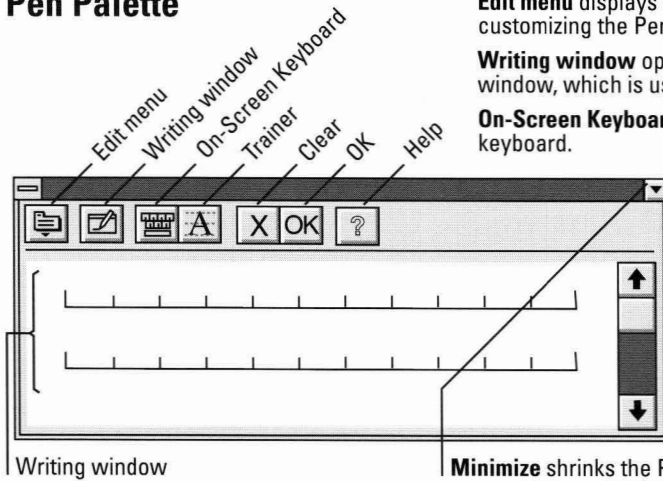


PEN COMPUTING QUICK REFERENCE

Pen Palette



Edit menu displays commands for editing text and customizing the Pen Palette.

Writing window opens and closes the writing window, which is used for writing and editing text.

On-Screen Keyboard opens the on-screen keyboard.

Trainer displays a tool for improving handwriting recognition.

Clear erases all text in the writing window.

OK sends text from the writing window to the active application.

Help displays online Help commands.

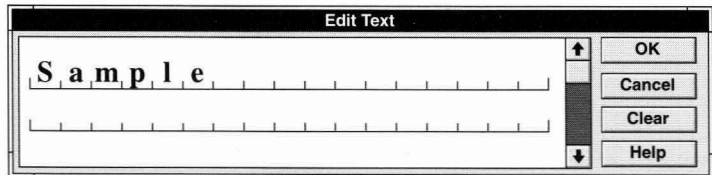
Pen Techniques

Task	Action	Example of use
Tap	Press the pen tip down and then lift it up.	To choose tools, buttons, menus, and commands, tap them.
Drag	Press and hold the pen tip down while you move it.	To move a window, drag the title bar. To size a window, drag the window border.
Select	Press and hold the pen tip at the beginning of the text you want to select. Drag the arrow pointer to highlight everything you want to select.	To delete a word, select the word, and then draw the Delete gesture.

Correcting Text

~~Sample text~~

1. Draw the **Edit Text** gesture over the text you want to correct. The Edit Text box will appear.






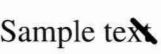



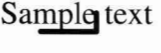


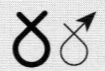

2. In the **Edit Text dialog box**, do any of the following:

- Write over incorrect characters
- Tap the Clear button to erase all text
- Use gestures to edit the text (see other side of this card)








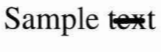




3. Tap the **OK** button.

PEN COMPUTING QUICK REFERENCE

Basic Gestures

Action	Gesture	Example	Result	Tip
Edit Text			The selected text is moved to the Edit Text dialog box.	Make the second part of the gesture much longer than the first. If it's too short, it may be mistaken for a "v."
Backspace			Sample tex	Overlap the lines. Draw at a 45° angle up and to the left and then down and to the right.
Insert Space			Sam ple text	Draw the horizontal part longer. If it's too short, it may be mistaken for an "L."
Insert New Line			Sample text	Draw a sharp corner.
Cut			The selected text is deleted, then copied onto the Clipboard for future use.	Keep the loop small.
Undo			The results of the previous action are cancelled or reversed.	Draw the tail of the gesture long. If it's too short, it may be mistaken for an "o."

Additional Gestures

Action	Gesture	Example	Result	Tip
Copy			The selected word is copied onto the Clipboard for future use.	Draw the tail of the gesture long. If it's too short, it may be mistaken for an "o."
Paste			The contents of the Clipboard are pasted at the point of the gesture.	Keep the lines straight. Draw a sharp angle.
Delete			Sample	Overlap the lines. Draw at a 45° angle up and to the right and then down and to the left.
Delete Word			Sample	Overlap the lines. Create the gesture as one stroke, not two. Draw the line in the middle of the word.
Extend Selection			Sample text	Overlap the lines. Do not lift the pen between the downward stroke and the upward stroke.
Insert Tab			Sample text	Draw the horizontal stroke longer. If it's too short, it may be mistaken for an "r."