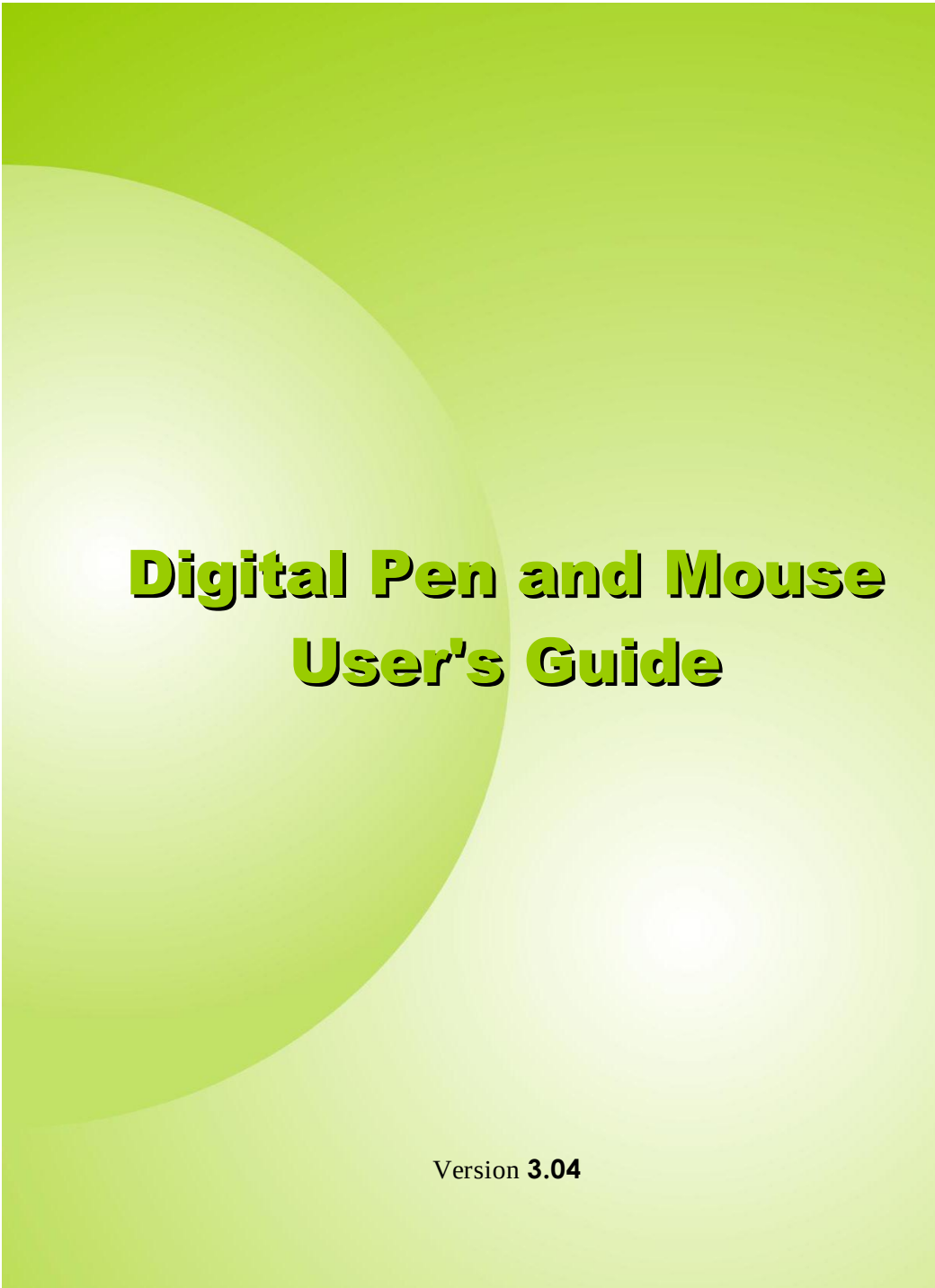


The cover features a light green background with a large, semi-transparent circle on the left side. The title is centered in a bold, black, sans-serif font.

Digital Pen and Mouse User's Guide

Version **3.04**



Preface

Welcome to the Digital Pen User's Guide. This guide describes the operation and usage of the Digital Pen and Mouse.

The guide includes the following chapters:

- **Chapter 1, Introducing the Digital Pen and Mouse**, page 1, introduces the Digital Pen and Mouse and describes its basic features and components.
- **Chapter 2, Installing Digital Pen and Mouse Software**, page 7, describes the device's package contents and system requirements, as well as the process for installing the Digital Pen and Mouse software.
- **Chapter 3, Using the Digital Pen and Mouse**, page 15, describes the basic operation of the Digital Pen and Mouse, as well as how to maintain it. It also presents a simple tutorial for getting started with the Digital Pen and Mouse.
- **Chapter 4, Using the Pen&Ink Editor Application**, page 37, describes how to use the Digital Pen with the Pen&Ink Editor application.
- **Chapter 5, Using the SnapShot Application**, page 80, describes how to use the SnapShot application to capture screens and edit images.
- **Chapter 6, Using the Digital Pen and Mouse with Other Applications**, page 93, describes how to use the Digital Pen with other applications.
- **Chapter 7, Configuring Device Properties**, page 101, describes how to customize the Digital Pen's device settings to control various aspects of its operation.
- **Appendix A, Troubleshooting**, page 113, describes the most common issues or problems that you may encounter when working with your Digital Pen and how to resolve them.



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Conventions Used in this Guide



NOTE:

This is a note



IMPORTANT:

Important Information



TIP:

This is a tip providing useful suggestions and information.

System Support

Minimal System Requirements:

- Processor: 1 GHz processor and above
- Available hard disk space: 200MB
- RAM: 256MB (recommended 512MB)
- USB connector: USB 1.1/2.0 to connect the Receiver

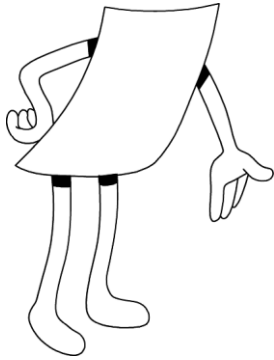
Operating Systems support:

- Windows Vista (32bit versions): Home Basic, Home Premium, Ultimate, Enterprise, Business
- Windows XP - Home and Pro versions
- Windows 2000 - workstation version

MS Office Support:

- Office XP: Word, PowerPoint
- Office 2003: Word, PowerPoint
- Office 2007: Word, PowerPoint

Chapter 1



Introducing the Digital Pen and Mouse



About This Chapter

This chapter introduces the Digital Pen and Mouse and describes its basic features and components. It contains the following sections:

- **Overview**, page 2, introduces the Digital Pen and Mouse and provides an overview of its key components.
- **Working with the Digital Pen**, page 4, describes how the Digital Pen and Mouse can be used.

Overview

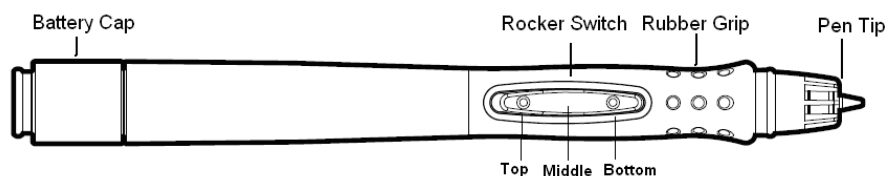
The Digital Pen and Mouse is the ultimate wireless PC peripheral tool. You can use it to capture and display handwritten notes on a computer, enjoy full mouse functionality and draw and share sketches via email and messaging applications – all without the need for special paper or a tablet. The Digital Pen and Mouse can be used by anyone of any age, in any environment – at home, school or in the office.

The Digital Pen and Mouse enables you to write freely on any paper in real time on your computer. The product can also be used as a mouse.

The pen comes with two main components – the pen itself and a receiver.

Digital Pen

Take a moment to familiarize yourself with the various parts of the pen, especially the rocker switch.



The Digital Pen works by transmitting its position to the Receiver, which in turn sends the data to the PC. Written or drawn information is displayed in real time on the screen, where it can be converted to text using standard handwriting recognition software.

The pen works with any standard mini-ballpoint pen ink cartridge. Its rubber grip ensures that the pen is easy to hold and handle.

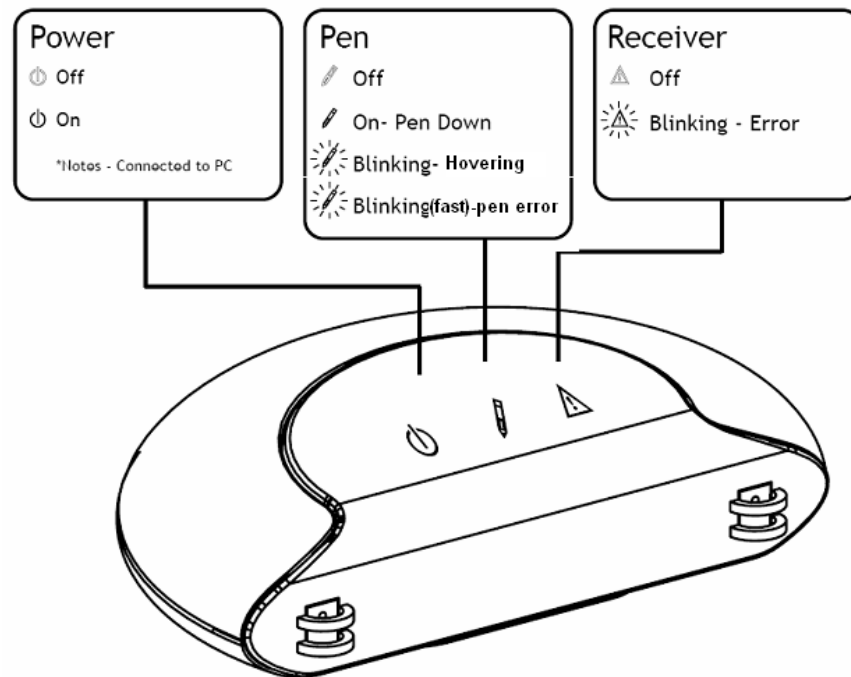
One simple click of a button and the pen instantly becomes a fully functional ergonomic mouse. Point, click, scroll and drag-and-drop items on screen, as with any regular mouse.

Receiver

The Receiver interprets the pen's live actions and displays them on the screen. It can be attached to any paper, with a coverage area up to an A4 size page. The Receiver connects to your PC easily and simply via a standard USB connector.

Image resolution with the Receiver is between 300-900 dpi.

The Receiver has several indicator lights that communicate the device's status and report any errors that may occur (as outlined below).



Working with the Digital Pen

The Digital Pen and Mouse features enable you to:

- Write and sketch on any paper.
- Transfer notes and sketches to a computer in real time.
- View and edit pages with Pen&Ink software.
- Use the device as a mouse, with full point-and-click functionality.
- Personalize documents with handwritten notes and signatures.
- Capture and display handwritten notes on your PC.
- Draw and share sketches digitally via email and instant messaging.
- Transform written notes into text.

The Digital Pen and Mouse enables you to work within a variety of applications, including Digital-Pen-compliant applications, as well as other applications. Digital-Pen-compliant applications include:

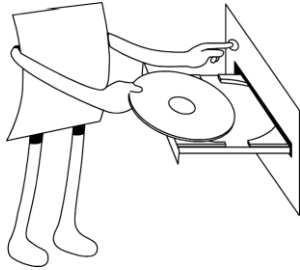
- **Pen&Ink Editor** (supplied with the product; see *Chapter 4, Using the Pen&Ink Editor Application*)
- **SnapShot** (supplied with the product; see *Chapter 5, Using the SnapShot Application*)
- **Microsoft Office applications, such as Word and PowerPoint** (see *Chapter 6, Using the Digital Pen and Mouse with Other Applications*)
- **SpaceCrushers game** (supplied with the product; see *Chapter 6, Using the Digital Pen and Mouse with Other Applications*)

For more information about working with applications other than those listed above, see *Chapter 6, Using the Digital Pen and Mouse with Other Applications*, page 93 and *Configuring Custom Wheel Applications*, page 108.

For a quick start that provides instructions for getting started with your Digital Pen and Mouse, see *Getting Started*, page 16.

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Chapter 2



Installing Digital Pen and Mouse Software



About This Chapter

This chapter describes the device's package contents and system requirements, as well as the process for installing Digital Pen and Mouse software. It contains the following sections:

- **Package Contents**, page 8, describes the components contained in your Digital Pen and Mouse package.
- **System Requirements**, page 8, describes the system requirements for the Digital Pen and Mouse.
- **Installing the Software**, page 9, describes how to install the Digital Pen and Mouse software.

Package Contents

Before you begin the installation process, take a moment to verify that all of the following components are included in the package contents:

- Digital Pen
- Receiver
- Mini USB-to-USB cable
- Installation CD
- Quick Start User Guide

System Requirements

The Digital Pen and Mouse has the following system requirements:

- **Operating system:** Windows 2000, Windows XP, Windows Vista
- **Processor:** 1GHz processor and above
- **Available hard disk space:** 200 MB
- **RAM:** 256 MB (recommended 512 MB)
- **USB connector:** USB 1.1/2.0 to connect to the Receiver

Installing the Software

Before you can begin using the Digital Pen and Mouse, you first need to install its software and drivers.

➤ **To install the Digital Pen and Mouse software:**

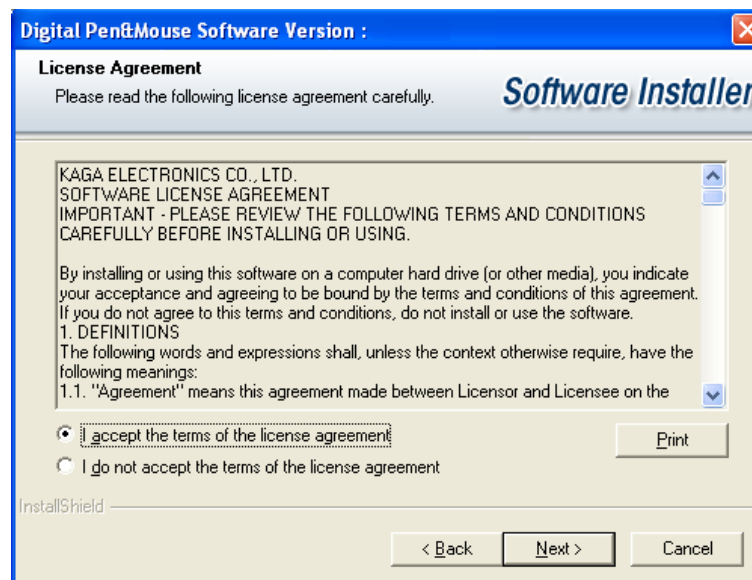
- 1 Insert the installation CD into your CD-ROM drive. The *Digital Pen and Mouse Install Shield Wizard Welcome* window opens automatically:



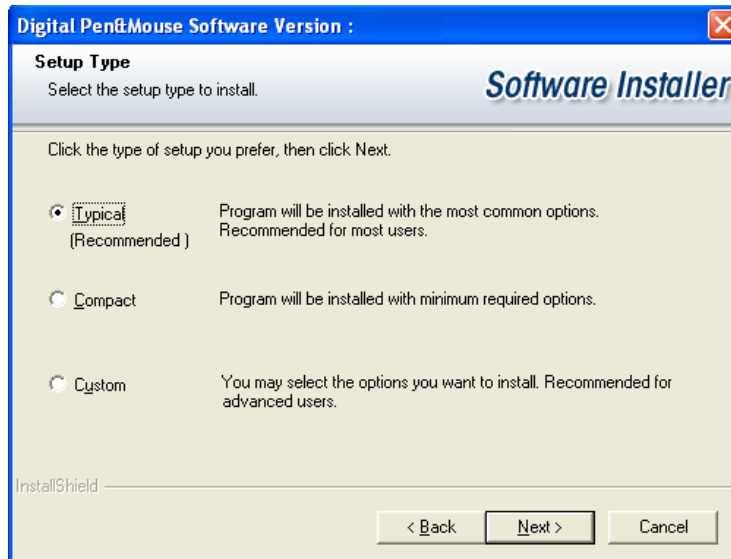
- 2 Select the **Install Digital Pen & Mouse** option. The following window opens:



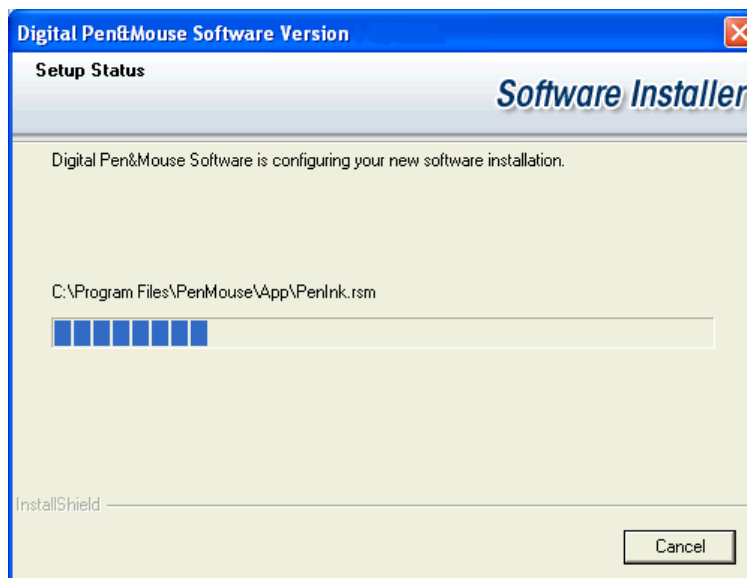
- 3 Click **Next**. The *License Agreement* window opens:



- 4 Read the license agreement and then select the **I accept the terms of the license agreement** radio button.
- 5 Click **Next**. The *Setup Type* window opens:



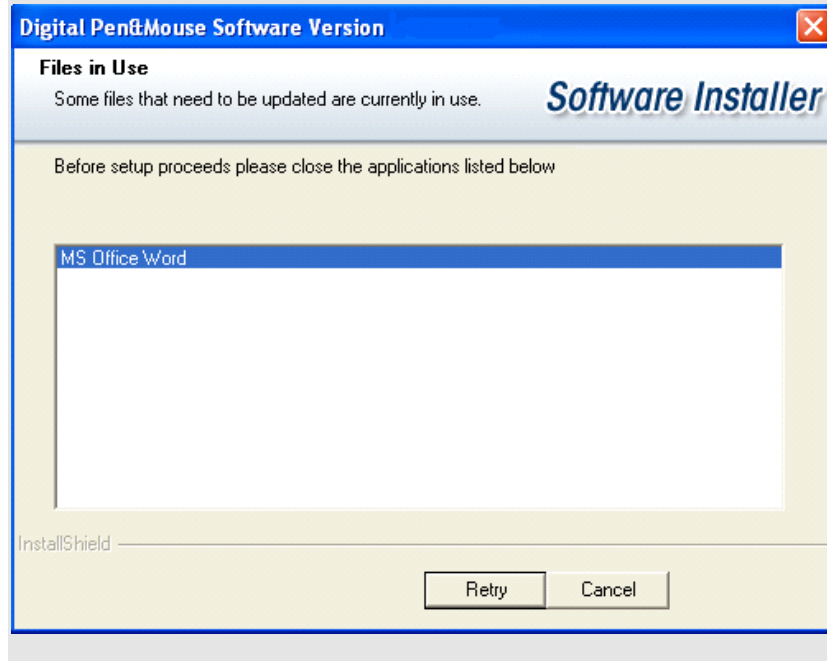
- 6 Select the **Typical** radio button and then click **Next**. This is the recommended option. The *Setup Status* window opens:



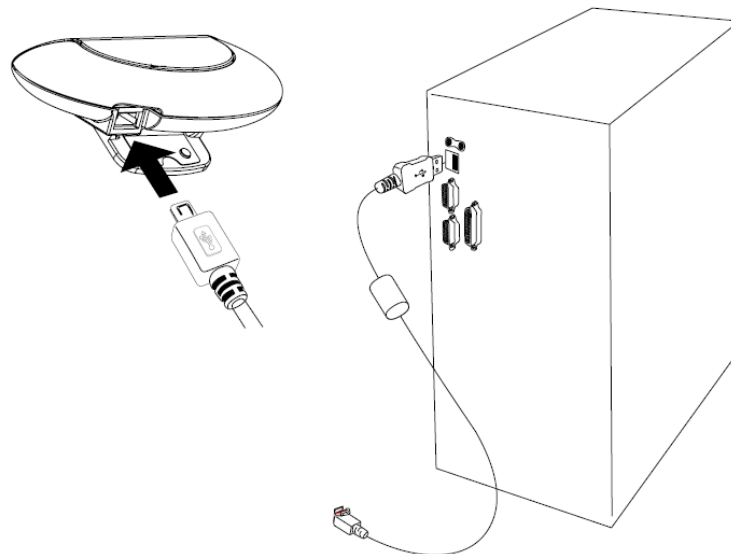
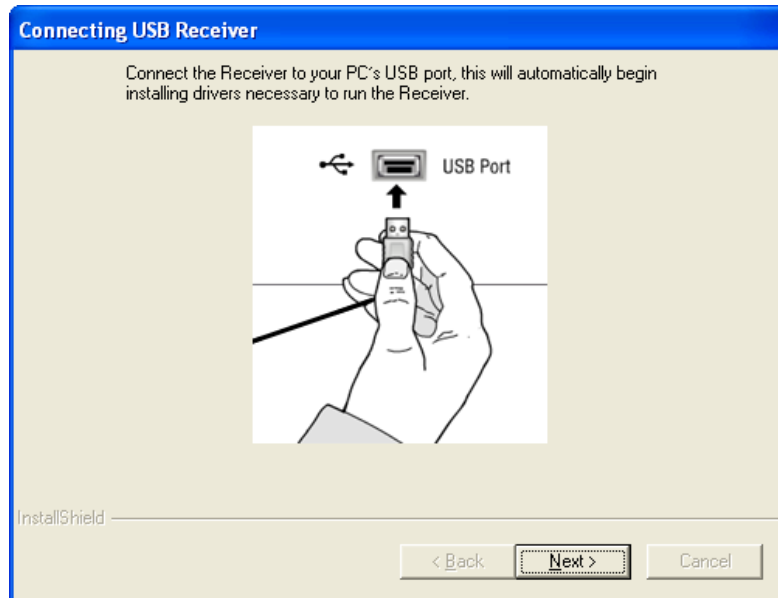
The setup process begins automatically. A progress bar displays the status of the installation process. In Windows XP you may get a Found New Hardware Message, please ignore this message

**NOTE:**

If there are open files that need to be closed, the following window will open before the *Setup Status* window. You must close all Microsoft Windows applications for the installation process to continue. Close any open Microsoft Windows applications you have open and click **Retry**.



- 7 When prompted (see the window below), connect the Receiver to your PC's USB port using the Mini USB to USB cable Receiver.

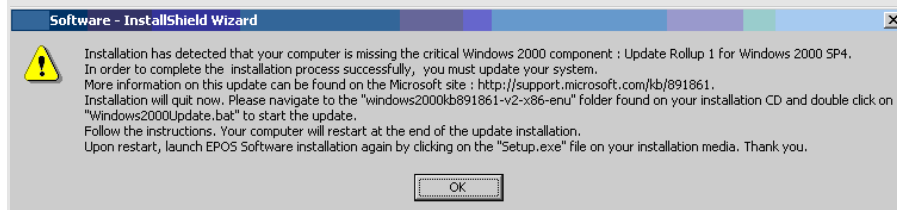


- 8 Click Next to the connecting USB receiver Screen. When Installation is complete , click Finish.
- 9 The Installation wizard gives you the link to install the Microsoft Tablet Recognizer by direct you to Microsoft website (For Windows XP Pro, Windows 2000 users). This option will enable you to convert handwriting to text

Software installation is now complete. The Digital Pen and Mouse icon now appears in the Task bar at the lower-right of the desktop . Your Digital Pen and Mouse is now properly installed and ready to use.

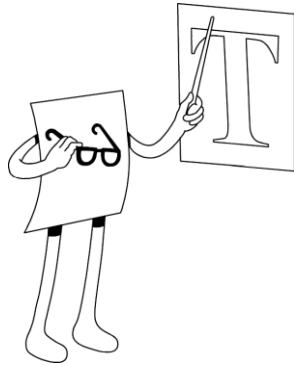
**NOTES:**

To install the software on Windows 2000 Professional, the PC must have the latest updates, including Service Pack 4 and the Update Rollup 1 for Windows 2000 SP4. If these updates are not installed on your PC, you will be notified during the installation process.



If you receive the message shown above, please read it carefully and follow the instructions in the message. Visit the Microsoft Support Web site for more information: <http://support.microsoft.com/kb/891861>.

If you do not have MSI Installer already installed on your computer, this component is automatically installed during the installation process. In this case, you will be prompted to restart your computer.



Chapter 3

Using the Digital Pen and Mouse



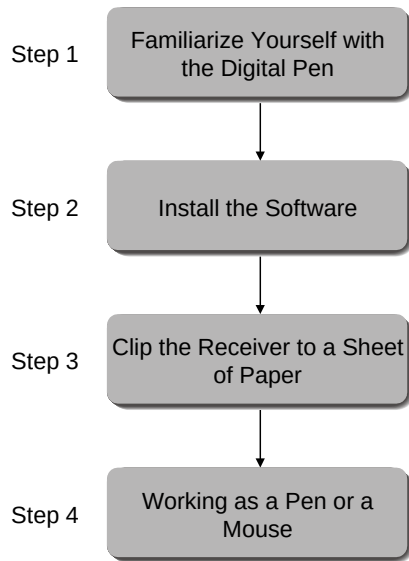
About This Chapter

This chapter describes the how to get started and how to use the Digital Pen and Mouse, as well as how to maintain it. It contains the following sections:

- **Getting Started**, page 16, walks you through a typical example of getting started and using the Digital Pen and Mouse.
- **The Wheel**, page 23, describes the Digital Pen and Mouse Wheel, which provides easy access to a variety of applications in which you can write, as well as to games and to device configuration options.
- **Supported Vista Functionality**, page 25, describes the advantages of using the Digital Pen and Mouse on a Windows Vista system, and the additional Digital Pen functionality supported in the Vista environment.
- **Maintaining the Digital Pen**, page 34, describes basic procedures for maintaining your Digital Pen, such as how to install its batteries and pen tip.

Getting Started

To illustrate the ease of use and flexibility of the Digital Pen and Mouse, this section presents a typical example of how to get started using it both as a mouse and as a pen.



Step 1: Familiarize Yourself with the Digital Pen

Before you start working with the Digital Pen and Mouse, you should familiarize yourself with the pen and its components. See *Digital Pen*, page 2, for a complete description of the pen.

If the batteries are not already installed, install the pen's batteries, as described in the *Activating the Digital Pen's Batteries* section on page 34.

Step 2: Install the Software

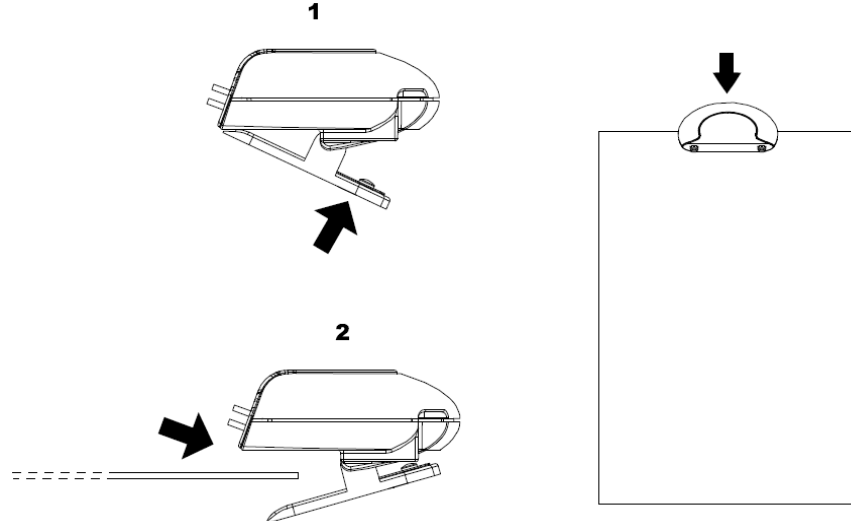
Before using the Digital Pen and Mouse, you must install its software, as described in *Chapter 2, Installing Digital Pen and Mouse Software* on page 7.

Step 3: Clip the Receiver to a Sheet of Paper

The Receiver's default position is on the top middle of an A4, legal or letter-sized piece of paper in portrait position. You can use any paper size (letter or legal) and either orientation (portrait or landscape). The Digital Pen's range is approximately the dimensions of an A4 page.

**NOTE:**

If you want to position the clip in a different location on the page, you must modify the device properties for the pen. See *Configuring Receiver Settings*, page 104, for more details about how to do this.



Make sure that the Receiver is connected to the USB port of your computer, just as it was during software installation. See Step 6 on page 13 for more details.

The Power LED on the Receiver lights when the device is properly connected.

Step 4: Working as a Pen or a Mouse

What is Pen Mode and Mouse Mode?

The Digital Pen and Mouse can operate either as a pen or as a mouse. Depending on your preference, you can easily switch back and forth between modes at the click of a button.

The Digital Pen can operate in the following modes:

- **Mouse mode:** In Mouse mode, the pen functions just like a mouse. Move the pen about and watch how it controls the mouse arrow icon. A conventional mouse responds as you glide it across a flat surface, such as a mouse pad. The Digital Pen not only responds when you glide it across a flat surface, but even copies your movements accurately onto the PC if you write or sketch in the air, as long as it is within the Receiver's range.

You can modify the settings for the mouse to meet your personal needs. For example, you can change the mouse speed. See *Configuring Mouse Motion Speed Settings*, page 106, for more details.
- **Pen mode:** In this mode, you use the Digital Pen as a pen in supported applications. In Pen mode, as you write on a sheet of paper attached to the Receiver, a matching image appears on the screen. The list of supported applications is provided on page 23.

You can easily toggle back and forth between Pen and Mouse modes by pressing the middle button on the rocker switch. An image of a pen or a mouse appears briefly on the screen, and then fades away, indicating the current mode.



When the pen image briefly appears on your screen, it indicates that the Digital Pen is now functioning as a pen.



When the mouse image briefly appears on your screen, it indicates that the Digital Pen is now functioning as a mouse.

The Task Bar also shows the relevant icon, as shown below:

Display Location	Mouse	Pen
On the screen		
In the Task Bar		

After you clip the Digital Pen and Mouse to a piece of paper, as described in the previous step, it starts functioning as a mouse (meaning that it is in Mouse mode).


TIP:

You can toggle between Pen and Mouse mode at any time by clicking the middle rocker button of the pen.

Using the Digital Pen as a Mouse

You can now use it as you would any standard mouse:

- Double-click (like with a mouse) by double-clicking on the paper
- Left-click (like with a mouse) by clicking on the paper or pressing the bottom button on the pen's rocker switch
- Right-click (like with a mouse) by pressing the top button on the rocker switch

- Double-click an application on the desktop (like with a mouse) to open it. Use the pen to navigate through the application, just as you would with a standard mouse.
- Open the Wheel by pressing and holding down the middle button on the rocker switch. The Wheel, shown below, displays on the desktop, from which you can select one of the applications supported by the pen in which you want to work.



You may refer to page 23 for more information about the Wheel.

Using the Digital Pen as a Pen

The Digital Pen instantly transforms your PC into a virtual notebook. You can capture and display handwritten notes and sketches, draw and share sketches digitally via email and messaging applications and personalize documents with handwritten notes and signatures.

To use the Digital Pen and Mouse as a pen, click the middle button on the pen's rocker switch to change to Pen mode. The following will walk you through two examples of using your Digital Pen as a pen.



TIP:

If one of the applications supported by the Digital Pen and Mouse is open, such as Microsoft Word, you can write in it any time that you are in Pen mode.

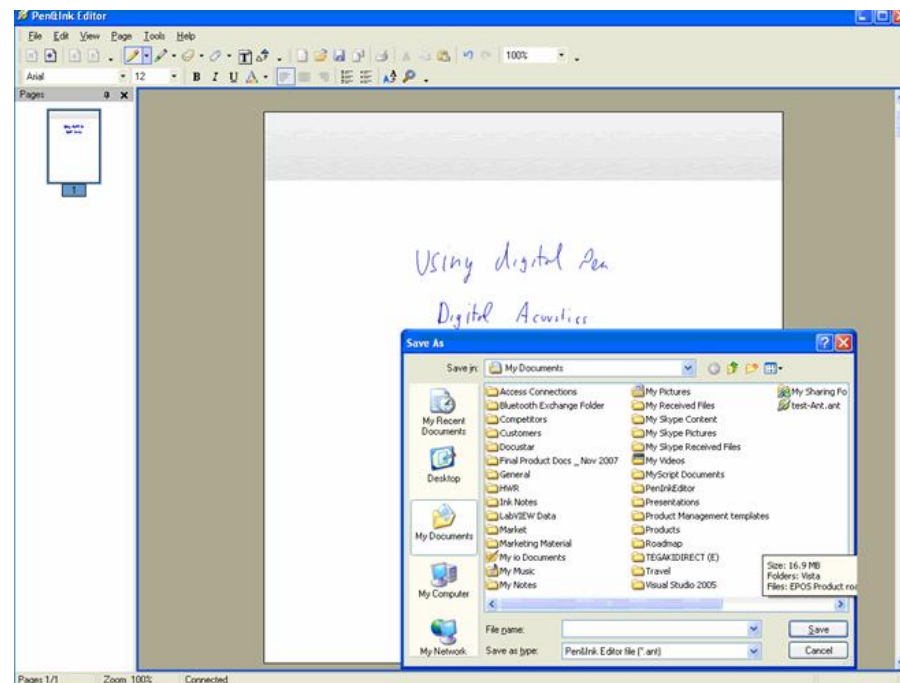
Example 1

Open the Pen&Ink Editor application using the Wheel.

In the Pen&Ink Editor main window, begin writing. As you write on your piece of paper, see how your work appears on the screen.

To draw straight lines, keep the pen at the same angle and move your hand. Make sure that you do not block the pen's line of sight to the Receiver.

Now toggle the middle button on the rocker switch to change to Mouse mode. Save your writing by clicking the **Save** icon in the window's toolbar. Pages saved in this manner have a *.ant extension.

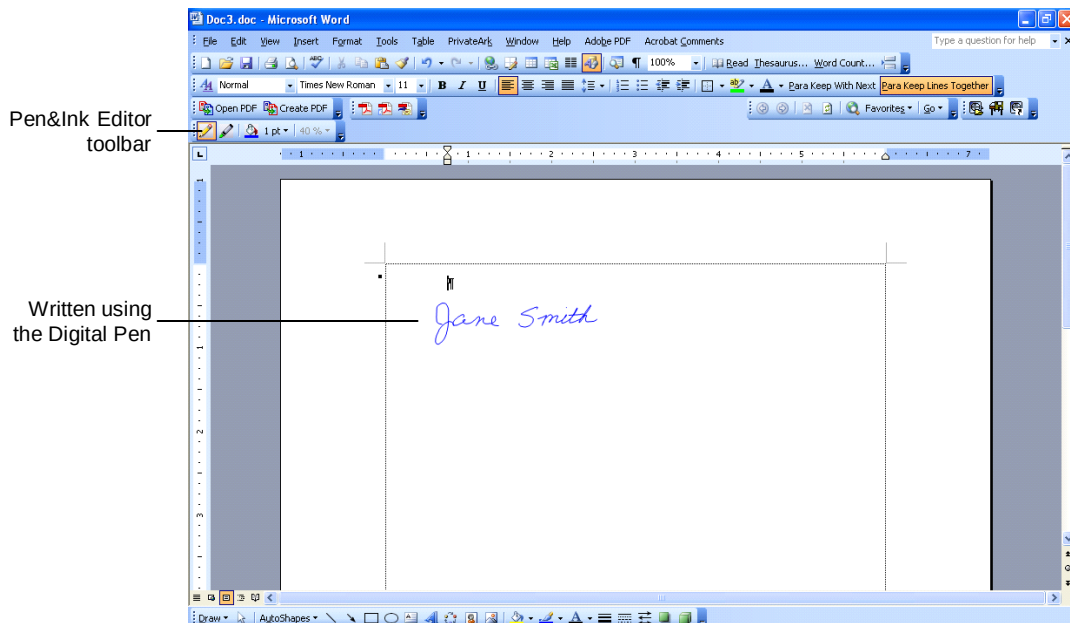


Example 2

If you are in Mouse mode, press the middle button of the pen to open the Wheel and choose one of several applications in which you can write. From the wheel, you can open any Digital pen-compliant applications, such as Snapshot and Microsoft Office applications (Word and PowerPoint).

Click on the Word icon  to open its respective application. Notice that the Pen&Ink Editor toolbar also displays in the Word file.

After Word opens, write something in the document, such as your signature.



Now, save your document using whatever method you prefer. The file is saved in *.doc format.



TIP:

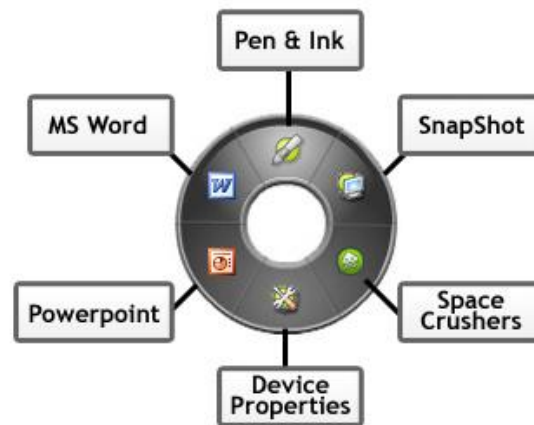
You can save your document using standard Microsoft methods, or toggle the Digital Pen's rocker switch to access Mouse mode, and then save the document by clicking the **Save** icon in the Word toolbar.

The save operation saves the file's original contents plus whatever text/drawings you added using the Digital Pen and Mouse.

The Wheel

The Digital Pen and Mouse Wheel provides easy access to a variety of applications in which you can write, to games and to device configuration options.

To access the Wheel, press and hold down the center button of the rocker switch, which causes the Wheel to appear on the desktop.



You can launch the following directly from the Wheel:



Pen&Ink Editor (see *Chapter 4, Using the Pen&Ink Editor Application*)



SnapShot (see *Chapter 5, Using the SnapShot Application*)



Microsoft Word (see *Microsoft Office Applications*, page 94)



PowerPoint (see *Microsoft Office Applications*, page 94)



SpaceCrushers (see *SpaceCrushers Game*, page 100)



Device Properties (see *Chapter 7, Configuring Device Properties*, page 101)

**NOTE:**

You can add or remove applications on the Wheel to meet your personal needs. See *Configuring Custom Wheel Applications*, page 108, for more details.

➤ **To launch an application from the Wheel:**

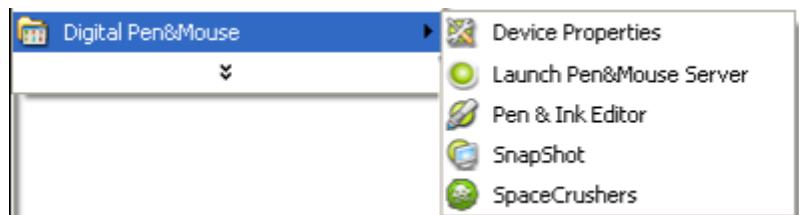
- Continue holding down the middle button on the pen's rocker switch and then move the mouse cursor over an icon on the Wheel to open its respective application.

The applications that are accessible from the Wheel can also be accessed in other ways, as follows:

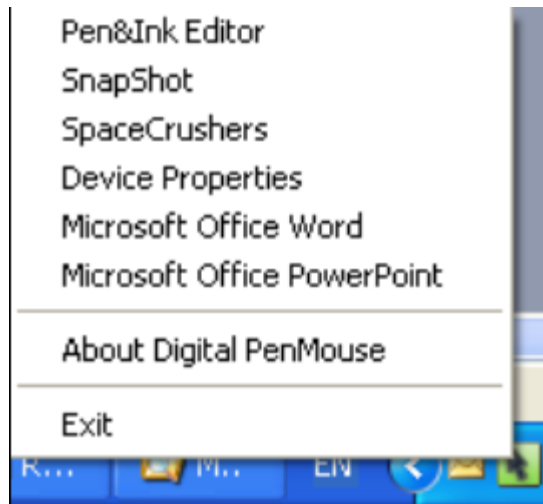
**From
the
desktop:**



**From
the
Start
menu:**



**From
the
Task
bar:**

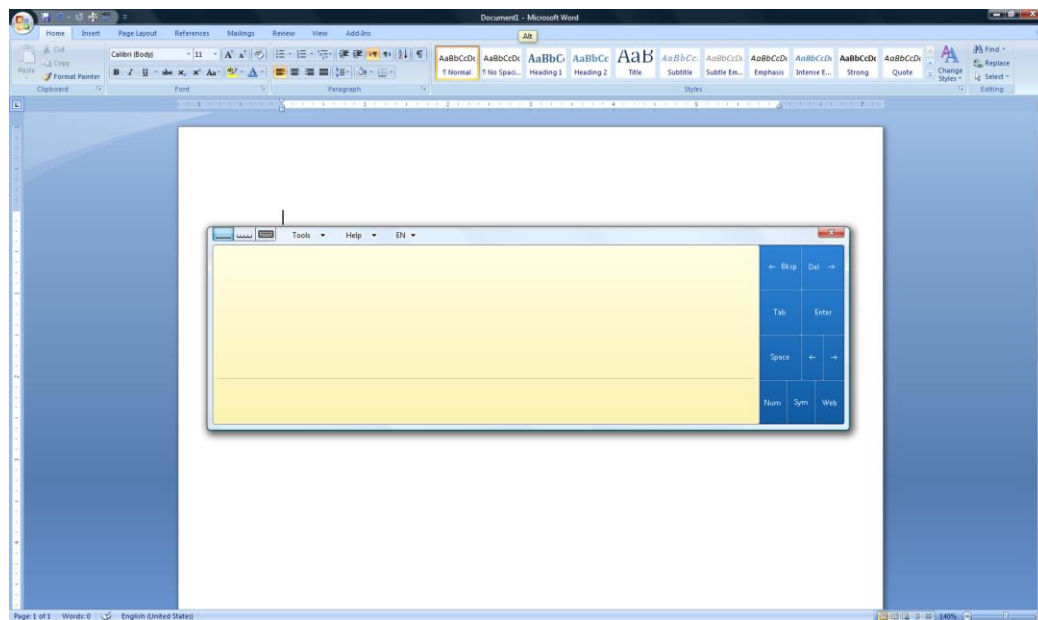


Supported Vista Functionality

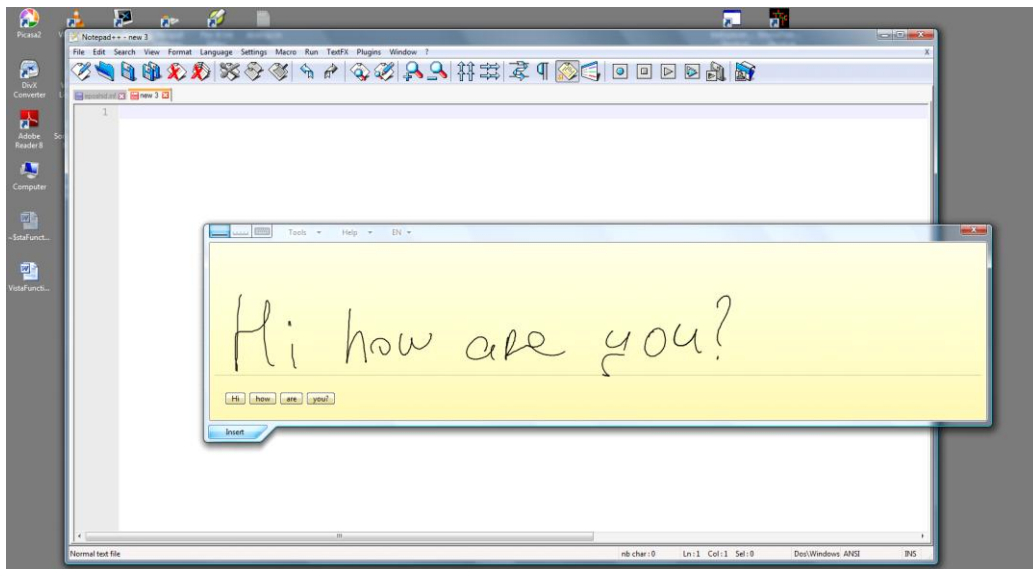
The Digital Pen and Mouse can be used with all Windows Vista versions. Once Vista is installed, it enables the Digital Pen and Mouse to work as a Tablet PC digitizer, mouse and pen.

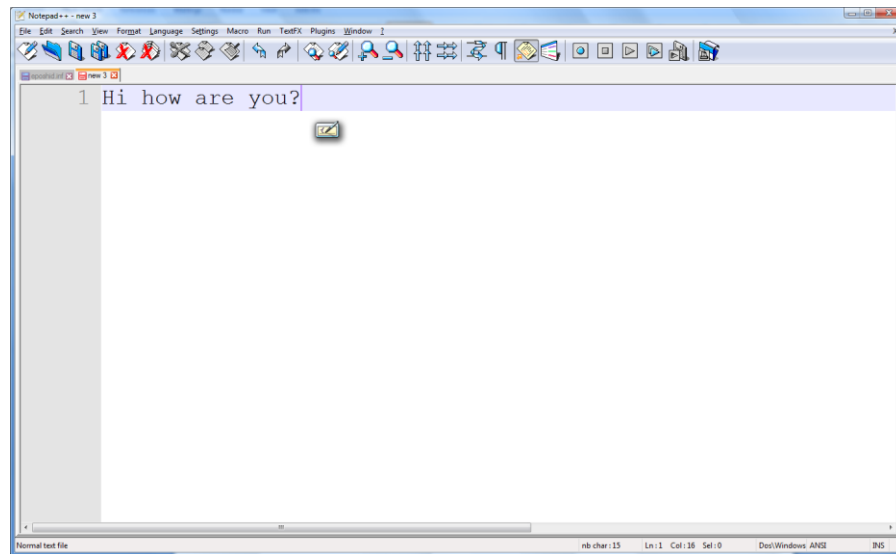
Installing the Digital Pen and Mouse product turns your computer into a fully functional tablet PC. The Digital Pen's tablet PC functionality is only available when the pen is installed on a Windows Vista operating system.

The Tablet PC Input Panel, shown below, is available and visible once you install the Digital Pen and Mouse and log in to Vista.



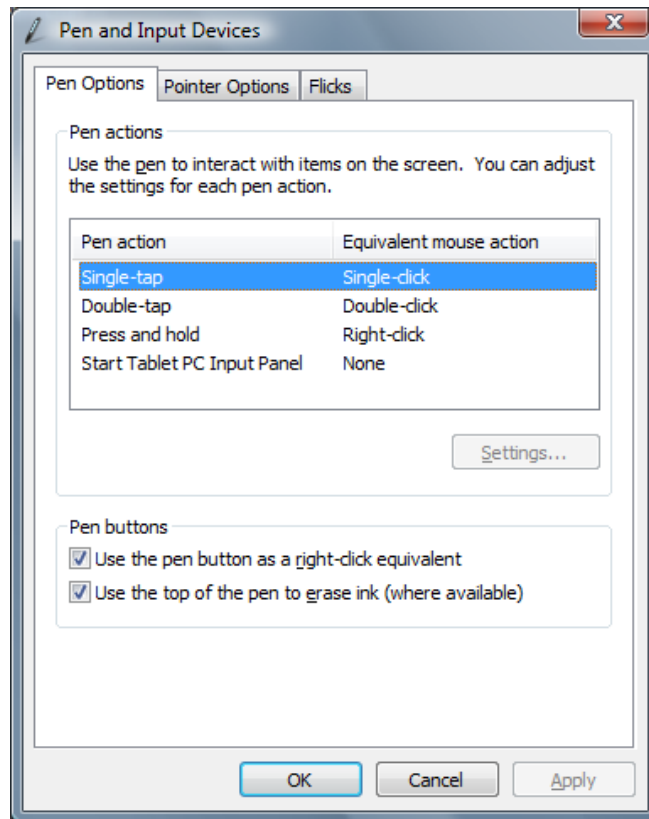
The Tablet PC Input Panel enables you to enter text without using a standard keyboard. For the Digital Pen and Mouse, the panel captures the pen's input on the computer and performs handwriting recognition. For example, the first figure below shows handwritten text entered using the Digital Pen and Mouse. The second figure shows that same text after handwriting recognition is performed and you click **Insert**, which inserts the converted text into the application of your choice (in this case, Notepad).





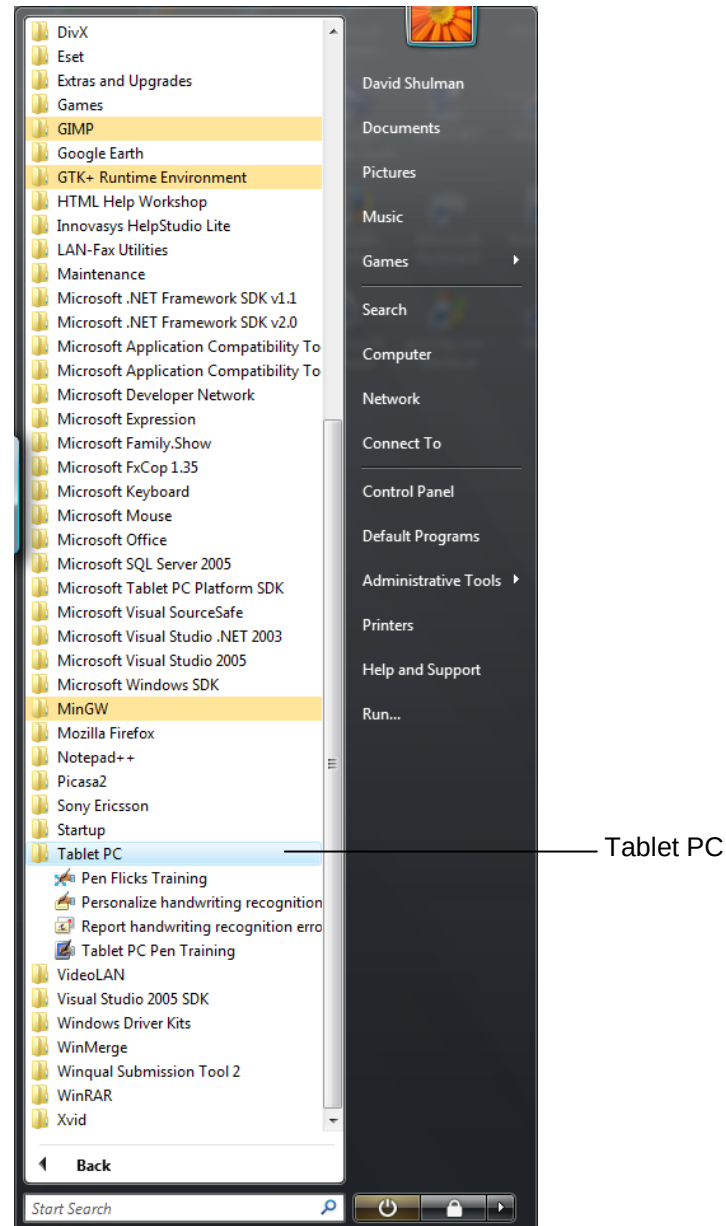
For more information about working with the Tablet PC Input Panel and the Vista operating system, consult the Vista help.

The Vista system tray contains the **Pen Flick**  icon. This icon enables you to control the behavior of a pen and input device. Click this icon to open the *Pen and Input Devices* window:



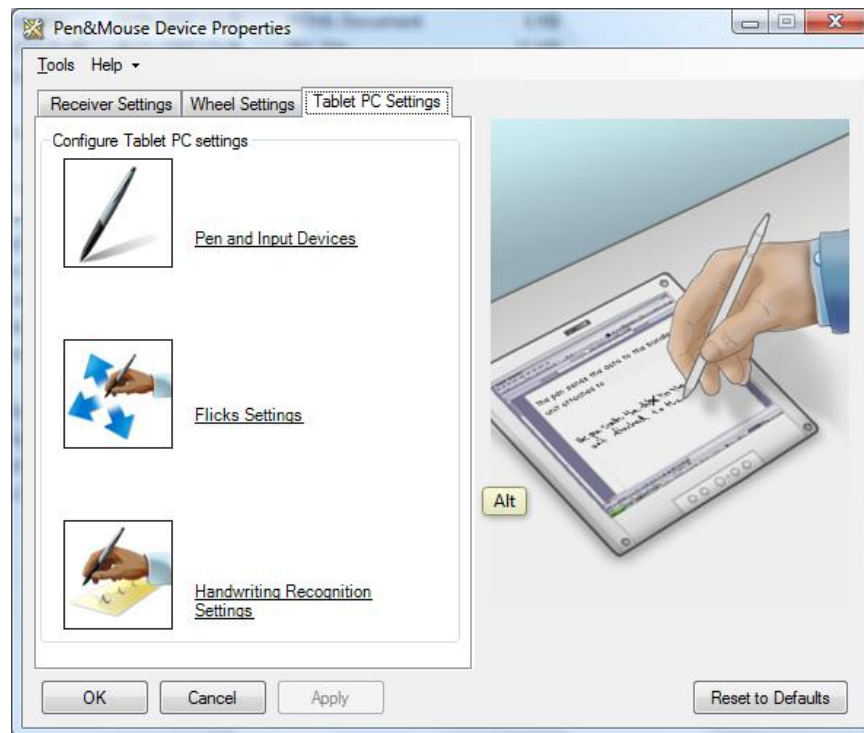
Refer to the Vista help for details about defining the settings in this window.

Once you install the Digital Pen and Mouse, the computer's programs list contains an entry called *Tablet PC*. The Tablet PC entry provides access to information about handwriting recognition and pen usage on Vista.



Digital Pen and Mouse Device Properties in Vista

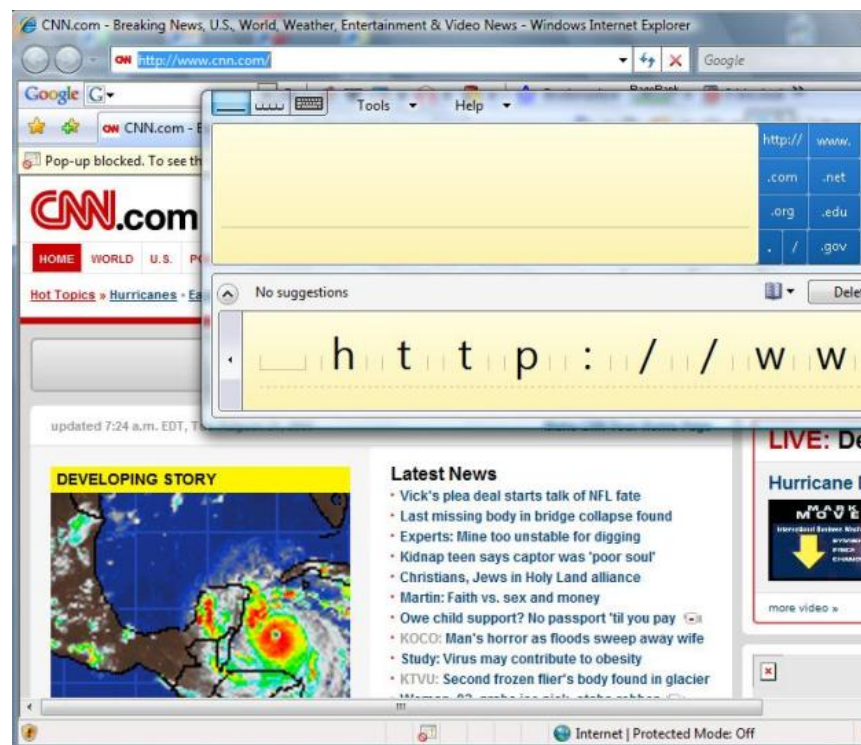
The *Pen&Mouse Device Properties* window in Vista differs slightly from that in other Windows operating systems:



In Vista, this window contains an additional tab – **Tablet PC Settings**. This tab contains a series of links that provide quick access to all functionality related to the digital pen. Simply click a link to open the relevant window to define the required settings.

Writing Using the Digital Pen in Vista

When using the Digital Pen and Mouse in Vista, whenever you place the cursor in a text box in any program, the  icon is displayed. Simply tap on this icon to open a window, such as the one below, in which you can write using the pen.



This field is context sensitive and automatically determines the application you are using. In this case, the Internet Explorer address bar.

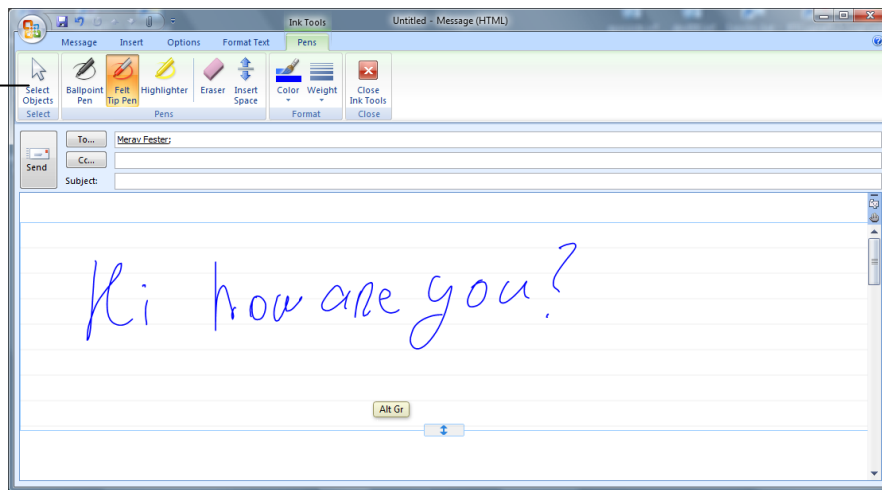
Working with Office 2007 in Windows Vista

When both Microsoft Office 2007 and the Digital Pen and Mouse are installed on Vista, there are several additional features available beyond those described above.



For example, the **Start Inking** button is provided in all Microsoft Office applications. When you click this button, another toolbar is displayed that provides quick access to tools for handling handwritten information, such as a highlighter and eraser. Consult the Vista help for more details about these options.

**Start
Inking
toolbar**



The Digital Pen and Mouse can be used in any Microsoft Office application.

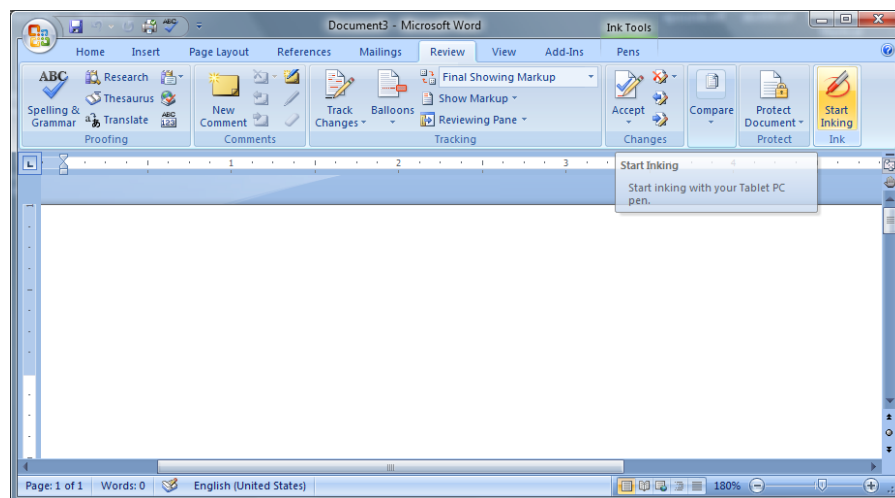
**NOTE:**

The Digital Pen plug-ins are used by default to enable Microsoft Word and PowerPoint. These plug-ins cannot be used simultaneously with the Vista-provided **Start Inking** feature when the pen operates in Pen mode. The Vista **Start Inking** feature can only work with the Digital Pen when the pen operates in Mouse mode.

To access the **Start Inking** feature, click **Review** in menu bar to display the



tool on the right-side of the window.

**NOTE:**

The **Start Inking** button may appear in different locations in each Microsoft Office application. It is accessed from the *Review* menu when working in Microsoft Word.

Maintaining the Digital Pen

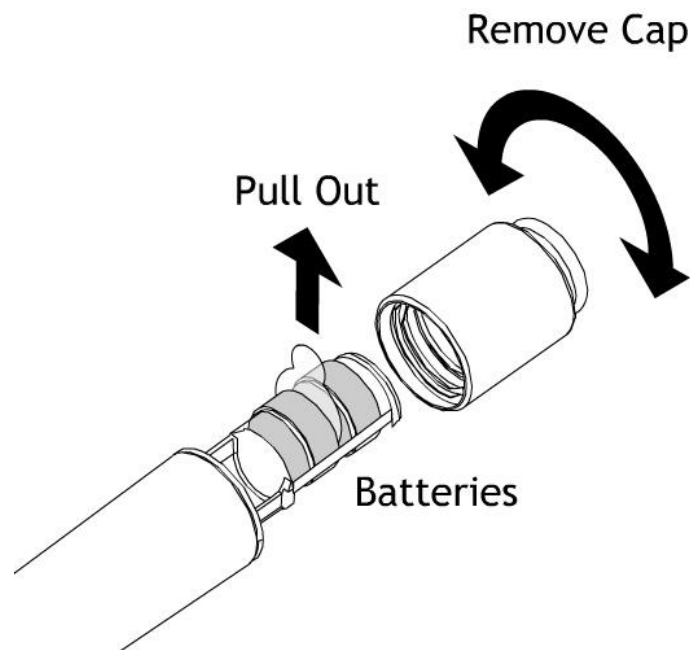
At some point, you may need to install or replace the Digital Pen's batteries or pen tip. The subsections that follow describe how to do so when necessary.

Activating the Digital Pen's Batteries

The Digital Pen comes complete with two regular 393 watch batteries. These batteries are typically already installed when you receive your Digital Pen and Mouse package. The batteries must be activated in the pen before you can use the pen.

➤ **To activate the Digital Pen batteries:**

- 1 Unscrew the top of the pen.
- 2 Remove isolation sheet.
- 3 Screw the pen top back on.



NOTES:

Do not disassemble the Digital Pen in any way not described in this guide. Improper use may damage the pen and cause it to cease functioning.

The Digital Pen enters power-save mode automatically after 30 seconds.

Inserting the Pen Tip

The Digital Pen comes with a standard mini-ballpoint tip for writing.



NOTES:

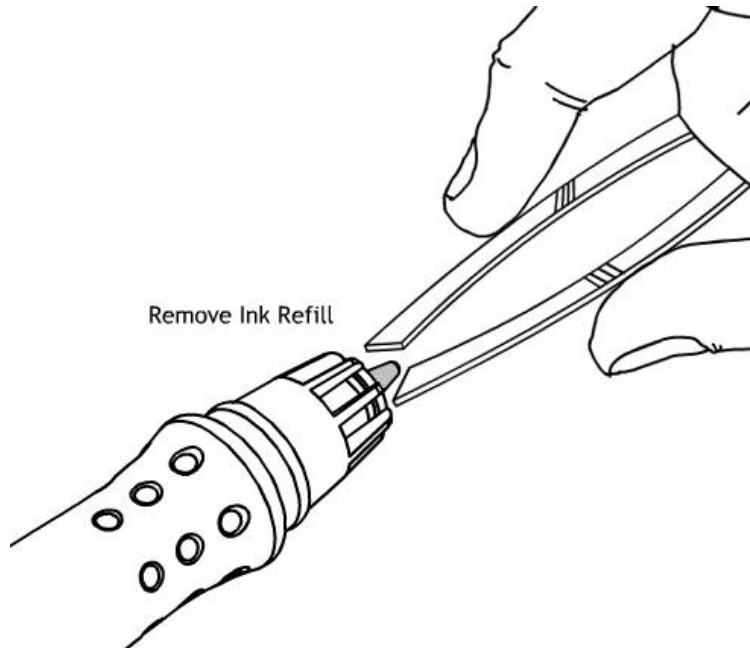
If the ink supply runs out, you can replace the pen tip with any standard writing tip.

Alternatively, you can replace it with a stylus to use the pen only as a mouse.

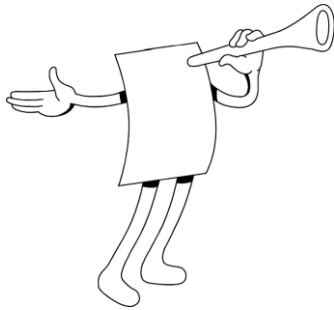
Extra refills are optional and are not included with the pen by default. You can purchase them from any big office store.

➤ To replace the plastic tip with a pen tip or vice versa:

- 1 Pull the pen tip out of the Digital Pen.
- 2 Insert the replacement pen tip into the Digital Pen.



Chapter 4



Using the Pen&Ink Editor Application



About This Chapter

This chapter describes how to use the Digital Pen and Mouse with the Pen&Ink Editor application. Pen&Ink Editor software is automatically installed as part of the Digital Pen installation process. This chapter contains the following sections:

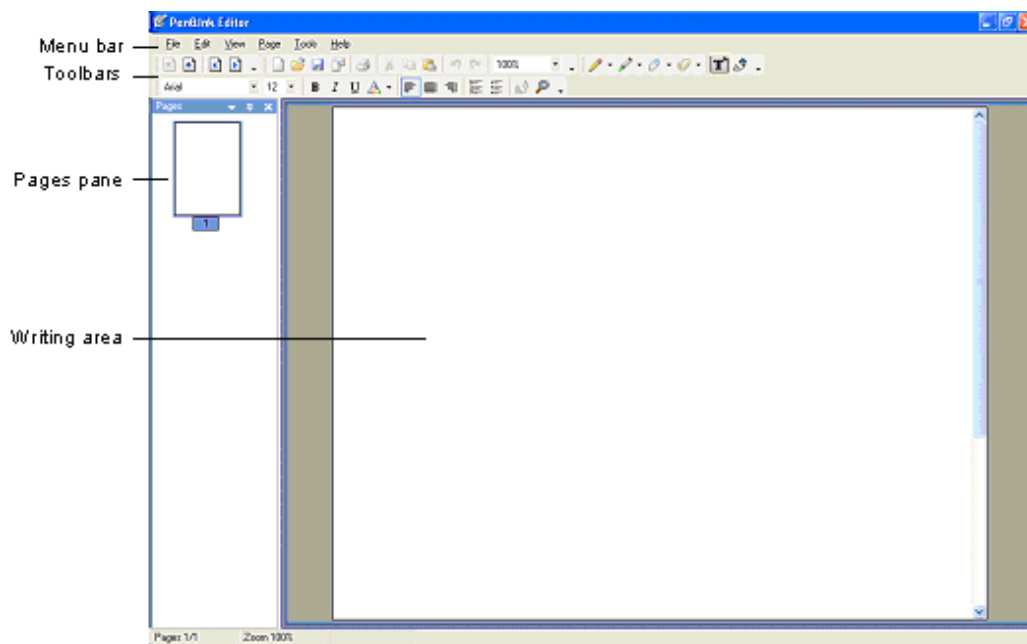
- **Pen&Ink Editor Main Window**, page 39, describes the application's main window and its components.
- **Editing**, page 51, describes how to perform various editing functions in the application, such as moving a line, deleting a line, adding a picture, changing colors and so on.
- **Navigating**, page 73, describes the navigation methods provided to maneuver within the Pen&Ink Editor application.
- **Saving**, page 75, describes the options provided for saving Pen&Ink Editor information.
- **Printing**, page 77, describes how to print the current document.

- **Emailing a Document**, page 78, describes how to email a document by attaching it to an email message as a PDF file.
- **Exporting a Document**, page 79, describes how to export to PDF format.

Pen&Ink Editor Main Window

The Pen&Ink Editor main window, shown below, is comprised of several areas, including the:

- **Menu bar** (see page 40)
- **Toolbars** (see page 43)
- **Pages pane** (see page 47)
- **Writing area** (see page 48)



Menu Bar

The main menu provides easy access to Pen&Ink Editor application functionality.

**TIP:**

Most application options are accessible from both the menu bar and the toolbars. See the relevant toolbar sections in this chapter for more details about available application options.

The following menu options are available:

File

File	Edit	View	Page
New	Ctrl+N		
Open...	Ctrl+O		
Save	Ctrl+S		
Save As...			
Export			
Email As PDF			
Print...	Ctrl+P		
Recent Files			
Exit			

The *File* menu has the following options:

- **New:** Opens a new document
- **Open:** Opens an existing document
- **Save:** Saves the current document
- **Save As:** Saves the current document with a new name
- **Export:** Exports the current document
- **Email As PDF:** Emails the current document as a PDF
- **Print:** Prints the current document
- **Recent Files:** Shows a list of the five most recent files opened in the application
- **Exit:** Closes the application

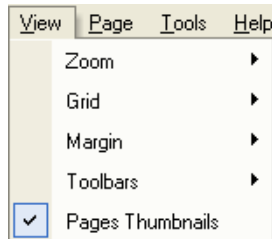
Edit

Edit	View	Page	Tools
Undo		Ctrl+Z	
Redo		Ctrl+Y	
Cut		Ctrl+X	
Copy		Ctrl+C	
Paste		Ctrl+V	
Delete			
Find...		Ctrl+F	
Find Next		F3	
Rotate Ink			
Convert To Text			
Insert Picture			
Insert Hyperlink			

The *Edit* menu has the following options:

- **Undo:** Cancels/removes the last action performed
- **Redo:** Cancels Undo step by step
- **Cut:** Cuts the selected area of the document
- **Copy:** Copies the selected area of the document
- **Paste:** Pastes the selected area of the document
- **Delete:** Removes the selected area of the document
- **Find:** Locates text within the document
- **Find Next:** Locates the next occurrence of the text string specified in the *Find* window
- **Rotate Ink:** Rotates text and drawings in the document
- **Convert To Text:** Converts the selected handwriting to text
- **Insert Picture:** Inserts an image file into the document
- **Insert Hyperlink:** Adds a hyperlink to the document

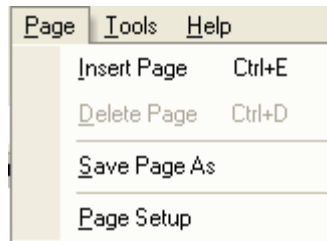
View



The *View* menu has the following options:

- **Zoom:** Resizes the view to the specified percentage
- **Grid:** Adds grid lines to the document
- **Margin:** Adds a margin guide to the document
- **Toolbars:** Enables you to show/hide the application's four toolbars
- **Pages Thumbnails:** Toggles to show/hide the Pages pane

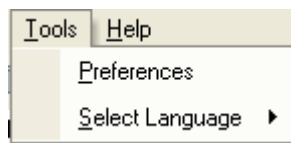
Page



The *Page* menu has the following options:

- **Insert Page:** Inserts a new page into the document
- **Delete Page:** Deletes the current page in the document
- **Save Page As:** Saves the current page as a JPEG image
- **Page Setup:** Opens the *Preferences* window in which you define page setup options

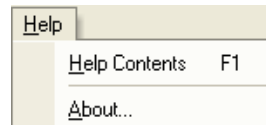
Tools



The *Tools* menu has the following options:

- **Preferences:** Opens the *Preferences* window in which you define page setup options
- **Select Language:** Enables you to select the language to be used in the application

Help

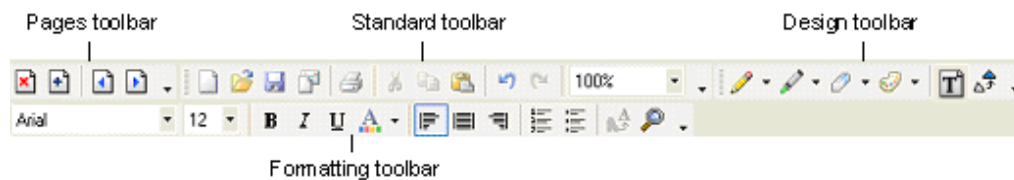


The *Help* menu has the following options:

- **Help Contents:** Opens a file containing help information for the Pen&Ink Editor application
- **About:** Displays version information for the Pen&Ink Editor application

Toolbars

The Pen&Ink Editor application contains several toolbars for quick access to application functionality.



TIP:

Most application options are accessible from both the menu bar and the toolbars.

Toolbars include the:

- **Pages** toolbar (page 44)
- **Standard** toolbar (see page 44)
- **Design** toolbar (see page 45)
- **Formatting** toolbar (see page 46)



NOTES:

You can show or hide the various toolbars by right-clicking in the menu bar and then selecting the toolbar you want to hide/show.

You can also hide/show a toolbar by selecting **View ➔ Toolbars**, and then selecting the required toolbar in the dropdown list.

Both of these actions toggle to show/hide toolbars.

Pages Toolbar

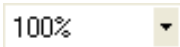
The **Pages** toolbar contains the following icons:

Icon	Name	Shortcut	Function
	Delete Page	Ctrl+D	Deletes the page
	Insert Page	Ctrl+I	Adds a new page after the current page
	Previous Page	Page Up	Moves to the previous page
	Next Page	Page Down	Moves to the next page
	Toolbar Options		Enables you to show or hide icons on this toolbar

Standard Toolbar

The **Standard** toolbar contains the following icons:

Icon	Name	Shortcut	Function
	New Blank Document	Ctrl+N	Opens a new blank document
	Open	Ctrl+O	Opens a file
	Save	Ctrl+S	Saves the file
	E-mail		Emails the document through your default email program as a PDF attachment
	Print	Ctrl+P	Prints the document
	Cut	Ctrl+X	Cuts a selected area of the document

Icon	Name	Shortcut	Function
	Copy	Ctrl+C	Copies a selected area of the document
	Paste	Ctrl+V	Pastes the cut or copied portion of the document
	Undo	Ctrl+Z	Cancels/removes the last action performed
	Redo	Ctrl+Y	Cancels Undo step by step
	Zoom		Resizes the view to the specified percentage
	Toolbar Options		Enables you to show or hide icons on this toolbar

Design Toolbar

The **Design** toolbar contains the following icons:

Icon	Name	Shortcut	Function
	Pen		Selects the Pen tool
	Marker		Selects the Marker (highlighter) tool
	Eraser		Erases the selected portion of the page (what was written with the digital pen)
	Colors		Changes the current tool color (Pen/Marker)
	Text		Acts as a text tool, enabling you to type text directly into your document

Icon	Name	Shortcut	Function
	Shape Recognizer		Acts as a pattern recognizer to complete and refine a shape you draw
	Toolbar Options		Enables you to show or hide icons on this toolbar

Formatting Toolbar

The **Formatting** toolbar contains tools that enable you to format text in a document. In this context, this means text that you type directly into your document or handwriting that has been converted to text using the **Convert to Text** tool. See *Converting Handwriting to Text*, page 65, for more details about this option.

The **Formatting** toolbar contains the following icons:

Icon	Name	Shortcut	Function
	Font		Selects the font
	Font Size		Selects the font size from pre-fixed list
	Bold	Ctrl+B	Changes the font to bold
	Italic	Ctrl+I	Changes the font to italics
	Underline	Ctrl+U	Underlines the font
	Text Color		Changes the font color or items in the selected area
	Align Left		Aligns the text to the left
	Align Center		Centers the text

Icon	Name	Shortcut	Function
	Align Right		Aligns the text to the right
	Numbering		Numbers paragraphs of text
	Bullets		Adds bullets to the text
	Convert To Text		Converts the selected handwriting to text. Enabled only if Microsoft Tablet recognizer is installed
	Find		Opens the <i>Find</i> window, enabling you to search for specific text
	Toolbar Options		Enables you to show or hide icons on this toolbar

Pages Pane

The left side of the Pen&Ink Editor main window contains a Pages pane with several buttons. This area is used to manage the pages in the document and to display thumbnails for each page.

The following buttons are available in this pane:

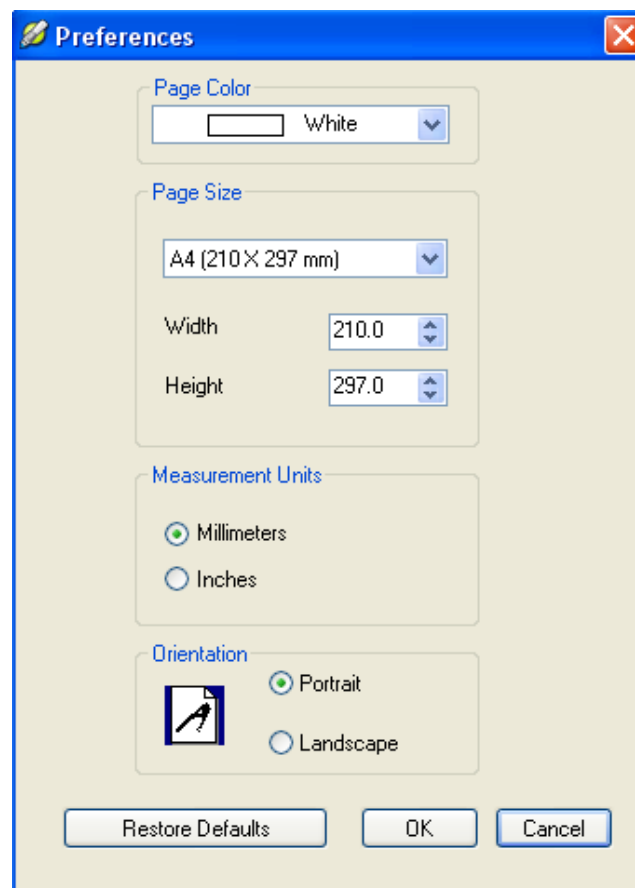
Button	Result When Clicked
and	Toggles to show or hide the Pages pane
	Displays the Pages pane
	Closes the Pages pane

Writing Area

You can change the default page color (white) of the Writing Area, as well as add grid lines and a margin guide to this area.

➤ **To set the page color in Pen&Ink Editor:**

- 1 In the menu bar, select **Page ➔ Page Setup** or **Tools ➔ Preferences**. The *Preferences* window opens:



- 2 Modify the page color by selecting a color in the dropdown list.
- 3 Click **OK** to save your settings.

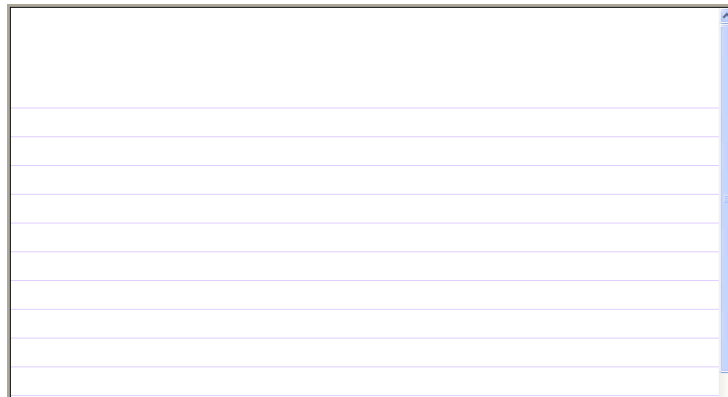
Margins and Grids

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

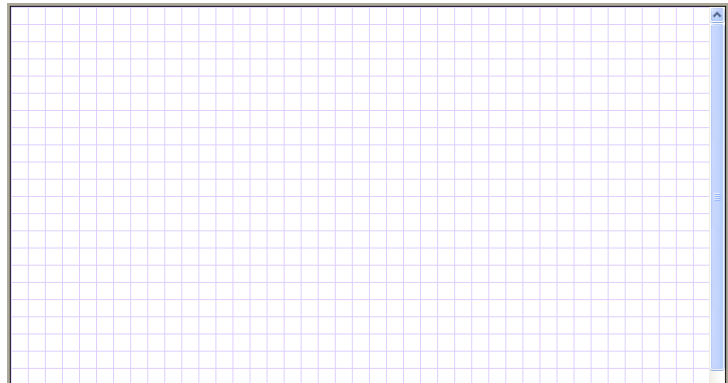
➤ **To set up the page grid:**

- 1 In the menu bar, select **View ➔ Grid**.
- 2 Select the required grid setting. You can select from the following options:

- **None** (the default). No grid lines are displayed.
- **Legal:** Displays only a horizontal grid on the page.



- **5 x 5:** Displays both a horizontal and vertical grid on the page.



➤ **To set up a page margin:**

- 1 In the menu bar, select **View ➔ Margin**.
- 2 Select the required margin setting. You can select from the following options:
 - **None** (the default): No margin guide is displayed.
 - **Left**: Displays a margin guide on the left margin of the page.



- **Right**: Displays a margin guide on the right margin of the page.



Editing

The Digital Pen lets you customize text and drawings. For example, you can move a line, delete a line, add a picture, change colors and so much more. In addition, you can convert handwriting to text, when handwriting recognition is supported on your computer. Pen&Ink Editor lets you customize your documents quickly and easily, by the line or by the page.

Editing Ink Properties

You can customize the following ink properties and perform the following operations for line/text ink:



Line color (see page 52)



Line width (see page 53)



Marker width (see page 53)



Move a line and/or text (see page 54)



Erase a line and/or text (see page 54)



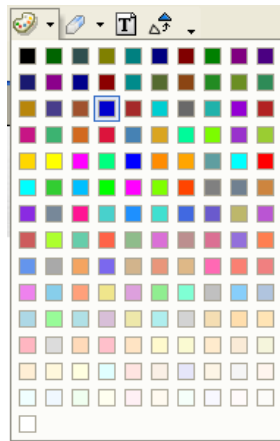
Delete a line and/or text (see page 55)

Changing the Line Color

Use this tool to determine the color of the lines that you will draw. The default line color is blue, but can easily be changed to one of many colors.

➤ **To change the line color:**

- 1 Click the **Color**  button dropdown arrow. The following window is displayed, showing the current line color within a box:



- 2 Click the color of your choice. The color you selected is now marked by a box. The ink color for the Pen and Marker tools now uses the selected color.



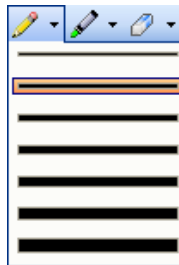


Changing the Line Width

Use this tool to determine the width of the lines that you will draw. By default, the line width is set to one pixel. You can easily modify this setting to make the line narrower or wider.

➤ To change the line width:

- 1 Click the **Pen** dropdown arrow to display a list of line width options.



- 2 Select the line width.



Changing the Marker Width

Use this tool to highlight information on the page. By default, the Marker tool's width is set to one pixel. You can easily modify this setting to make it narrower or wider.

➤ To change the marker width:

- 1 Click the **Marker** dropdown arrow to display a list of marker width options.



- 2 Select the marker width. The marker now highlights according to your new width setting.

Moving Lines and Text

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

➤ To move lines and text:

- While holding down the left button on your mouse, draw a selection box around the line(s) and/or text you want to move. A  icon appears. Move the selection area to a new location on the page.



Erasing Lines and Text

Pen&Ink Editor has an eraser function that enables you to easily erase items on a page. The eraser largest width erases full strokes, the other acts as a standard eraser. The eraser can be used with conventional mouse as well. The eraser can erase what was written with the digital pen, for other items on the page you can use select and delete.



TIP:

For large areas, it is easier to select an area using the mouse and then use the Delete function to erase its contents.

➤ To erase lines and text:

- 1 Click the **Eraser** dropdown arrow to select the eraser width.



- 2 Move the eraser icon over the line or area you want to erase. The information is erased.

**TIP:**

If you unintentionally erase an area, select **Edit ➔ Undo** or use the Ctrl+Z shortcut to undo the erasure.

Deleting Lines and Text

Pen&Ink Editor lets you easily delete any lines you have drawn or text.

➤ **To delete a line or text:**

- 1 With a mouse, select the area containing the line(s) and/or text you want to delete.
- 2 Press **Delete** on your keyboard or select **Edit ➔ Delete** in the main menu.

Editing Page Properties

Page-property options enable you to modify the properties of an entire page. You can customize the following page properties and perform the following page-related actions:

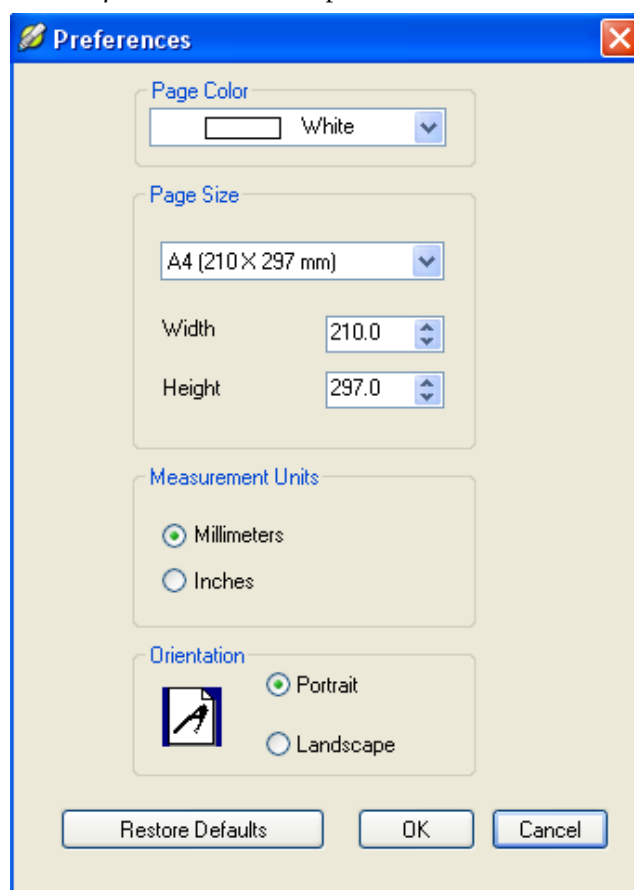
- Page color (see page 56)
- Page size (see page 56)
- Page orientation (see page 56)
- Insert a new page (see page 61)
- Delete the current page (see page 61)

Changing the Page Color

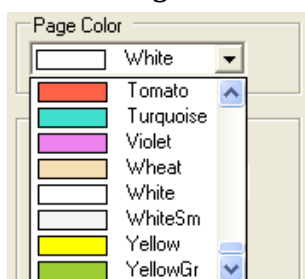
This option enables you to determine the color of the page. The default page color is white. This means that each time you open a new file, the background color is white unless you change the page color. You can change the color to a number of basic colors.

➤ **To change the page color:**

- 1 In the menu bar, select **Page** ➔ **Page Setup** or **Tools** ➔ **Preferences**.
The *Preferences* window opens:



- 2 Click the **Page Color** dropdown arrow and select a color.



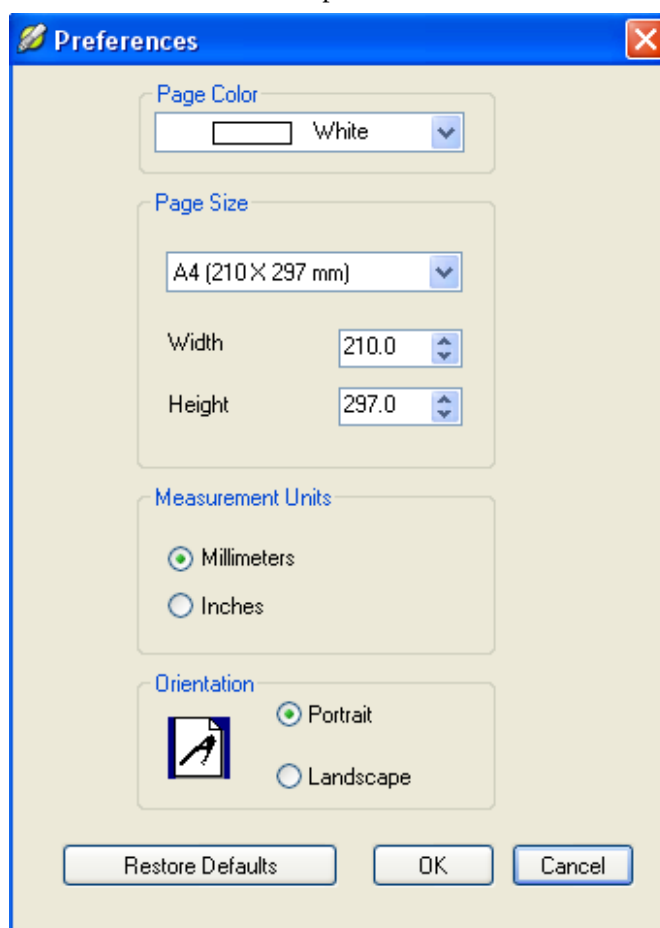
- 3 Click **OK** to save your settings.

Changing the Page Size

This option enables you to determine the size of the page. The default page size is A4. This means that each time you open a new file, Page size is A4 unless you change the page size. You can change the page size to letter or to a custom size.

➤ **To set the page size in Pen&Ink Editor:**

- 4 In the menu bar, select Page ➔ Page Setup or Tools ➔ Preferences. The Preferences window opens:



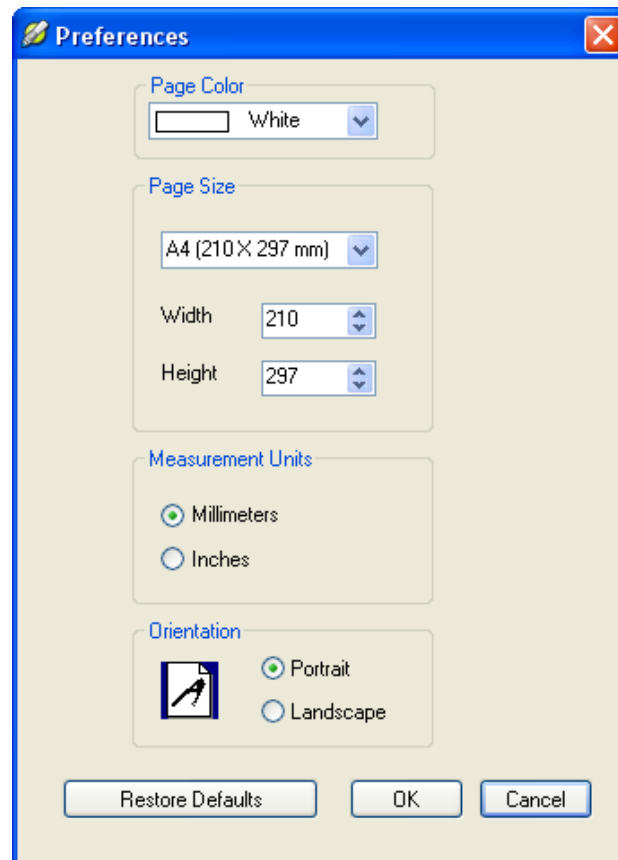
- 5 Modify the page size by selecting from the dropdown list.
Available size: A4 (default), Letter, Custom size. For custom size option you can change page width and height.
- 6 Measurements units can be changed per request - millimeters (default) or inches.
- 7 Click OK to save your settings.

Changing the Page Orientation

This option enables you to determine the orientation of the page. The default page orientation is Portrait. This means that each time you open a new file, the page orientation is portrait unless you change it. You can change the orientation to landscape.

➤ **To set the page orientation in Pen&Ink Editor:**

- 8 In the menu bar, select Page ➔ Page Setup or Tools ➔ Preferences. The Preferences window opens:



- 9 Modify the page orientation size by selecting from the dropdown list.
Available orientation: Portrait (default) or Landscape
- 10 Click OK to save your settings.

Inserting a New Page

You can easily add more pages to your Pen&Ink Editor document when needed.

➤ **To insert a new page:**

- Click the **Insert New Page**  button on the toolbar or select **Page ➔ Insert Page** in the menu bar. This operation inserts a page after the current page.

Deleting the Current Page

Pen&Ink Editor enables you to remove the current page of a document. You can repeat this process as needed to remove several pages, one after another.

➤ **To delete the current page:**

- Be sure that the page you want to remove is selected in the Page pane. Then, click the **Delete Current Page**  button. The selected page is removed.

More Options for Customizing Your Documents

Pen&Ink Editor provides a variety of other options for customizing your documents, in addition to those available that affect ink and page characteristics and formatting. You can perform the following operations to further customize your documents:

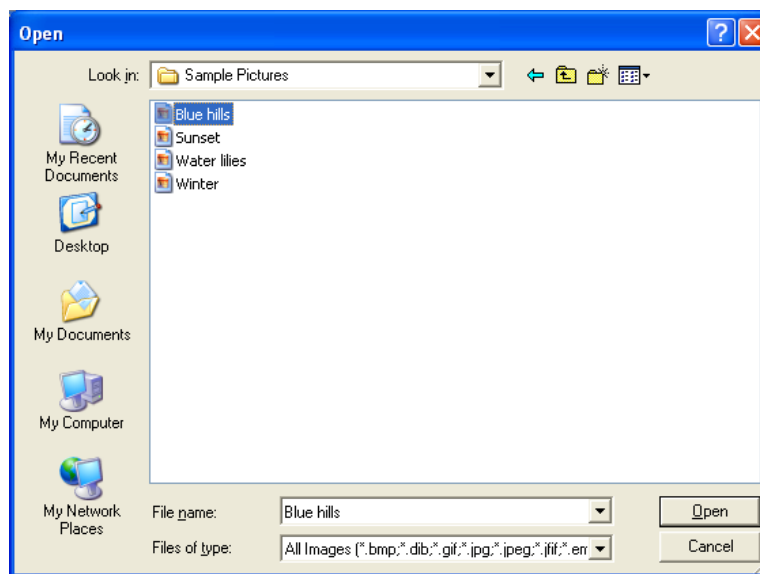
- Insert an image (see page 63)
- Move and resize an image (see page 64)
- Delete an image (see page 64)
- Convert handwriting to text (see page 65)
- Rotate all handwritten information on the page (see page 66)
- Insert a hyperlink (see page 68)
- Find text within the document (see page 69)
- Draw shapes using the **Shape Recognizer** tool (see page 69)
- Move and resize a shape (see page 69)
- Delete a shape (see page 69)

Inserting an Image

Pen&Ink Editor enables you to add an image(s) to a page. The image may be subtle and give the look and feel of stationary, or it can be a scanned image that you can mark up.

➤ **To insert an image:**

- 1 In the menu bar, select **Edit** ➔ **Insert Picture**. The *Open* window opens:



- 2 Select the image file you want to use and click **Open**. The image now appears on the page. You can resize or move the image as needed. See *Moving or Resizing an Image*, page 64, for more details.

Moving or Resizing an Image

Inserted images can be resized and moved on the page, as needed.

➤ **To move or resize an image:**

- 1 Double-click the image to select it. The image is marked with eight anchors, which you can use for resizing.



- 2 To resize the image, drag in or out using one of the anchors until the required image size is achieved.
- 3 To move the image, click anywhere in the image and then drag it to a new location.

Deleting an Image

You can easily remove an image, when needed.

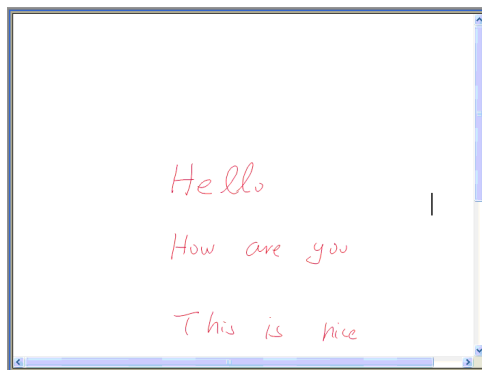
To delete an image:

- Double-click the image to be removed and then press **Delete** on your keyboard or select **Edit ➔ Delete**. The image is deleted from the page.

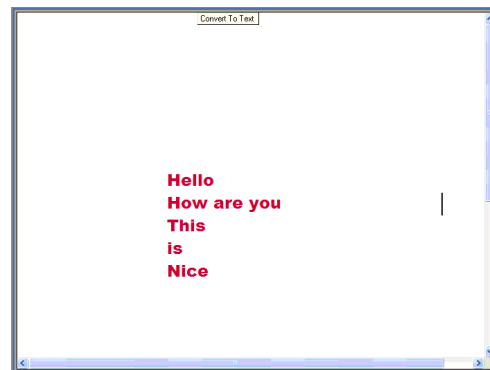
Converting Handwriting to Text

Pen&Ink Editor enables you to easily convert handwriting to text, when handwriting recognition support is available on your PC. See *System Requirements*, page 8, for more details about handwriting recognition requirements.

For example, the following figures show handwritten information before and after its conversion to text.



Original Handwriting



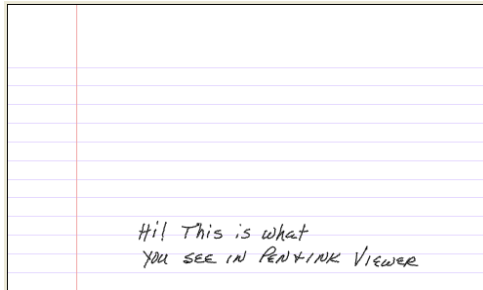
After Conversion to Text

➤ To convert handwriting to text:

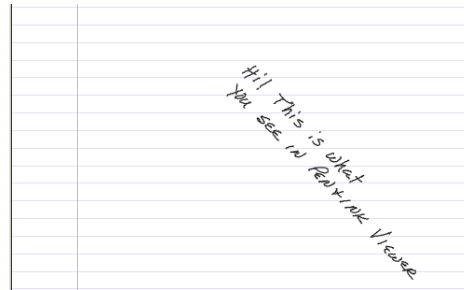
- 1 Do one of the following to select the information to be converted to text:
 - Use your mouse to draw a selection box around the information to be converted.
 - If you don't select with selection box, all area will be selected when pressing the convert to text button
- 2 Click the **Convert To Text**  tool on the toolbar. The selected information is converted to text, overwriting what was there before.

Rotating Information in a Document

Pen&Ink Editor enables you to rotate handwritten information contained in the current document using the **Rotate Ink** option. For example, the figures below show a page's original content (text only, in this case) and that same text after rotating it 45° degrees:



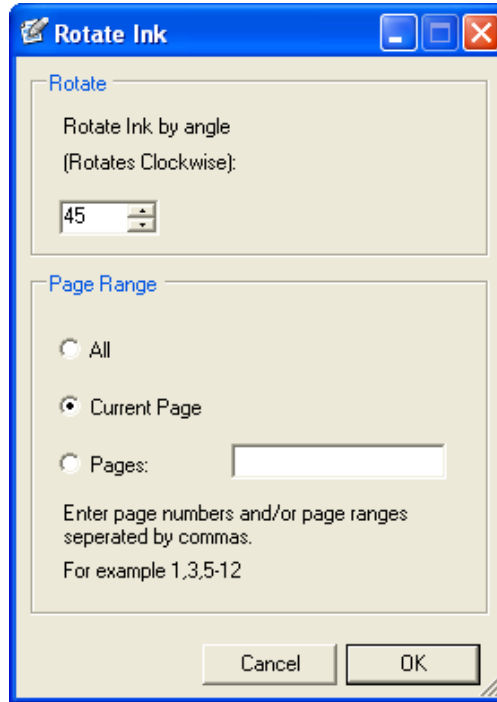
Original Text



Text After Rotating 45°

➤ **To rotate drawings and text in the current document:**

- 1 In the menu bar, select **Edit ➔ Rotate Ink**. The *Rotate Ink* window opens:



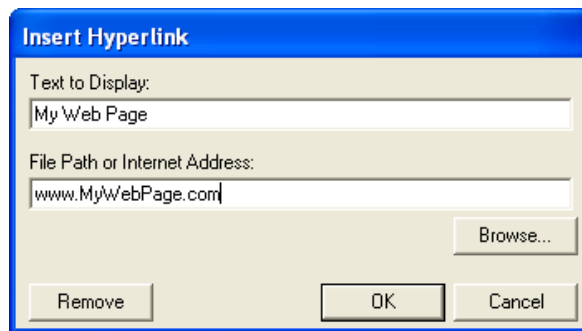
- 2 In the Rotate area, specify the value for the number of degrees for rotating the drawings/text.
- 3 In the Page Range area, select one of the following radio buttons:
 - **All:** Rotates the drawings/text in all pages of the document.
 - **Current Page:** Rotates drawings/text only on the current page in the document.
 - **Pages:** Rotates drawings/text only on the specific pages you designate. Be sure to separate page numbers and page ranges by commas.
- 4 Click **OK**. The information is rotated as specified.

Inserting a Hyperlink

Hyperlinks can be easily added to your documents. Once a hyperlink is defined in a document, simply click the link to open the specified Web page or file.

➤ **To insert a hyperlink:**

- 1 In the menu bar, select **Edit ➔ Insert Hyperlink**. The *Insert Hyperlink* window opens:



- 2 In the **Text to Display** field, enter the text to be shown in the document for the link.
- 3 In the **File Path or Internet Address** field, enter the relevant Internet address or click **Browse** to specify a file and its file path. When specifying an Internet address, the specified Web page automatically opens when you click the link within the document. When specifying a file name, the designated file opens when you click the link.



- 4 Click **OK** to save your settings.

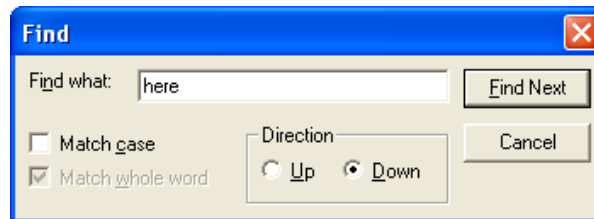


Finding Text in a Document

Pen&Ink Editor provides a Find feature that enables you to search for specific text within a document. This option can only be used to locate text in a document, and does not apply to handwriting (unless it is first converted to text).

➤ To find text in a document:

- 1 In the menu bar, select **Edit ➔ Find** or click the **Find**  icon in the toolbar. The *Find* window opens:



- 2 In the **Find what** box, enter the text for the search and click **Find Next**. The specified text is highlighted on the page. To find the next occurrence of this text, click **Find Next** again or select **Edit ➔ Find Next** in the menu bar.

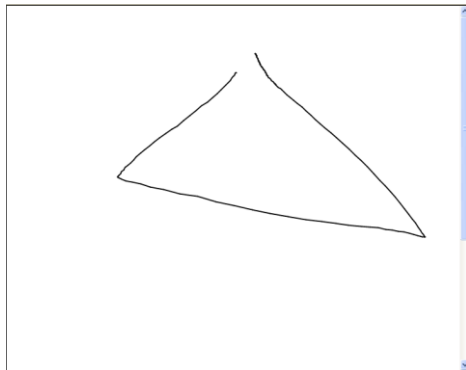


Drawing Shapes Using the Shape Recognizer

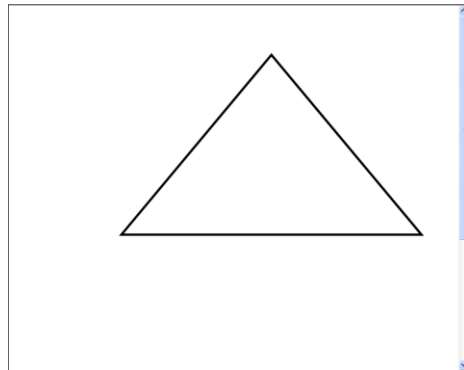
The **Shape Recognizer**  tool enables you to quickly and easily add common shapes to your document. The tool acts as a pattern recognizer, which means that you can draw even a crude drawing of a shape, and the application uses its pattern-recognition technology to add this shape in an improved form.

For example, let's say you want to add a triangle to your document. To do so, click the **Shape Recognizer**  tool in the toolbar and then start to draw the triangle. Be sure to hold down the left mouse button while drawing the shape. Notice that the cursor changes to a small circle while you draw.

Complete your triangle and let go of the mouse button. Once you release the mouse button, the shape displays in the document in the position where you drew it. You do not even need to totally complete the drawing. The Shape Recognizer's intuitive nature detects the shape and completes it.



Your Drawing



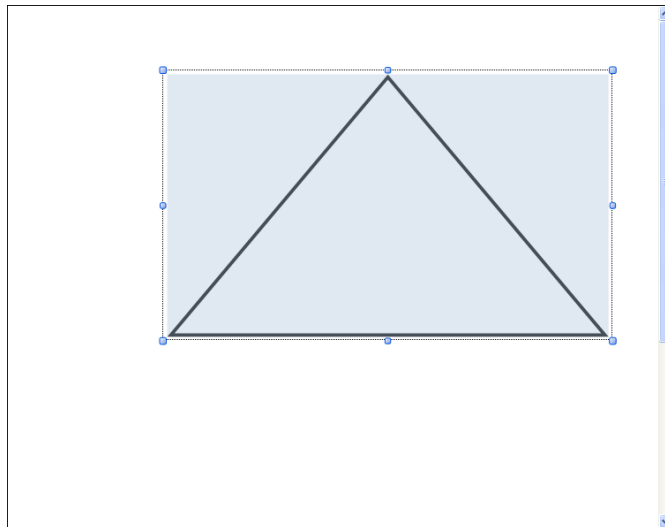
Shape Recognizer Drawing

Moving or Resizing a Shape

Shapes drawn using the **Shape Recognizer**  tool can be resized and moved on the page, as needed.

➤ **To move or resize a shape:**

- 1 Using your mouse, draw a selection box around the shape to be moved or resized. The shape is marked with eight anchors, which you can use for resizing.



- 2 To resize the shape, click and hold the cursor on an anchor and drag it.
- 3 To move the shape, click anywhere in the shape and while holding down the left mouse button, drag it to a new location.

Deleting a Shape

You can easily remove a shape drawn using the **Shape Recognizer**  tool, when needed.

To delete a shape:

- Using your mouse, draw a selection box around the shape to select it and then press **Delete** on your keyboard or select **Edit → Delete**. The shape is deleted from the page.

Navigating

There are several levels of navigation within Pen&Ink Editor:

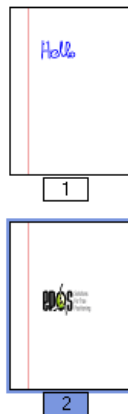
- Within the page
- Within the document
- Between documents

Each of these levels is described in the sections that follow.

Moving from Page to Page Within a Document

There are two ways to jump from one page to another:

- **Previous Page**  and **Next Page**  buttons: Use these buttons in the toolbar to jump to the previous and next pages in the document, respectively.
- **Thumbnails in Pages pane:** The Pages pane contains a thumbnail for each page in the document. Simply click a thumbnail to jump to the corresponding page in the document.



Opening a New or Existing Document

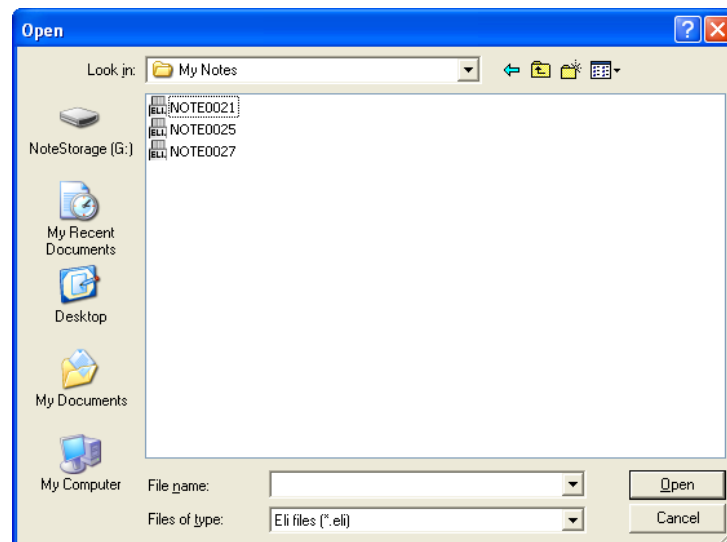
When you open Pen&Ink Editor, the application opens displaying an empty main window. You must open a document within the application to view and/or modify its contents. You can also create a new document directly within the application, which is blank until you add content to it, or you can open a previously saved document.

➤ **To open a new document:**

- Click the **New Blank Document**  button. A new document opens. If you click the **New** button while working in an unsaved document, you are prompted to first save your current file. If you click **Yes**, you are prompted to give your current document a name and to specify its file location. If you click **No**, a new file opens and the old one is lost.

➤ **To open an existing document:**

- 1 Click the **Open**  button. The *Open* window opens:



- 2 Browse to select the file you want to open and click **Open**. The document you selected now appears in the Writing Area in the window.

Saving

Multiple ways are available for saving your Pen&Ink Editor documents. You can save documents using the following methods:

- **Save:** Saving in this manner saves the document with a *.ant extension.
- **Save As:** Saving the file in this manner saves the document with a *.ant extension.
- **Save Page As:** This option only saves the current page as an image file (JPEG, GIF, PNG or BMP). If you have a multi-page document and you want to save each page as a picture, you must repeat the relevant procedure for each page. See page 76 for more details.

➤ **To save the document:**

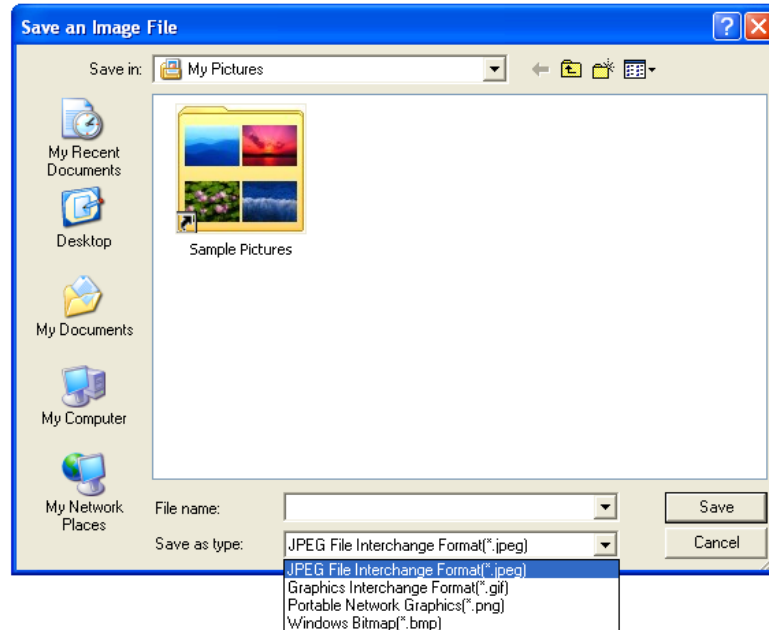
- Click the **Save**  button in the toolbar or select **File ➔ Save** in the menu bar. In the window that opens, specify a filename and location for the file and click **Save**.

➤ **To save the document with a new name:**

- 1 In the menu bar, select **File ➔ Save As**. The *Save As* window opens.
- 2 Specify a filename and location for the file and click **Save**.

➤ To save the current page as an image:

- 1 In the menu bar, select **Page ➔ Save Page As**. The *Save an Image File* window opens:



- 2 In the **File name** field, enter a name for the picture.
- 3 In the **Save as type** field, select the file type for the file. You can select one of the following options:
 - **JPEG File Interchange Format:** Saves the file as a JPEG image (*.jpg). This is the default.
 - **Graphics Interchange Format:** Saves the file as a GIF image (*.gif).
 - **Portable Network Graphics:** Saves the file as a PNG image (*.png).
 - **Windows Bitmap:** Saves the file as a bitmap image (*.bmp).
- 4 Click **Save**.

Printing

You can print a hard copy of a Pen&Ink Editor file, when needed.

➤ **To print a file:**

- 1 Click the **Print**  button in the toolbar or select **File ➔ Print** in the menu bar. The *Print* window opens.
- 2 Set up the print job as needed and click **OK**.

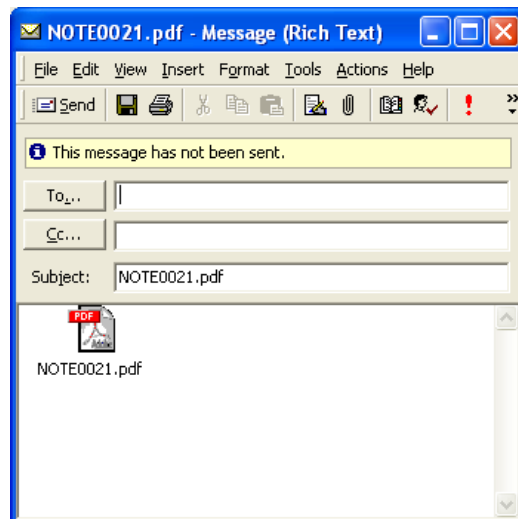
Emailing a Document

Pen&Ink Editor simplifies the process of emailing a document by automatically attaching it to an email message. Emailed documents are always sent in PDF format. It is used with default Email client as was defined in your computer as: Outlook, Outlook Express.

Note: One way to set your default email - go to Internet Explorer-Tools-Internet Options-Programs tab and select the default email client. Click OK.

➤ **To email a document:**

- 1 Click the **E-mail**  button in the toolbar or select **File** ➔ **Email as PDF** in the menu bar. This automatically opens an email window from your default email program. The Pen&Ink Editor document is automatically attached as a PDF file.



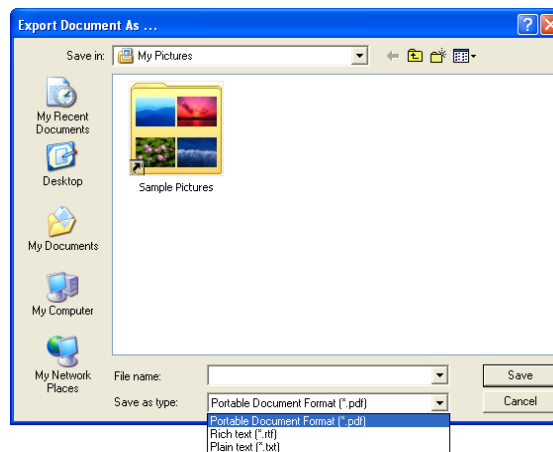
- 2 Select or enter the intended recipients. You can add a subject and message as you would when sending a regular email message.
- 3 Click **Send**. Your email program automatically sends the message.

Exporting a Document

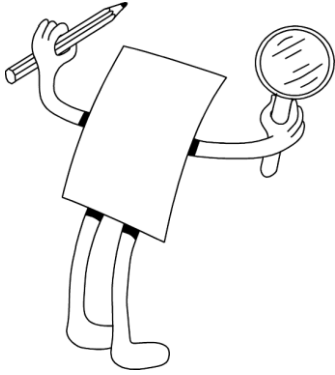
Pen&Ink Editor can export your document in several different formats. To export, you must first open the file in Pen&Ink Editor before doing the export.

➤ **To export a document:**

- 1 In the menu bar, select **File ➔ Export**. The *Export Document As* window opens:



- 2 In the **File name** field, enter a name for the file.
- 3 In the **Save as type** field, select one of the following options:
 - **Portable Document Format:** Exports the file in PDF format (*.pdf). This is the default.
 - **Rich text:** Exports the document in RTF format (*.rtf). It will convert written file to text, assuming conversion to text software is available
 - **Plain text:** Exports the document in text-only format (*.txt). It will convert written file to text, assuming conversion to text software is available
- 4 Click **Save**. The file is exported in the specified format.



Chapter 5

Using the SnapShot Application



About This Chapter

This chapter describes how to use the SnapShot application to capture screens and edit images. It contains the following sections:

- **Overview**, page 81, describes the primary operations that can be performed using the SnapShot application.
- **SnapShot Toolbar**, page 82, describes the SnapShot toolbar and its options.
- **Capturing an Image**, page 84, describes the three methods available for capturing an image using SnapShot.
- **Writing on an Image**, page 87, describes how to annotate and mark up images before capturing them using SnapShot.
- **Editing the Pen/Marker Settings**, page 88, describes how to modify Pen and Marker settings for the SnapShot application.

Overview

SnapShot gets its name from what it does. It takes a snapshot of your screen, which you can then mark up and annotate with your Digital Pen. In SnapShot, there are three main functions:

- Capturing the image (see page 84)
- Writing on the image (see page 87)
- Editing the Pen/Marker settings (see page 87)

SnapShot Toolbar

The SnapShot application toolbar, shown below, provides quick, easy access to application functionality. The toolbar contains the following buttons:



Icon	Name	Function
	Capture	Captures a screen and saves it as a JPEG image.
	Pen	Selects the Pen tool, which can be used to annotate a screen capture.
	Marker	Selects the Marker (highlighter) tool, which can be used to highlight a screen capture.
	Colors	Changes the current Pen/Marker tool color
	Eraser	Erases the selected lines drawn using the Pen or Marker tool.
	Copy	Copy snapshot. Can be paste into other application
	Undo	Cancels/removes the last action performed.
	Redo	Cancels Undo step by step
	Selected area	Selects part of the snapshot
	Print	Prints the screen capture.

Icon	Name	Function
	E-mail	Emails the screen capture through your default email program as a JPEG image.
	Save as	Saves snapshot as
	Tools	Enables you to select the language to be used by the application.
	Help	Provides access to help and version information for the application.
	Close	Exits the application.

Capturing an Image

A screen snapshot is also called a screen capture. There are two snapshot-capturing options:



Captures a screen and saves it as a JPEG image.



Selects part of the snapshot



Emails the screen capture through your default email program as a JPEG image

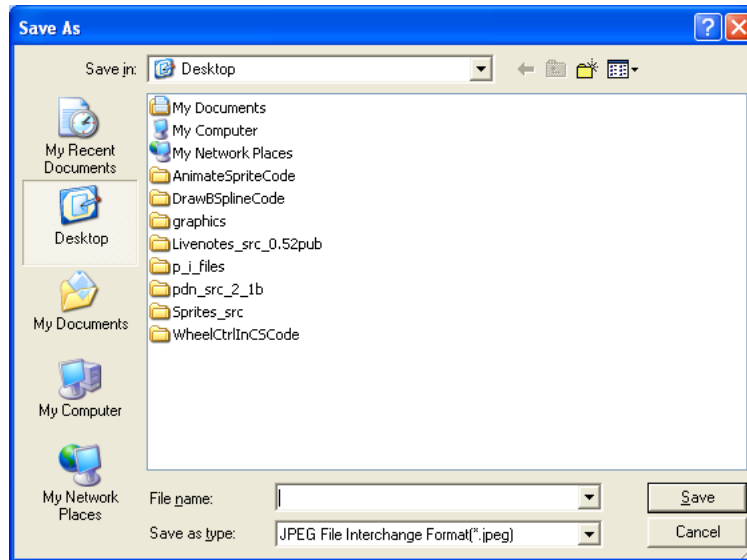
➤ **To capture a screen image:**

- 1 Set up the image on the screen as you want it to be captured. This may include closing windows or repositioning certain elements on the screen.

- 2 Click the **Capture**  button.

- 3 Click  in case you want to Select part of the snapshot. Drag your mouse from the top left corner of the image to be captured down to the right, creating a rectangle.

- 4 Click  to save the picture. The Save As window opens:

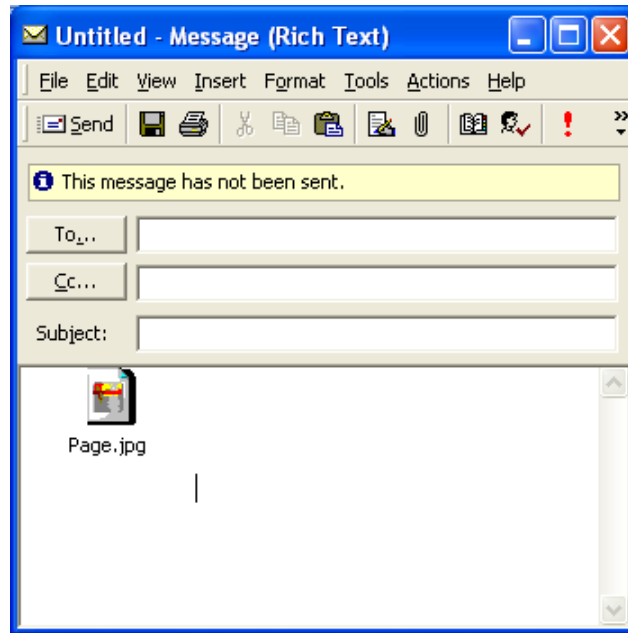


- 5 Browse to select the directory where you want to save the file.
- 6 Enter a name for the file in the **File name** field and then click **Save**. The screen capture is saved in the designated location.

➤ **To capture and email a screen image:**

- 1 Set up the image on the screen as you want it captured. This may include closing windows or repositioning certain elements on the screen.
- 2 Click the **Email**  button.

- 3 This opens an email window from your default email program, with the screen capture attached as a JPEG image.



- 4 Select or enter the intended recipient(s). You can add a subject and message as you would when sending a regular email message.
- 5 Click **Send**. Your email program automatically sends the message.

Writing on an Image

SnapShot can be used to annotate and mark up images before capturing them using the application.

➤ **To write on an image:**

- 1 Set up the image on the screen as you want it captured. This may include closing windows or repositioning certain elements on the screen.
- 2 Use the Pen, Marker and Eraser tools as needed to annotate the image to be captured.



- 3 Do one of the following:
 - Click the **Email**  button and then follow the procedure on page 85.
 - Click the **Save as**  button to save the updated image

Editing the Pen/Marker Settings

There are several ways that you can edit your annotations within SnapShot. You can customize the following properties and perform the following operations for the Pen/Marker in SnapShot:

-  Line width (see below)
-  Marker width (see page 90)
-  Erase information (see page 90)
-  Line color (see page 91)
-  Undo and redo operations (see page 92)

Changing the Pen Line Width

By default, the pen line width is set to one pixel. You can easily modify this setting to make lines narrower or wider.

➤ **To change the line width:**

- 1 Click the **Pen** dropdown arrow in the toolbar.



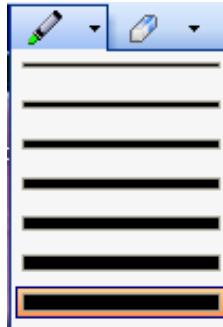
- 2 Select the line width you want. The pen now draws lines according to your new width setting.

Changing the Marker Width

By default, the marker line width is set to seven pixels. You can easily modify this setting to make the marker line narrower or wider.

➤ To change the marker width:

- 1 Click the **Marker** dropdown arrow.



- 2 Select the marker width. The marker now highlights according to your new width setting.

Erasing

If you make a mistake while drawing, you can simply undo the drawn section or erase it.

➤ To erase a portion of your drawing:

- 1 Click the **Eraser** button in the toolbar.
- 2 Move the eraser icon to the area you want to erase.
- 3 Click and drag the eraser icon over the area to be erased, thus erasing that section.



Changing the Line Color

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

➤ **To change the line color:**

- 1 Click the **Color** button  dropdown arrow. The following window is displayed, showing the current line color within a box:



- 2 Click the color of your choice. The color you selected is now displayed within a box. Any lines you draw now appear using that color.

Using the Undo and Redo Buttons

SnapShot stores your actions, thereby enabling you to undo an action when necessary, such as a drawn line. You can also redo an action, which cancels Undo step by step. For example, if you draw a line and then click **Undo** to remove that line, you can click **Redo** to have the line reappear.

➤ **To undo an action:**

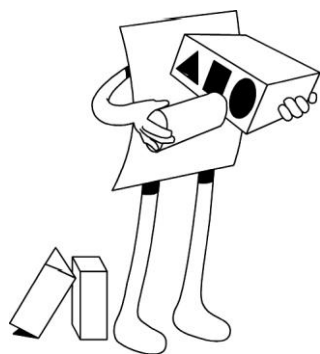
- Click the **Undo**  button or use the Ctrl + Z shortcut.

➤ **To redo an action:**

- Click the **Redo**  button or use the Ctrl + Y shortcut.

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Chapter 6



Using the Digital Pen and Mouse with Other Applications



About This Chapter

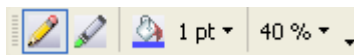
This chapter describes how to use the Digital Pen with other applications. It contains the following sections:

- **Microsoft Office Applications**, page 94, describes the use of the Digital Pen and Mouse in Microsoft Office applications.
- **Graphics Applications**, page 99, describes the use of the Digital Pen and Mouse in other-provided graphics applications.
- **Games Applications**, page 100, describes the use of the Digital Pen and Mouse in other-provided game applications.

Microsoft Office Applications

In Microsoft Word and PowerPoint, the pen settings are controlled through the **Digital Pen&Mouse** toolbar. This toolbar automatically appears in these Microsoft applications after Digital Pen software installation.

In case of PowerPoint the pen should work as a pen in PowerPoint editing mode, when going to full screen mode, most PowerPoint versions enable annotation in mouse mode. In this case it is recommended to move to mouse mode and make annotation on the slide.



NOTE:

Currently, the Digital Pen and Mouse can only be used in Word and PowerPoint Microsoft Office applications. Support for additional Microsoft Office applications, such as Outlook, will be available in future software versions.

The **Digital Pen&Mouse** toolbar contains the following icons:

Icon	Name	Function
	Pen	Selects the Pen tool
	Marker	Selects the Marker (highlighter) tool
	Color	Controls the line/marker color
	Width	Controls the line/marker width
	Transparency	Controls the opaqueness of the image



NOTE:

If the **Digital Pen and Mouse** toolbar does not display in Word and/or PowerPoint, right-click anywhere on the toolbar and then select the checkbox for the **Pen&MouseToolbar**. Alternatively, you can select **View → Toolbars → Pen&Mouse Toolbar** from the main menu.

Inactive Zone

When working with the Digital Pen, in most applications there is an *inactive zone*, which is a space directly in front of the Receiver where the Receiver is unable to detect the pen. There is no such inactive space in Microsoft Office applications, which means that you can write anywhere on the page and your writing appears on the screen.

Editing

You can customize the following properties and perform the following operations in Microsoft Word and PowerPoint:



Line color (see page 96)



Line and marker width (see page 97)



Marker transparency (see page 98)

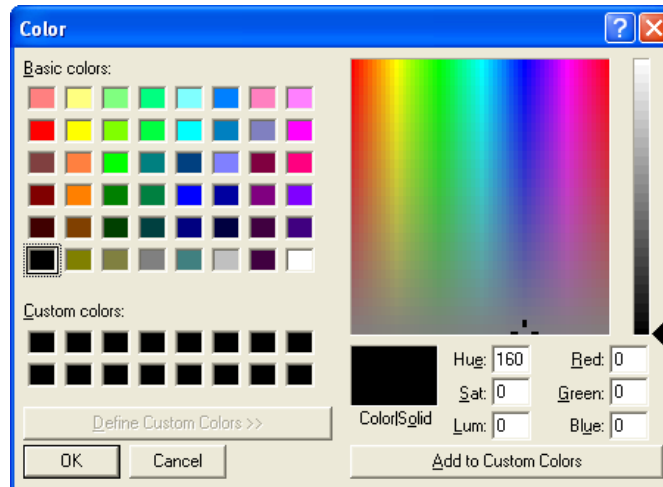


Changing the Line Color

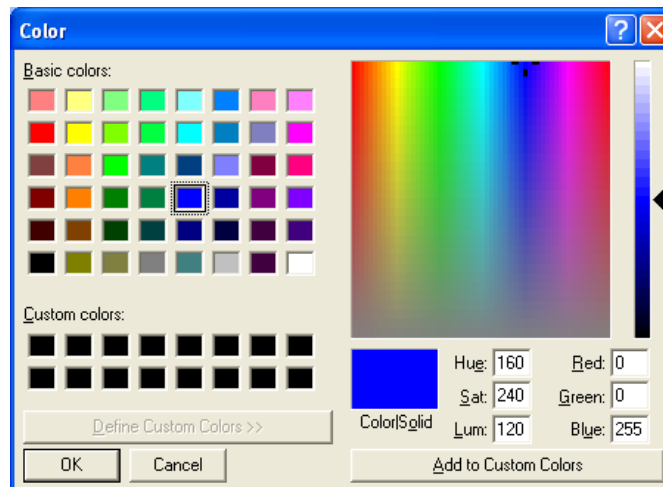
Use this tool to determine the color of the lines that you will draw. The default line color is black, but can easily be changed to one of many colors.

➤ **To change the line color:**

- 1 Click the **Color**  button on the toolbar. The *Color* window opens:



- 2 Click the color of your choice to select it. The color you selected is now displayed within a box, and the **ColorSolid** box changes to indicate the color you selected.



1 pt ▼

Changing the Marker Width

Use this tool to determine the width of the marker (highlights) that you will draw. By default, the line/marker width is set to one pixel. You can easily modify this setting to make the line/marker narrower or wider.

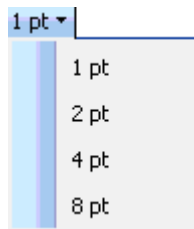


NOTE:

This setting controls the width for both the **Pen** and **Marker** tools.

➤ To change the line/marker width:

- Click the **Width** 1 pt ▼ dropdown arrow and select the line/marker width.



40 % ▾ **Setting the Marker Transparency**

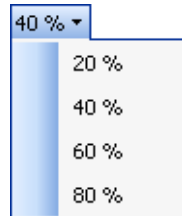
An image's transparency setting determines how opaque the image is. Imagine one image on top of the other. If the top image is solid (set to 100%) then you cannot see an image below. If, however, the top image is somewhat transparent (60%), then you can see that there is another image below. The lower the transparency setting, the more faint the image appears.

**NOTE:**

The **Transparency** setting only applies to the **Marker** tool, which is described on page 94.

➤ **To set the marker transparency:**

- Click the **Transparency** 40 % ▾ dropdown arrow and select the required transparency setting.



Graphics Applications

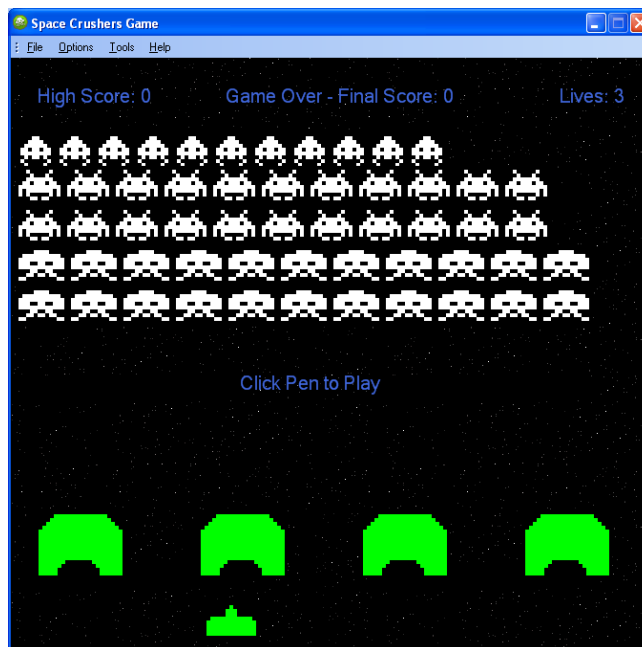
The Digital Pen and Mouse works with other graphics packages, such as Microsoft Paint, JASC Paint Shop Pro or Adobe PhotoShop, in addition to the Pen&Ink Editor and SnapShot applications. In this case, the product behaves like a mouse.

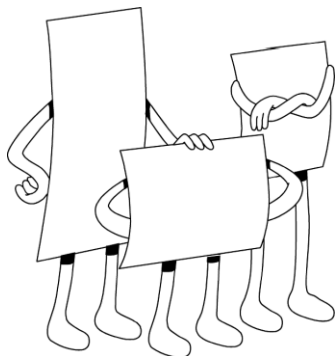
Games Applications

The Digital Pen and Mouse is commonly used in place of a mouse. You can also use it in place of most game devices to play your favorite computer games.

SpaceCrushers Game

The product has the SpaceCrushers game as part of its suite of applications for use with the Digital Pen and Mouse. To play, simply open the application from the Wheel by selecting the  icon, and then click the Digital Pen to start playing.





Chapter 7

Configuring Device Properties



About This Chapter

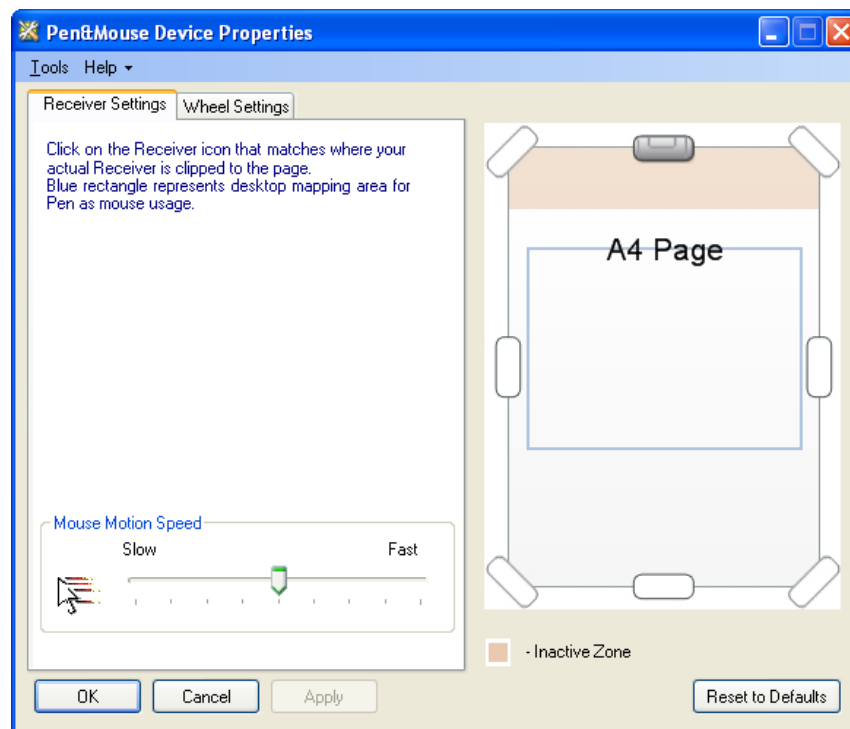
This chapter describes how to customize the Digital Pen's device settings to control various aspects of its operation. It contains the following sections:

- **Overview**, page 102, describes the Digital Pen and Mouse device properties that can be modified.
- **Configuring Receiver Settings**, page 104, describes how to modify the Receiver's positioning setting and to control the mouse motion speed.
- **Configuring Custom Wheel Applications**, page 108, describes how to add and remove applications to/from the Wheel.

Overview

Advanced users can customize the Digital Pen's device settings in the *Pen&Mouse Device Properties* window, as shown below, to control the following operational elements:

- **Receiver settings:** Use the **Receiver Settings** tab to configure Receiver positioning on the physical page (see page 104), as well as the mouse motion speed.
- **Custom Wheel applications:** Use the **Wheel Settings** tab to specify the applications that can be launched directly from the Wheel (see page 108).



To access this window, do one of the following:

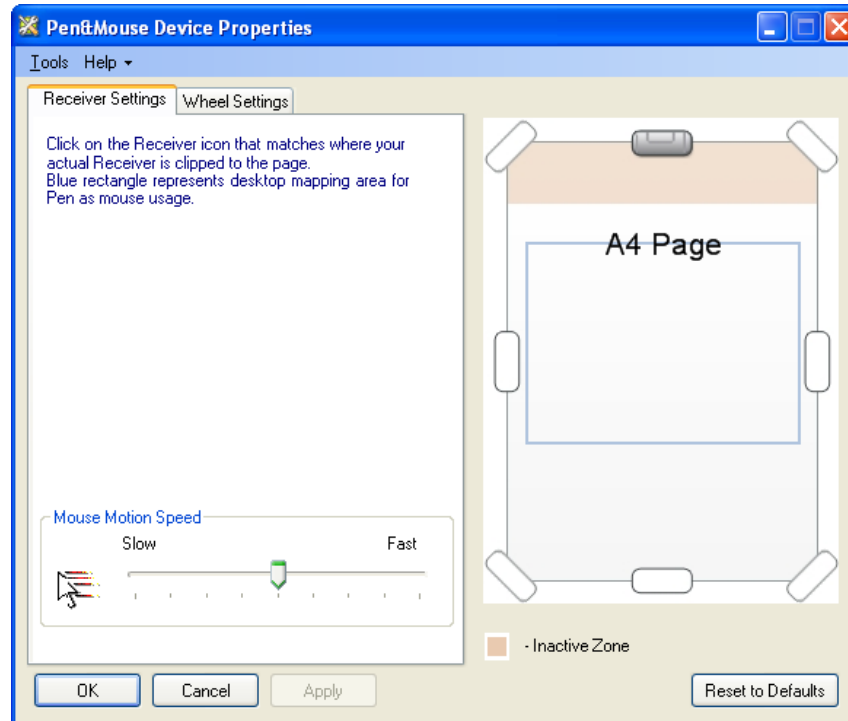
- Select **Start → Programs → Digital Pen&Mouse → Device Properties**.
- From the Wheel, select .

The *Pen&Mouse Device Properties* window contains the following buttons at the bottom of the window:

OK	Accepts your changes and closes the <i>Pen&Mouse Device Properties</i> window
Cancel	Closes the <i>Pen&Mouse Device Properties</i> window without accepting your changes
Apply	Applies your changes and keeps the <i>Pen&Mouse Device Properties</i> window open
Reset to Defaults	Resets all settings to their defaults

Configuring Receiver Settings

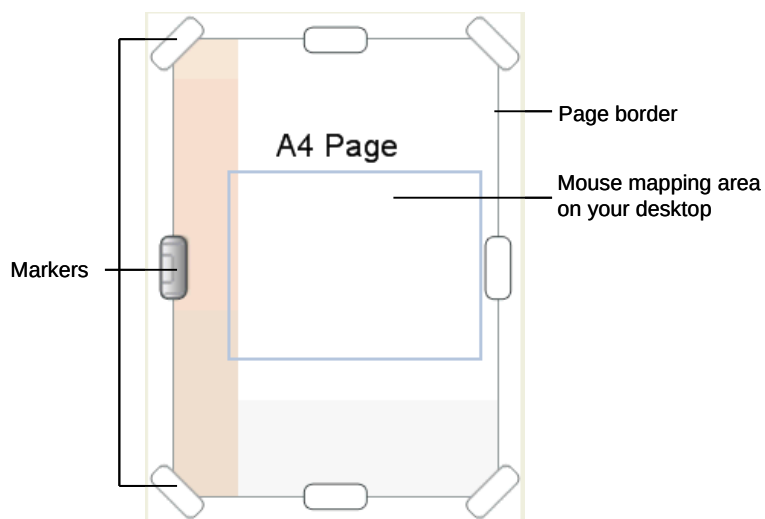
By default, your Digital Pen and Receiver are configured such that the Receiver is clipped to the top of an A4 page.



The area on the right side of the window shows Receiver positioning, page borders and the mouse coverage area. The area at the top of this pane shows the “Inactive Zone”, or the area in which reception by the Receiver may be limited or less effective (within two centimeters of the Receiver’s position on the paper).

The box within the page borders on the right side of the window indicates the area of the paper that is considered to be within the mouse motion.

You can change this configuration by clicking one of the placement markers in the **Receiver Settings** tab. For example, if you click the middle-left marker, as shown below, then the system configures the Digital Pen's range with the understanding that the Receiver is attached to the right side of the page:

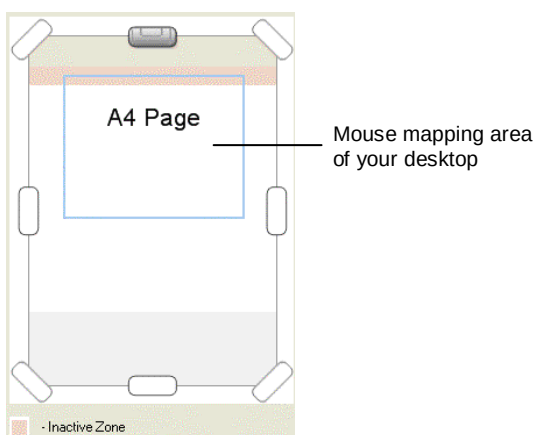


➤ **To modify Receiver settings:**

- 1 Access the *Pen&Mouse Device Properties* window using one of the methods described on page 103.
- 2 Select the **Receiver Settings** tab.
- 3 Select the marker corresponding to the location on the page where you want to position the Receiver.
- 4 Click **OK** to save your settings.

Configuring Mouse Motion Speed Settings

The **Mouse Motion Speed** setting controls how much the mouse moves with each movement of your hand. The blue rectangle within the page borders on the right side of the window represents the mouse mapping area of your desktop, which indicates the area of the paper that is considered to be within the mouse motion.



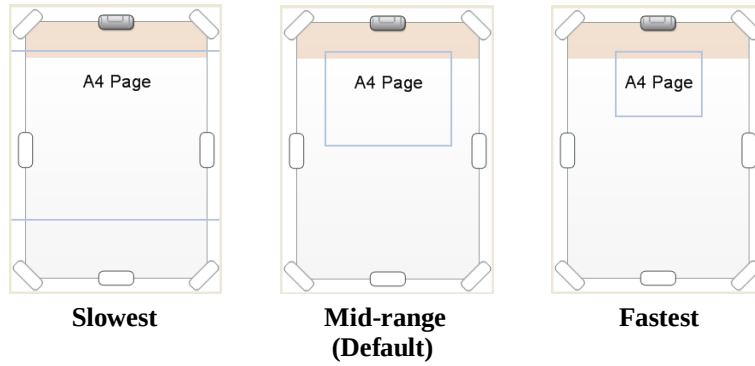
➤ To set the mouse motion speed:

- 1 In the **Receiver Settings** tab in the *Pen&Mouse Device Properties* window, adjust the slider position to change the mouse speed.



Moving the slider towards **Slow** makes the mouse speed slower, and moving the slider towards **Fast** makes the mouse speed faster.

When you change the slider position, the size of the blue rectangle on the right side of the window changes accordingly.



- 2 Click **OK** to save your settings.

Configuring Custom Wheel Applications

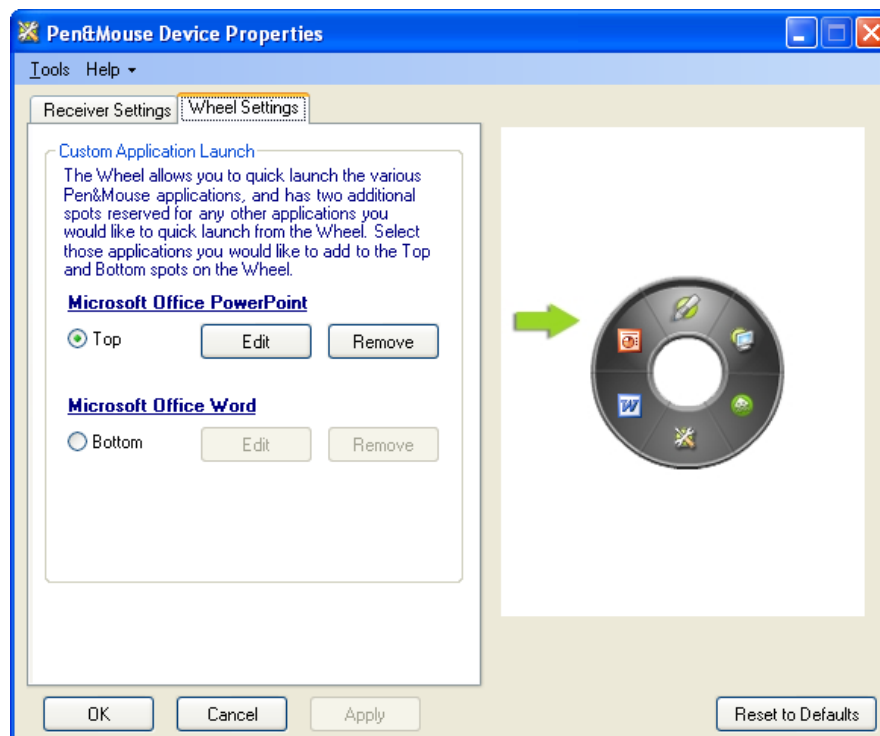
When you click the Digital Pen's rocker switch, the Wheel appears on your screen with a set of predefined Digital Pen and Mouse applications that you can launch directly from the Wheel.

There are also two positions on the Wheel's left side that are reserved for other applications that you may want to launch directly from the Wheel. These positions are located at the top-left and bottom-left of the Wheel.



By default, these two reserved positions are automatically used by Microsoft Word and PowerPoint applications, provided they are already installed on your PC.

You can add different custom applications to the Wheel to meet your specific needs. When doing so, the Microsoft Word or PowerPoint application is automatically replaced on the Wheel, depending on the position on the Wheel you select for the new application. Custom applications that can be launched from the Wheel are defined in the **Wheel Settings** tab in the *Digital Pen&Mouse Device Properties* window.



➤ **To add an application to the Wheel:**

- 1 In the **Wheel Settings** tab in the *Digital Pen&Mouse Device Properties* window, select the position on the Wheel where you want to add an application by selecting the **Top** or **Bottom** radio button.

Microsoft Office PowerPoint

☐ Top

Edit

Remove

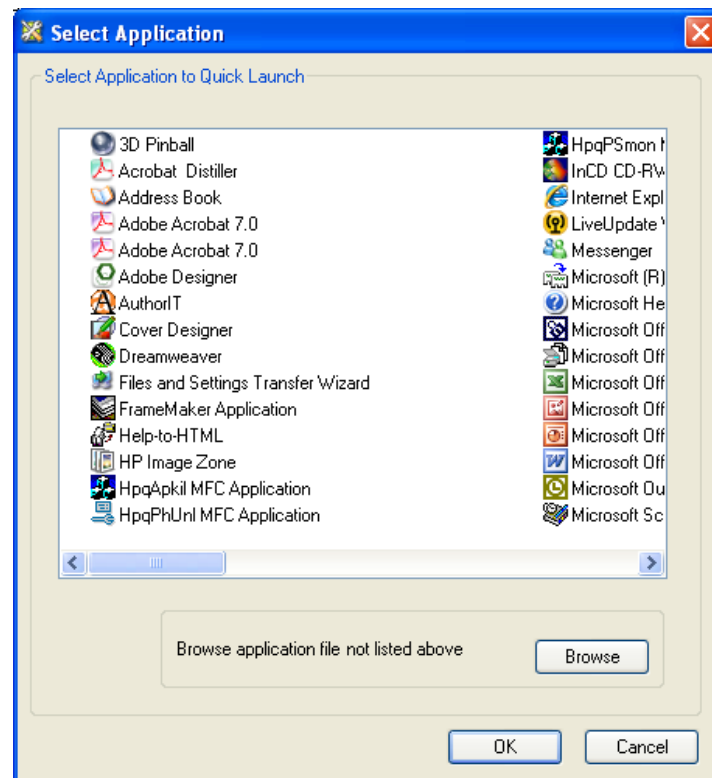
Microsoft Office Word

☒ Bottom

Edit

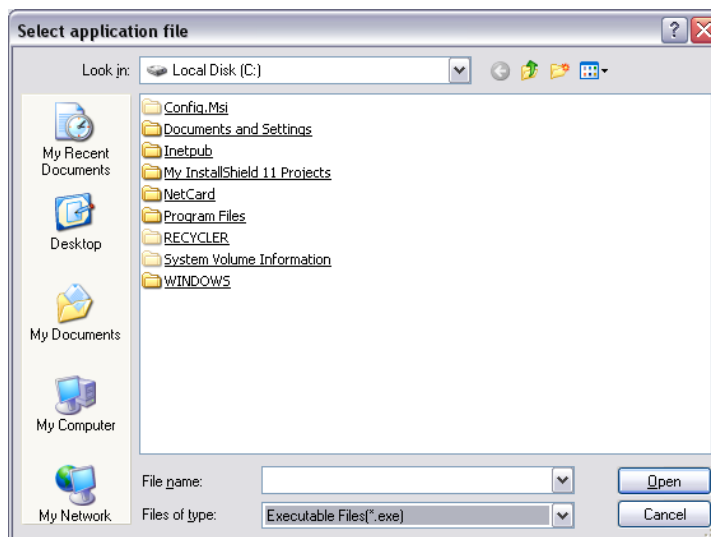
Remove

- 2 Click **Edit**. The *Select Application* window opens:



This window displays a list of the applications installed on your PC.

- 3 Do one of the following to select the application to be added to the Wheel:
 - Click an icon in the *Select Application* window and click **OK**.
 - Click **Browse**. The *Select application* file window opens in which you specify the required application:



Locate the executable file and click **Open**.

The *Pen&Mouse Device Properties* window is redisplayed.

- 4 Click **OK** to save your settings and exit the window. Note that the Wheel now displays the icon for the application you selected in the designated location on the Wheel. For example, the figure below shows that the Adobe Acrobat application was added to the Wheel, replacing the Microsoft Word application.



- 5 [Optional] Repeat steps 1-4 to add a second custom application.

➤ **To remove a custom application from the Wheel:**

- 1 In the **Wheel Settings** tab in the *Pen&Mouse Device Properties* window, select the application you want to remove by selecting the corresponding **Top** or **Bottom** radio button.
- 2 Click **Remove**. The designated application is deleted from the Wheel.



Appendix A

Troubleshooting

This appendix describes the most common issues or problems you may encounter when working with your Digital Pen and Mouse and how to resolve them. It contains the following sections:

- **Installation**, page 114, describes problems associated with the installation process and how to resolve them.
- **Digital Pen Operation**, page 115, describes problems associated with the operation of the Digital Pen and Mouse and how to resolve them.
- **SnapShot**, page 116, describes problems associated with the SnapShot application and how to resolve them.
- **Microsoft Office**, page 116, describes problems associated with Microsoft Office applications and how to resolve them.

Installation

This section describes problems associated with the installation process and how to resolve them.

● **Why does my PC ask to restart in the middle of the installation process?**

In order to run Digital Pen and Mouse software, MSI must be installed on your PC. If it is not already installed, then it is automatically installed during software installation. After its installation, you must restart your computer. After this required restart, the installation process should continue without restarting again.

● **Why did my Digital Pen and Receiver not install properly?**

Perhaps you connected the Receiver to your PC's USB port prematurely. You should only connect the Receiver to your PC after the Digital Pen and Mouse software has been installed properly.

Digital Pen Operation

This section describes problems associated with the operation of the Digital Pen and Mouse and how to resolve them.

- **The Receiver does not "see" my Digital Pen. What can I do?**

There are several factors that affect the reception and signal between the Receiver and the Digital Pen. Firstly, there must be a clear line of sight between the two devices. This means that there cannot be any object in between the Receiver and the Digital Pen that blocks the infrared signal.

Also take a closer look at how you write. If you hold the pen with your fingers curled around it in such a way that it blocks the line of sight, then the Receiver cannot detect the Digital Pen. Loud noises can also affect reception.

- **How do I replace the Digital Pen's batteries?**

See *Activating the Digital Pen's Batteries*, page 34, for instructions describing how to replace the pen's batteries.

- **Why does Pen mode not work, but the pen works fine as a mouse?**

Check that the Digital-Pen-compliant application is active. If not, then select a Digital-Pen-compliant application, such as Pen&Ink Editor or SnapShot, and try again.

- **Why does the cursor move when I do not move the pen?**

The cursor moves if the pen tip is kept still while the pen is angled.

- **I have some distortion with my standard mouse?**

It is better to put the digital pen away from your PC after using it, if it is too close to pc and before goes to sleep mode (after 30 seconds) it might interfere (rarely) with the conventional mouse.

SnapShot

This section describes problems associated with the SnapShot application and how to resolve them.

- **Why does the pen suddenly switch from Pen mode to Mouse mode?**

While hovering, the cursor sometimes changes to a regular mouse pointer.

Microsoft Office

This section describes problems associated with Microsoft Office applications and how to resolve them.

- **Why does my drawing appear to be "jumping"?**

Sometimes lines start "jumping" after closing the Task bar or moving a toolbar. Resize the window to resolve this problem.

- **My pen cursor disappeared. What can I do?**

When selecting **View → Document Map → Thumbnails**, the pen cursor does not appear. You can still write, but not in real time. Resize the window to resolve this problem.

● Why does the pen suddenly not work properly?

There can be several reasons for this:

- You can hide or show the top and bottom margins, but the Digital Pen works only in the state in which the page was opened, and resizing of the page (which often resolves other issues) does not help.
- Sometimes the pen does not work correctly when moving a toolbar changes the number of toolbar rows. Resize the window to resolve this problem.
- When working on a document with several pages, the pen writes on the page where the cursor is (on the page that appears on the screen). If the cursor is not on the page that appears, then you must first click on the current page (in Mouse mode) to select it.
- In PowerPoint, when moving from the *Notes* window or Slide Viewer back to the slide, you must press on the slide and then start writing. If you are trying to write on the slide and nothing appears, change to Mouse mode, press the pen on the slide and then change to Pen mode.

● Why do I get the Wheel when I press the rocker switch, instead of being able to toggle Pen and Mouse modes?

Verify that the Microsoft Office document is selected.

You must work in Word's **Print Layout** view and in PowerPoint's **Normal** view only. You can select either view in each application by clicking **View** in the main menu. In all other views, when you press the rocker switch, the pen/mouse splash screen appears, but the cursor does not appear, thereby disabling your ability to write.

● How do I activate the Digital Pen&Mouse toolbar if it does not appear in the toolbar menu?

Select **Help ➔ About Microsoft Software**, and then select **Disabled Items**. Select the **Digital Pen&Mouse Add-in** option and click **Enable**.

● **Why do changes to my Digital Pen&Mouse toolbar settings not appear in the toolbar?**

When several documents are open, changing the color, width and transparency in one document changes all of the other documents' settings on the toolbar, but not in the current document's toolbar where the change was made. Refresh the page to view the updated settings.

● **Why does handwriting recognition not work?**

Handwriting is a feature found in Microsoft Word. It is therefore supported by Microsoft and not the Digital Pen and Mouse.



NOTE:

The Microsoft Word Handwriting feature works only in Mouse mode.

● **How do I remove the multiple pen icons when I scroll down?**

Refresh the screen and the multiple icons will disappear.

● **Why can I not draw in PowerPoint?**

In some PowerPoint templates, the line color is automatically set to “no line”. If this is the case, the lines do not appear when writing with the pen. Change the line color setting to resolve this problem.

● **Why does my drawn line not disappear when I click Undo?**

One Undo may simply not be enough. In some cases, it can take up to four Undo operations for a line to disappear.

● **Why does the Digital Pen&Mouse toolbar appear in Microsoft Outlook?**

While the Digital Pen works in Microsoft Word, it does not work in Microsoft Outlook. If Outlook uses Microsoft Word as its default editor, then the **Digital Pen&Mouse** toolbar may be visible, but its buttons do not work. If you click the rocker switch, the Wheel appears.