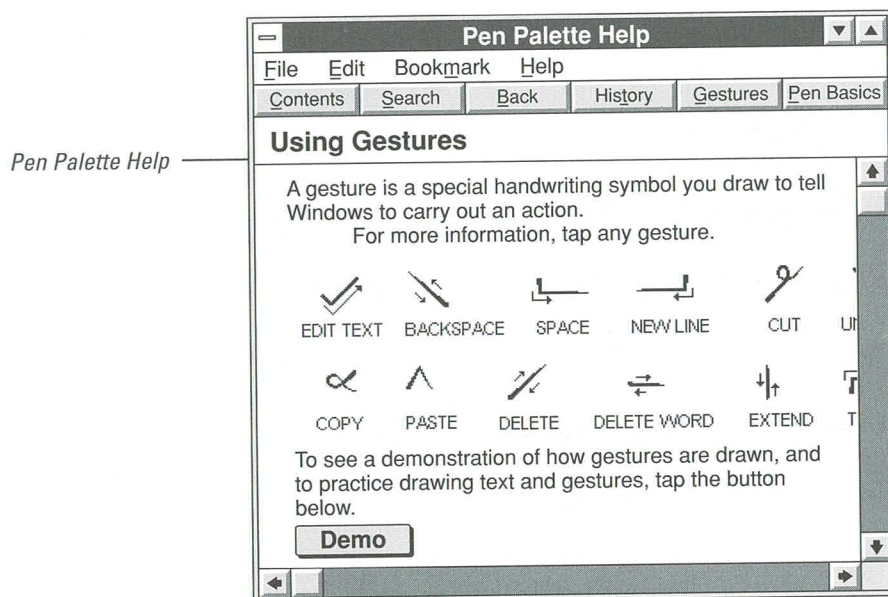
## Searching for Help Topics

Tapping the Search button displays the Search dialog box, which you use to find Help topics and their related terms.

1. To display the Search dialog box, tap the Search button.



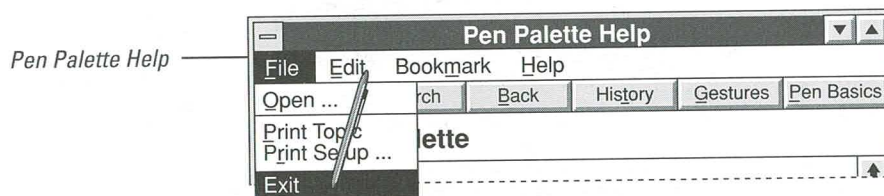
When you choose the Predefined Gestures, Help displays the following topic:



**Tip** A quick way to display this topic is to tap the Gestures button.

## Exiting Help

After viewing Help topics, close Help by choosing the Exit command from the File menu. You'll be returned to wherever you were when you tapped the Help button.



**To exit Pen Palette Help,**  
choose Exit from the File menu.

## Help Notes

It's important to know how to get Help when you need more information. To make it easier to find specific Help topics, each section in the rest of this guide contains Help notes that show you where to find more information in Help. Here is an example.

### Help

<b>For information on:</b>	The on-screen keyboard
<b>See Help file:</b>	Pen Palette Help
<b>Topic:</b>	Writing and Correcting Text Using the On-Screen Keyboard
<b>Search for:</b>	Keys

This Help note shows you the following:

- There is more information about the on-screen keyboard in online Help.
- The information is in the Pen Palette Help file.

You must be using the Pen Palette to find information in Pen Palette Help. The same is true for any other Help file—you must be using the application that the Help file is associated with before you can use its Help. For more information on using Help files, see “How Windows Help Is Organized” in Chapter 5, “Getting Help.”

- You can find the On-Screen Keyboard topic in the Pen Palette Help Contents screen by looking under the “Writing and Correcting Text” or “Using the On-screen Keyboard” headings.
- You can also find the On-Screen Keyboard topic by using the Search command to find the keyword “keys.”

## Summary

Online Help contains most of the documentation for Windows for Pen Computing. (It also shows you how to use Help to get information about the Pen Palette.)

This section has covered the basic methods for using online Help.

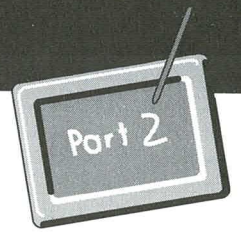
## Where Do I Go from Here?

If you've completed all the exercises in this tutorial, you probably feel comfortable printing on your computer's writing surface and confident of your ability to use the pen.

If you need more practice, follow the tutorial again or experiment with the Pen Palette and the Sample Form. Tap and double-tap icons and buttons and try writing in different areas. Get Help and scroll through the topics. If you have games on your system, play them. The more you practice with the pen, the easier it is to master it.

The following list describes the remaining chapters in this guide. If you're new to computers, you'll probably want to read the chapters in order. If you're an experienced computer user, you may want to concentrate on the chapters pertaining to Windows for Pen Computing.

- Chapter 2, "Writing and Correcting Text"  
More information on writing and editing techniques
- Chapter 3, "Using Gestures"  
Tips on how to use the special symbols
- Chapter 4, "Training the Recognizer"  
Ways to improve handwriting recognition by training the recognizer
- Chapter 5, "Getting Help"  
More information about Help
- Chapter 6, "Microsoft Windows Basic Skills"  
Information on how to choose commands, use dialog boxes, and work with windows
- Chapter 7, "Customizing Microsoft Windows"  
Information on how to use the Control Panel to customize handwriting and pen settings
- Chapter 8, "Managing Microsoft Windows"  
More on Program Manager, File Manager and Print Manager
- Chapter 9, "Using Microsoft Notebook"  
Introduction to the Notebook accessory



# USING THE PEN



# Writing and Correcting Text

This chapter explains how to:

- Improve handwriting recognition
- Write directly in an application
- Correct text
- Use the Pen Palette to write in applications that do not otherwise accept handwriting
- Minimize and close the Pen Palette

## Methods for Writing in Applications

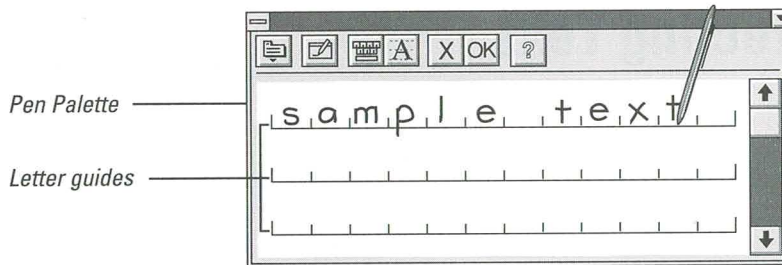
The method you use to write in an application depends on the application. Most Microsoft Windows applications work with the pen and you can print directly in them. Other applications, however, do not accept direct pen input. For those applications, you must use the Pen Palette writing window. For more information, see “Using the Pen Palette,” later in this chapter.

## Writing Tips

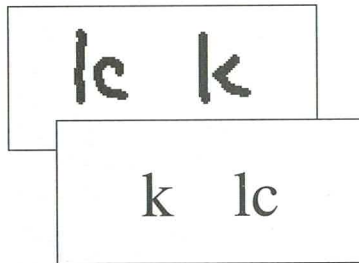
When you print characters, your handwriting is compared to the sample characters and symbols in the Microsoft Alphanumeric Recognition System. After you lift the pen and pause for a moment, the recognizer translates your handwriting into text.

Occasionally, you print characters unlike any of the samples used by the recognizer. In such cases, the recognizer will translate the text incorrectly or display a question mark. You can improve handwriting recognition by doing the following:

- **Print neatly.** Write each character clearly.
- **Use the letter guides.** The letter guides in the Edit Text dialog box and the Pen Palette writing window help improve handwriting recognition. Until you have some experience with pen computing, print in the Edit Text dialog box or the Pen Palette.



- **Print uppercase characters larger than lowercase characters.** The recognizer compares a character to its surrounding characters and uses character size and position to determine the case. For example, the recognizer identifies an uppercase “P” when the letter is larger than the characters that follow it. If the “p” is not larger than the surrounding text, and the vertical stroke of the letter descends below the bottom of the letter guide, the recognizer displays a lowercase “p.”
- **Keep characters apart, but keep strokes together.** If you draw two characters too close to each other, the recognizer may identify them as a single character. If you draw the pen strokes that form a character too far apart, the recognizer may identify the strokes as two separate characters. For example, in the following illustration, either set of strokes could be recognized as a “k” or “lc.”

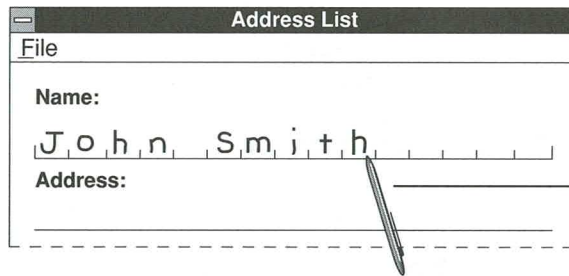


- **Print distinct letters and numbers.** See the illustrations in the appendix, “Improving Handwriting Recognition,” for tips on printing individual characters.
- **If you’re left-handed, change the Writing Hand option in the Handwriting application of the Control Panel.** For more information, see Chapter 8, “Customizing Microsoft Windows.”



## Writing in an Application

You can print directly in most Windows applications. When you print in a writing area, the pen pointer turns into a pen shape and leaves “electronic ink”—lines that appear on the screen as you’re printing. If you are not sure whether you can use the pen in an application, try printing in it. You can print wherever you see the pen-shaped pointer.

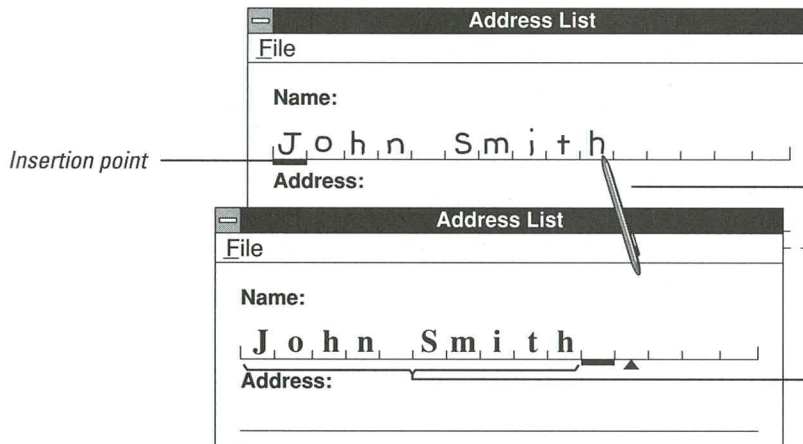


In most Windows applications, the pointer turns into a pen shape and the pen draws electronic ink.

To use the pen with applications that do not support the pen, you use the Pen Palette writing window. Once you print, your translated handwriting is sent to the application. For more information, see “Using the Pen Palette,” later in this chapter.

## How Does Handwriting Recognition Work?

When you print in an application, your handwriting is compared to sample characters and symbols in the recognizer. After you lift the pen and pause for a moment, your printed handwriting is translated into text and placed at the insertion point. The insertion point is usually marked with a flashing bar or an underline.



In most Windows applications, you can print directly in the application.

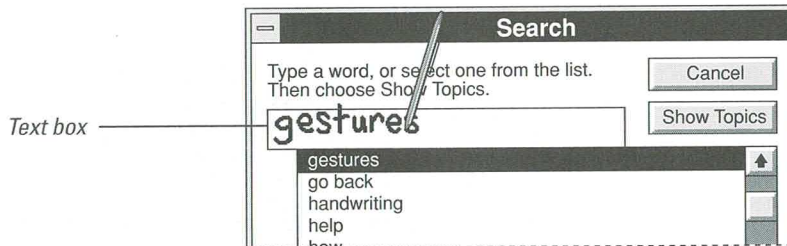
After you lift the pen, your handwriting is recognized and the text is placed at the insertion point.

## Writing in a Text Box

Most dialog boxes require that you enter information. You can print directly in text boxes in the dialog boxes of most Windows applications. For example, the Search dialog box in Help provides a text box for entering the word or phrase you want to find.

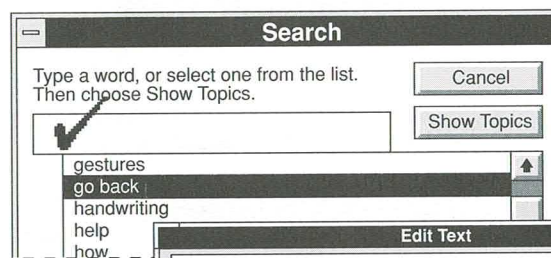
To print in a text box you must start each character within the boundaries of the box, but characters do not have to stay completely in the box.

**To enter text in a text box**, print mostly inside the text box.

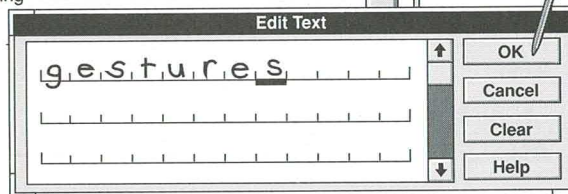


**Tip** To improve handwriting recognition in text boxes, use the Edit Text dialog box. You may find the increased space and the letter guides make it easier to print in narrow fields and text boxes. For more information, see “Using the Edit Text Dialog Box,” later in this chapter.

**1. Draw the Edit Text gesture**  
(a checkmark) in the text box.



**2. Print in the Edit Text dialog box**, and then tap OK.



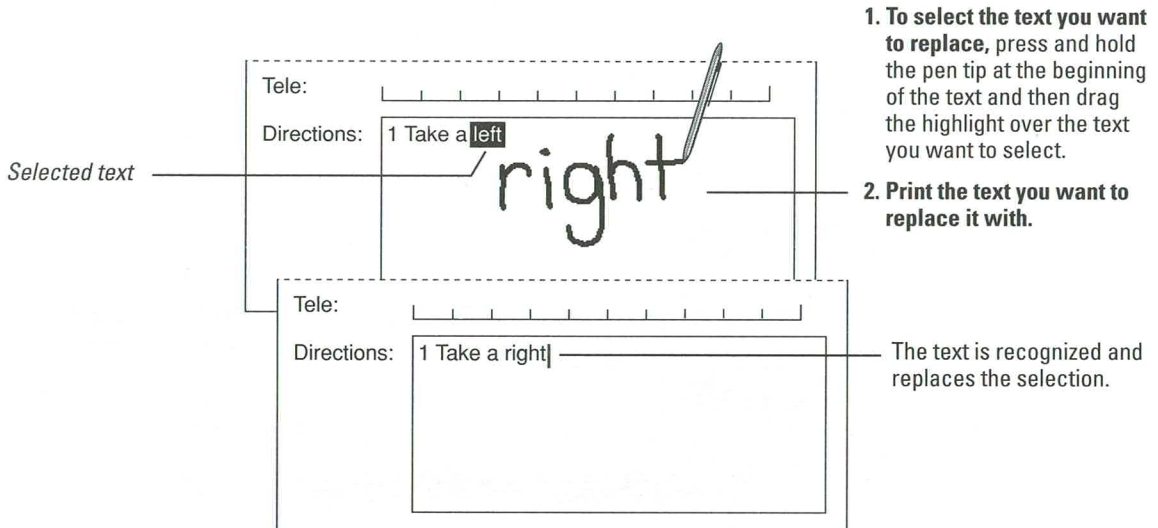
## Correcting Text

There are two ways to correct writing errors in an application:

- Select and replace the text you want to correct
- Use the Edit Text dialog box to correct the text

### Selecting and Replacing Text

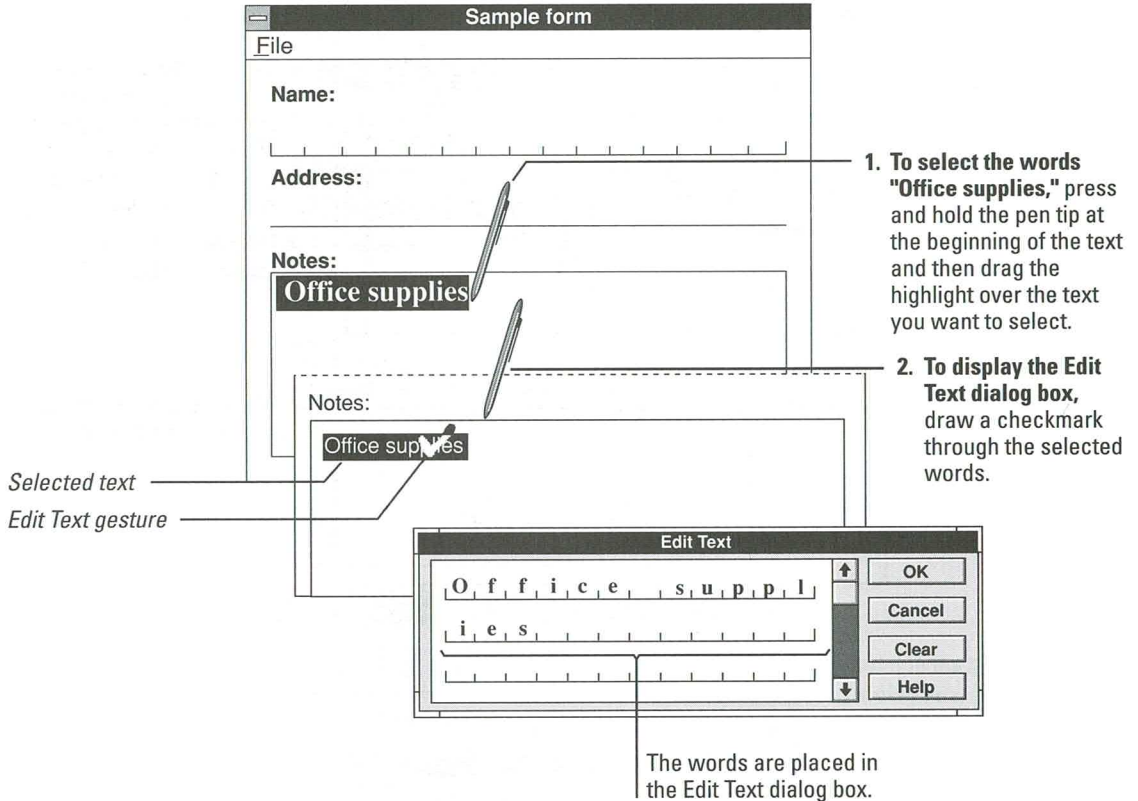
If you select text and then print new text, the new text replaces the selected text. Use this method when you have only a few individual characters to correct.



## Using the Edit Text Dialog Box

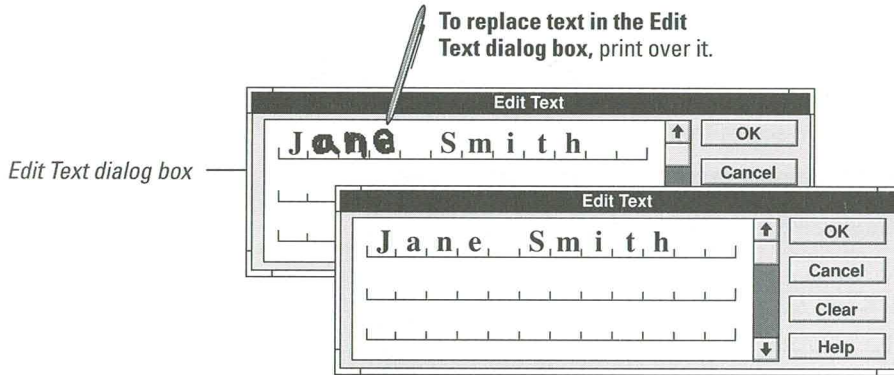
When you have more than a few characters to correct, or if you are having difficulty correcting a particular character, draw the Edit Text gesture (a checkmark). When you draw the Edit Text gesture through a word, the word is displayed in the Edit Text dialog box with letter guides.

To correct more than one word at a time, select the words and then draw the Edit Text gesture through the selection. For more information, see Chapter 3, "Using Gestures."



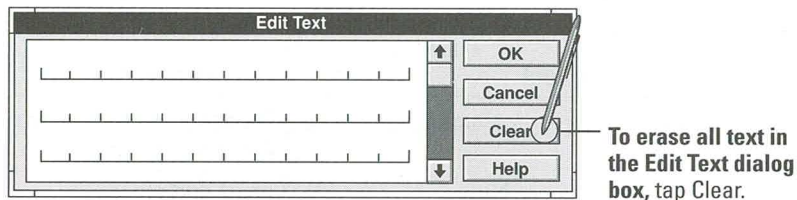
## Writing over Errors

You can correct errors in the Edit Text dialog box by printing over them. When the printed text is recognized, it replaces the incorrect text.



## Clearing the Dialog Box

To clear or erase all text in the Edit Text dialog box, tap the Clear button.



## Using Gestures in the Edit Text Dialog Box

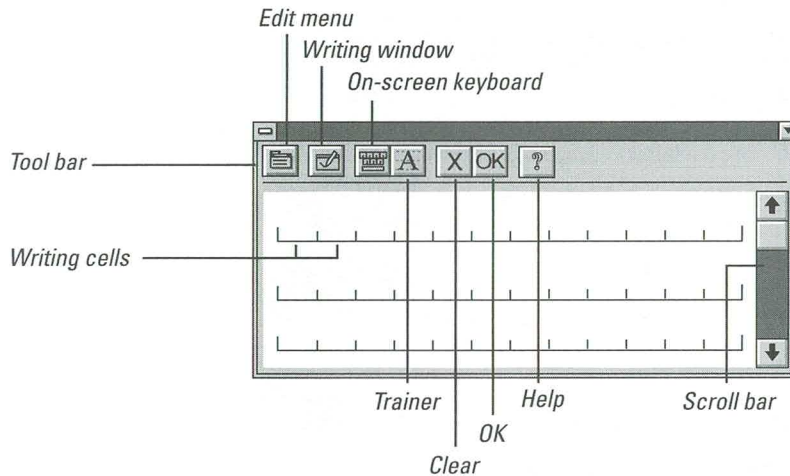
Use gestures to edit the text in the Edit Text dialog box. All gestures work the same way wherever you draw them—in a box with letter guides, in an application, or in the Pen Palette writing window. For more information, see Chapter 3, “Using Gestures.”

## Help

<b>For information on:</b>	Correcting text
<b>See Help file:</b>	Pen Palette Help
<b>Topic:</b>	Writing and Correcting Text Editing Text
<b>Search for:</b>	Correct

## Using the Pen Palette

The Pen Palette is a floating palette of writing tools that is available whenever you start Windows for Pen Computing. The Pen Palette is especially useful for writing in applications that do not support direct pen input.



### Pen Palette tool

### What it does

Edit menu	Displays commands for editing text and customizing the Pen Palette
Writing window button	Opens and closes the writing window
On-Screen Keyboard button	Opens the on-screen keyboard
Trainer button	Displays a tool for improving handwriting recognition
Clear button	Erases all text in the writing window
OK button	Sends recognized text from the writing window to the active application
Help button	Displays online Help commands
Scroll bar	Displays more text, if there is any

## Restoring the Pen Palette

When you start Windows for Pen Computing, the Pen Palette icon is displayed at the bottom of the screen. To use the Pen Palette tools, you must restore the Pen Palette.



Pen Palette

To restore the Pen Palette,  
double-tap the icon or label.

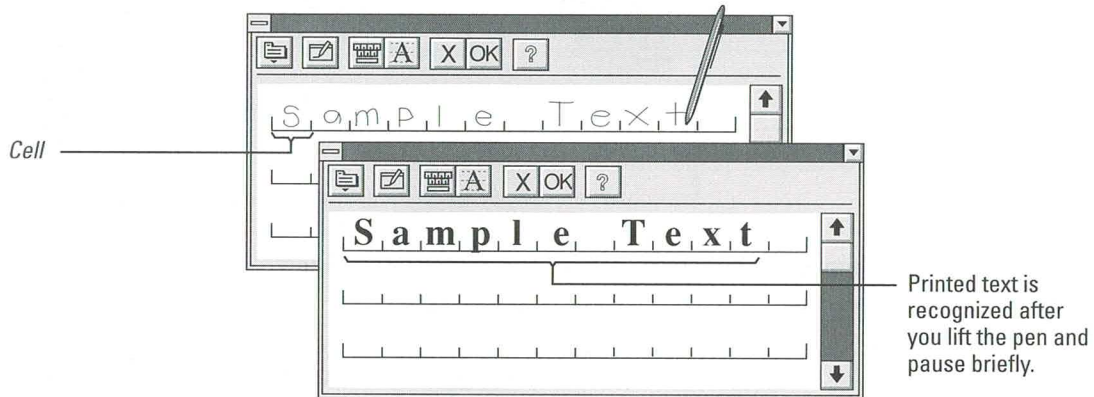
## Working with the Writing Window

You do not need to use the Pen Palette writing window to write in most Windows applications; you can write directly in them. However, to write in applications that do not accept handwriting directly, you must use the Pen Palette.

### Printing in the Writing Window

When you print in the writing window, Windows recognizes the letters and numbers and translates them into text. The translated text stays in the writing window until you send it to another location.

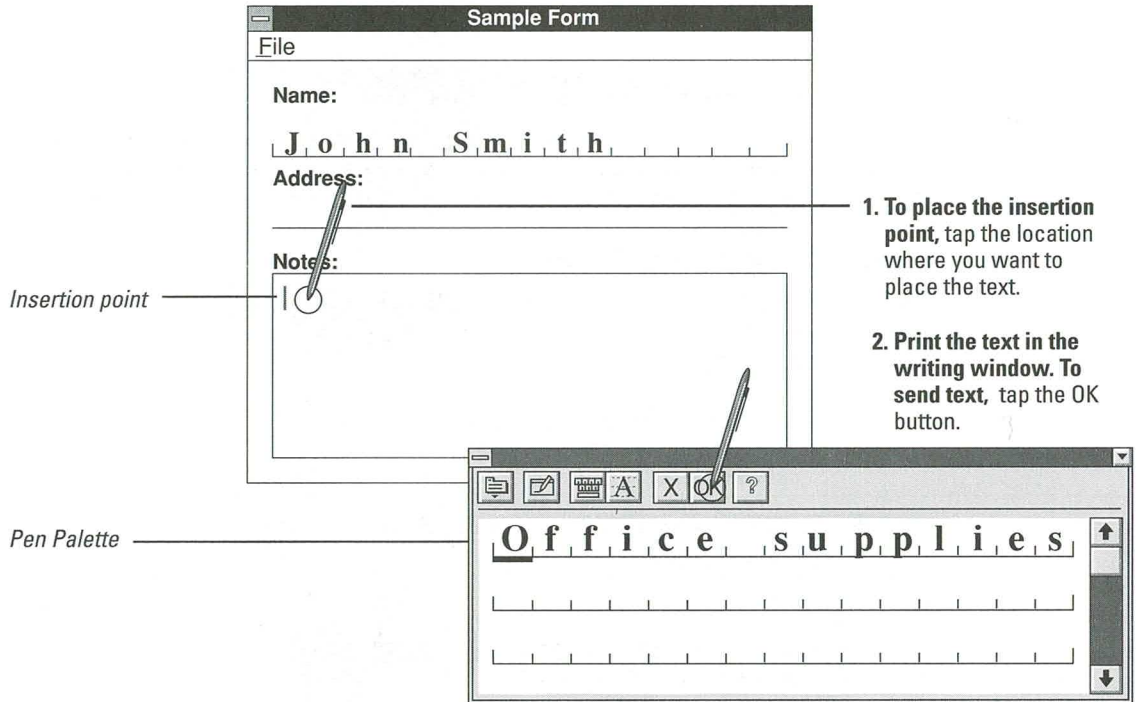
To enter text in the writing window,  
print one letter to a cell. Leave blank  
cells for spaces.



## Sending Text from the Writing Window

You can send recognized text from the writing window to an application, a dialog box, a form, or any place you can enter text. When you send text from the writing window, it's placed at the insertion point in the active application. The insertion point is marked by a blinking bar or an underline.

To move the insertion point, tap the pen where you want to place the insertion point.



### Help

**For information on:**

Writing in the writing window

**See Help file:**

Pen Palette Help

**Topic:**

Writing and Correcting Text  
Using the Writing Window

**Search for:**

Write



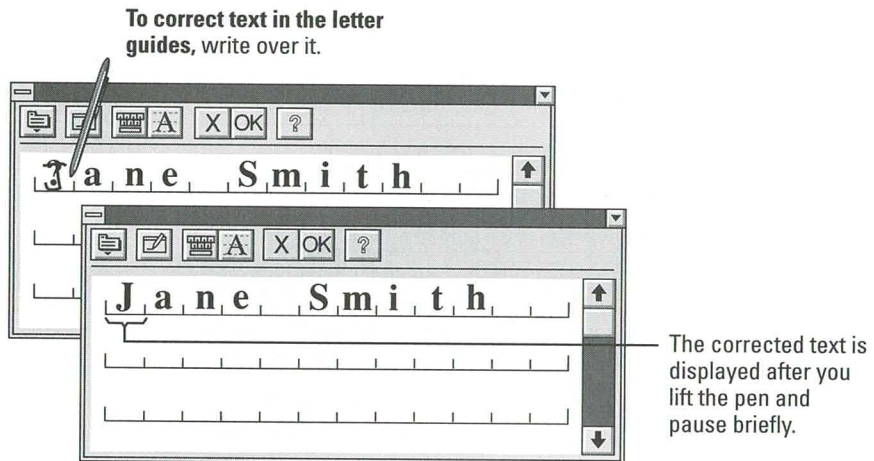
## Correcting Text in the Writing Window

You can preview text in the writing window and correct any errors before sending the text to the active application.

The following explains how to write over incorrect text and use the Clear button to correct text in the writing window; however, as you've already learned, you can also correct text in the writing window just as you correct text in the Edit Text dialog box (see "Correcting Text," earlier in this chapter).

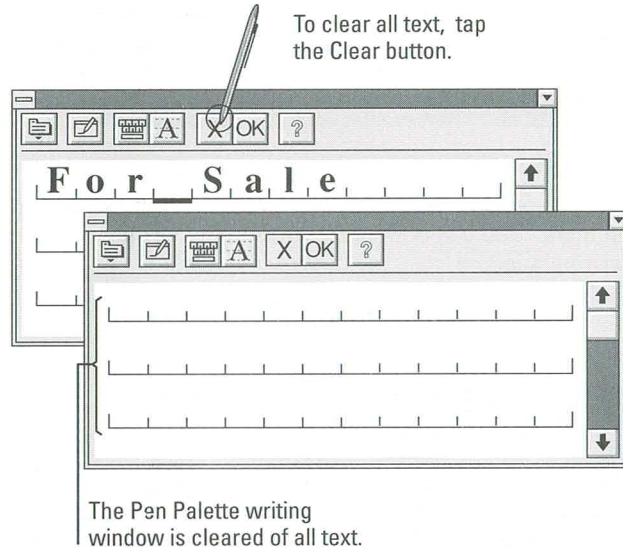
### Writing over Errors

If the text you print is incorrectly recognized, Windows displays incorrect text or a question mark. You can correct these errors by writing over them in the letter guides in the writing window.



## Clearing the Writing Window

Occasionally, you may want to erase all the recognized text in the writing window and start with a “clean slate.” To do so, tap the Clear button.



## Help

**For information on:**

Pen basics

**See Help file:**

Pen Palette Help

**Topic:**

Pen Basics

Pen Palette Tools

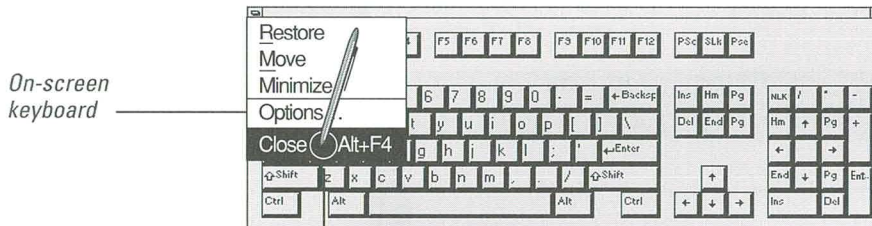
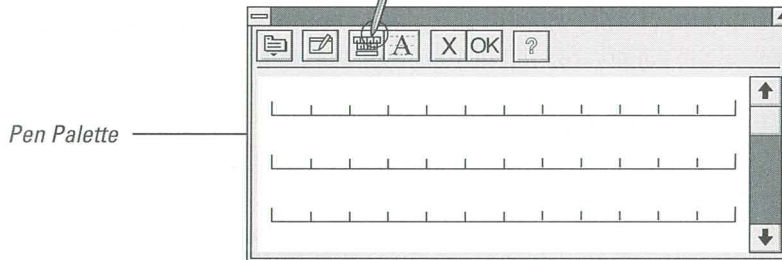
**Search for:**

Tool bar

## Using the On-Screen Keyboard

You may sometimes find it easier to enter text—particularly numbers—with the on-screen keyboard. To open the on-screen keyboard, tap its button in the Pen Palette tool bar or double-tap the On-Screen Keyboard icon in the Microsoft Pen Tools group window.

1. To open the on-screen keyboard, tap the On-Screen Keyboard button.



2. To close the on-screen keyboard, choose Close from the keyboard's Control menu.

### To "type" this

Numbers, lowercase letters, function keys, direction keys

A single uppercase letter

A series of uppercase letters

A key combination

Keys on the numeric keypad

### Tap this

The key you want to "type"

Shift + the letter

Caps Lock

Alt or Ctrl, and then the letter(s)

Tap NLk to turn Num Lock on and off

---

 Help
 

---

**For information on:**

The on-screen keyboard

**See Help file:**

Pen Palette Help

**Topic:**Writing and Correcting Text  
Using the On-Screen Keyboard**Search for keyword:**

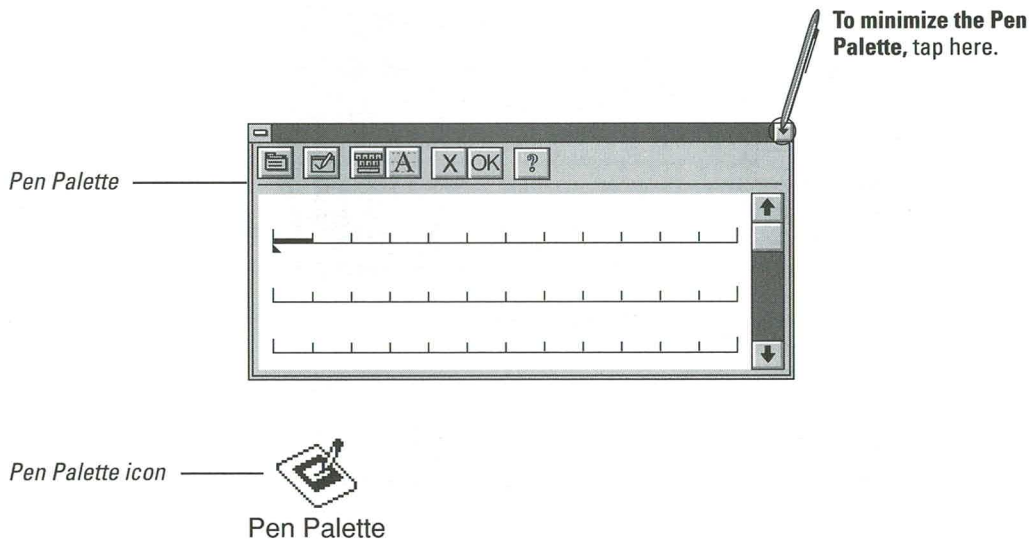
Keys

## Minimizing and Closing the Pen Palette

To make it easy to use the Pen Palette tools, keep the Pen Palette open. If you want to keep the Pen Palette temporarily out of your way, minimize it.

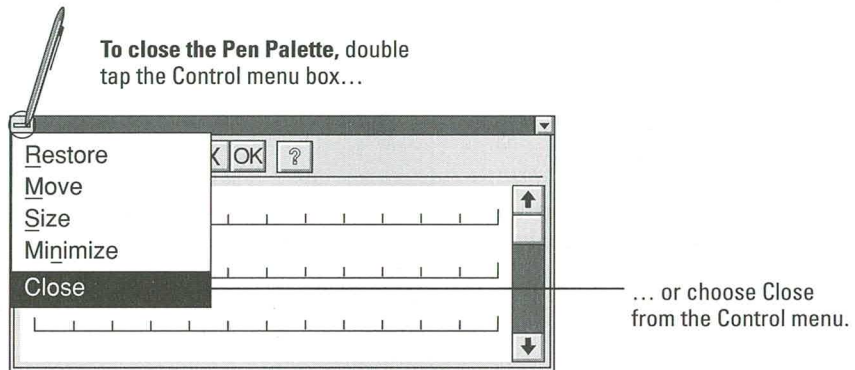
### Minimizing the Pen Palette

The illustration shows how to minimize the Pen Palette and shrink it to an icon at the bottom of your screen.



## Closing the Pen Palette

To close the Pen Palette, you can double-tap the Control menu box or choose the Close command from the Control menu. When you see a message that informs you that you are closing the Pen Palette, tap Yes to close.



If you close the Pen Palette, you can open it again by double-tapping its icon in the Program Manager Pen Tools group.

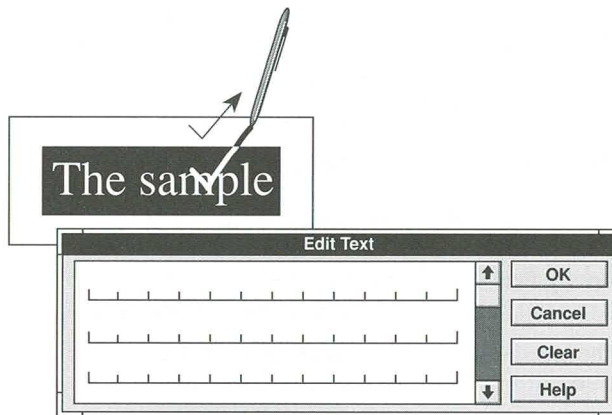


# Using Gestures

This chapter shows you how to use the predefined gestures and how to define your own gestures.

## What Is a Gesture?

A gesture is a special symbol you draw to tell Windows for Pen Computing to carry out an action. By now you have probably practiced, for example, drawing a checkmark through a word to tell Windows to place the word in the Edit Text dialog box where you can correct it.



## How Do Gestures Work?

Like printed characters, gestures are identified by the handwriting recognizer and translated; unlike printed characters, gestures are translated into actions, rather than text. But you can draw gestures anywhere you can print.

Each gesture (except for the Undo gesture) carries out its action where you draw it. For example, when you draw the Delete gesture over a character, the character is deleted; when you draw the Delete gesture over selected text, the selected text is deleted. You can draw the Undo gesture anywhere you can write and it carries out its action—it cancels or reverses the effect of the previous action.

For the recognizer to identify a gesture, you must draw it as a separate symbol—not in combination with a letter or number. Once you have drawn the gesture, lift the pen and pause while the gesture is being recognized. After the gesture is recognized, you can draw another gesture or print more text.

## Help on Gestures

All Windows for Pen Computing Help topics include a special button that automatically displays the Gestures topic. The Gestures button is available from the button bar of any Windows Help file. It provides a quick demonstration of how to draw predefined gestures.



The Gestures button is available from all Windows Help files.

## Help

<b>For information on:</b>	Gestures
<b>See Help file:</b>	Any Windows Help file
<b>Topic:</b>	Gestures button
<b>Search for:</b>	Gestures

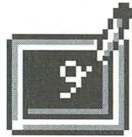
## The Learning Pen Basics Tutorial

The Learning Pen Basics online tutorial demonstrates the predefined gestures. You can also use this tutorial to practice printing characters.

To use the Learning Pen Basics tutorial, start it and then follow the instructions on your screen.

There are three ways to start the Learning Pen Basics tutorial:

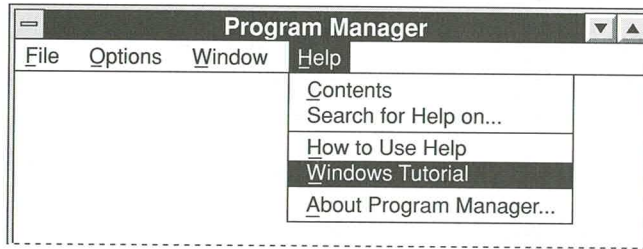
- Double-tap the Learning Pen Basics icon in the Microsoft Pen Tools group window.



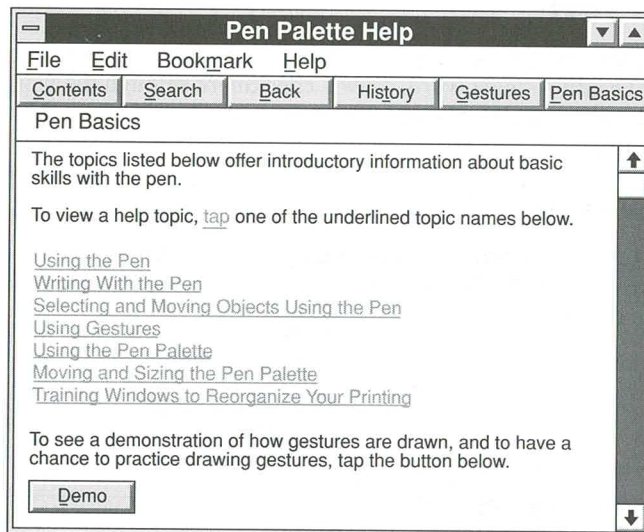
Learning Pen Basics



- From the Program Manager Help menu, choose Windows Tutorial.



- From any Windows Help file, choose the Gestures or Pen Basics button. At the bottom of the screen, tap the Demo button.



## Using Predefined Gestures

The following pages introduce the twelve gestures supplied with Windows for Pen Computing. The gestures are divided into two groups:

- Six gestures for basic editing tasks
- Six additional gestures that are very useful for editing and command shortcuts

### Basic Editing Gestures

The basic editing gestures are Edit Text, Backspace, Insert Space, Insert New Line, Cut, and Undo.

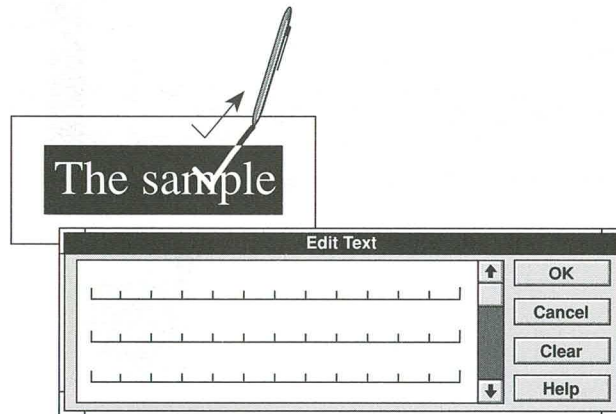


#### Edit Text

The Edit Text gesture copies a single word or selected text into the Edit Text dialog box. To edit a single word, draw a checkmark through the word. To edit multiple words, select the words, and then draw a checkmark through the highlighted selection.

#### Drawing Tip

Draw the checkmark in one continuous stroke. Draw the second, upward part of the stroke considerably longer than the downward segment. Make a sharp point; do not curve the tip.



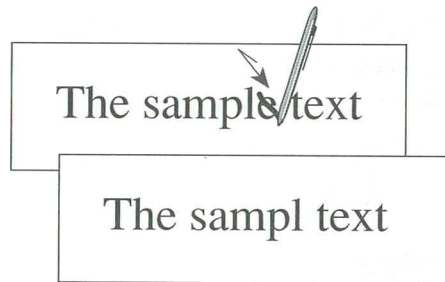


## Backspace

The Backspace gesture erases the character you draw the gesture through.

### Drawing Tip

Draw a single, overlapping line at a 45-degree angle, up and to the left and then down and to the right. Draw the gesture through the character you want to erase.

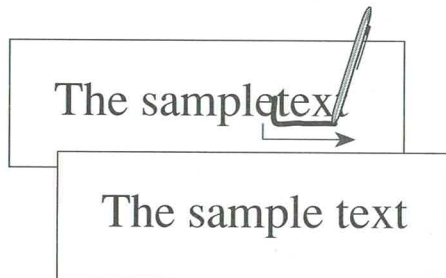


## Insert Space

The Insert Space gesture adds a space where you draw the gesture.

### Drawing Tip

Draw one continuous line down and then to the right. To avoid confusion with the letter “L,” draw the right segment of the stroke considerably longer than the downward segment. Make a sharp turn in the line; do not draw a loop or curve between the two segments of the gesture.



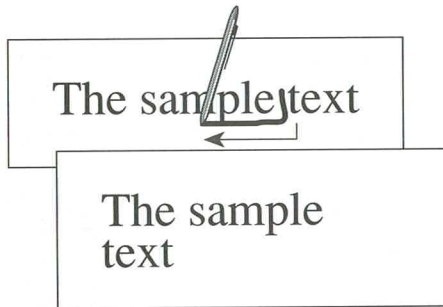


## Insert New Line

The Insert New Line gesture adds a new line. Text that follows the gesture is moved down to the new line. In the Pen Palette writing window (with letter guides on), an arrow will appear, indicating that a new line will be inserted into the active application when you tap OK.

### Drawing Tip

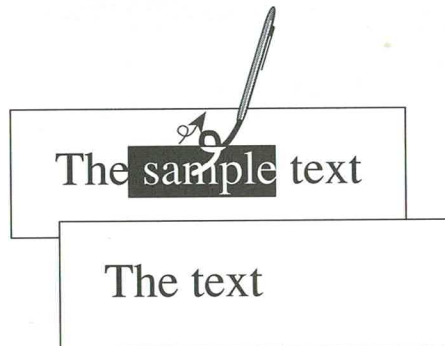
Draw one continuous stroke, down and then to the left. To avoid confusion with the letter “J,” draw the left segment of the stroke considerably longer than the downward segment. Make a sharp turn in the line; do not draw a loop or curve between the two segments of the gesture.



## Cut

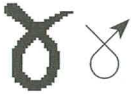
The Cut gesture removes text or objects from their current location and places them onto the Clipboard. To move information, you cut it from its current location and then paste it in at the new location.

To cut multiple words or objects, select the words or objects, and then draw the Cut gesture over any part of the selection.



### Drawing Tip

From the bottom up, draw a “pigtail.” Keep the loop small.

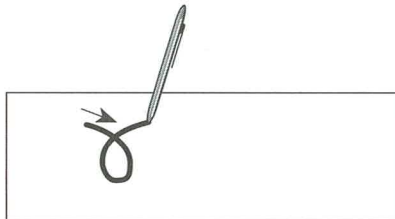


### Undo

The Undo gesture reverses or cancels the previous action. For example, if you delete text and then immediately draw the Undo gesture, the deleted text is “undeleted” and returned to its previous location. You can draw the Undo gesture anywhere you can write; you do not have to draw the Undo gesture over the results of the previous action.

### Drawing Tip

Draw the “diving fish” shape downward from left to right with a large loop at the bottom. To avoid confusion with the letter “o,” make the “body” long.



## Additional Gestures

The following describes the six additional gestures.



### Copy

The Copy gesture duplicates selected text and places it onto the Clipboard. To place a copy in another location or in another application, move to the location where you want to put the information, and then draw the Paste gesture.

To copy multiple words or objects, select the words or objects, and then draw the Copy gesture over any part of the selection.

### Drawing Tip

Draw the fish shape down from right to left and back. Keep the gesture horizontal.

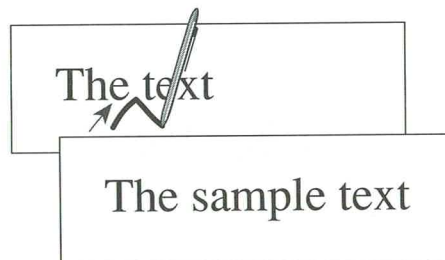


### Paste

The Paste gesture places the Clipboard's contents at the tip of the gesture. If text is selected, the contents of the Clipboard replace that entire selection. You can paste the Clipboard's contents wherever you draw the Paste gesture.

### Drawing Tip

Draw an arrowhead, working from left to right, with the tip pointing to where you want to place the Clipboard's contents. Draw a sharp point (not a curve or semicircle) for the tip of the gesture. Draw the left and right segments approximately the same size.



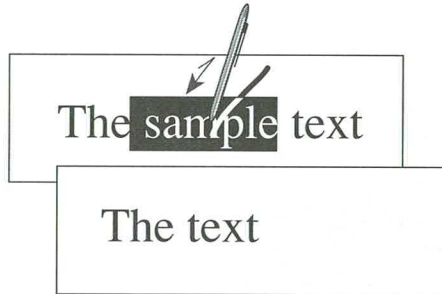


## Delete

The Delete gesture erases a single character or a selection. To delete a selection, draw the Delete gesture through the selected text.

### Drawing Tip

Draw the line at a 45-degree angle, up and to the right and then down and to the left, through the character or selection you want to delete.

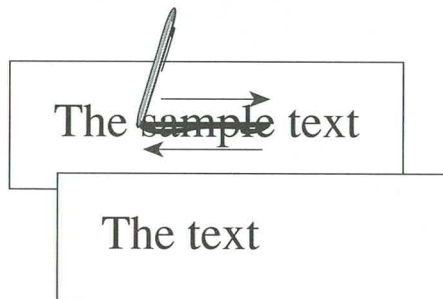


## Delete Word

The Delete Word gesture erases the word(s) that you draw the line through.

### Drawing Tip

Draw a single, overlapping horizontal line to the right and then back to the left through any part of the word or words you want to delete. Do not lift the pen between the right and left motions. You do not have to cover each character in each word you want to delete. To delete part of a word, use the Delete gesture.



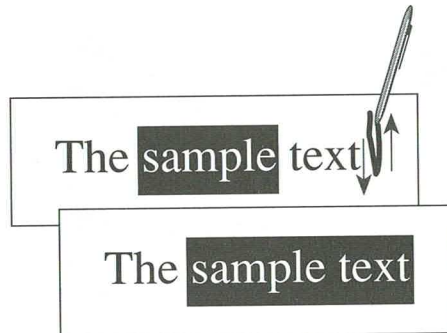


## Extend Selection

The Extend Selection gesture enlarges a selection to include all text and spaces between what you have already selected and the point where you draw the gesture. Lines, sentences, or paragraphs can be part of the extended selection.

### Drawing Tip

Draw a single, overlapping, vertical line. Draw the first part of the line down and the second part up. Keep the line vertical. Do not lift the pen between the down and up motions.

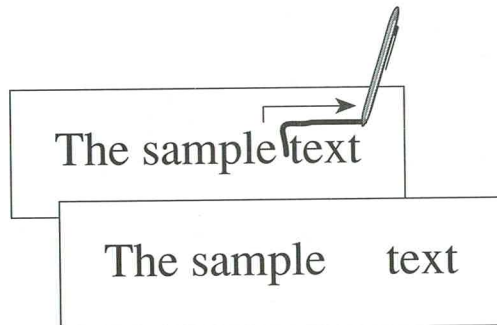


## Insert Tab

The Insert Tab gesture inserts a tab.

### Drawing Tip

Draw one continuous stroke, up and then to the right. Make the right segment of the stroke considerably longer than the upward segment. Make a sharp turn in the line; do not draw a loop or curve between the two segments of the gesture.





---

## Defining Your Own Gestures

With Gesture Manager, you can create an additional set of gestures to perform actions you define. These additional gestures are useful for carrying out commands you frequently use or for text you often write. For example, you can define a gesture that carries out the File Save command and you can define another gesture that prints your name.

The symbols you use for creating your own gestures consist of any letter of the alphabet enclosed in a circle.

### Predefined Circled-Letter Gestures

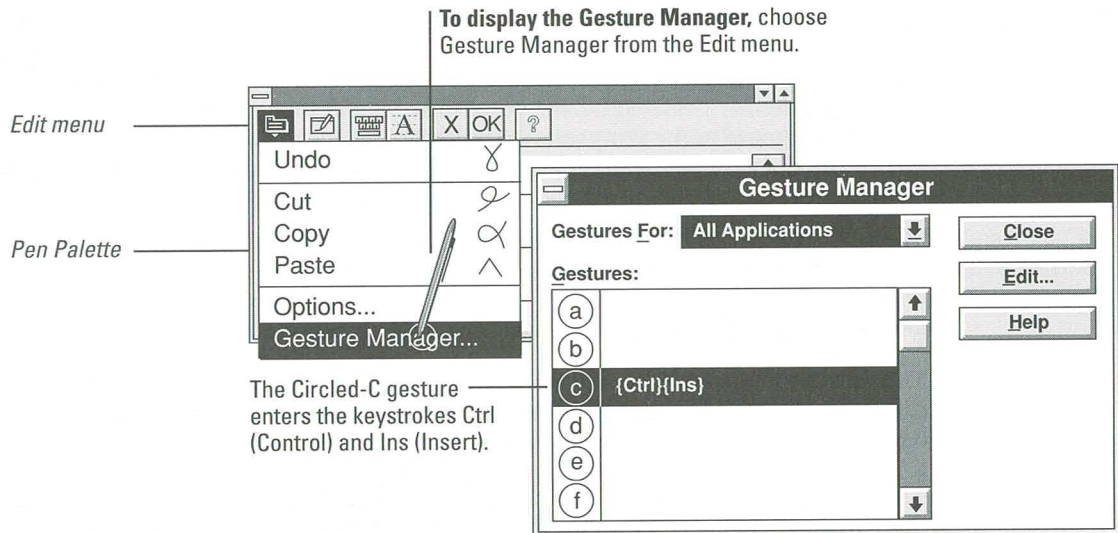
The keystrokes for the following three circled-letter gestures are predefined, but you can change them at any time. You can see the keystrokes assigned to these symbols by choosing the Gesture Manager command.

<b>Gesture</b>	<b>What it does</b>
Circled-C	Types the Ctrl+Ins key combination. In most Windows applications, carries out the Edit Copy command.
Circled-P	Types the Shift+Ins key combination. In most Windows applications, carries out the Edit Paste command.
Circled-U	Types the Alt+Backspace combination. In most Windows applications, carries out the Edit Cut command.

---

**Note** Keystrokes you assign to a circled-letter gesture may carry out different commands in different applications. For example, the predefined Circled-C gesture carries out the Edit Cut command in Microsoft Write for Windows and Microsoft Word for Windows; however, other applications may reserve the Ctrl+Insert combination for another action or command.

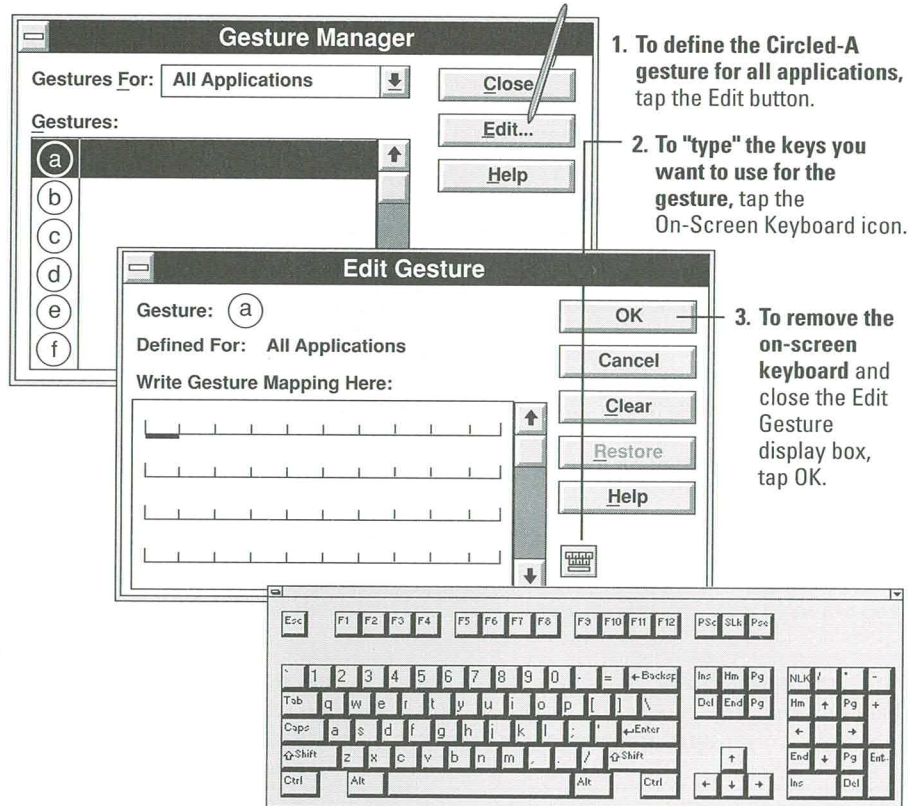
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## Creating a Gesture

To create a gesture, you assign keystrokes and text to one of the 26 circled-letter symbols in the Gesture Manager. You can define a single action for each circled-letter symbol or you can make each symbol carry out a different action for each application on your system. For example, you can define the Circled-S gesture to carry out the File Save command for every application, or you can define it to carry out the File Save command in one application and the Edit Styles command in another application.

To use keys to define a gesture, use the on-screen keyboard and tap the keys you want. To add text, print in the letter guides or use the on-screen keyboard. To correct keystroke errors, tap the Clear button and then start over by tapping the correct keys on the on-screen keyboard. To correct text, print over individual characters in the letter guides or tap the Clear button to erase all text.



## Help

- For information on:** Defining your own gestures
- See Help file:** Pen Palette Help
- Topic:** Using Gestures  
Defining Your Own Gestures
- Search for:** Define



# Training the Recognizer

When you print in the writing area, the recognizer compares your handwritten characters with the sample characters in the recognition database. When the recognizer matches your characters with the samples in the database, it translates the samples into recognized text and displays the text in the writing area.

If you print a character that does not closely match a sample character in the recognition database, the recognizer translates the text incorrectly or displays a question mark.

To improve recognition, you can train the recognizer by adding samples of your printing to the recognition database. For example, you can add a sample for your uppercase "F" to the database. The next time you print an uppercase "F," the recognizer will translate it correctly.

There are two ways to train the computer to improve recognition:

- Train the recognizer. Use this method while you work by choosing the Trainer button from the Pen Palette tool bar or choosing the Trainer icon from the pen tools group.
- Customize the recognition database. With this method, you fine-tune the recognizer by viewing and modifying the shapes it contains. The instructions for customizing the recognizer are available in online Help only.

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**Note** This chapter explains how to use the Microsoft trainer. If you are using another recognition system, see the documentation for that system.

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## Using the Trainer

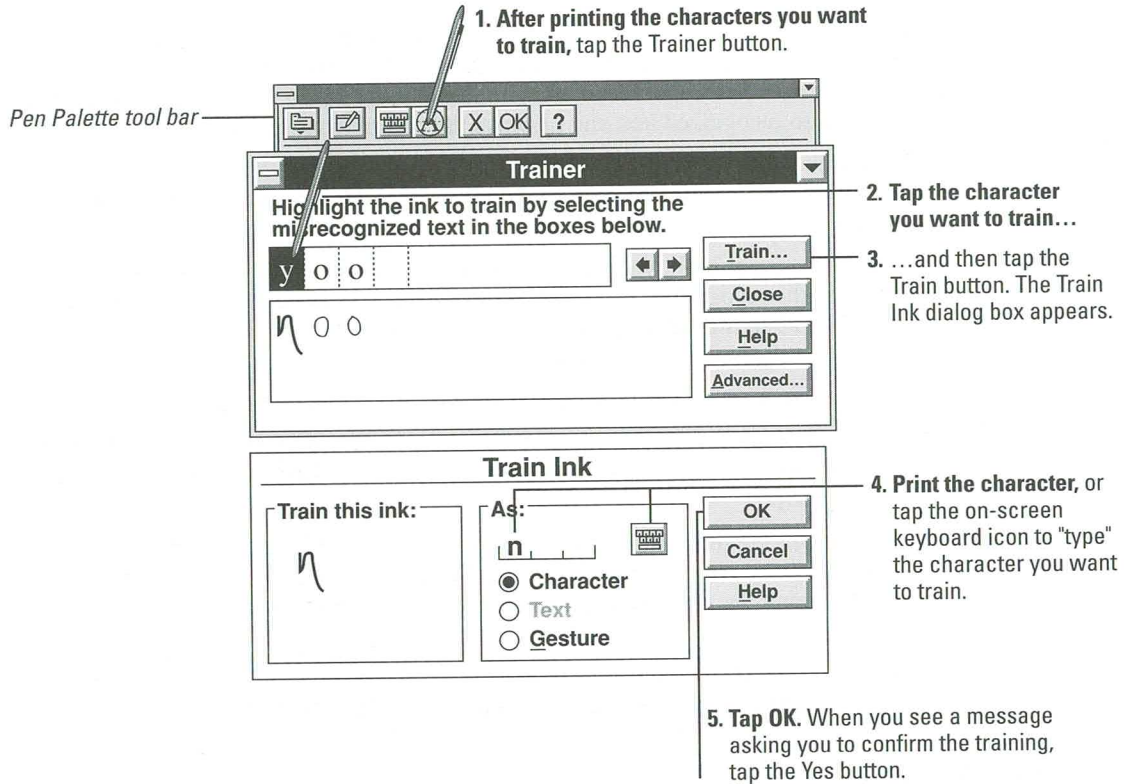
If you frequently see question marks instead of the characters you printed, or if you notice certain characters are consistently incorrectly recognized, you'll probably want to train the recognizer.

You don't have to set up a formal training session to train the recognizer. You can do it while you work, because the trainer (which instructs the recognizer) is always available from the Program Manager Pen Tools group or from the Pen Palette tool bar.

The trainer continuously tracks the electronic ink from your handwriting and the translated text from the recognizer. When you choose the Train button from the Pen Palette tool bar, the Train dialog box displays the translated text above the handwriting that was most recently recognized. For example, when you print your name and it's recognized, both the handwritten and recognized versions of the characters are displayed in the Train dialog box.

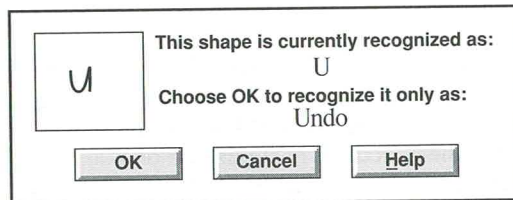
## Training: Single Characters

Most recognition problems occur when the recognizer incorrectly translates a single character. Here's the procedure for getting single characters recognized.



## Warning

If you train the recognizer with ink that is currently recognized as another character or gesture, the recognizer displays a message informing you that the shape is currently recognized as something else. For example, the recognizer displays the following message if you try to train it to recognize "U" as the Undo gesture.



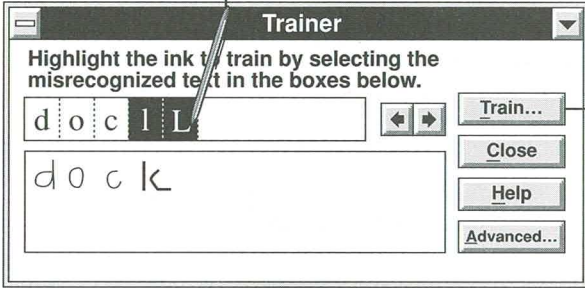
If you see this message and tap OK, every time you print an uppercase “U,” the recognizer will carry out the Undo gesture. For this example, you would choose Cancel. Any time you are not certain about the training, choose Cancel.

### Training: Multiple Characters

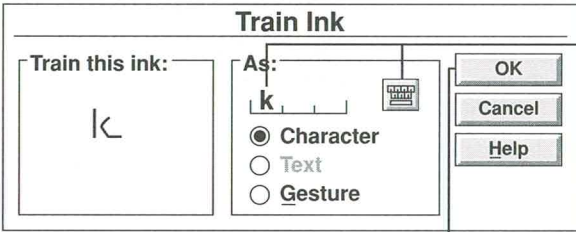
Occasionally, a single printed character is recognized as two separate characters. This usually happens when you separate the strokes that make up a character. For example, in the following illustration, the “k” in “dock” has been recognized as two separate characters—“l” and “L.”

If you consistently print single characters that are recognized as multiple characters, you can train the recognizer to identify the separate characters as a single character. To do so, you select the misunderstood characters, and train the recognizer just as you would with a single character.

1. To train the recognizer to recognize the characters as one, drag the pen tip over both characters.



2. To train the recognizer, tap the Train button. The Train Ink dialog box appears.



3. Print the character, or tap the on-screen keyboard icon to “type” the character you want recognized.

4. Tap OK.

### **Training: Gestures**

If you consistently have problems drawing a gesture, you can train the recognizer to identify your variation of the gesture. For example, if you consistently draw the Edit Text gesture (a checkmark) with an extra hook on the end, you can train the recognizer to identify your hooked mark as the Edit Text gesture.

Make certain when you train the recognizer regarding gestures that you do not replace gestures with characters that you use often. For example, you should not train the recognizer to identify an uppercase “T” for the Tab gesture (you would have problems every time you print an uppercase “T”).

## **Customizing the Recognition Database**

To customize the recognition database and browse through the shapes and symbols it contains, you use the Advanced button in the Train dialog box. If you do not see the Advanced button in the Train dialog box, you are not using the Microsoft Alpha-numeric Recognition System.

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**Note** Use caution when browsing and modifying any recognition database--you can easily erase or modify the shapes and symbols it contains and reduce, rather than improve, recognition.

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You can use more than one recognizer with Windows for Pen Computing, each recognizer containing a different database of shapes and symbols. The methods you use to customize various recognition databases may differ. See online Help for information about customizing your database. The Pen Computing system detects which recognizer you’re using and provides the appropriate information.

To get Help on customizing the shapes in the recognition database, tap the Advanced button in the Trainer dialog box, and then tap the Help button in the Shape Viewer dialog box.



# Getting Help

Because you often use Windows for Pen Computing away from your desk, most of the documentation for it is in online Help. This chapter contains the following sections:

- How Windows Help Is Organized
- Using Help Notes
- Using Help Contents
- Using Help Buttons
- Searching for Help Topics
- Exiting Help

Some of the screens and information you find here will be familiar, since this chapter is an expansion of information introduced in Chapter 1.

## How Windows Help Is Organized

Each Windows application has its own unique Help file. For example, the Pen Palette has its own Help file, Program Manager has its own Help file, and Microsoft Write has its own Help file. To get Help about a task for a given application, start or restore that application and then choose the Help command.

The following table lists the Windows Help files and the Help information each contains.

<b>Help file</b>	<b>What it covers</b>
Pen Palette Help	Pen Palette tools, writing and correcting text, using gestures, training the recognizer
Program Manager Help	Windows basic skills, using commands and dialog boxes, starting and working with applications, working with group windows
File Manager Help	Working with files and directories, saving files, working with hard and floppy disks, managing documents
Control Panel Help	Customizing windows
Print Manager Help	Print Manager, which installs and sets up your printer, prints your files, and can connect you to networks

## Using Help Notes

To make it easier to find related task information in online Help, this guide contains Help notes that direct you to specific online Help topics. You may already have used some of these notes. As a reminder, the following example explains a Help note and shows you how to find the related online Help topic.

Help

<b>For information on:</b>	The on-screen keyboard
<b>See Help file:</b>	Pen Palette Help
<b>Topic:</b>	Writing and Correcting Text Using the On-Screen Keyboard
<b>Search for:</b>	Keys

This example shows:

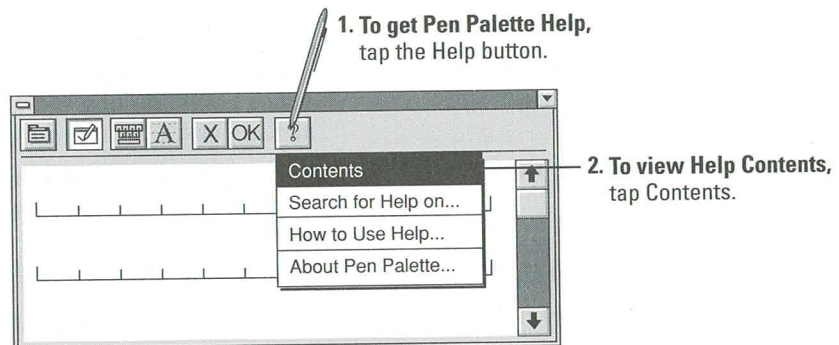
- There is more information about the on-screen keyboard in online Help.
- The information is in the Pen Palette Help file.

You must be using the Pen Palette to find information in Pen Palette Help. The same is true for any other Help file—you must be using the application that the Help file is attached to before you can use its Help.

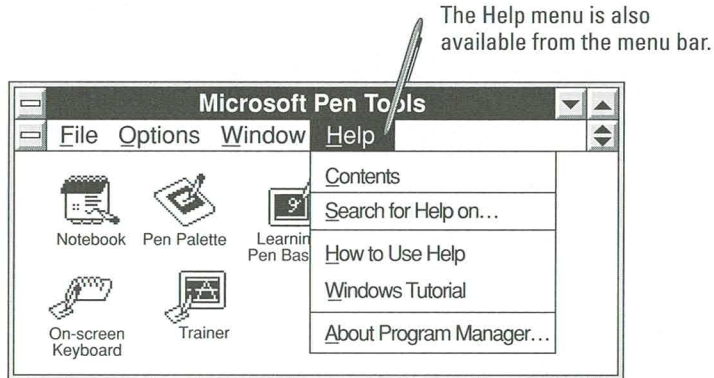
- The Help topic “Using the On-Screen Keyboard” is located in the Pen Palette Help Contents screen under the heading “Writing and Correcting Text.”
- You can also find the “On-Screen Keyboard” topic by using the Search command and the keyword “keys.”

## Using Help Contents

The Help Contents screen lists the major Help topics, grouped according to task. To display Pen Palette Contents, you choose the Help button on the Pen Palette tool bar.

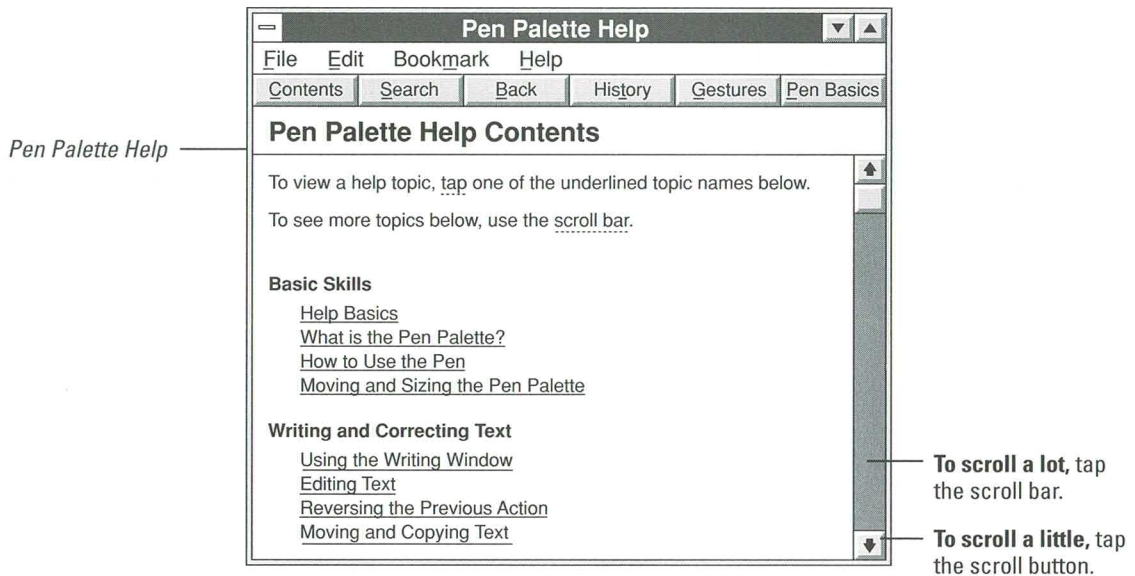


To display Help Contents for other applications, such as Program Manager or File Manager, choose the Help menu from the application menu bar.



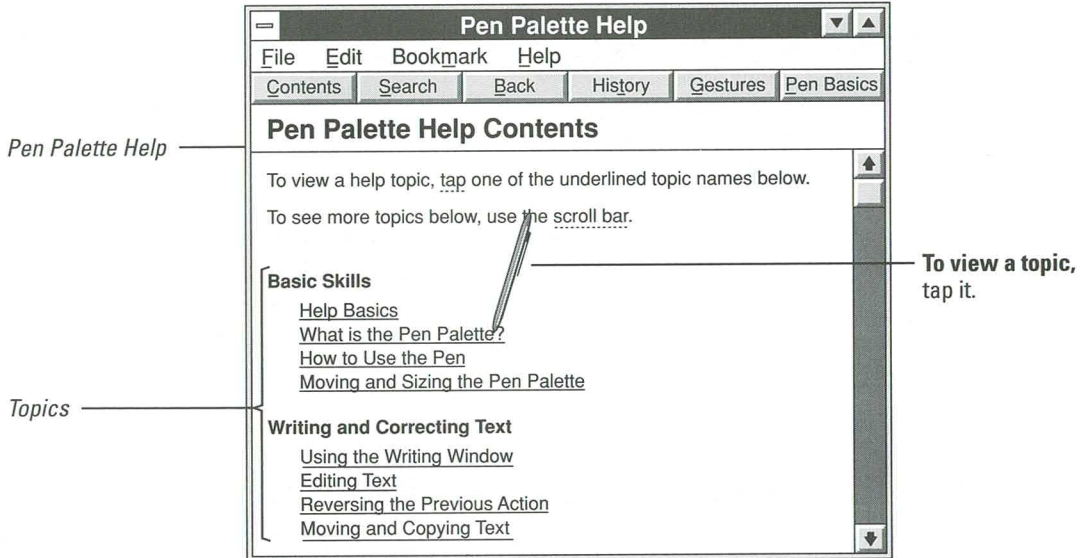
## Scrolling Through Help

To see more topics or read more Help text, you can scroll through the Help window.



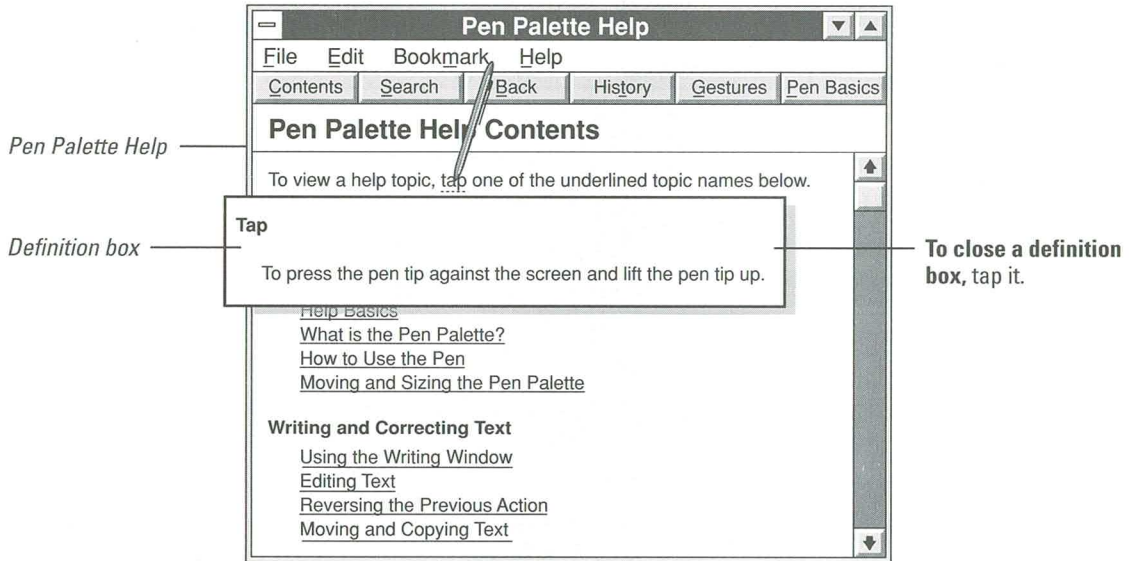
## Viewing Help Topics

Help topics are underlined in the Help Contents. To read a Help topic, tap the underlined topic title.



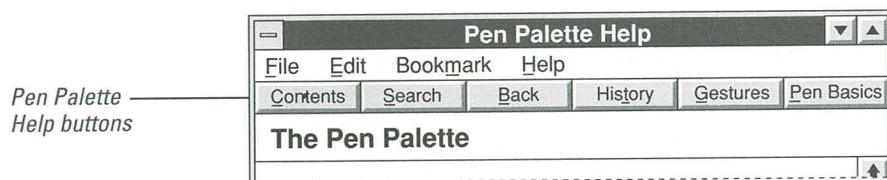
## Viewing Definitions

Most Help topics contain definitions that display more information about a term or important concept. Words that have definitions are indicated with dotted underlines. When you tap a word to get its definition, a window pops up and stays open until you tap again.



## Using Help Buttons

All Help topic windows contain Help buttons. To use the Help buttons, tap them. Different applications usually contain different buttons; however, all the Help files that come with Microsoft Windows have the same six buttons shown here.

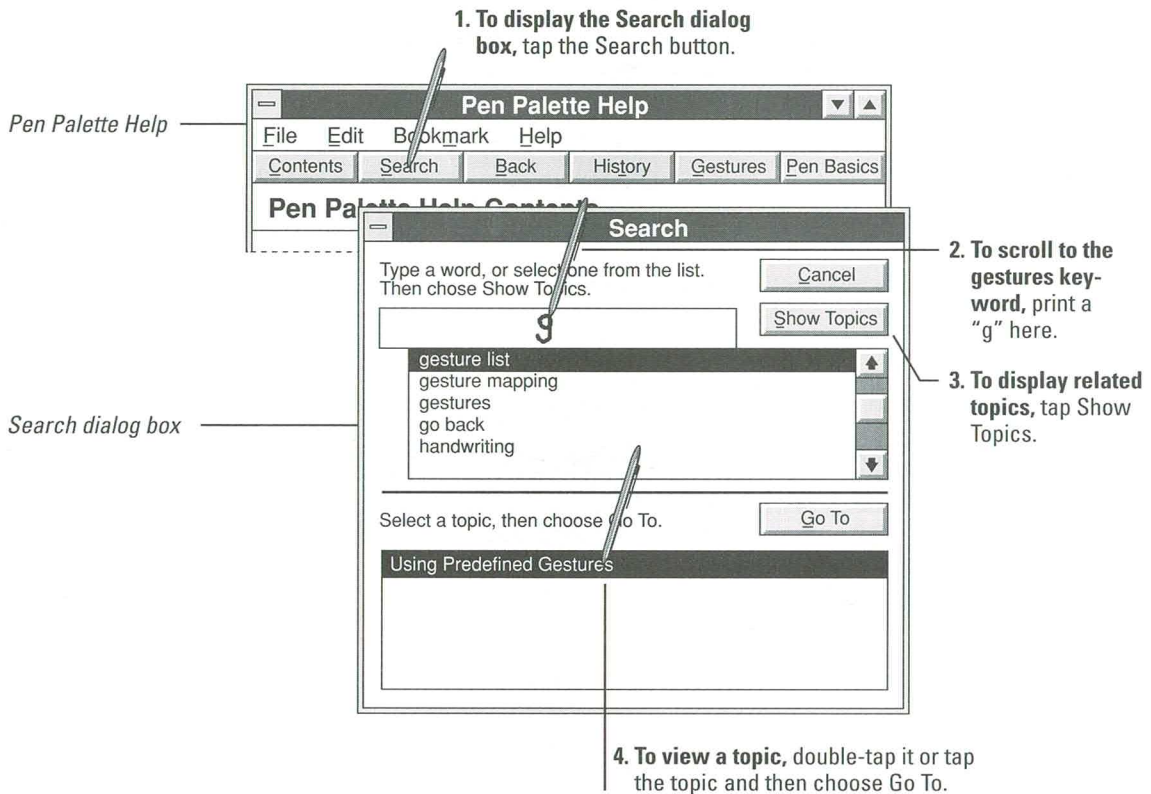


Help button	What it does
Contents	Displays the Help Contents screen
Search	Displays the Search dialog box, which you use to find Help topics
Back	Displays the Help topic you previously viewed
History	Displays a list that tracks the Help topics you have viewed; to return to a Help topic, tap it
Gestures	Displays and explains the predefined gestures
Pen Basics	Displays Help topics covering use of the pen, selecting objects, using gestures, and so on

## Searching for Help Topics

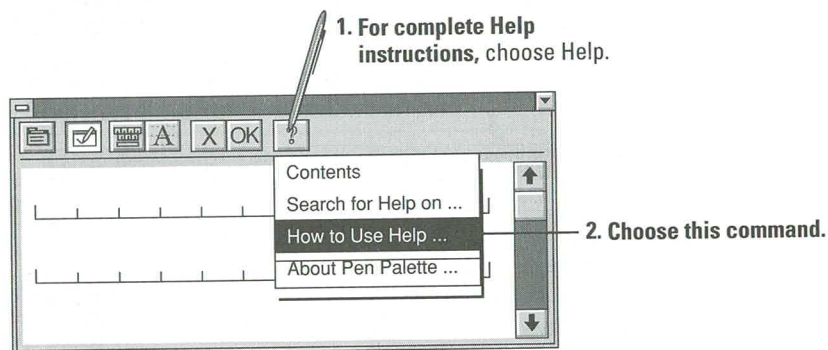
You can find Help topics by searching for keywords in the Search dialog box. For example, you can find the Help topics that discuss gestures by searching for the “gestures” keyword.

The following procedure shows you how to use the Search button from the Help window. You can also choose the Search command from the Help menu.



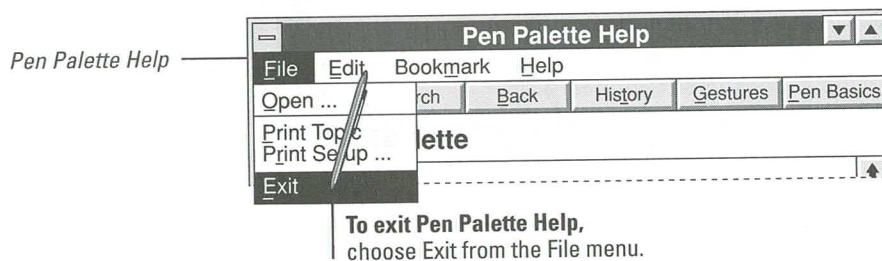
## Help on Help

There are more Help features than those covered in this chapter. For example, you can annotate a Help topic and add comments to it, and you can use bookmarks to mark topics that you use frequently. For complete information about Help, use the How To Use Help command.

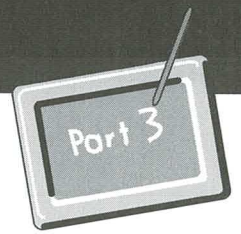


## Exiting Help

When you leave Help, you return to whatever you were doing before you got Help.







# USING WINDOWS



# Microsoft Windows Basic Skills

This chapter covers the basic skills for using Windows with the pen. In Chapter 1, you practiced many of these skills; however, unless you are an experienced Windows user, you will want to read this chapter to learn more about Windows.

Using the Windows environment with a pen is very much like using Windows with a mouse. With a mouse, you point and click. With the pen, you tap.

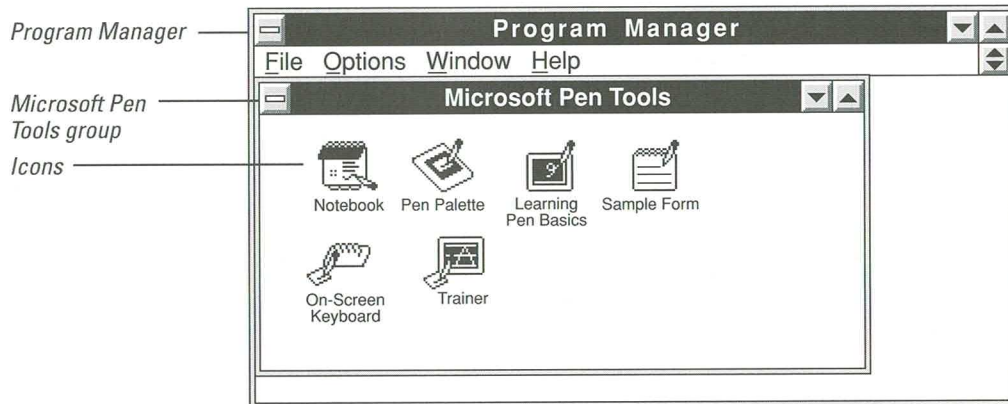
This chapter covers the following topics:

- Using Program Manager
- Starting Applications
- Working with Windows
- Choosing Menus and Commands
- Using Dialog Boxes
- Saving Documents and Files
- Exiting an Application

## Using Program Manager

With Microsoft Windows, you work with applications (programs that you use for a particular kind of work, such as word processing or inventory management) and icons (graphical representations of the applications) that are displayed in areas of the computer screen called windows.

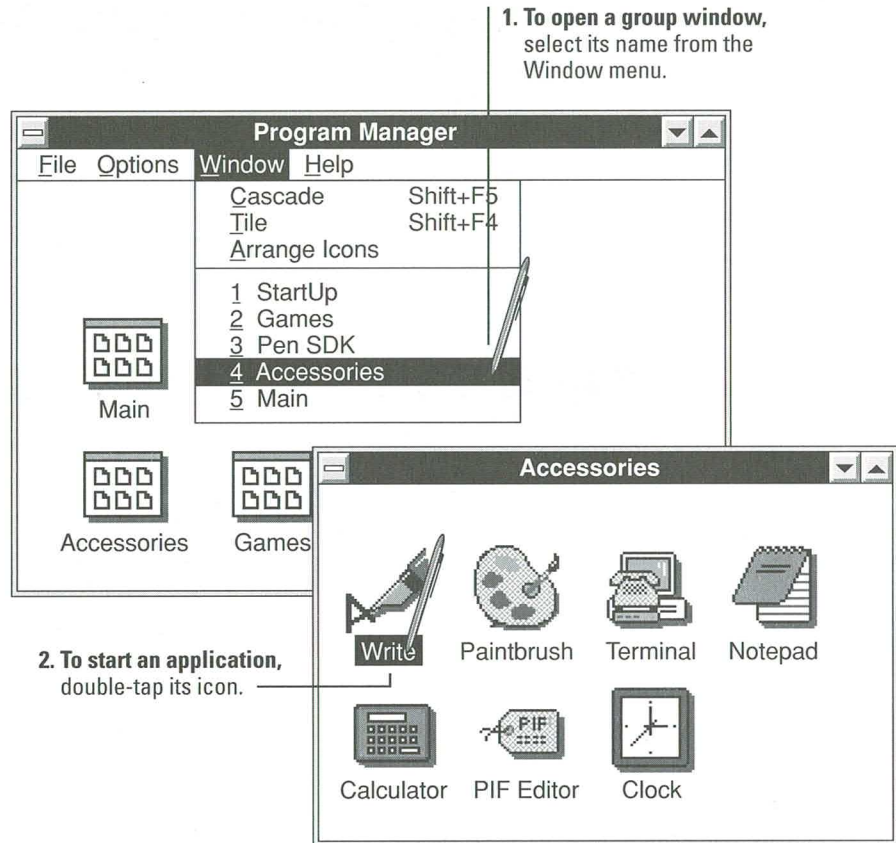
When you start Microsoft Windows, the first thing you see is the Program Manager window. Program Manager provides methods for arranging and working with application icons in group windows. A group window is a Program Manager window that contains related application icons. For more information on group windows, see “Creating a Group Window” in Chapter 7, “Managing Microsoft Windows.”



## Starting Applications

Before you can work with an application, you must start it. The easiest way to start an application is from within Program Manager.

To start an application from Program Manager, you may first have to open the group window that contains the application icon. For example, the Microsoft Write application is located in the Accessories group window. To start Microsoft Write, you first open the Accessories group window and then double-tap the Write icon.



Help

**For information on:**

**See Help file:**

**Topic:**

**Search for keyword:**

Starting applications

Program Manager Help

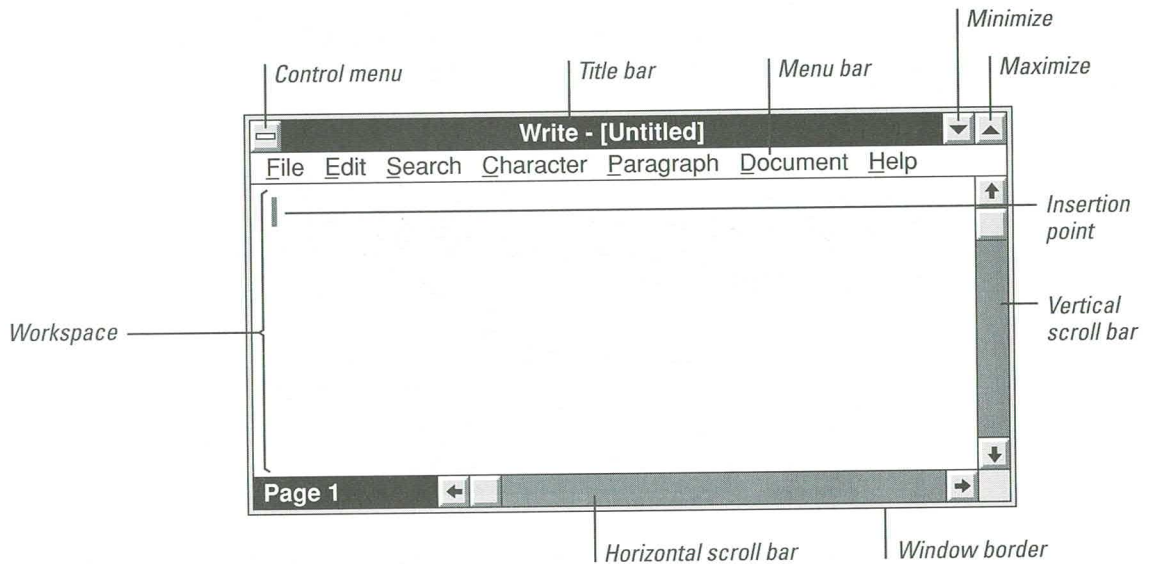
How To...

Start an Application

Start

## Working with Windows

All your work and all the tools you use to manage your work are displayed in windows. The following illustration shows the elements common to most application windows:



Window element	What it does
Control menu	Displays commands for moving and sizing the active window (the window you're using).
Title bar	Displays the name of the application and the document. When you drag the title bar, the window follows.
Menu bar	Contains menus, which each display a list of commands. To choose menus and commands, tap them.
Minimize and Maximize buttons	Shrink or enlarge the active window.
Insertion point	Indicates where printed text will be positioned in a document. To move the insertion point, tap the location where you want to place it.
Scroll bars	Display more of a document or list. Tap the arrows to scroll a little; tap the space before or after the box to scroll a lot.

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<b>Window element</b>	<b>What it does</b>
Window border	Moves when dragged so that the window shrinks or grows.
Workspace	Displays what you're working on.

## **Moving Between Windows**

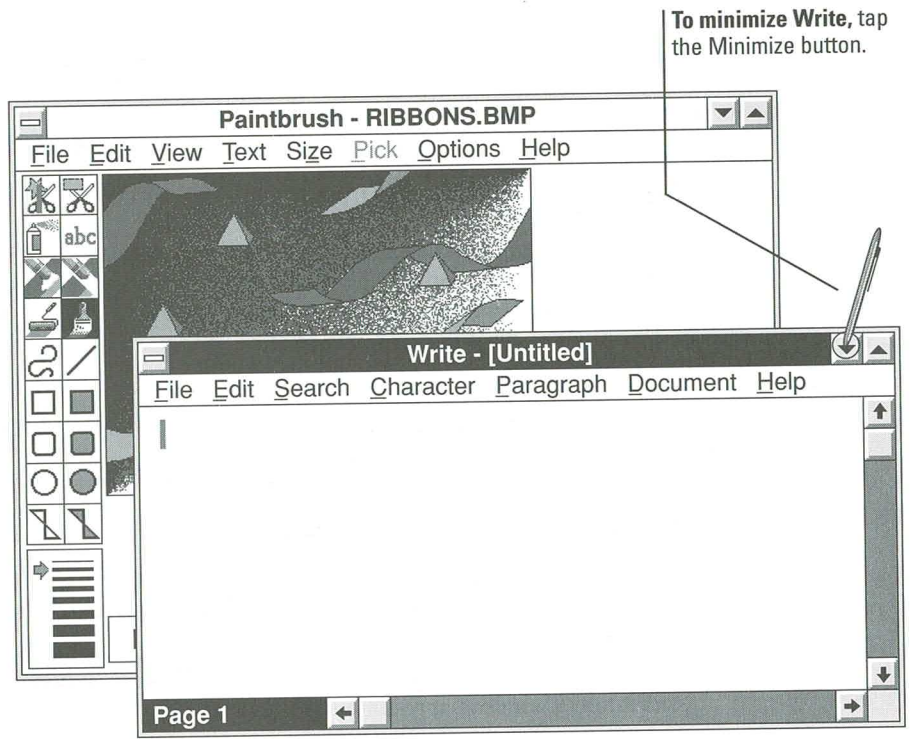
One of the advantages of Microsoft Windows is that you can open multiple windows and work with different applications at the same time. This is especially useful when you want to copy or move text between applications. There are three ways to move between open windows and applications:

- Minimize and restore windows
- Activate a window by tapping it
- Choose an application window from the Task list

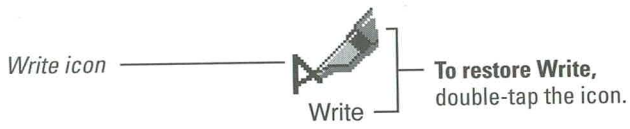
## **Minimizing and Restoring Windows**

The most common way to move between open windows is to minimize the window you are currently using (the active window) and restore the icon for the window you want to use next.

When you minimize a window, its icon appears at the bottom of the screen. When you restore a window, it resumes its previous size.



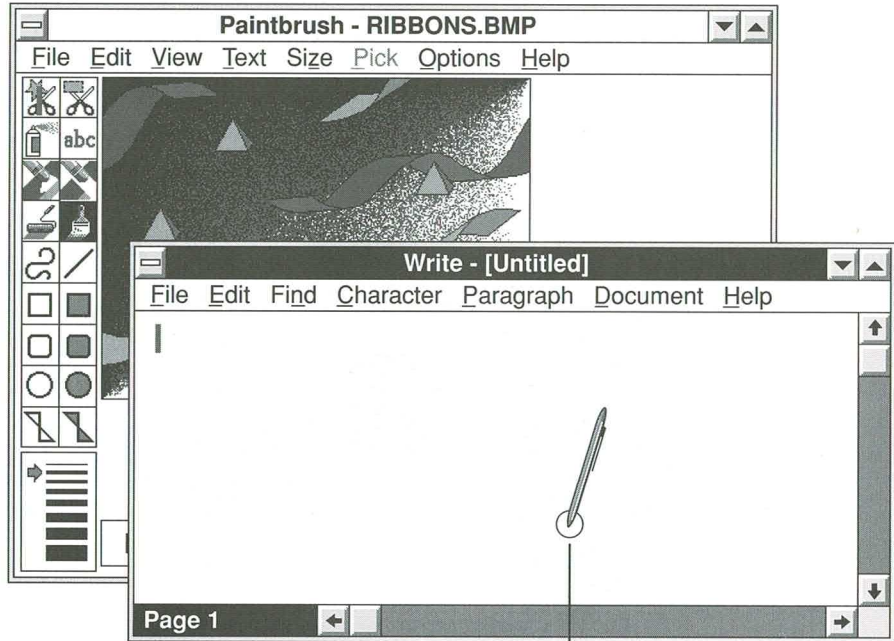
To minimize Write, tap the Minimize button.





## Tapping a Window to Activate It

Tap any part of a window to activate it. It then becomes the active window and appears on top of the other open windows.

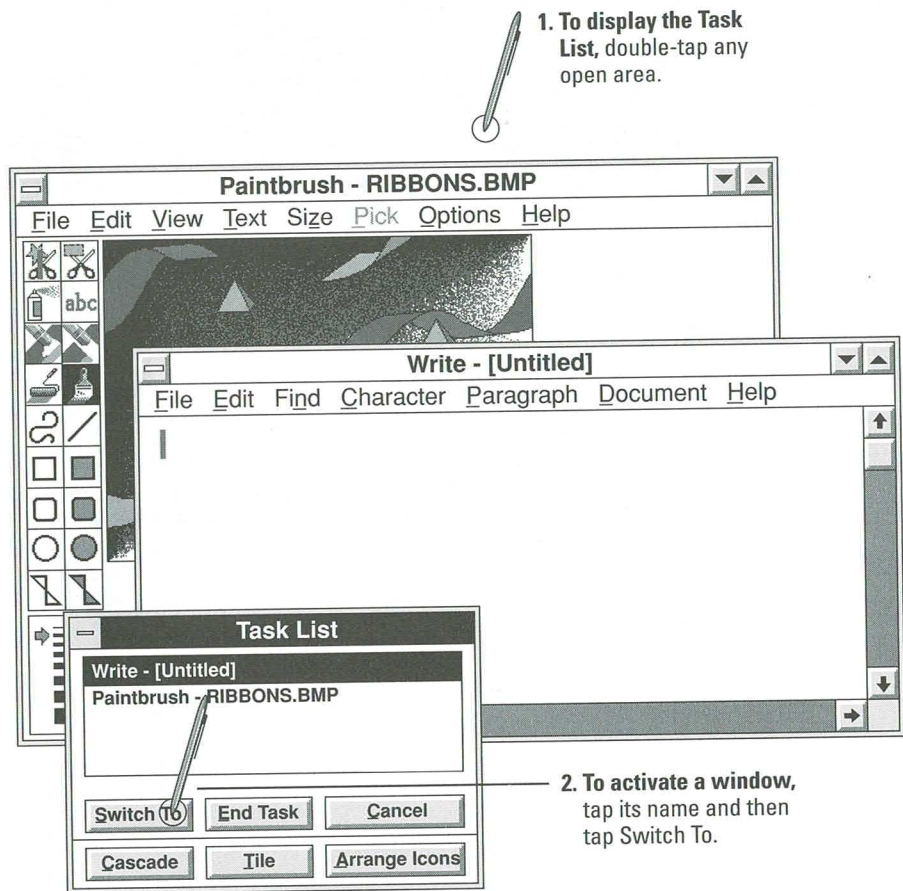


To activate a window, tap it.

## Choosing a Window from the Task List

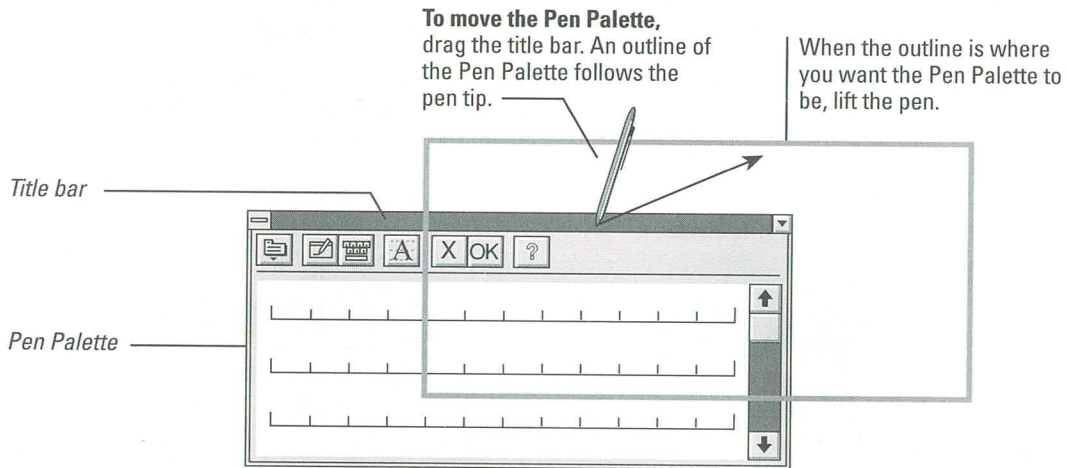
The Task List displays the name of all open windows. When you can't see the window you want to use, choose it from the Task List.

**Note** You can also double-tap a window name in the Task List to activate the window.

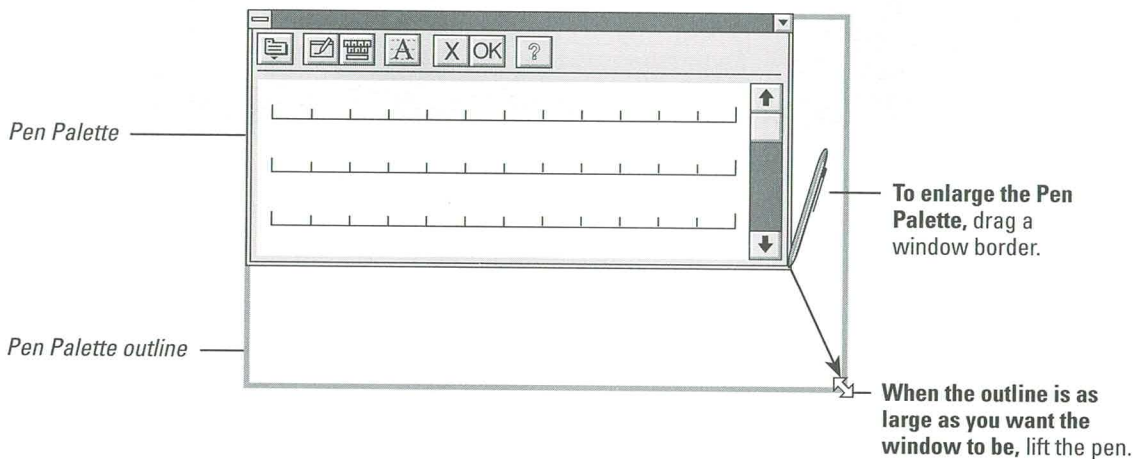


## Moving and Sizing Windows

When windows overlap, you can activate the window you want to use and move it or change its size to suit your needs. The following illustration shows you how to move the Pen Palette; other windows work the same way.



To enlarge or reduce any window, drag a window border, as shown here with the Pen Palette.

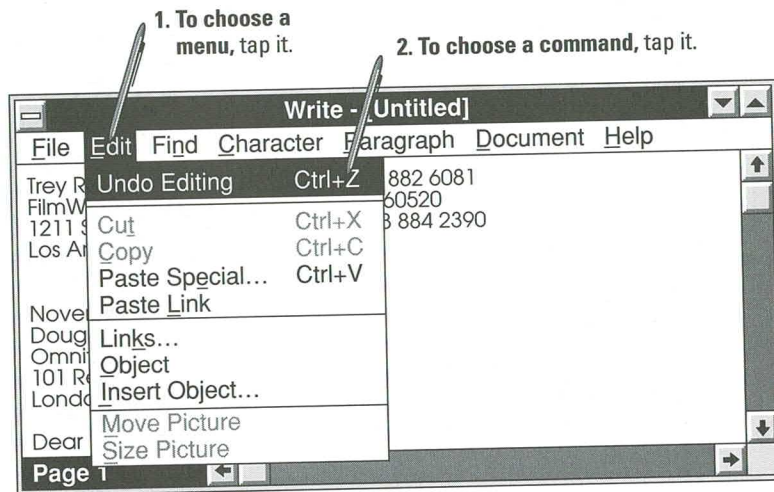


## Choosing Menus and Commands

Menus list commands, such as Copy or Delete, that represent actions you can carry out. Menus can also contain names of open windows or formatting characteristics, such as bold or center.

### Tapping to Choose Menus and Commands

To choose commands, you tap the menu where the command you want is listed, and then tap the command you want to choose. For example, to reverse your previous editing action in Microsoft Write, you tap the Edit menu and then choose the Undo Editing command by tapping it.

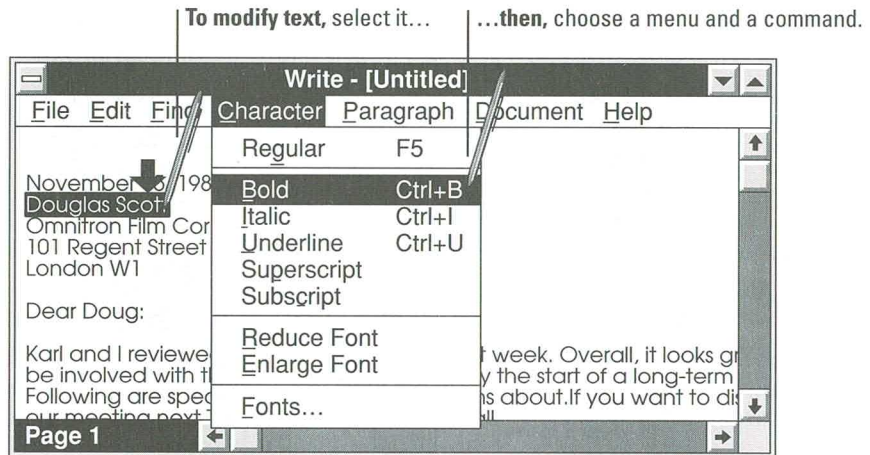


## Selecting and Choosing

For most commands, you must first select or highlight the object you want the command to act on before you choose the menu and command. For example, to make a word bold in a Microsoft Write document, you must first select the word.

To select a word, press and hold the pen tip at the beginning of the text you want to select. When you see the blinking bar and selection arrow under the pen tip, drag the highlight until it covers everything you want to select.

After the text is highlighted, you choose the Character menu, and then choose the Bold command. You use this “select and choose” method most often when you’re working with text or managing documents.

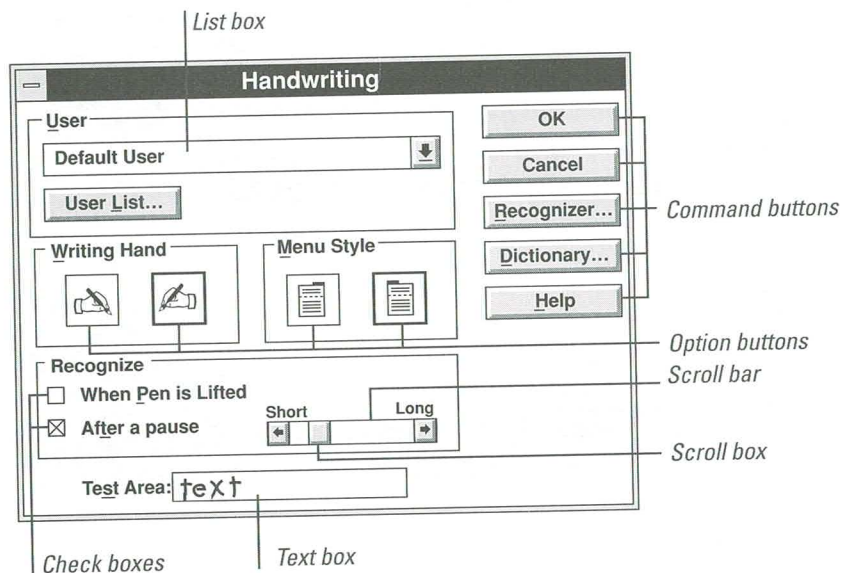


## Using Dialog Boxes

Dialog boxes are forms you use to tell the Windows environment more about what you want to do. A dialog box may include additional boxes from which you choose options by entering text, numbers, or other settings, or it may simply display additional information.

Some options in a dialog box may appear dimmed. This indicates that the option does not apply in the current situation or that you may need to make a selection before choosing that option.

The following dialog box contains most of the elements found in Windows dialog boxes.



**List boxes** display command choices. Some list boxes display all the choices automatically, and others (drop-down list boxes) display the choices after you tap the arrow on the right of the list box. To select an option from a list box, tap the scroll bar to move to the desired choice, and then tap the option you want to choose.

**Command buttons** carry out actions. For example, the OK button closes the dialog box and uses the selected options to carry out the command that displayed the dialog box. The Cancel button closes the dialog box, ignores any options you may have selected, and cancels the command that displayed the dialog box. The ellipses (...) that follow the Recognizer and Dictionary buttons show you that these command buttons display other dialog boxes. The Help button provides Help information about the active dialog box.

**Option buttons** represent a group of related options. To select one of the options, you tap it. When you select an option, a black outline appears around the option. For some options, the button is round and appears next to the option it represents.

**Scroll bars** relate to the options nearest them. Scroll bars contain **scroll boxes** that slide from left to right (or up and down) to indicate increasing or decreasing size, speed, or location. For example, the scroll bar to the right of the Recognize options regulates the relative amount of time to allow for printing to be recognized. To increase the time, tap the right scroll arrow or drag the scroll box to the right.

**Text boxes** require you to write in your selection. You can print text in the box or use the on-screen keyboard to enter text in a text box. To improve handwriting recognition in a text box, you can draw the Edit Text gesture and use the Edit Text dialog box to enter the text. For more information, see Chapter 2, “Writing and Correcting Text.”

**Check boxes** contain options that can be turned on or off. When you turn on a check box option, an “X” appears in the box. To turn a check box option on or off, tap it. Check boxes, unlike option buttons, allow you to turn on as many items as you want.

## Saving Documents and Files

A document is something you create with an application, such as a memo, report, drawing, inventory management form, and so on. A document is a type of file; files are what computers use to store information.

For most applications, all your work is temporary until you save it. You should save your work often (choose Save from the File menu). Doing so helps your applications perform faster and lessens the chance of losing work if there is a power failure.

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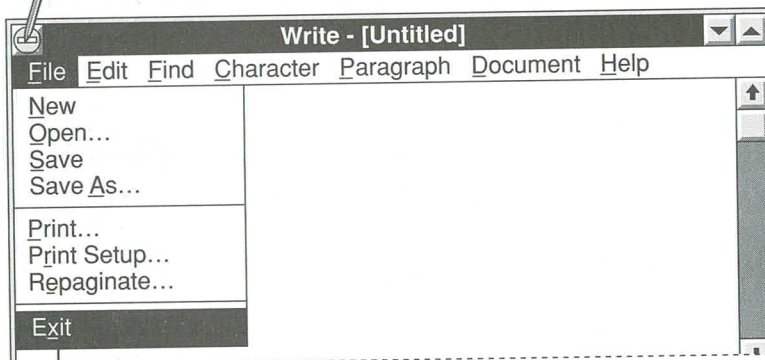
**Note** Some applications, such as the Notebook accessory that comes with Windows for Pen Computing, automatically save your work while you work or whenever you exit the application. For more information on how an application saves information, open the application and get Help on Saving.

---

## Exiting an Application

After working with an application, you can put the document and the application away at the same time by exiting the application. If you choose the File Exit command from the application before you save your changes, the application displays a message asking you to save the document.

**To exit an application,**  
double-tap the Control  
menu box...



...or choose Exit from the File menu.

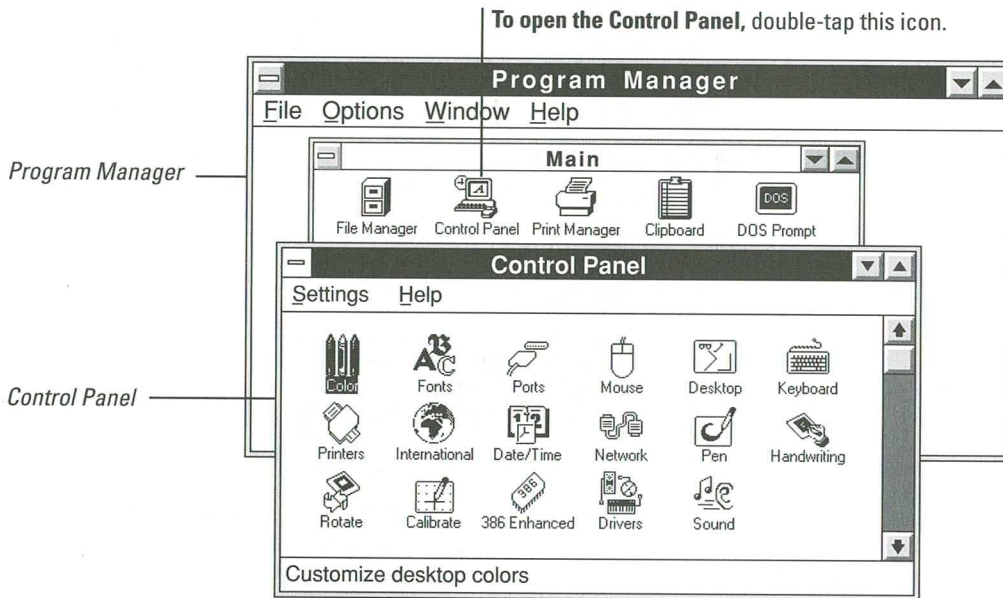
For more information on working with applications, start the application you want to use and choose Help.



# Customizing Microsoft Windows

Microsoft Windows includes an application called the Control Panel that you can use to customize various elements of the Windows environment, including pen settings, handwriting settings, and date and time settings.

This chapter describes the Pen and Handwriting settings in the Control Panel. For information on the Control Panel settings not covered here, see Control Panel Help.

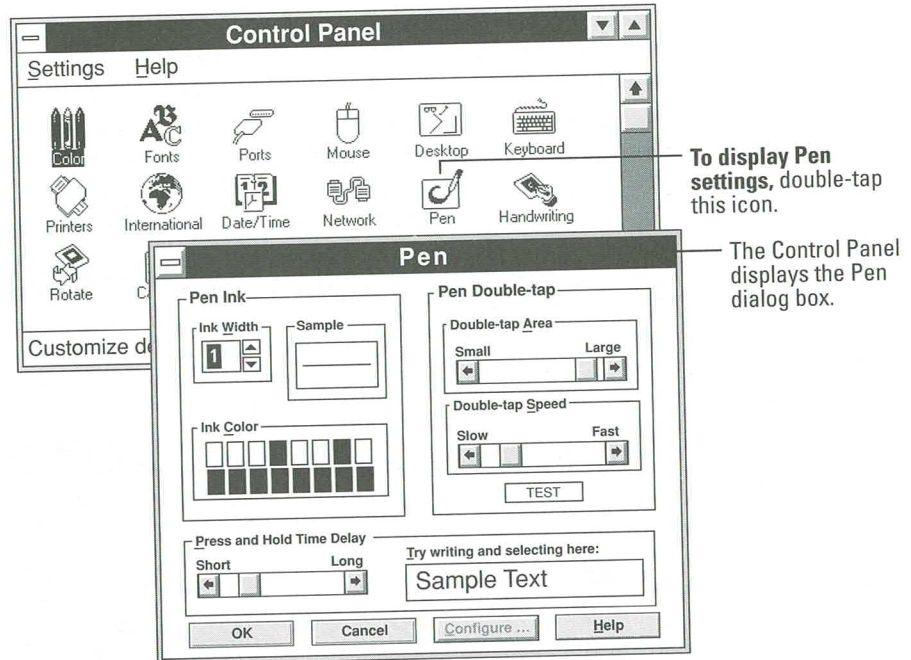


For a brief description of the function of each Control Panel application, tap each icon and read the message at the bottom of the Control Panel window.

Some of the Control Panel settings may not apply to your computer and will probably not be of interest to you. For example, you may not care about the Color settings if you have a monochrome display, or you might ignore the Keyboard and Mouse settings if you use a pen system.

## Changing Pen Settings

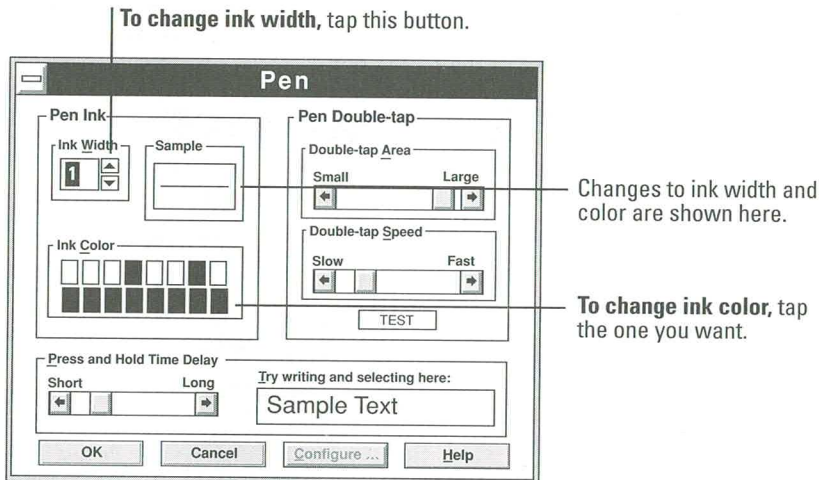
You can use the Control Panel Pen settings to adjust the display of electronic ink from the pen and to modify the double-tap response.



If your computer includes additional hardware settings, the Configure button at the bottom of the Pen dialog box is enabled; if your computer does not have any additional settings the button is disabled (dimmed). For information on the additional hardware settings (if any) tap the Configure button and then choose Help.

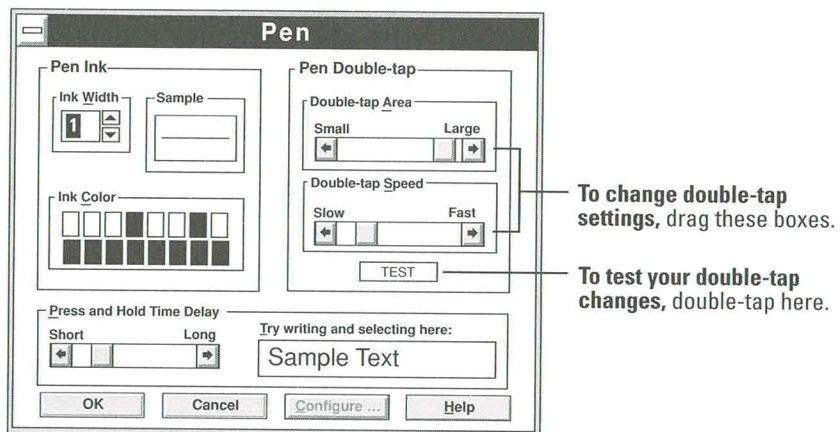
## Changing Ink Settings

You may want to change the Ink Width and Ink Color settings to make it easier to see the electronic ink that's displayed on the computer screen when you print or draw with the pen. Note that some computers with monochrome display screens may offer very few color choices.



## Changing Double-tap Settings

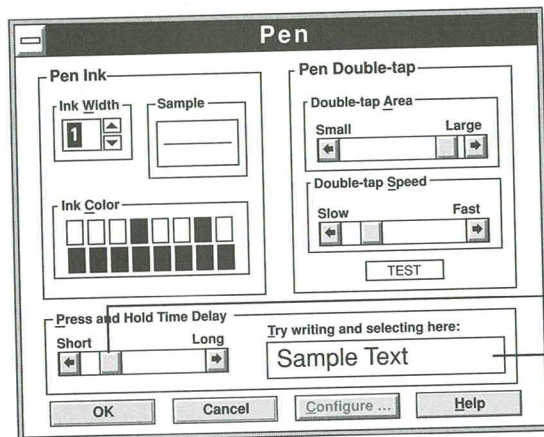
You may want to change the Double-tap Area and Speed settings if you are having trouble double-tapping. For example, if you are experiencing difficulty when you double-tap an icon to choose it, you should probably increase the double-tap area and decrease the double-tap speed.



## Adjusting Press and Hold Delay

By now you know that when you select text, you press and hold the pen at the beginning of the text. After a brief delay, the selection arrow appears, and then you drag the pen to highlight all the text you want to select.

If you find that the selection arrow appears too quickly (for example, before you have a chance to draw a gesture) or too slowly, you can adjust the Press and Hold time delay. After adjusting the delay, you can practice selecting the text in the sample-text part of the dialog box.

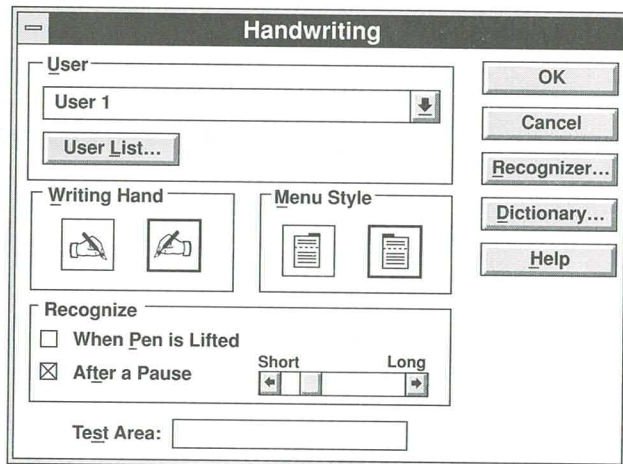
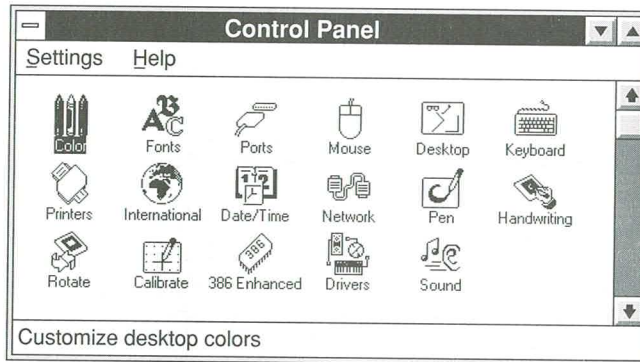


To adjust press and hold delay, drag this box.

To test the delay, select this text.

## Changing Handwriting Settings

With the Control Panel Handwriting dialog box, you can choose settings that help improve handwriting recognition and make it easier to choose commands. Because others may use your computer, you might want to save personalized handwriting settings for each user.



## Changing Writing Hand and Menu Style

Since left-handed and right-handed people print many characters with slightly different angles, most handwriting recognition programs adjust character recognition based upon the writing hand used. You can help improve handwriting recognition by choosing the correct Writing Hand settings.

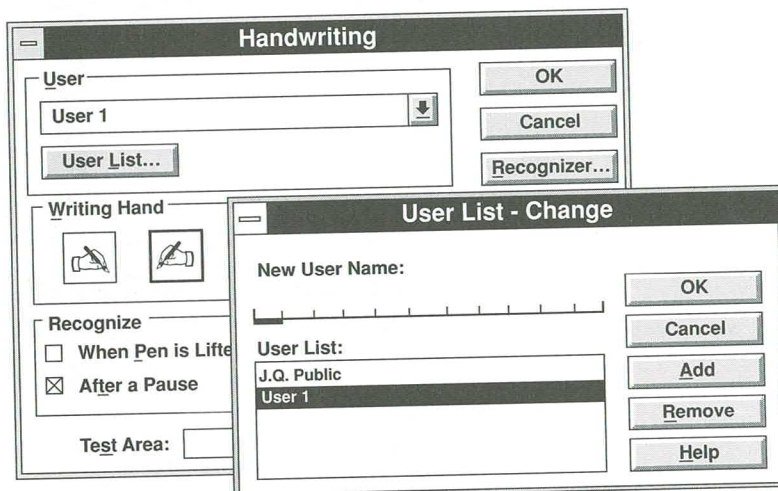
You can make it easier to see commands in menus by choosing a Menu Style setting that corresponds to your writing hand.

## Working with the User Options

The User options provide a method for saving all your personal settings under your name. This is valuable if you often share your computer, and is especially useful for saving your handwriting training.

### Adding a New User

For each person who uses your computer, you should add a new user to the User List. If you haven't added a new user, you will be asked to add one when you use the trainer to train the handwriting recognizer.

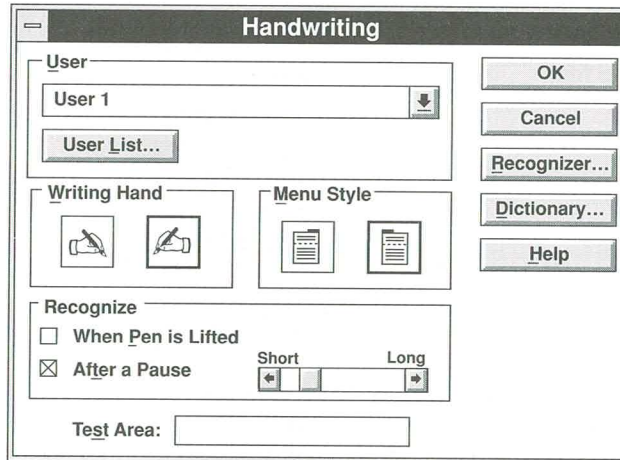


### Choosing Another User

The User names shown in the User dialog box match those you have set up with the User List dialog box. To choose a new user, tap the arrow on the right in the User box, and then tap the user name you want to choose.

### Adjusting Recognition Time

The handwriting recognizer is set to pause briefly after you lift the pen and before it recognizes your handwriting. You can remove the pause or adjust the delay. After adjusting the recognition time, you can test it by printing in the Test Area below the settings.



## Control Panel Help

The following paragraphs describe other things you can do with the Control Panel and show you where to find the information in Control Panel Help. To get Help on the Control Panel, you must open File Manager and work with one of its windows.

## Calibrating the Pen

The Windows pointer shapes (the pen and arrow) and electronic ink that are displayed on your screen should follow very closely the point where you touch the pen tip to the screen. If these shapes and ink are not closely aligned with the pen tip, you should adjust the calibration of your pen.

Help

<b>For information on:</b>	Calibrating the pen
<b>See Help file:</b>	Control Panel Help
<b>Topic:</b>	Changing Control Panel Settings Calibrating the Pen
<b>Search for:</b>	Cal

## Rotating the Windows Display

With the Rotate icon, you can change the horizontal or vertical display orientation of Windows and other applications on your screen. You may want to rotate the display for applications that use a landscape (wider than tall) orientation, rather than the common portrait (taller than wide) orientation.

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## Help

**For information on:** Rotating the Windows display  
**See Help file:** Control Panel Help  
**Topic:** Changing Control Panel Settings  
 Rotating the Screen

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**Search for:** Rot

## Choosing Recognizers and Dictionaries

A handwriting recognizer translates your handwriting into text. Before displaying the translated text, the recognizer compares it to sample text in a dictionary. Most pen computing systems will include one dictionary and one recognizer. However, because you may have additional dictionaries (such as a technical dictionary) or you may want to switch between recognizers (from English to Kanji, for example), you can choose the one you want from the Dictionary and Recognizer settings.

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## Help

**For information on:** Dictionaries and recognizers  
**See Help file:** Control Panel  
**Topic:** Changing Handwriting Recognition Settings

---

**Search for:** Hand

## Using International Settings

With the International icon, you can change international settings, such as number and currency formats, date and time formats, and country and language settings. You cannot use this icon to change the language Windows uses; however, you can use it to change the way applications sort and manage information for these international formats.

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## Help

**For information on:** International settings  
**See Help file:** Control Panel  
**Topic:** Changing Control Panel Settings  
 Customize Windows for International Use

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**Search for:** Int



# Managing Microsoft Windows

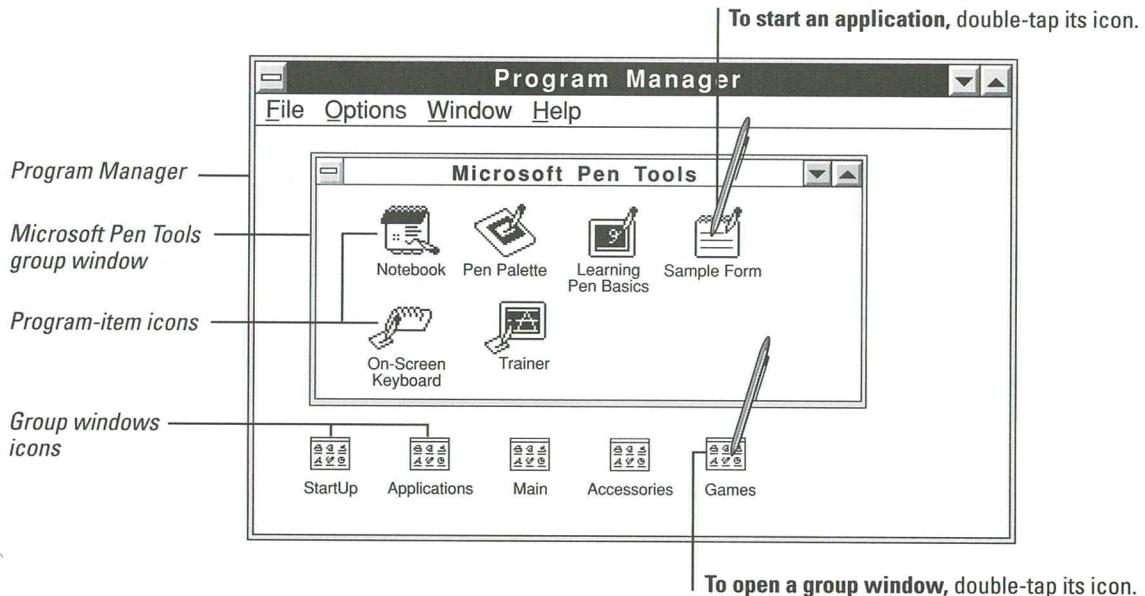
The Microsoft Windows graphical environment makes it easy to work with application programs to create, revise, and produce various electronic files (messages, documents, reports, illustrations, and so on).

To make it easy to organize programs and manage files, Microsoft Windows contains three main management applications:

- Program Manager
- File Manager
- Print Manager

## Using Program Manager

When you start Microsoft Windows, the first thing you see is the Program Manager window. The Program Manager displays program-item icons in group windows. Each program-item icon represents an application. To start an application, double-tap its program-item icon. Related application icons are grouped together in group windows.



Program Manager contains six predefined group windows, each of which has its own set of icons.

- The Microsoft Pen Tools group window contains the Pen Palette and applications for learning how to use the pen, the on-screen keyboard, and the trainer.
- The StartUp group window contains icons for applications that automatically start when you start Windows, such as the Pen Palette icon, which is displayed at the bottom of the screen.
- The Accessories group window includes icons for Windows applications such as Microsoft Write, Microsoft Paintbrush, the Calendar, Calculator, and so on.
- The Main group window contains the Windows system applications: File Manager, Print Manager, the Control Panel, and so on.
- The Applications group window contains icons for additional applications.
- The Games group window contains icons for whatever computer games you have on your system.

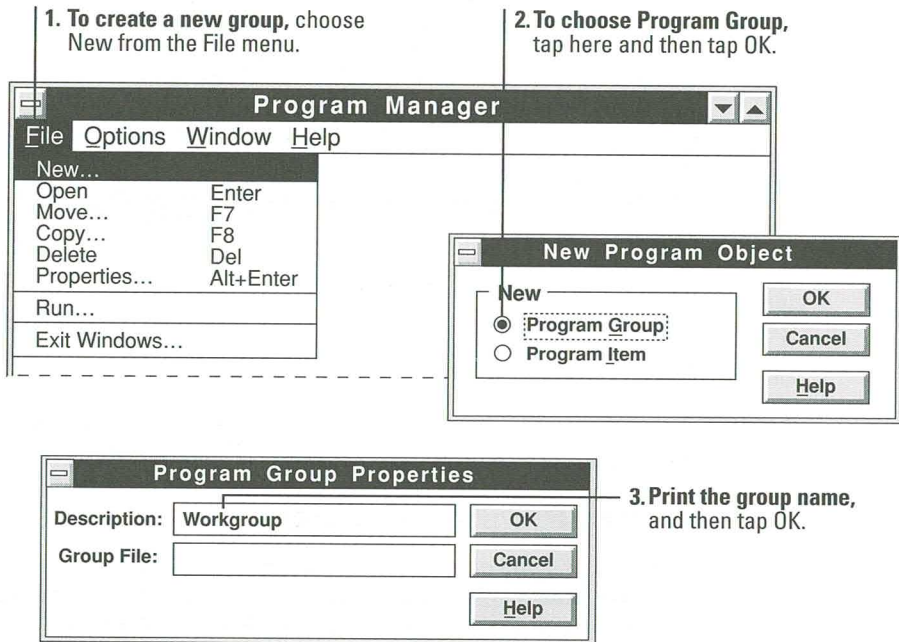
## Creating a Group Window

You can change the number and type of program-item icons in any existing group window and create your own group windows. To make it easier to find the program-item icons you frequently use, you may want to group them together.

The following illustrations show you how to create a workgroup group window that displays program items for applications you might use to prepare a group report.

## Creating a New Program Group

The first step in creating a group window is to create and describe the new program group. For this example, the new program group is named “Workgroup.”

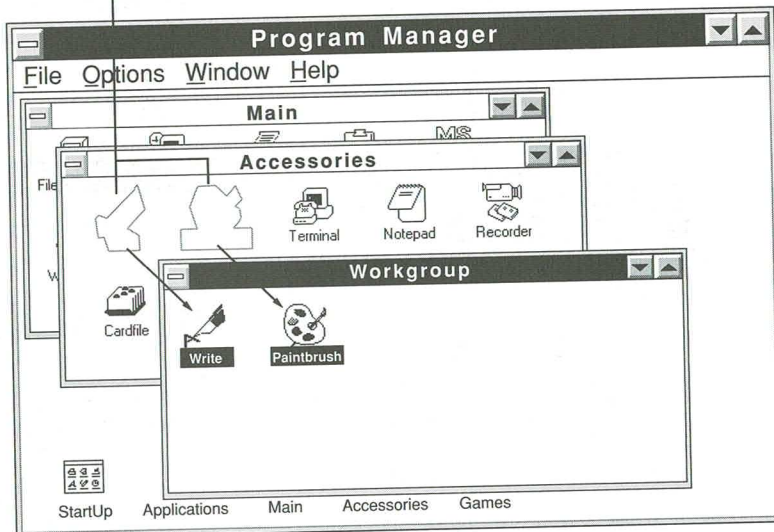


Program Manager displays the new, empty group window (as shown in the following illustration).

## Moving Applications to the Group Window

The following illustration shows you how to move application program items (Microsoft Write and Paintbrush) from an existing group (Accessories) to the newly created group window (Workgroup). If you want to copy a program item to a new group while leaving a copy of the program item in the existing group window, you must use the Copy or New commands on the File menu.

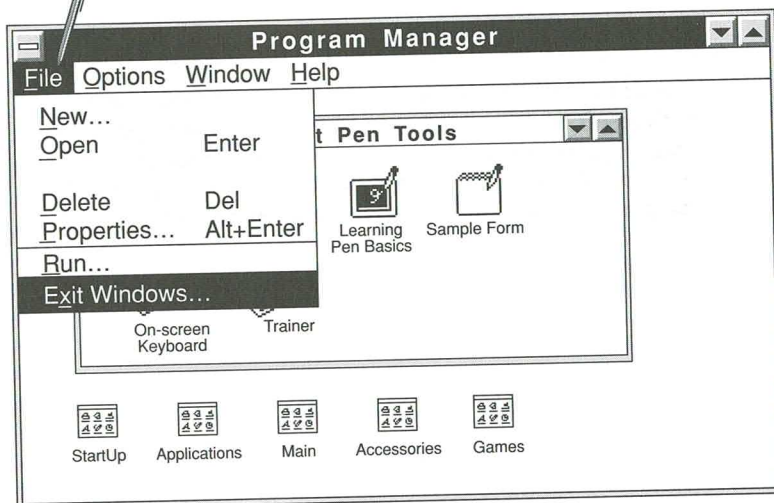
To move an application icon to another group, open both group windows and drag the icon to the new location.



## Exiting Program Manager

You start and end every Windows session with Program Manager. Even when you are using other applications, Program Manager remains running in the background. When you quit Program Manager, you also quit Windows.

To exit Program Manager and quit Windows, choose Exit Windows from the File menu.



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# Help

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## Program Manager Help

The table below describes other things you can do with Program Manager and shows you where to find the information in Program Manager Help.

To get Help on Program Manager, you must be using Program Manager or one of its group windows.

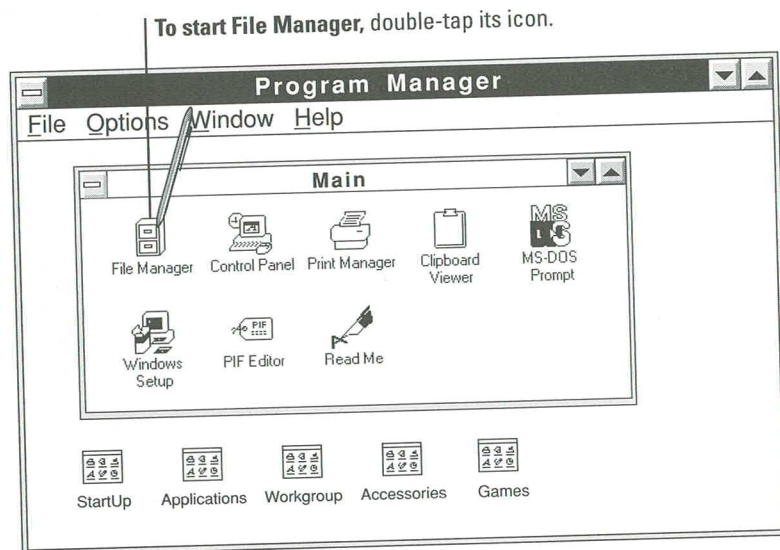
<b>For information on</b>	<b>See Help topic</b>
Starting and working with multiple applications	Working with Applications and Documents Starting Applications
Working with multiple windows	Getting Started with Program Manager Arranging Windows and Icons
Adding a document to a group window	Organizing Applications and Documents Adding a Document as a Program Item
Modifying program-item icons	Organizing Applications and Documents Changing Properties

## Using File Manager

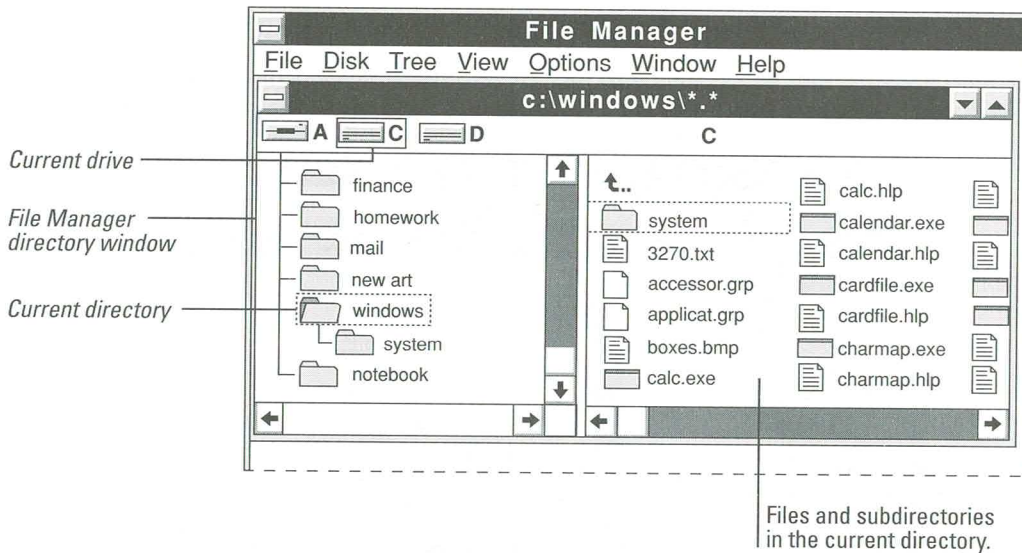
File Manager provides a graphical way to organize and view the files contained in directories. A file is an electronic document or an application that has been given a name and stored on your computer. Like file folders, directories provide a convenient way to organize and locate your files. Directories can contain both files and other directories (called subdirectories).

### Starting File Manager

The File Manager icon is available from the Program Manager Main group window. To start File Manager, double-tap the File Manager icon.



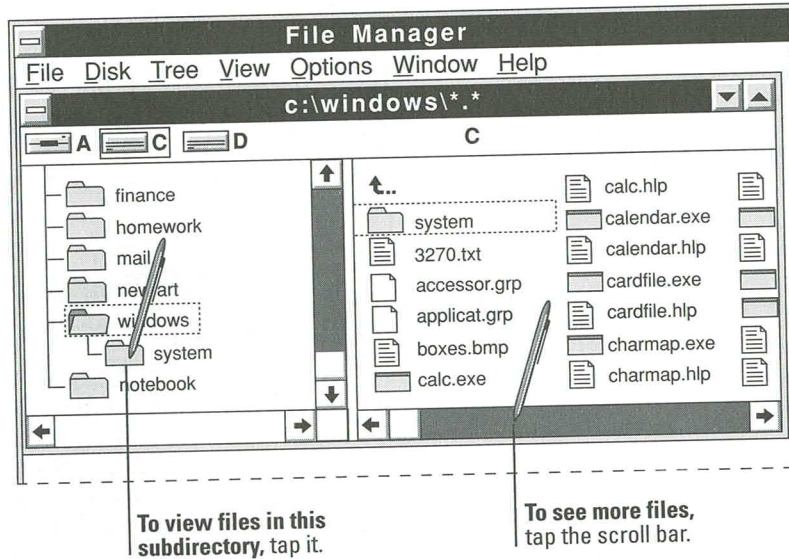
In File Manager, directories and files are displayed in a directory window. Near the top of the directory window is a group of icons that represent available disk drives. The current drive is enclosed in a rectangular box. For example, in the following illustration the icons show that there are three available drives: drive A, for a floppy disk; drive C for the hard disk; and drive D, for the network. The rectangular box around drive C indicates that it is the current drive.



The main part of the directory window is divided in half. The left half of the window displays directories and the right half displays the files and subdirectories contained in the current directory. For example, in the illustration above, the right half of the window shows the files and subdirectories contained in the Windows directory on drive C.

## Viewing Directory Contents

To view the contents of a directory, tap the directory name or its icon in the directory window. To view files in a subdirectory, tap the subdirectory name or icon.








If there are more files or directories in a directory window, you can use the scroll bars to see them. To scroll a window, tap the scroll arrows or drag the scroll box.



## Directory and File Icons

To help you identify subdirectories and file types, each File Manager directory window displays an icon to the left of each directory or file name. The following table describes these icons.

Icon	Represents
	Directories. These are listed first, in alphabetical order.
	Document files. These files are associated with an application. When you double-tap a document icon, the application starts and opens the document.
	Program files and batch files. With filename extensions of .EXE, .COM, .PIF, and .BAT, these files start programs.
	System or hidden files.
	All other files.

## Filenames

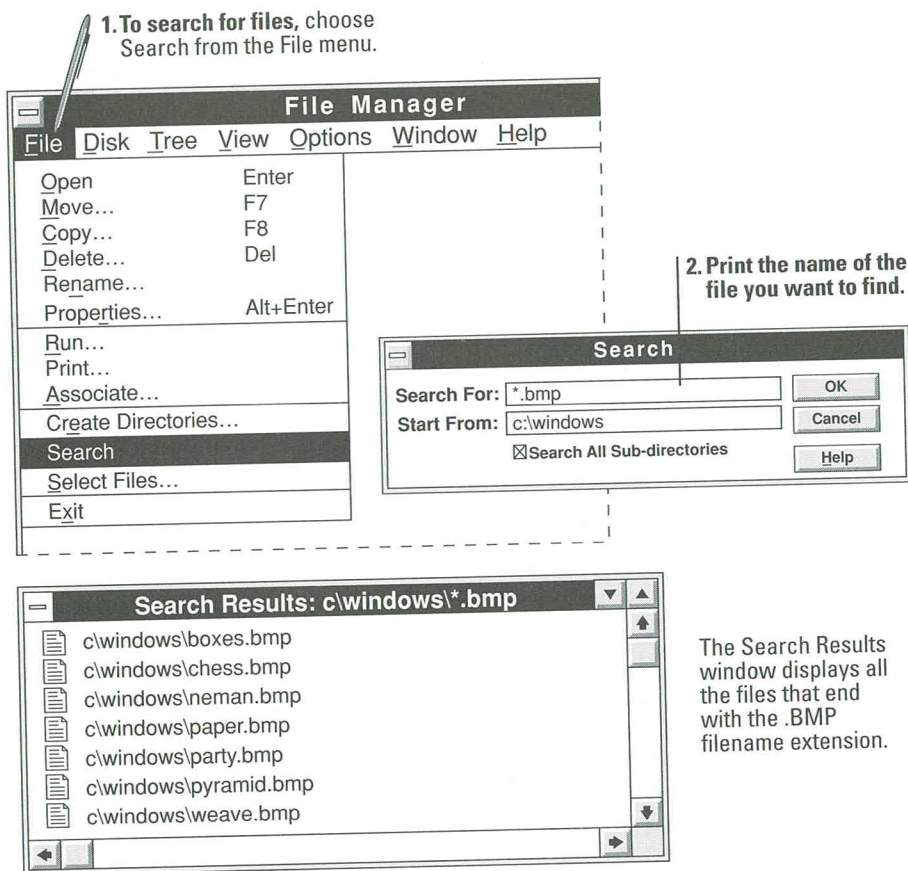
All Windows filenames follow the MS-DOS® rules for naming files. Keep the following in mind when creating, copying, or renaming files:

- A file or directory name consists of two parts: the name of the file and the optional extension. The two parts are separated by a period. For example, MYFILE.WRI is a valid MS-DOS filename; MYFILE is the name of the file and .WRI is the filename extension that Microsoft Write adds to the filename. Some other examples of valid filenames are LETTER.DOC, BUDGET.92, MEMO.TXT, DEMO.FUN.
- The name can contain up to eight characters, and the extension can contain up to three characters. These characters can be entered in either uppercase or lowercase.
- The name should start with a letter or number. It cannot contain any spaces or any of the following characters: period (.), quotation mark (“”), slash (/) backslash (\), brackets ([ ]), colon (:), semicolon (;), vertical bar (|), equal sign (=), or comma (,).
- The following names are reserved, and cannot be used for files or directories: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL.

## Searching for Files

To find a file or group of files, you can use the Search command on the File menu. The Search command displays filenames in the Search Results window. From the Search Results window, you can open, print, copy, move, delete, or rename any of the files.

You can also find groups of files that have related filenames or extensions by substituting the \* wildcard for various characters in a filename. For example, as shown in the following illustration, you can search for all files that end with the .BMP extension.

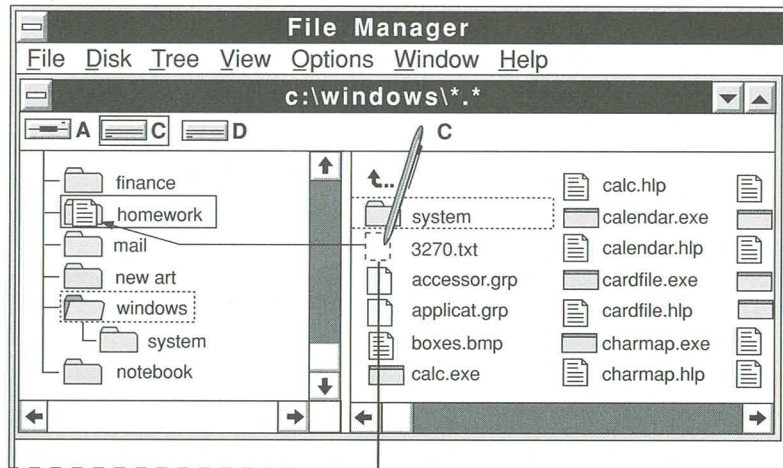


## Copying and Moving Files

You can copy and move files from one File Manager location to another by selecting the files and dragging the file icons.

When you drag file icons between directories on the same drive, File Manager assumes you want to move the files and displays a message asking you to confirm the move. If you want to copy files to a different directory on the same drive, you must use the Copy command on the File menu.

The illustration shows you how to move a file to another directory on the same drive.

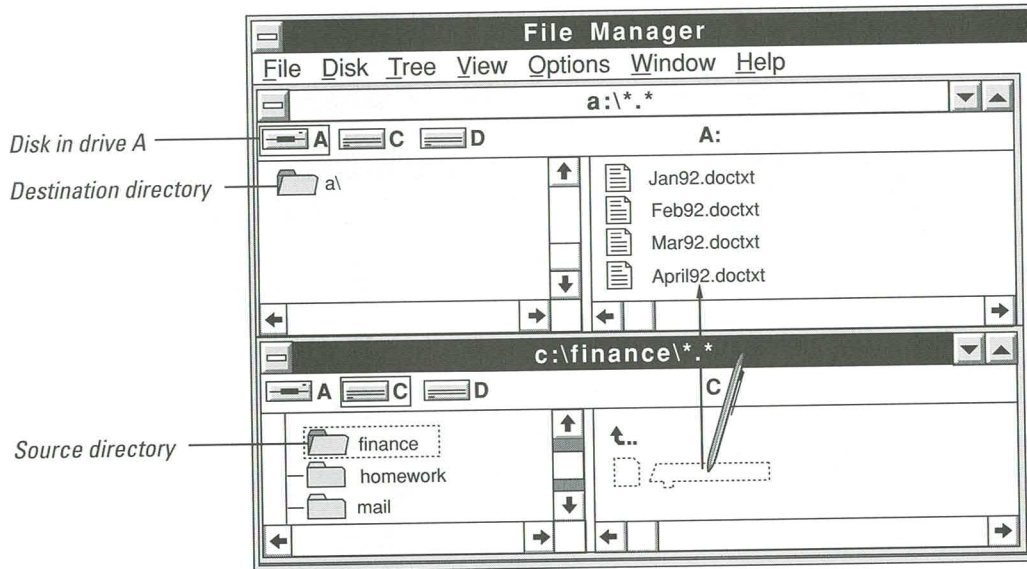


**To move a file to another directory on the same drive, drag the file icon to the directory icon.**

When you drag file icons to directories on a different drive, File Manager assumes you want to copy the files and displays a message asking you to confirm that you're copying. If you want to move files to a directory on a different drive, you must use the Move command on the File menu.

The illustration below shows you how to copy a file to a disk in drive A. Notice that it shows both the source directory (the directory that contains the file you want to copy) and the destination directory (the directory where you want to place the copied file) on the screen. If you cannot see both directories, use the Tile or Cascade command on the Windows menu to make them visible.

1. To copy files to another drive, open both the source and destination directories.



2. Drag the file icon from the source directory to the destination directory.

## Help

### File Manager Help

This table describes some of the other things you can do with File Manager and shows you where to find the information in File Manager Help. To get Help on File Manager, you must open File Manager and work with one of its windows.

For information on	See Help topic
Opening a file and starting an application at the same time	Working with Files and Directories Associating Files with Applications
Selecting multiple files	Working with Files and Directories Selecting Files
Creating a new directory	Working with Files and Directories Creating Directories
Working with floppy disks	Managing Disks Formatting a Floppy Disk
Using drives on a computer network	Moving Around in File Manager Connecting to and Disconnecting from a Network Drive

## Using Print Manager

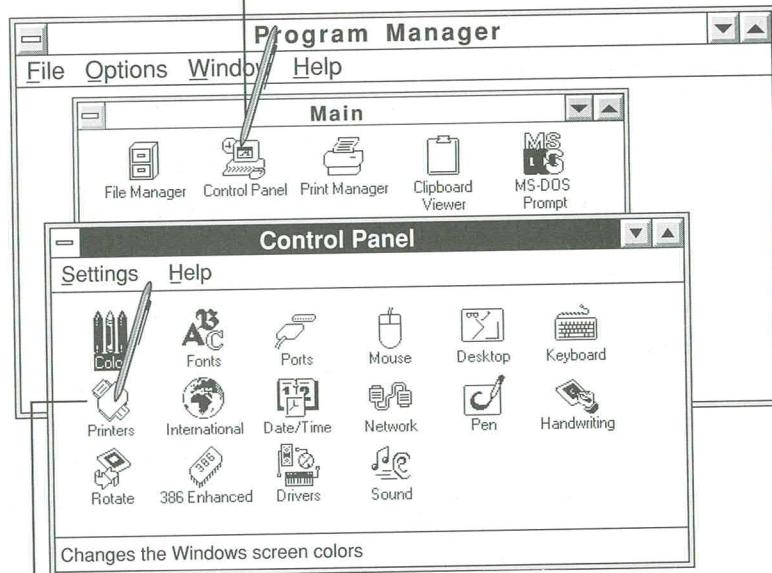
Print Manager is the Windows application that manages printing. With Print Manager, you can install and set up printers, connect to network printers, and control the printing of your files.

When you print a document from a Windows application, the application sends information—about the printer, font, and file—to Print Manager. Print Manager works in the background, sending your files to the printer while you continue working with your other Windows applications.

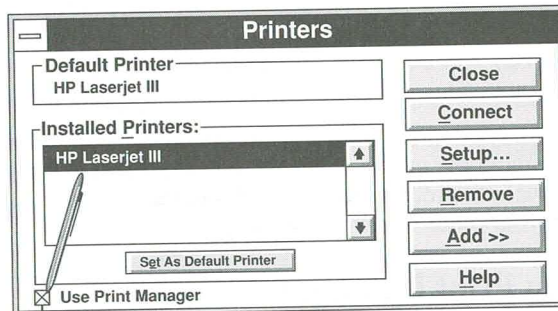
### Activating Print Manager

To activate Print Manager, you use the Printers icon in the Control Panel. The Control Panel is available from the Program Manager Main group window.

1. To open the Control Panel, tap here.



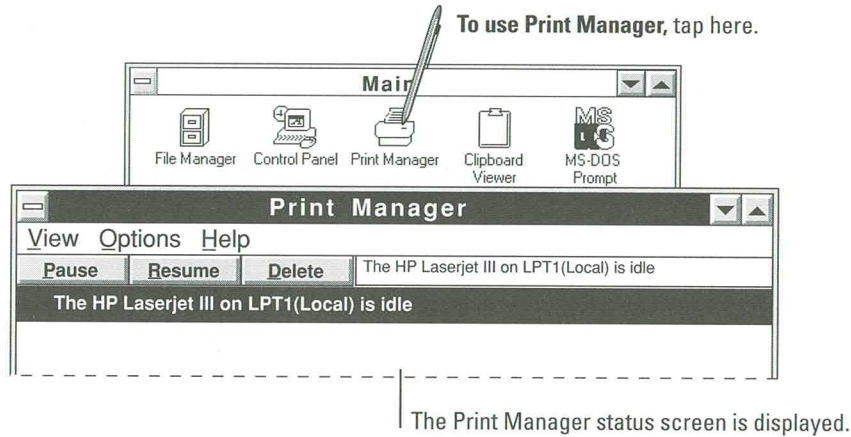
2. To open the Printers dialog box, double-tap here.



3. To activate the Print Manager, tap this option.

## Checking Printer Status

To check the status of files printed using Print Manager, tap the Print Manager icon in the Program Manager Main group window.



## Help

### Print Manager Help

Here are some things for which you can find information in Print Manager Help. To get Help on Print Manager, you must open Print Manager.

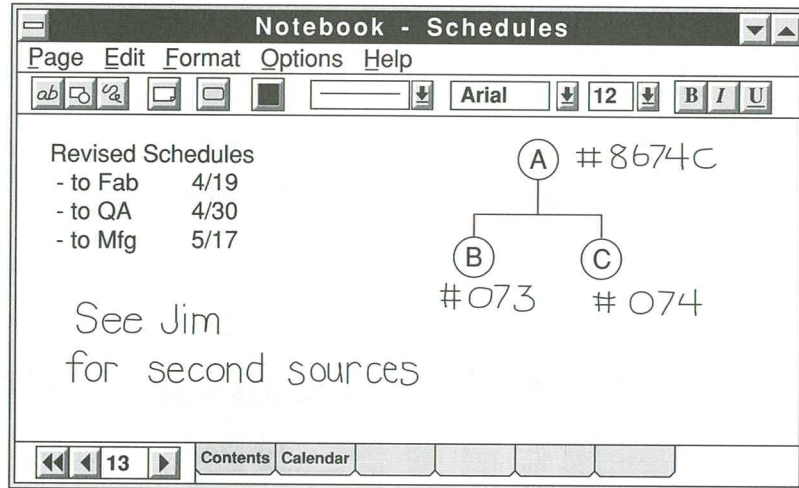
For information on	See Help topic
Installing and configuring a printer	Basic Skills Installing and Configuring a Printer
Using a printer on a network	Basic Skills Printing on a Network
Messages from Print Manager	Basic Skills Displaying Printing Messages





# Using Microsoft Notebook

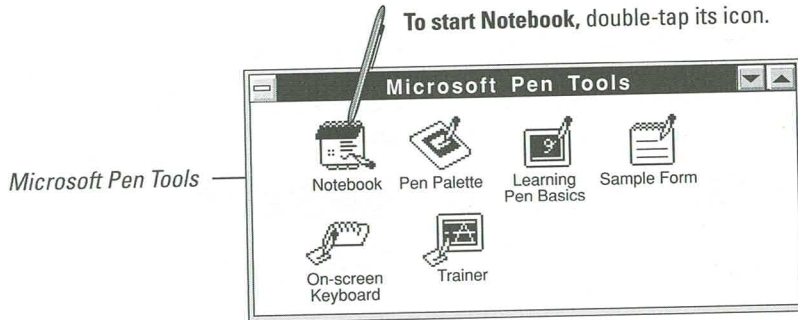
Microsoft Notebook is an accessory for organizing and managing information. It is divided into pages that you can fill with text, freehand drawings, or embedded objects—text and graphics—from other applications. Notebook also contains a calendar where you can track appointments and tasks.



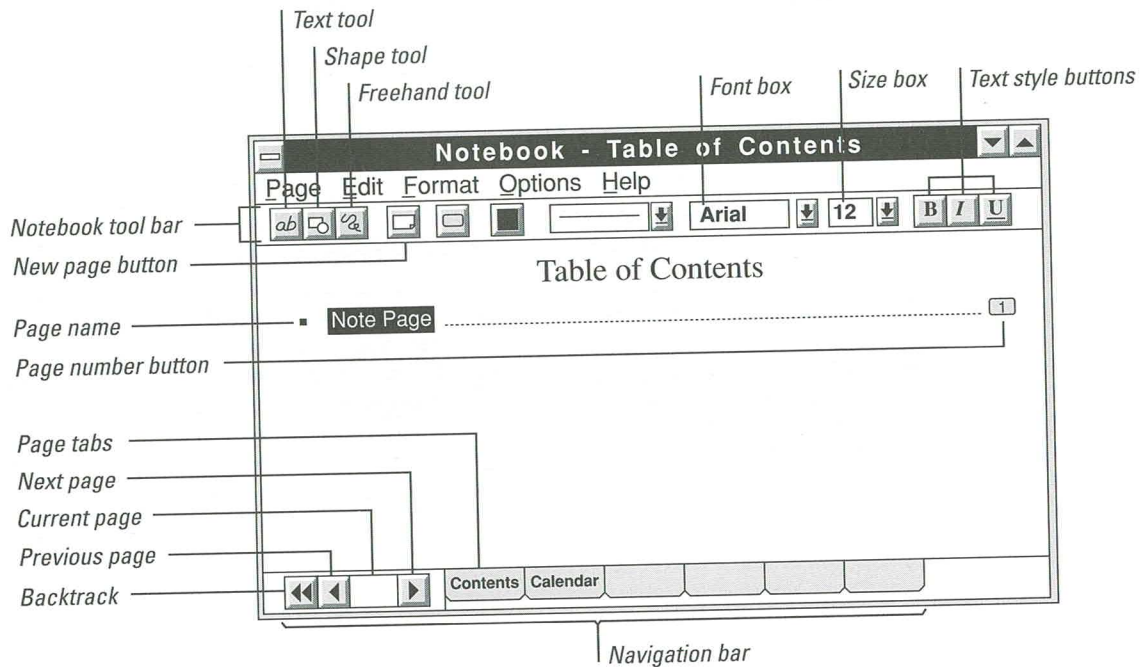
**Note** Microsoft Windows for Pen Computing comes with several accessories and games. To find out which accessories and games you have, open the Program Manager Accessories and Program Manager Games group windows. For information about an accessory or game, start it by double-tapping its icon. Then choose Contents from the Help menu.

## Starting Microsoft Notebook

Microsoft Notebook is available from the Microsoft Pen Tools group window.



When you start Notebook, the Table of Contents is displayed.



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<b>Notebook part</b>	<b>How to use it</b>
Notebook tool bar	Tap appropriate buttons or arrows in the tool bar to change the format of text and drawings in Notebook.
New page button	Tap the New Page button to add a new page after the selected page in the Table of Contents.
Page name	Double-tap a page name to display the page. A new page is titled Note Page until you give it a name.
Page number button	Tap a page number button to display a page.
Page tabs	Tap a page tab to display a named page. To create a new page tab, tap a blank page tab.
Next page	Tap Next page to display the next Notebook page.
Current page	Print a number in the box to display a specific page.
Previous page	Tap Previous page to display the previous Notebook page.
Backtrack	Tap Backtrack to display the last page you used.
Navigation bar	Tap the buttons in the navigation bar to move around in Notebook.
Text tool	Tap the Text tool to recognize text.
Shape tool	Tap the Shape tool to recognize standard shapes.
Freehand tool	Tap the Freehand tool to convert shapes or text back into ink.
Font box	Choose the text font you want.
Size box	Choose the font size you want.
Text style buttons	Choose bold, italic, or underline text styles.

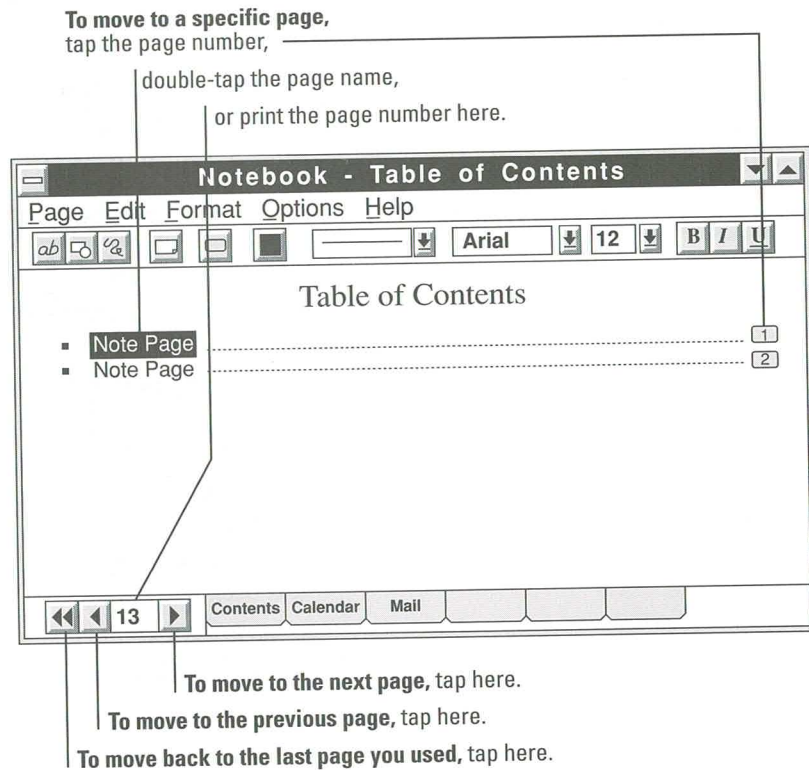
## Moving Around in Notebook

The following illustration shows you three ways to move around in Notebook:

- Tap buttons in the navigation bar
- Tap page names and numbers in the Table of Contents
- Tap page tabs

### Using the Table of Contents

The first page of Notebook is the Table of Contents, which is similar to the table of contents of a book. Each page in Notebook is listed with its page number. You tap a page number to turn to it. From the Table of Contents, you can add, move, copy, or delete pages. For more information, see “Working with Pages,” later in this chapter.



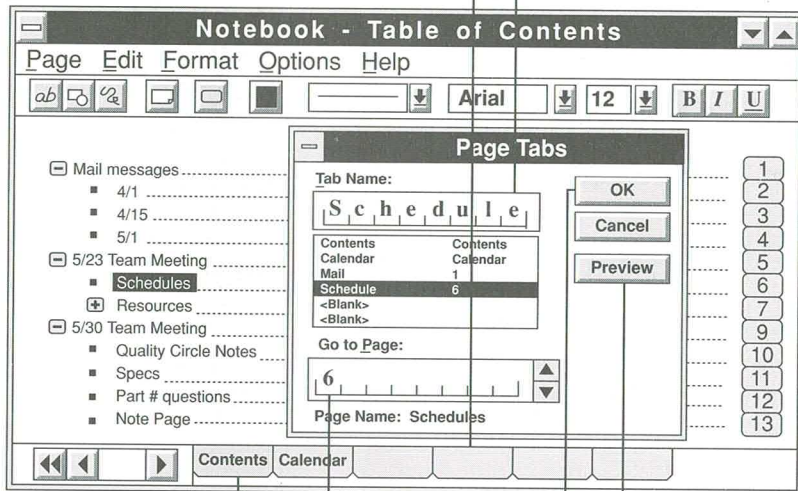
## Using the Navigation Bar

The navigation bar includes buttons for backtracking and for turning to the next and previous pages. In addition, you can create page tabs that you tap to move to pages that you use frequently. The Contents and Calendar tabs have already been created for you.

To create a page tab, tap any blank page tab on the navigation bar or choose the Page Tabs command from the Format menu. In the Tab Name list box, choose the page you want to appear on the page tab in the navigation bar. Then print the tab name (up to eight characters). You are limited to six tabs, including the Contents and Calendar.

1. To create a new page tab, tap one of the blank page tabs on the navigation bar.

2. Print a name for the page tab (up to 8 characters).



Page tabs display pages you frequently use.

3. Print the page number, or choose a page from this list.

4. If you want to view the page before assigning it to a page tab, you can tap the Preview button.

5. Tap OK to create the Page tab.

Help

**For information on:**

Creating a button to display a specific button  
Change Page Tabs

**See Help file:**

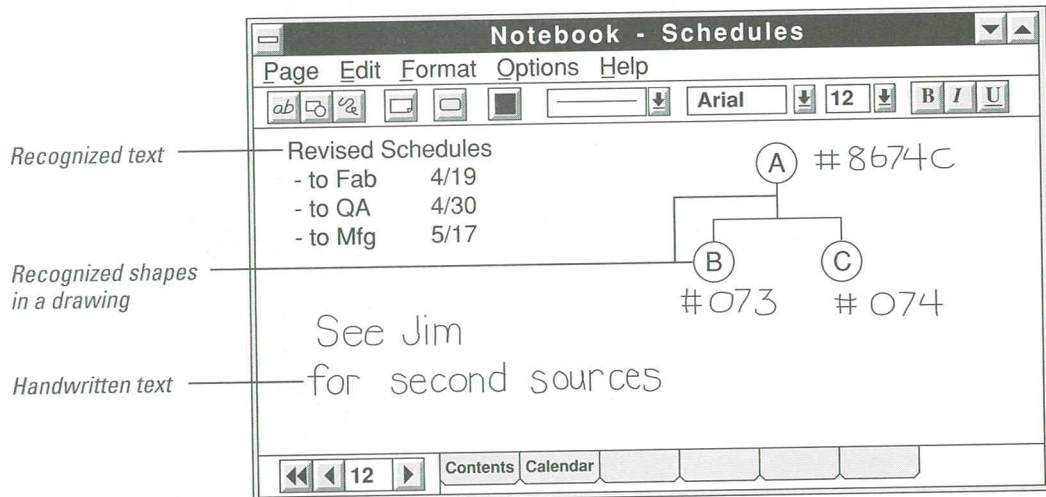
Notebook Help

**Topic:**

Moving around in Notebook

## Writing and Drawing in Notebook

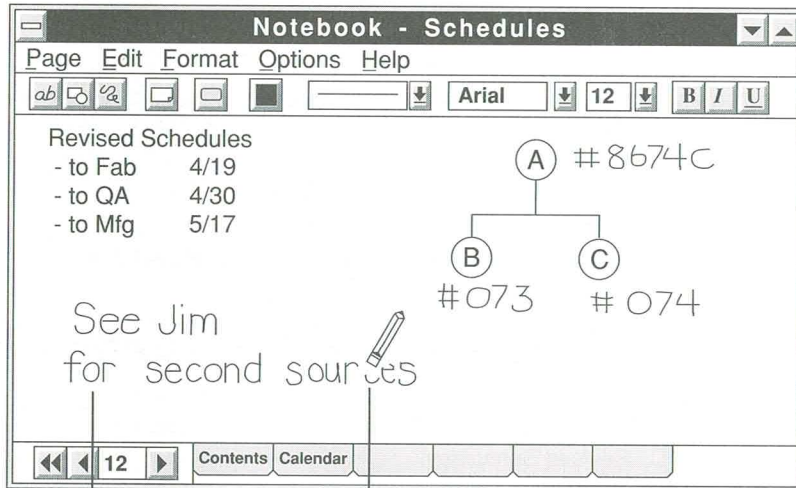
Because Notebook is a computer application, it offers many advantages that are not available with the typical paper notebook or calendar. You can write and draw in Notebook and leave the handwriting and shapes as “electronic ink” or you can recognize them and display them as text objects and shape objects. For more information on objects, see “Working with Objects,” later in this chapter.



## Erasing Ink

You can erase the electronic ink that is displayed when you write and draw in Notebook. To erase ink, press the barrel button on the pen. The cursor changes to an eraser. Drag the eraser over the ink you want to erase.

You cannot use the eraser with recognized text and objects. To erase objects other than ink, select the object and then draw the Delete gesture or choose the Delete command from the Edit menu.



You can erase ink (handwritten text or drawings).

**To erase ink**, hold down the barrel button on the pen, and then drag the eraser over the ink you want to erase.

## Recognizing Handwriting

You can recognize your handwriting and translate it into text. This is useful when you want others to read what you have written or when you want to use your text in an application that does not work with electronic ink. For example, you may want to copy recognized Notebook text to a document in a word processing application such as Microsoft Word for Windows.

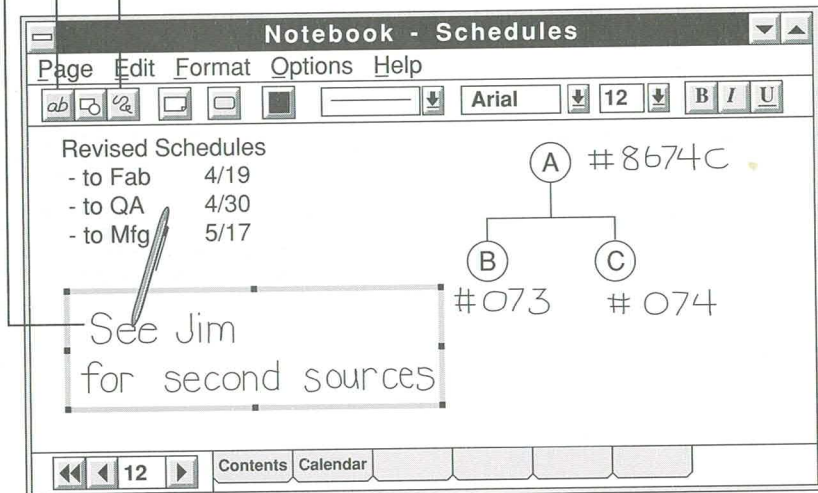
To recognize handwritten text or shapes, tap the pen on the ink you want to recognize and then tap the Text tool on the tool bar. The recognized text replaces the handwritten text.

To undo recognized text or shapes and display the original ink, select the recognized object and tap the Freehand tool or choose the Undo Conversion command from the Edit menu.

1. To recognize text, tap the ink to select it.

2. To translate the ink, tap the Text tool.

To undo recognition and display the original ink, tap the Freehand tool.



The size of recognized text is relative to the size of the letters you print; that is, the larger you print, the larger the recognized text appears. To turn off this feature, choose the Automatic Text Size command from the Options menu.



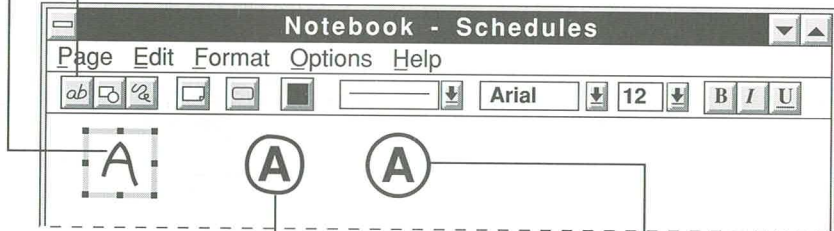
## Recognizing Drawings

When you recognize freehand drawings, Notebook attempts to convert them to typeset shapes. To recognize a freehand drawing, tap the shape to select it and then tap the Shape tool on Notebook tool bar.

To recognize a drawing that consists of many shapes and letters, you must draw and recognize each shape and letter in the drawing individually. The illustration shows how to recognize the circled letters in a chart.

1. Print an "A," and then select the ink.

2. To recognize the letter, tap the Text tool.



3. Draw a circle around the letter, and then select the ink.

4. To recognize the circle, tap the Shape tool.

**Note** For the recognizer to recognize a shape, the drawing must very closely resemble standard shapes such as rectangles and circles. If the shape you draw is imprecise, the recognizer will ignore it and leave it as electronic ink.

# Help

**For information on:**

Working with ink or recognized objects

**See Help file:**

Notebook Help

**Topic:**

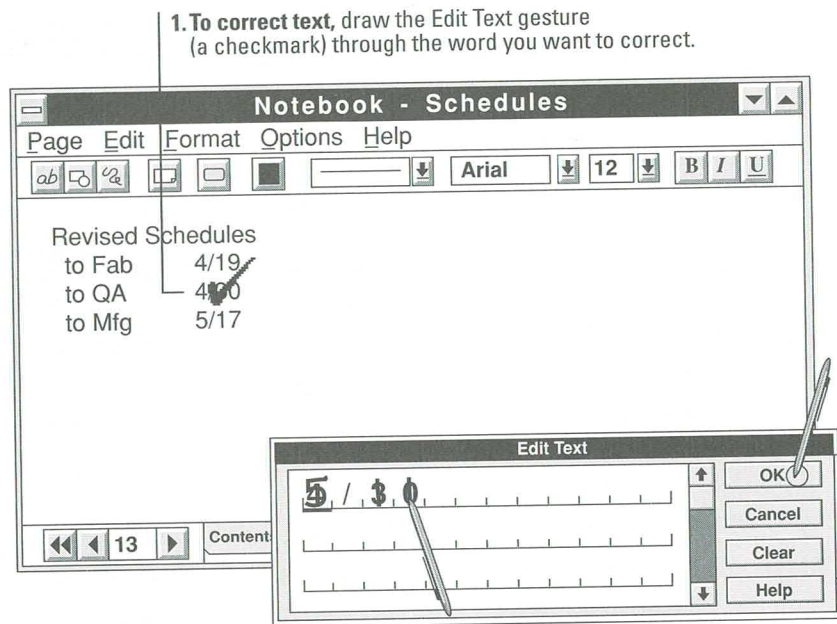
Getting Started with Notebook

## Working with Text

When you recognize handwritten text, it is translated into *text objects* that you can edit, copy, or move. You can also change the size and appearance of text by selecting the text and then applying a font, size, and style to it.

### Editing Text

You can use gestures in Notebook to edit or correct recognized text. To correct a word, draw the Edit Text gesture through the word. Then use the Edit Text dialog box to make changes.



2. Write over the text you want to correct.

3. Tap OK to correct the text and close the Edit Text dialog box.

In the Edit Text dialog box, you can write over incorrect text use gestures, or tap the Clear button. For more information on gestures, see Chapter 3, "Using Gestures," or tap the Help menu and then tap the Gestures button for an online description.

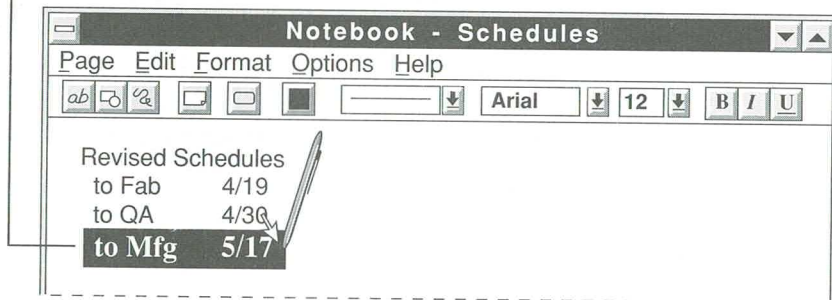
If you write new text using the Edit Text dialog box, draw the checkmark when you want to place the new text on the page. Print the new text in the letter guides. Remember that the text size is determined by the tool bar settings.

## Selecting Text

In Notebook, as in other applications in Windows for Pen Computing, to select text, you tap the recognized text object. Lift the pen. Tap and hold down the pen tip at the beginning of the text you want to select. When you see the arrow pointer, drag the highlight until it covers all the text you want to select, and then lift the pen. The selected text stays highlighted until you draw a gesture or choose a command.

To correct multiple words, select the words and then draw the Edit Text gesture over the selection. Change the words in the letter guides. To change the appearance of existing text, select the text and then choose the font or style you want to apply.

1. **To select text**, tap and hold the pen tip at the beginning of the text you want to select.
2. **When you see the arrow pointer**, drag the highlight until it covers the text. Then lift the pen.



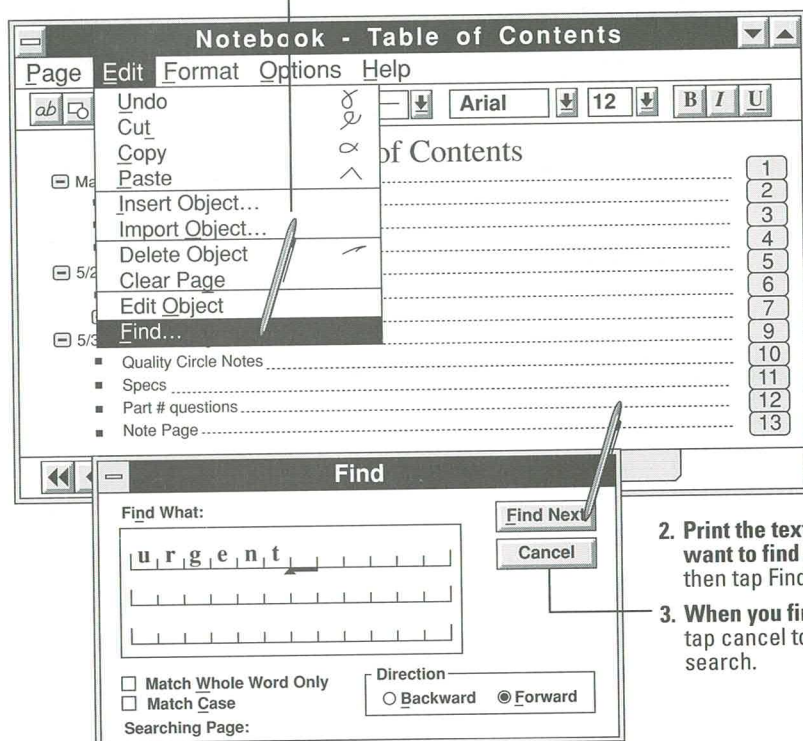
## Finding Text

You can quickly locate recognized text on any page in Notebook by using the Find command on the Edit menu. You can search for recognized text only—the Find command cannot find ink on a page. Print the text you want to find in the Find dialog box and tap OK.

When you locate the page that contains the text you want, tap anywhere on the page to end the search.

To search for text in the Calendar, you must first display a Calendar page. For details about the Calendar, see “Working with the Calendar,” later in this chapter.

1. To find the pages that contain specific text, choose Find from the Edit menu.

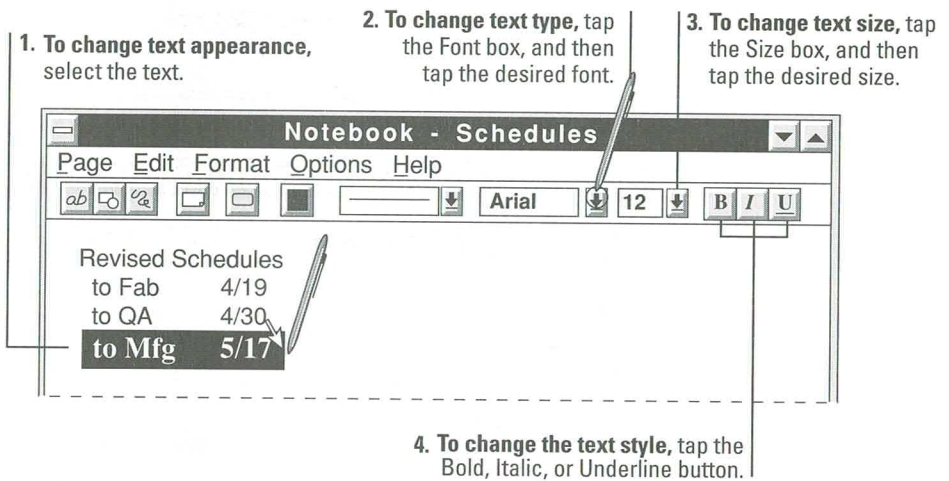


2. Print the text you want to find and then tap Find Next.
3. When you find the text, tap cancel to end the search.

## Changing Fonts and Styles

You can change the appearance (often referred to as the format) of recognized text by choosing a different text type (called a font), changing character size, and adding emphasis with bold, underlined, and italic text styles.

To change the format of existing text, select the text and then choose a format from the boxes and buttons on the tool bar.



## Formatting New Text

You can determine the format of new text before it is recognized by choosing the formatting from the tool bar after you select the electronic ink. When you recognize the new text, it is displayed in the text type, size, and styles that you chose. For example, if the tool bar indicates Arial in the Font box, 12 in the Size box, and the U (Underline) button, the next text you recognize will be displayed with Arial 12-point, underlined characters.

## Using the Format of Existing Text

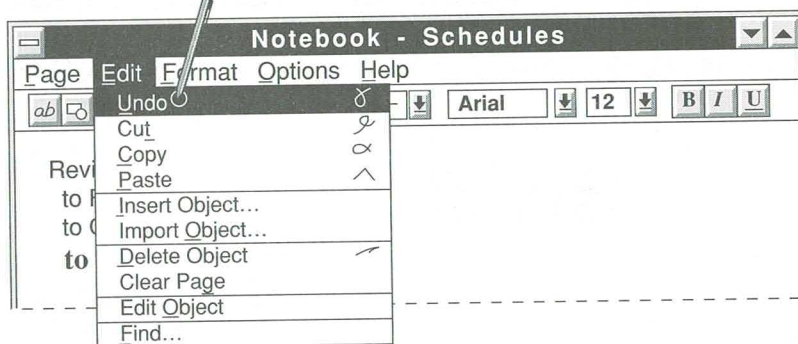
A quick way to format new text is to select existing text that contains the format you want. When you select the existing text, the new format is shown on the tool bar. Then, when you recognize new text, it is displayed in the text type, size, and styles of the existing text.

## Undoing the Last Action

Undo reverses the most recently completed command or action. If you don't like the results of a command or you accidentally delete some text, choose Undo as the next action. You can also draw the Undo gesture or choose the Undo command from the Edit menu.

**Note** If you undo recognized text and display ink again, you lose any formatting you may have added to the recognized text.

To undo an action, choose Undo from the Edit menu or draw the Undo gesture (as shown in the menu).



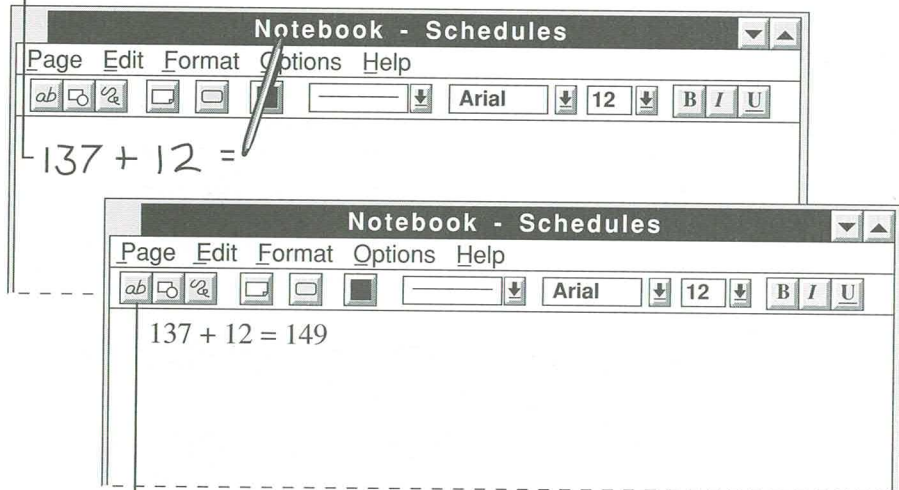
## Performing Calculations

You can perform basic calculations while working in Notebook. To do so, you print numbers separated by an operator (addition, subtraction, multiplication, or division sign) and followed by an equal sign. You then recognize the handwritten equation. Notebook performs the calculation for you and displays the results.

To subtract numbers, separate them with a minus sign (for example:  $137-12=$ ). To multiply numbers, separate them with an "x" (for example:  $137\times 12=$ ). To divide numbers, separate them with a slash (for example:  $137/12=$ ).

1. To do calculations, print an equation.

2. To select the ink object, tap it.



3. To recognize and finish the calculations, tap the Text tool.

Help

**For information on:**

Using gestures in Notebook

**See Help file:**

Writing in Notebook

**Topics:**

Aligning Text and Setting Indents

Notebook Help

Working with Text

## Working with Pages

Each Notebook page is listed in the Table of Contents. To get to a page quickly, double-tap the page name or tap the page number in the Table of Contents. You “turn” to that page immediately.

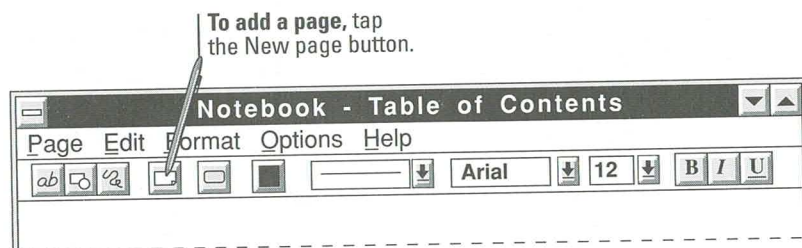
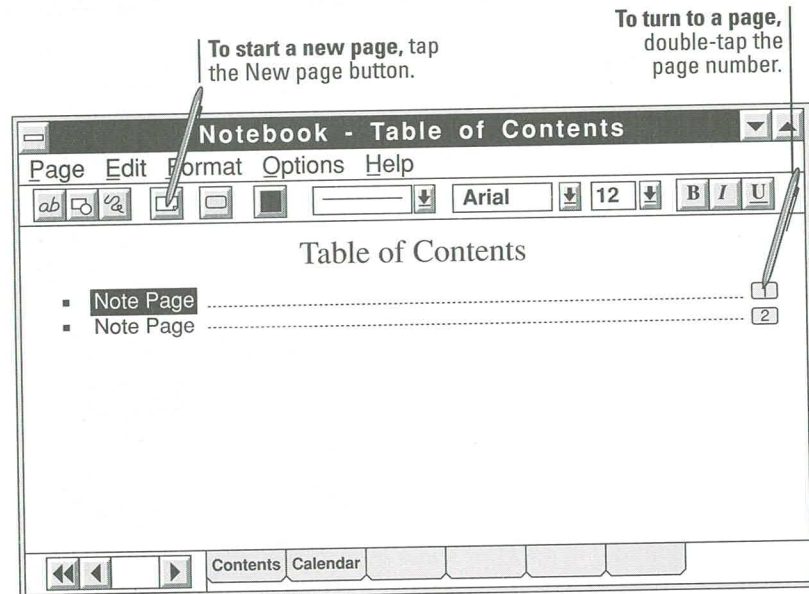
You can add pages, change page names, delete pages, and move pages. Notebook automatically updates the Table of Contents to reflect any changes.

## Adding a Page

You can add blank, numbered pages by tapping the New page button on the tool bar or by choosing the New Page command from the Page menu.

When you add a new page, it's inserted after the current page. When you add a new page from the Table of Contents, the new page is added after the selected (highlighted) page. A new page is titled "Note Page" until you give it another name.

The illustration shows you how to add a page from the Table of Contents.



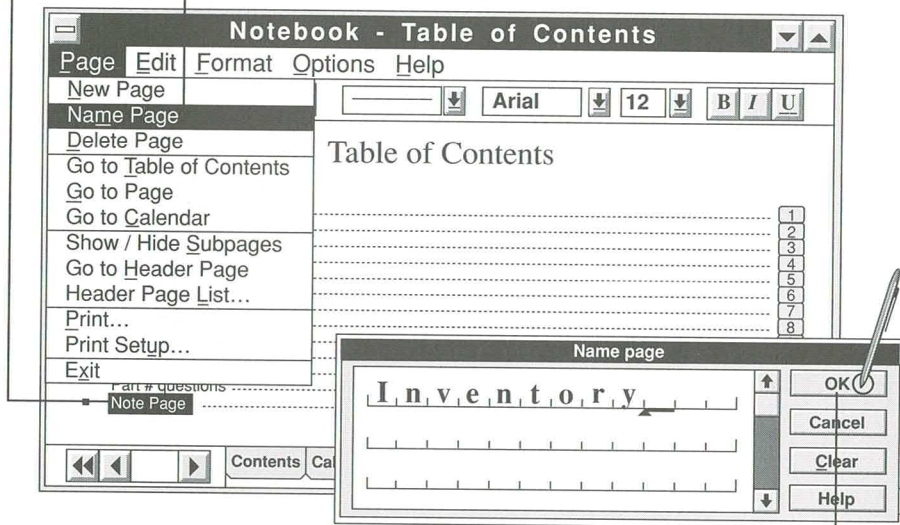


## Naming a Page

You can name the pages in Notebook. For example, a page containing text from electronic mail could be called “Mail Messages.” You can use up to 64 characters, including spaces, for a page name. You can name a page in the Table of Contents or while you’re using that page.

To name a page while you’re viewing the Table of Contents, tap its “Note Page” name in the Table of Contents and then choose the Name Page command from the Page menu. To name a page you’re using, choose the Name Page command from the Page menu. In the Name Page dialog box, print a name for the page by writing over the existing name.

1. To name a new page,  
tap the Note Page name.
2. From the Page menu, tap Name Page.



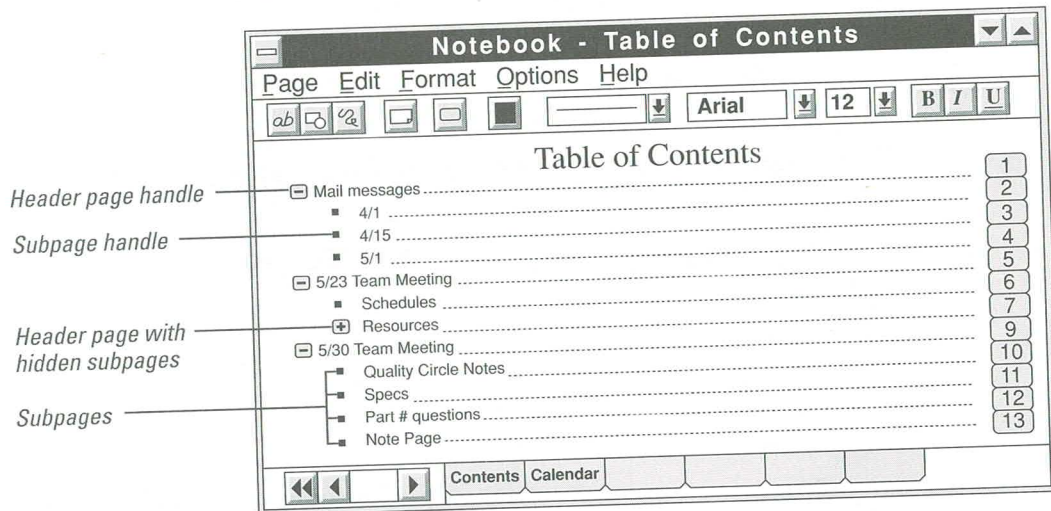
3. Print the name, and then tap OK.

## Organizing Pages

You can organize Notebook pages in levels similar to an outline, with less important pages indented below the pages that introduce them. The top-level pages are called *header pages*; indented pages are called *subpages* (subordinate pages).

Each page has a *handle*. Header pages are designated with larger handles, which you can use to collapse or expand the Table of Contents and hide or display subpages.

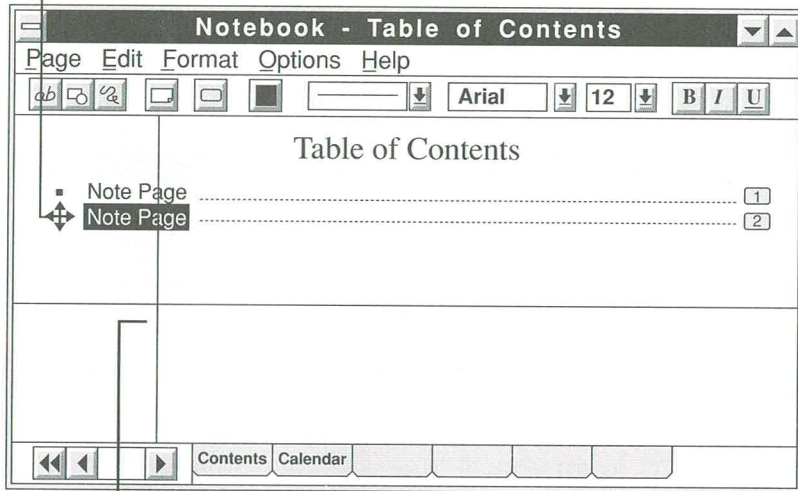
You can rearrange pages or entire sections and retain their existing internal order. If you want to focus on specific sections of the Contents, you can hide subpages. Headers that have no subpages are displayed with a small handle.



## Creating Header Pages and Subpages

To create a header page, indent the page below it. To indent a page, tap the page handle to the left of the page name. When crosshairs appear, hold the pen tip down and drag the handle to the position you want. Then lift the pen.

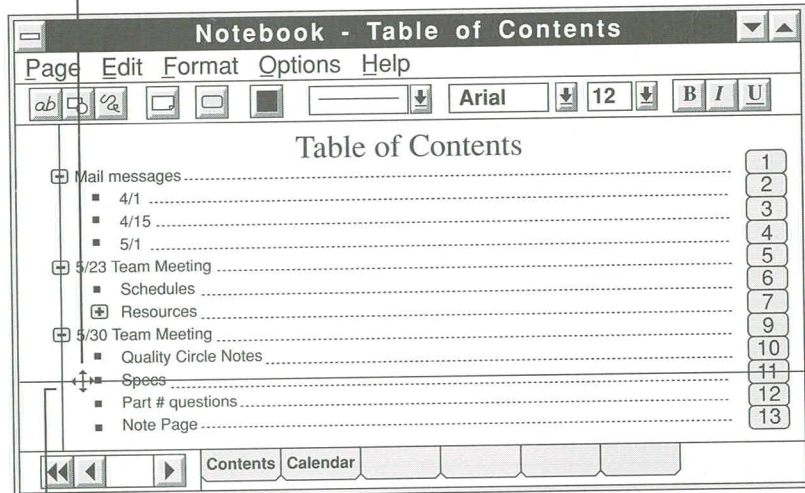
1. To create a header page, tap and hold the page handle (it turns into a 4-sided arrow pointer).



2. Drag the page handle to the right (it turns into a crosshair), and then lift the pen.

To create a header page from a subpage, drag the subpage to the left and line it up with other header pages, as shown in the following illustration.

1. To create a header page from a subpage, tap and hold the page handle (it turns into a 4-sided arrow pointer).



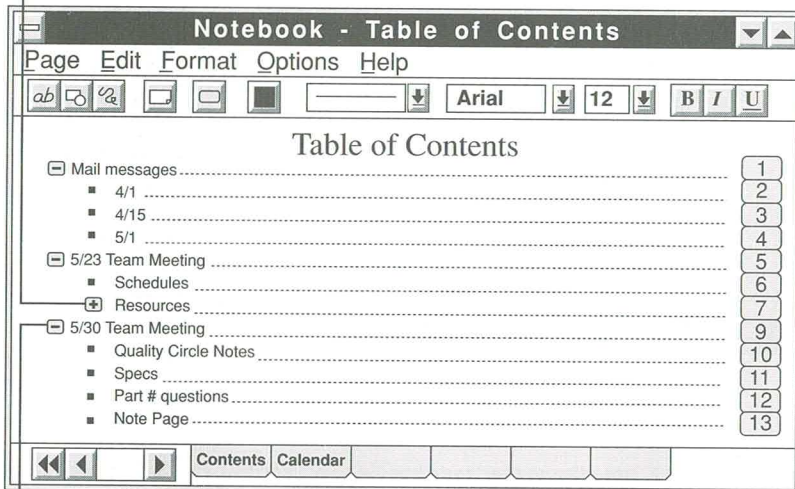
2. Drag the page handle to the left (it turns into a crosshair).
3. When the crosshair lines up with the other header pages, lift the pen. The subpage turns into a header page with a larger page handle.

## Expanding and Collapsing Page Levels

You can show or hide page levels in the Table of Contents by *collapsing* and *expanding* them. You may want to do this to see only top-level pages, or to see only the pages related to a specific header page.

To hide (collapse) a topic's subpages, double-tap the header page handle. Header pages that contain hidden subpages are designated with a plus sign (+) in the page handle. To show all (expand) the subpages, double-tap the plus sign in the header page handle.

**To show all (expand) hidden subpages below a header page, double-tap the header page handle.**

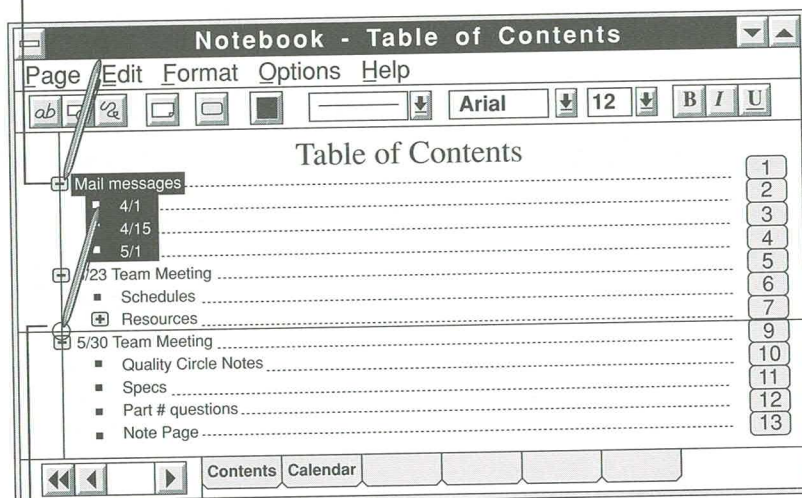


**To hide (collapse) all subpages below a header page, double-tap the header page handle.**

## Moving a Page or Group of Pages

You can move a page while you are in the Table of Contents. To move a header page and its subpages, tap the header page handle to select all the pages and then drag the crosshairs to where you want to place the pages. When you lift the pen tip, the pages and any subpages move to the new location.

1. To move a header page and all its subpages, tap the header page handle to select the pages. The 4-sided arrow pointer appears over the handle.



2. Drag the header page handle and place the intersection of the crosshairs where you want to move the selected pages.

3. To move the pages, lift the pen.

Help

**For information on:**

**See Help file:**

**Topic:**

Selecting, hiding, and changing page levels

Notebook Help

Moving Around in Notebook

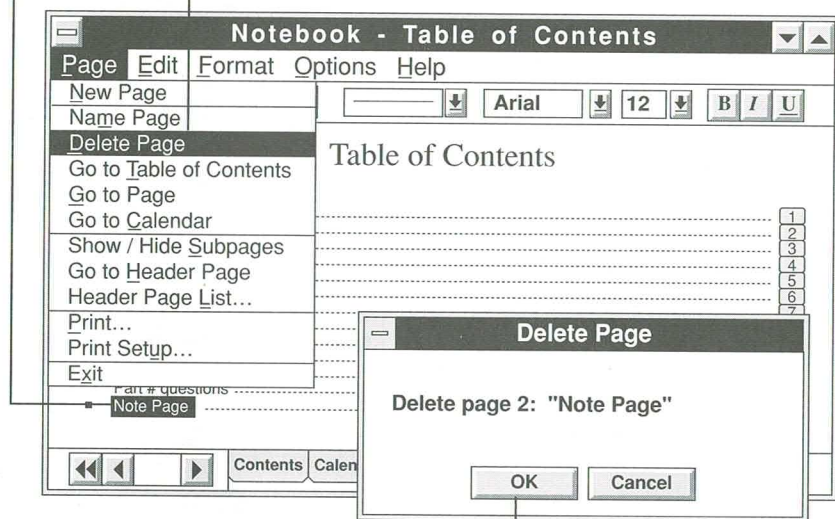
## Deleting a Page

There are two ways to delete pages: from the Table of Contents and from the page itself. To avoid deleting important information, it's a good idea to review a page before deleting it.

To delete the current page, choose Delete Page from the Page menu. Associated subpages are also deleted.

The illustration shows how to delete a page from the Table of Contents.

1. To delete a page from the Table of Contents, select the page name.
2. From the Page menu, choose Delete Page.



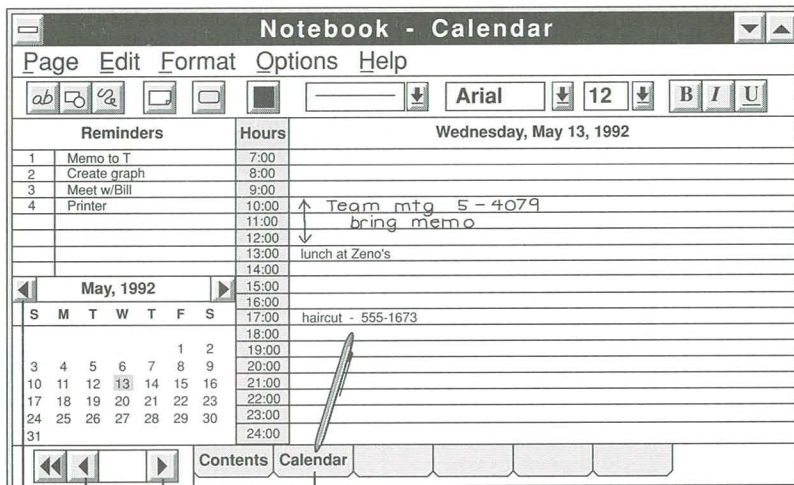
3. In the Delete Page box, tap OK.

Help

**For information on:** Adding pages  
**See Help file:** Notebook Help  
**Topic:** Working with Text

## Working with the Calendar

Notebook contains a calendar where you can list appointments and reminders. The Calendar automatically displays the Day view for the current date, but you can quickly move to another day in a different month.



To change days, tap here or tap the day you want to see.

To display the Calendar, tap here.

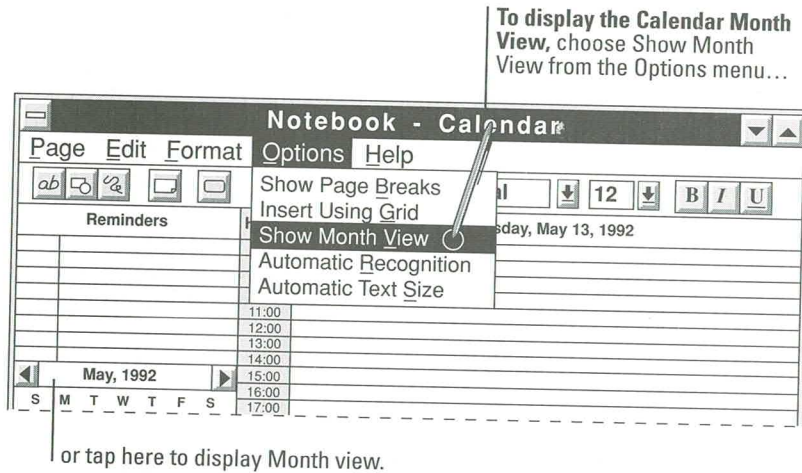
To change months, tap here.

**Note** Notes that you write in the Reminder do not change when you display another date.

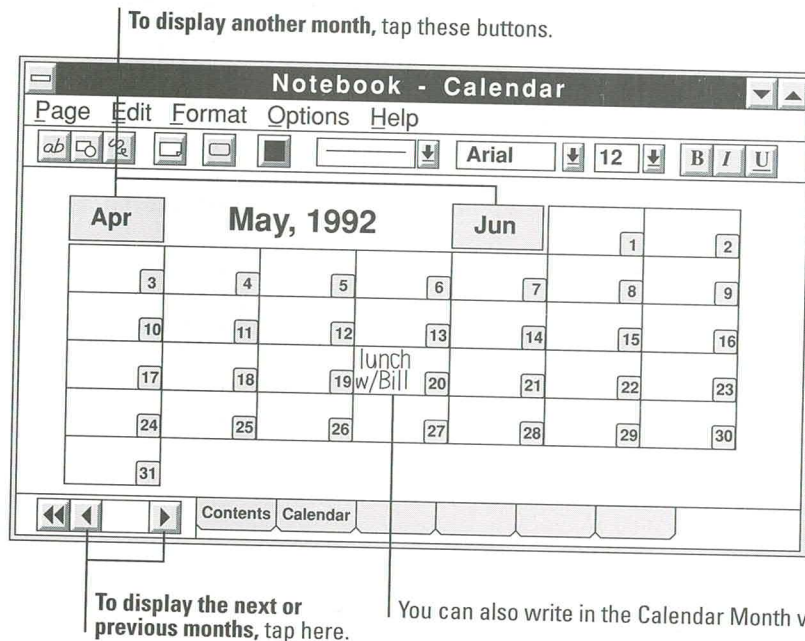


## Displaying Month View

To display a view of the Calendar by month, choose Show Month View from the Options menu, or tap the Month button.



As shown in the following illustration, you can write in Month view. Notes that you write in Calendar view do not appear in Day View.



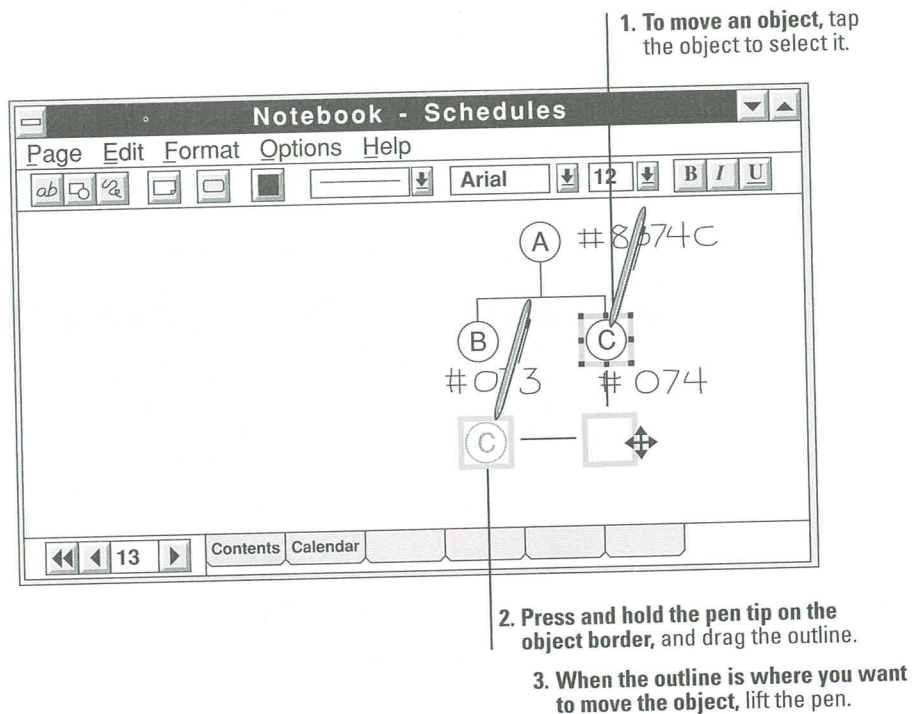
## Working with Objects

Notebook contains five types of objects: recognized text objects, recognized shape objects, ink objects that have not been recognized (both handwritten text and freehand drawings), buttons that display pages, and objects you create with another application and embed in Notebook.

When you tap an object to select it, the object is displayed in a box with handles and a border. You use the handles and borders to change the object's size or location in Notebook. For example, you can move ink on a page by selecting the object and dragging a border.

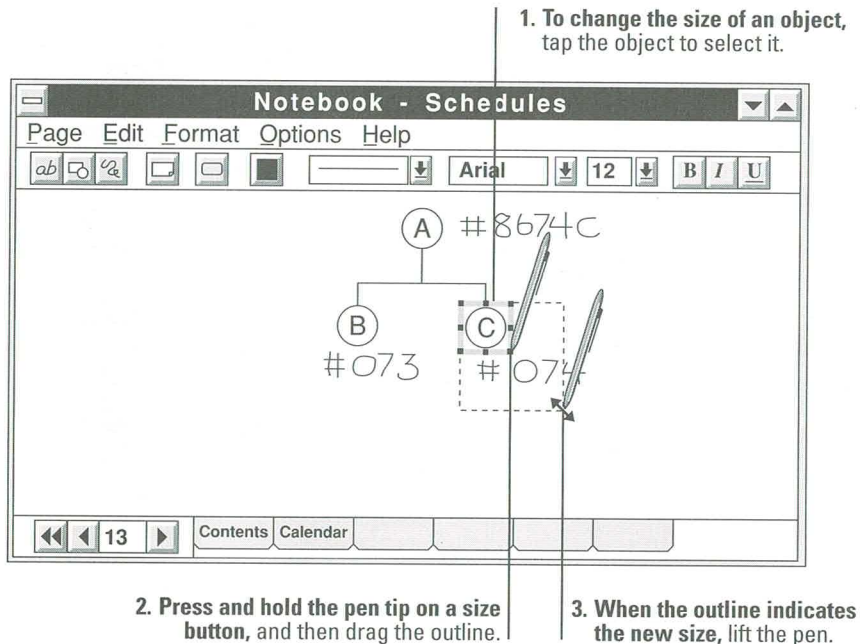
### Moving Objects on a Page

You move an object by tapping the object to select it, and then dragging its border. When you drag the object border, a four-headed arrow pointer and an outline of the object border follow the pen tip.



## Changing the Size of an Object

Each object has a *size handle*, which is indicated by a dot. You can change the size of an object by tapping the object to select it, and then dragging the appropriate size handle. When you drag a size handle, a double-headed arrow pointer and outline of the object border follow the pen tip.



When you change the size of a recognized text object, the text within the object retains its size; the text is not enlarged or reduced to fit the new object size. An ink object, however, enlarges or reduces to fit the new size.

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# Help

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## Help with Objects

The table below describes other things you can do with objects and shows where to find the information in Notebook Help.

To get Help on objects, you must be using Notebook.

<b>For information on</b>	<b>See Help topic</b>
Adding style, color, and patterns to draw objects	Working with Objects Adding Borders and Fill to Objects
Stacking objects in layers	Working with Objects Moving Objects between Layers
Using Object Linking and Embedding to insert objects from other applications	Working with Objects Inserting and Removing Objects
Using Object Linking and Embedding to import files from other applications	Working with Objects Importing Files as Objects
Changing objects that have been inserted or imported from other applications	Working with Objects Editing Objects

## Printing a Notebook Page

You can print selected Notebook pages or the Notebook Table of Contents, but you cannot print a calendar page. The following illustration shows you how to print a range of Notebook pages.

**1. To print Notebook pages, choose Print from the Page menu.**

**2. If you choose Print from the Table of Contents, you see this dialog box. Tap an option, then tap OK.**

**3. Choose the pages to print.**

**4. Tap OK.**

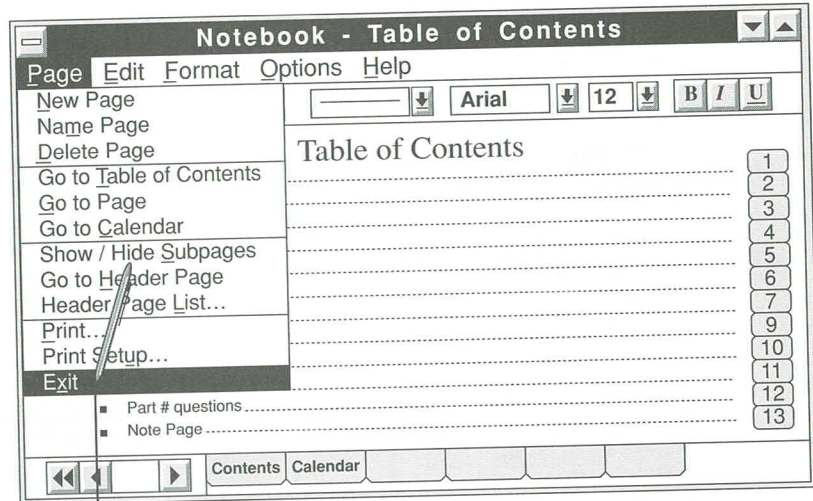
Before you can print the pages in Notebook, you must set up and connect to a printer.

Help

**For information on:** Choosing a printer  
**See Help file:** Printing  
**Topic:** Setting Up a Printer

## Quitting Notebook

Unlike most applications, Notebook automatically saves you work when you quit, guaranteeing that work will not be lost. Later, when you open Notebook, it displays the page you were using when you quit.



**To exit Notebook and automatically save your work, choose Exit from the Page menu.**

# Improving Handwriting Recognition

This appendix provides information and examples of how to print characters and improve handwriting recognition.

The illustrations in the list on the following page use numbers and arrows to show you the order and direction in which to draw the lines or strokes that make up each character. The examples show one or two ways to draw each character and improve handwriting recognition; they are not the only ways you can draw the characters.

To view animated sequences that show you ways to print characters and draw gestures, use the Learning Pen Basics tutorial. For more information, see “Learning Pen Basics” in Chapter 3, “Using Gestures.”

For a list of general writing tips on improving handwriting recognition, see “Writing Tips” at the beginning of Chapter 2, “Writing and Correcting Text.”

To improve handwriting recognition by training the computer to recognize the way you print characters, see Chapter 4, “Training the Recognizer.”

## Punctuation

Some characters used for punctuation, such as the comma and semicolon, can be confused with other characters, such as the apostrophe and the letter “i.”

To avoid confusion, do the following:

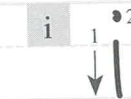
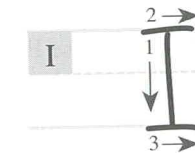
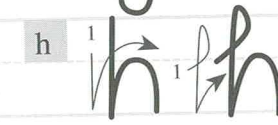
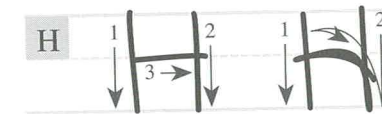
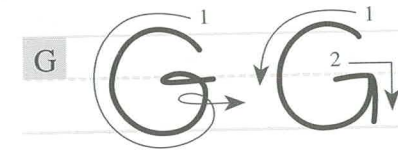
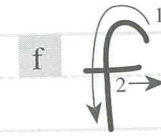
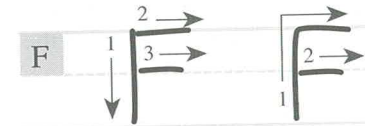
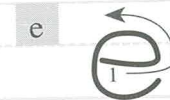
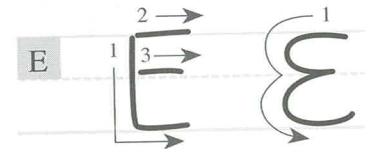
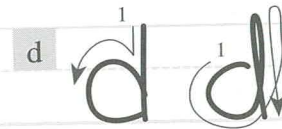
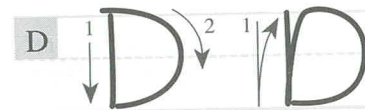
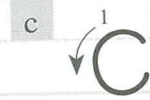
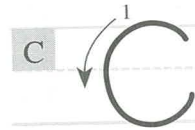
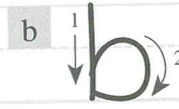
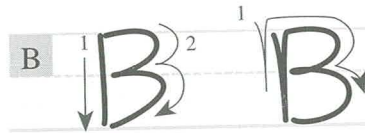
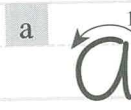
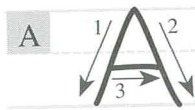
- For commas and apostrophes, use letter guides (in the Edit Text dialog box) and keep the commas near the bottom and apostrophes near the top of the boxes.
- For colons and semicolons, draw the top dot first.

## Printing Accented Characters

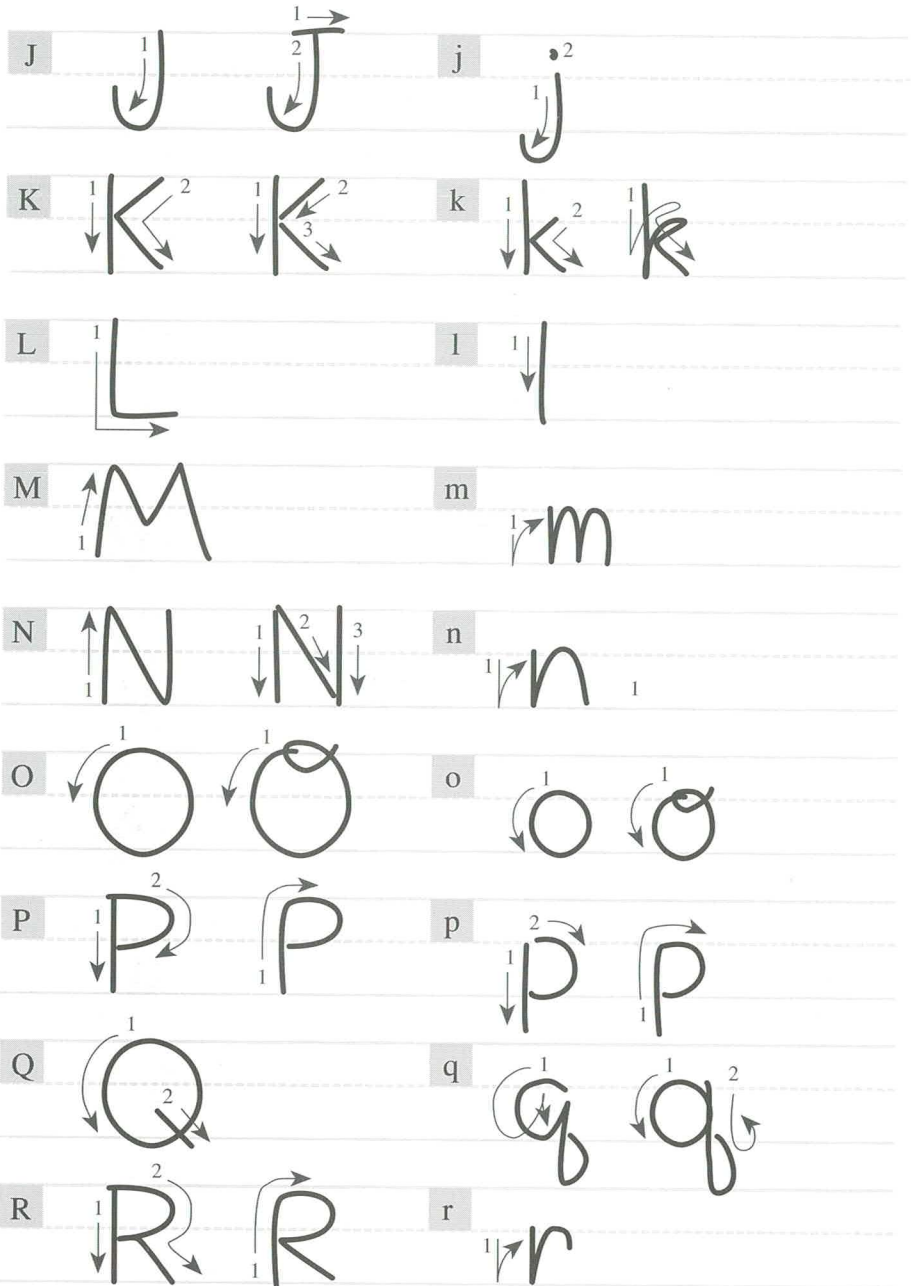
To make it easier to recognize accented characters (such as “é”), do either of the following:

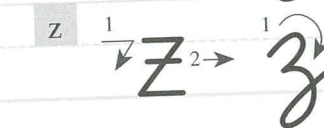
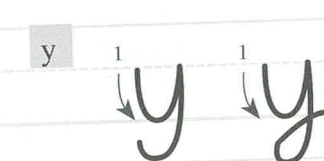
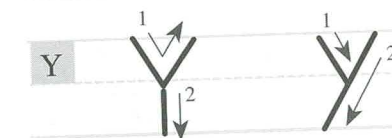
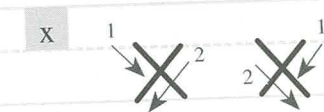
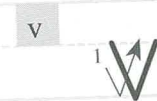
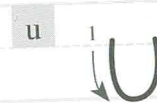
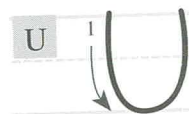
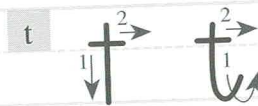
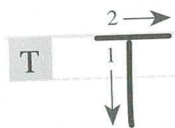
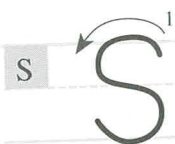
- One language: From the Control Panel, choose International, and then choose your language from the Language list box.
- More than one language: From the Control Panel, choose Handwriting, and then choose the Recognizer button. In the Recognizer dialog box, select the Recognize Characters from All Languages option.

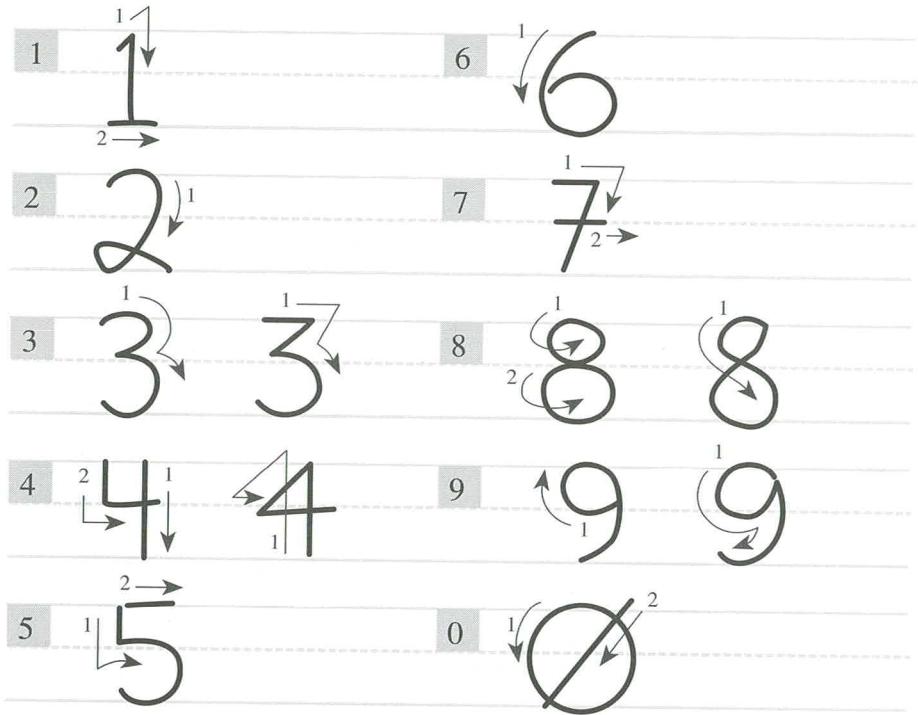
To draw an accented character, first draw the character and then draw the accent above it. For example, to print an “é,” you first print an “e,” and then you print the accent.

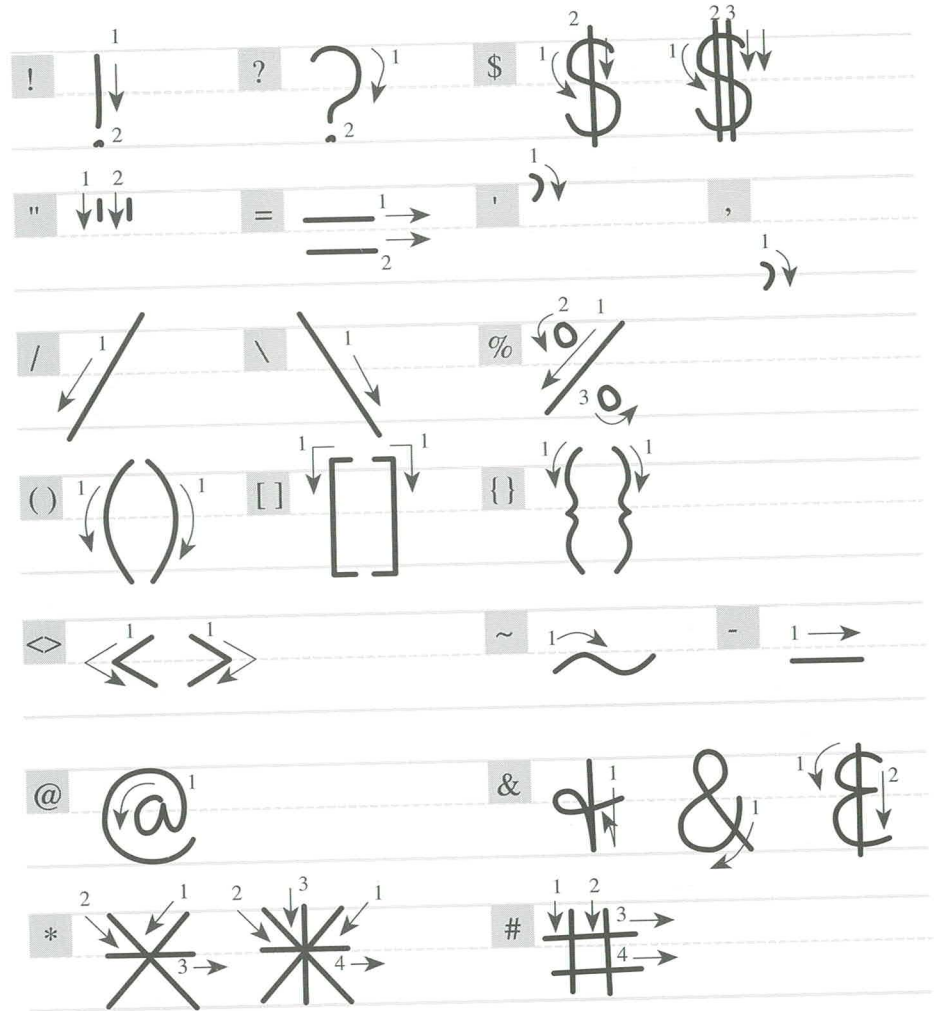












# Glossary

## A

**Active** Describing the window or icon that you are currently working with. Microsoft Windows always applies the next keystroke or command to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color or shade to differentiate it visually from other windows.

Inactive is the opposite of active and describes windows or icons on the desktop that are not in use.

**Active application** The computer program that you are currently working with, or an application that is running in the background.

**Application** A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with “program.”

**Application window** An application’s main window, which contains the application’s menu bar and work area. An application window may contain multiple document windows. See also Window.

**Associate** To identify a filename extension as belonging to a certain application so that when you open any file with that extension, the correct application is opened automatically.

## B

**Browse** To look through files and directories. In some dialog boxes, you tap the Browse button to view a list of files and directories so you can then select the file you want.

## C

**Cell** One unit of a letter guide in the writing window. You turn letter guides on to improve character recognition or to print in applications that do not accept pen input directly.

**Check box** A small square box that appears in dialog boxes and that you can select or clear. You select a check box by tapping it. When the check box is selected, an X appears in it.

**Choose** To select a command in Microsoft Windows. You often choose a command from a menu after you have selected or made active the item to be acted upon.

**Clear** To turn off an option by removing the X from a check box. You clear a check box by tapping it.

**Command** A word or phrase, usually in a menu, that you choose to carry out an action. You choose a command from a menu by tapping the menu name and then tapping the command.

**Command button** A button that you tap to carry out or cancel a command.

**Communications settings** Settings that specify how information is transferred from your computer to a device (usually a printer or modem).

**Control menu** The menu at the left end of the title bar, indicated by a SPACEBAR icon. Use the Control menu to minimize and maximize a window, or to close an application.

**Control Panel** The Windows application that sets pen-tapping speed, ink width, ink color, dictionary choice, recognition modifications, and user lists. The Control Panel is in the Main group.

**Current directory** The directory that you are currently working in.

## D

**Default button** The command button that in some dialog boxes is automatically chosen by Windows as the most logical or safest choice. You can override a default button by choosing Cancel or another command button.

**Default printer** The printer that a Windows application will automatically use when you choose the Print command. You can have only one default printer, and it should be the printer you use most often.

**Desktop** The background of your screen, on which windows, icons, and dialog boxes appear.

**Desktop pattern** A geometric pattern that appears on your desktop. You can design your own pattern or choose one of the patterns provided by the Windows environment.

**Destination directory** The directory to which you intend to copy or move one or more files.

**Device driver** A program that enables a specific piece of hardware (device) to communicate with Windows for Pen Computing. Although a device may be installed on your system, Windows will not recognize the device until after you have installed and configured the appropriate driver. Device drivers usually have the extension .DRV.

**Dialog box** A rectangular box that requests or provides information. A dialog box typically presents options for you to choose from before Windows carries out a command.

**Dimmed** Unavailable, disabled, or grayed. A dimmed button or command is displayed in light gray instead of black, and it cannot be chosen.

**Directory** Part of a structure for organizing your files on a disk. A directory can contain files and other directories (called subdirectories). The structure of directories and subdirectories on a disk is called a directory tree.

**Directory window** A File Manager window that lists the contents of a disk. The window shows both the directory tree and the contents of the current directory. A directory window is a document window that you can move, size, reduce, or enlarge.

**Document** Whatever you create with an application, including information you handwrite, edit, view, or save. A document can be a business report, a spreadsheet, a picture, and so on.

**Document file** A data file that is associated with an application. When you choose a document file, the application starts and opens the file.

**Document-file icon** A drawing representing a file that is associated with an application. When you choose a document file, the application starts and opens the file.

**Document window** A window inside an application window. Each document window contains a single document or other data file. There can be more than one document window inside an application window.

**Double-tap** To tap the pen twice quickly against the writing surface.

**Drag** To move an item on the writing surface by holding down the pen tip on the item while moving it to wherever you want it. For example, you can move a window to another location by dragging its title bar.

**Drive icon** An icon in a directory window in File Manager that represents a disk drive on your system. Different icons depict floppy-disk drives, hard-disk drives, network-disk drives, RAM drives, and CD-ROM drives.

**Drop-down list box** A single-line list box that opens to display a list of choices when you tap the arrow in the box.

## E

**"Electronic ink"** Lines that appear on the writing surface or screen as you print or draw with the pen.

**Embedded object** An “object” inserted into a document. You can edit the object (which can be text, a chart, or a drawing) from within that document even if a different application was used to create it. See also Object.

**Extension** Part of a file or directory name appearing after a period. The extension can provide additional information. It usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE.

Many applications include a default extension automatically when you save a file the first time. For example, Notepad adds .TXT to all filenames unless you specify otherwise.

## F

**File** A document or application that has been given a name. All documents are stored as files in Microsoft Windows.

**Filename** The name of a file. Microsoft Windows uses MS-DOS naming conventions.

**Floppy disk** A disk that can be inserted in and removed from the computer’s disk drive.

**Font** A graphic design applied to numerals, symbols, or letters of the alphabet. A font usually comes in different sizes and styles, such as bold, italic, and underlined.

**Font set** A collection of font sizes for one font, customized for a particular display and printer. Font sets determine what text looks like on the screen and when printed.

**Footer** An identifying word or phrase that appears at the bottom of every page of a document when it is printed.

## G

**Gesture** A symbol you draw that represents a command. Some gestures in Windows for Pen Computing have been predefined and are unchangeable; others the user can change. In addition, users can define their own gestures.

**Group** A collection of applications within Program Manager. Grouping your applications makes them easier to find when you want to start them.

**Group icon** The icon that represents a group in Program Manager. To open a group and view its contents, you tap the group icon.

**Group window** A window that displays the items in a group within Program Manager. These items can be applications, files associated with applications, or a combination of both.



## H

**Header** An identifying word or phrase that appears at the top of every page of a document when it is printed.

## I

**Icon** A graphical representation of a disk drive, a directory, a group, an application, a document, and so on. You can enlarge an application icon to a window by double-tapping the application icon.

**Insertion point** The vertical blinking bar where text can be inserted.

## L

**Letter guides** Individual cells used to separate characters in the writing window. You use letter guides to improve character recognition and to handwrite in applications that do not otherwise accept pen input.

**Linked object** A marker or placeholder representing an object that is inserted into the destination file. The object still exists in the source file and, when it is changed, the linked object is updated to reflect the change.

**List box** A box within a dialog box that lists available choices—for example, the list of all available files in a directory. If all the choices do not fit in the list box, the list box includes a vertical scroll bar. Some list boxes allow you to select more than one item.

**Local printer** A printer that is part of your computer system; it is directly connected to one of the ports on your computer.

## M

**Maximize button** The small button at the right end of the title bar containing an Up arrow. You enlarge a window to its maximum size by tapping the Maximize button.

**Memory** A temporary storage area for information and applications.

**Menu** A list of available commands. Menu names appear in the menu bar near the top of the application window. You choose a command by tapping the menu name on the menu bar and then tapping the command you want.

**Menu bar** The horizontal bar containing the names of all the application's menus. It appears just under the title bar.

**Menu command** A word or phrase in a menu that you choose to carry out an action, such as copying a file.

**Menu title** A word or phrase in the menu bar that identifies a group of commands. Selecting the menu title causes the title to be highlighted and its menu of commands to appear below it.

**Minimize** To shrink a window to an icon.

**Minimize button** The small button at the right end of the title bar containing a Down arrow. Tap the Minimize button to reduce a window to an icon.

## O

**Object** Any piece of information created using a Windows application. A text paragraph in Write, a single cell of an Excel spreadsheet, or an entire Paintbrush drawing are objects. See also Embedded object and Object linking and embedding.

**Object linking and embedding** A way to transfer and share information between applications.

**Online Help** Assistance regarding numerous aspects of an application that can be found online—that is, within the system rather than in printed materials.

**On-screen keyboard** A miniature keyboard that is displayed when you tap the Keyboard button. In most cases you can use this keyboard to replace a regular keyboard. You “type” letters by tapping them. To carry out key combinations, tap the keys in sequence. To select different keyboard layouts, choose Options from the Control menu of the on-screen keyboard.

**Open** To display the contents of a directory, a single document, or a data file in a window, or to enlarge an icon to a window. You can open windows that list the contents of groups or directories, and windows that display the contents of a specific file. Opening a file refers to opening a document file you created with an application.

**Options button** A small round button that appears in a dialog box and is used to select an option. Within a group of related options buttons, you can select only one button.

## P

**Package** An icon that contains either embedded or linked information. When you select the icon, the contents of the icon are displayed.

**Path** The route to a file within the directory tree. See also Pathname.

**Pathname** The directions given the computer for finding a directory or file within your system. For example, C:\WINDOWS3\APPTS\JUNE.CAL is the pathname of the JUNE.CAL file in the APPTS subdirectory in the WINDOWS3 directory on drive C.

**Pen Palette** A palette of pen tools. The Pen Palette includes the Edit menu, writing window, on-screen keyboard, trainer, and buttons for clearing and inserting text.

**Pointer** The arrow-shaped cursor on the screen that follows the pen's movement on the screen. The pointer changes to a pen in areas where you can write.

**Printer driver** A program that controls the way your printer works. The printer driver accepts instructions from Print Manager and then interprets them so that your printer can print your documents correctly.

**Printer fonts** Fonts that are built into your printer. These fonts usually reside in your printer's read-only memory (ROM).

**Program file** A file that starts an application or program. A program file has an .EXE, .PIF, .COM, or .BAT filename extension.

**Program items** The applications and documents that make up a group in Microsoft Windows. Program items are represented as icons in a group window.

**Program-item icon** The icon that represents an application in Program Manager. You can start an application by double-tapping its program-item icon.

**Program Manager** A major management tool of Microsoft Windows. Program Manager appears immediately when the Windows environment is opened and contains several groups essential for the various programs and applications.

## Q

**Queue** A list of documents that are currently printing on a printer.

## R

**RAM** The acronym for random-access memory. RAM can be read from or written to by the computer itself, or by other devices. Information stored in RAM is lost when you turn off the computer.

**Recognition** The process of converting handwriting to type.

**Recognizer** The system that interprets your handwriting.

**Reduce** To minimize a window to an icon at the bottom of the desktop by using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

**Restore button** The small button at the right end of the title bar containing both an Up arrow and a Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Tap the Restore button to return the window to its previous size.

**S**

**Scroll** To move through text or graphics (up, down, left, or right) to view parts of the file that cannot fit on the screen.

**Scroll arrow** An arrow on either end of a scroll bar that is used to move the contents of the window or list box. Tapping a scroll arrow moves the contents one line or one screen. Pressing a scroll arrow scrolls the contents continuously.

**Scroll bar** A bar that appears at the right and/or bottom edge of a window or list box when the contents of the window or list box aren't completely visible. Tap the down arrow at the bottom right edge of the window to scroll slowly down a help topic. Tap in the scroll bar above or below the box to scroll one screen at a time.

**Scroll box** A small box in a scroll bar that shows the position of what's currently in the window or list box relative to the contents of the entire window.

**Select** To mark an object such as a character, word, or picture by highlighting it. After selecting an object, you choose the action you want to affect it. To select text, press the pen against the screen until the cursor changes to a down arrow, then drag over the text you want to select. To select an object, such as a drawing, tap it.

**Selection cursor** The marking device that shows where you are in a window, menu, or dialog box and what you have selected. The selection cursor can appear as a highlight or as a dotted rectangle around the text in a dialog box option.

**Source directory** The directory containing the file or files you intend to copy or move.

**Split bar** The bar that divides a directory window in two parts: The directory tree is displayed on the left, and the contents of the current directory are displayed on the right.

**Status bar** A line of information located at the bottom of a window. For example, in a directory window the status bar displays how many files are selected, how much disk space they occupy, and the total number of files in the directory (whether included in the directory window or not). In File Manager, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.

**System disk** A disk that contains the DOS system files necessary to start DOS.

## T

**Tap** To press the pen tip against the screen and lift the pen tip up.

**Task List** A window that shows all the running applications. Use the Task List to switch between running applications. You display the Task List by double-tapping on an empty area of the window background.

**Text box** A box within a dialog box where you print information needed to carry out a command. When the dialog box appears, the text box may be blank or it may contain text.

**Text object** Handwritten text that has been recognized and thus can be acted upon—edited, moved, or copied.

**Title bar** The horizontal bar at the top of a window. You move a window by dragging the title bar.

**Trainer** A button on the Pen Palette tool bar. Use the trainer to teach the recognizer to recognize your handwriting and gestures.

## W

**Wallpaper** A picture or drawing stored as a bitmap file (a file with the extension .BMP). Bitmaps can be simple drawings or elaborate scanned photographs.

**Warning beep** The sound that your computer makes when you encounter an error or try to perform a task that the Windows environment does not recognize.

**Wildcard** A keyboard character that can be used to represent one or many characters. The question-mark (?) wildcard can be used to represent any single character, and the asterisk (\*) wildcard can be used to represent any number of characters.

**Window** A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows on the desktop at the same time and you can reduce windows to icons or enlarge them to fill the entire desktop.

**Window border** The border that surrounds a window. You change the size of a window by dragging the border.

**Windows application** An application that was designed for Microsoft Windows and does not run without Windows. All Windows applications follow the same conventions for arrangement of menus, style of dialog boxes, use of the keyboard, pen, and so on.



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