

Guide to Pen-and-Ink functionality in Windows Vista* and Office 2007 using e-pens

* Pen-Ink capabilities are NOT currently available in Windows Vista Basic.

The inking features & utilities in Windows Vista enable users to take handwritten notes, convert handwriting to text, annotate documents, add electronic signatures and send handwritten emails.

With integrated **digital pen** support, digital ink technologies and handwriting recognition technologies your laptop turns into a Tablet PC compatible computer that's practical, comfortable, intuitive and easy to use while you are on the go and it also works well when you are at your desk.

This document provides basic instructions how to utilize inking and handwriting utilities in Windows Vista and Office 2007's applications.

For more features and possibilities please refer to **Microsoft's User manual** and **Help**.

Getting started

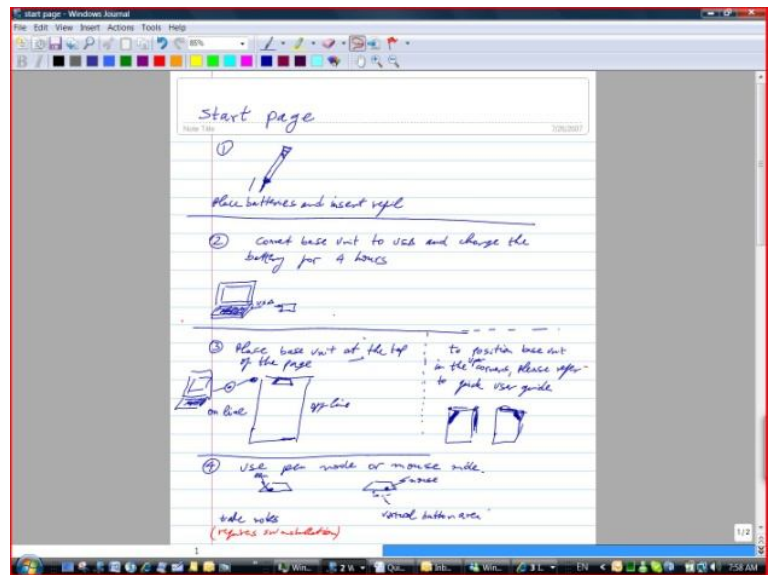
Plug-in your **digital pen** into any available USB port on your PC or notebook. Place the receiver unit at the top of the page in the middle. You are ready to go. No further installation is required to use all Windows Vista and Office 2007 applications.

e-pens can serve you as a handwriting instrument as well as pointing device- a mouse.




Handwriting into Windows Journal

Windows Journal looks like a sheet of paper but it is far more flexible than a typical pad of paper. You can change pens, pen colors, highlighters and erasers, move items around on the page, make space for additional items, send the notes as email, convert handwriting to text and enjoy many more features. All of the above using the **digiscribble** for both handwriting and mouse functionality.



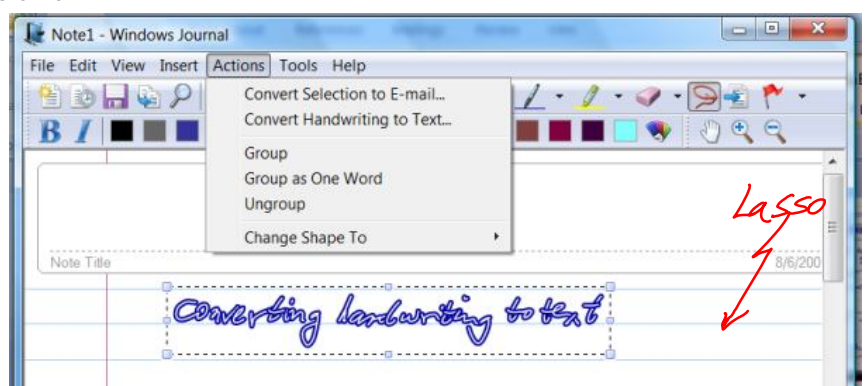
Windows Journal is integral part of all Windows Vista's versions except for Window Vista Basic...

To start Windows Journal:

- Start button  , typing **Windows Journal** in the search box, and then tapping **Windows Journal** in the list of results.
- Start → All Programs → Windows Journal

Conversion to text and conversion to email

- Use the Lasso to mark the conversion area.
- Tap **Actions** and choose
- **Convert Selection to E-mail** or
- **Convert Selection to text**



Tablet PC Input Panel

In Windows Vista, the **Tablet PC Input Panel** is the standard interface for converting handwriting to text in a Windows-based program. It's the method by which digiscrible users enter text into applications that do not include a custom handwriting interface. Using Input Panel, users can insert text into website forms, word processing and e-mail applications, web browsers, and more.

Once you have your *Create* plugged into your PC, Windows Vista 'Tablet PC Input Panel' is docked on the left side of the screen by default

Note:

This feature is only supported in the following Vista editions:

- Windows Vista Home Premium
- Windows Vista Business
- Windows Vista Enterprise
- Windows Vista Ultimate

The Three Input Areas of Input Panel

The input Panel includes three input areas for entering text:

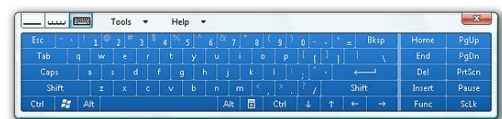
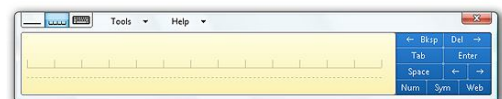
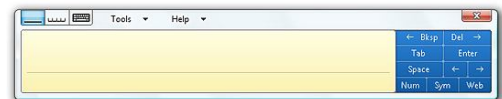
the writing pad,

the character pad

the on-screen keyboard.

The writing pad and the character pad convert handwriting into typed text. The on-screen keyboard works just like a standard keyboard except that the user enters text by tapping keys with a digiscrible.


The following illustrations show the writing pad, the character pad, and the on-screen keyboard.




There are three ways to open Input Panel:

1. Tap the **Input Panel** icon, which appears when you place the pointer in a text entry area, such as the Address bar in a web browser or a text box in a dialog box.

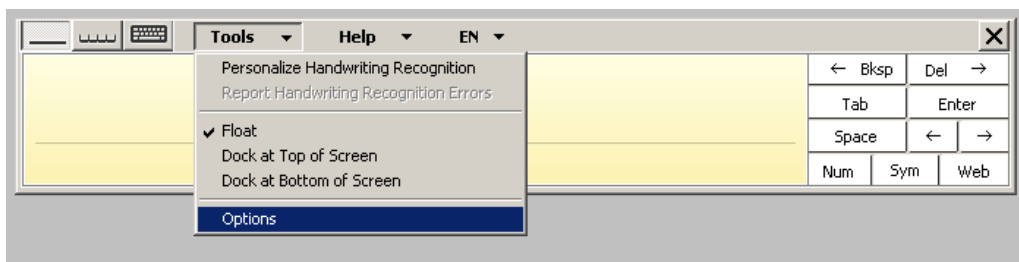


2. Tap the Input Panel tab, which appears by default on the left edge of the screen. When you open Input Panel this way, it floats on top of any open windows. 

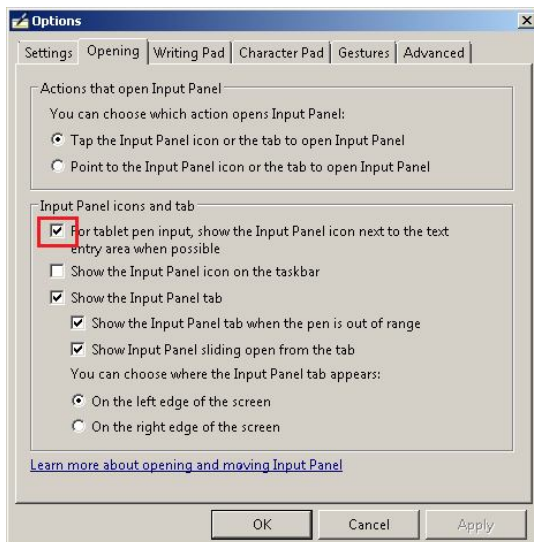
3. Tap the **Tablet PC Input Panel** icon on the Windows taskbar. The Input Panel icon does not appear on the taskbar by default. To make it appear, right-click the taskbar, tap **Toolbars**, and then tap **Tablet PC Input Panel**. 

Trouble Shooting

- a. In case the 'Floating' Input panel does not appear (While your cursor is in a data entry field in an application)
 - Open the Tablet PC Input Panel
 - Click 'Tools' then 'Options'



- In the 'Opening' TAB, make sure the following option is checked:



- Click OK

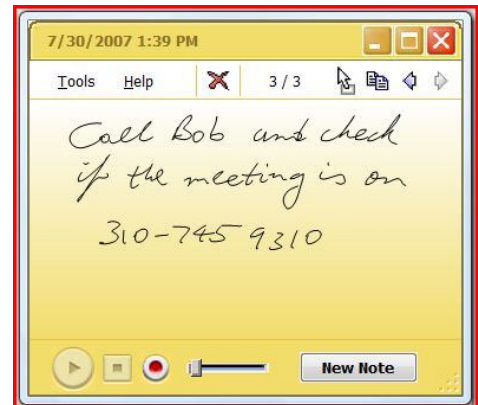
Reference:

- <http://www.microsoft.com/windows/products/windowsvista/features/details/tabletpc.mspx>

Sticky Notes

Write down ideas and thoughts in a quick and easy way using desktop notes ("stickies").

Keep your information, quick notes, addresses, phone numbers, web links and more in one place where you can easily find it? Windows Vista can offer you different electronic notes software and freeware solutions that allows you to quickly write something down any time you need - during a meeting, lecture, searching information on the Internet, etc



To make sticky notes open automatically at startup go to **Tools**, tap **Options** and then Tap **Open at Startup**

Open **Sticky Notes** by tapping the **Start** button, typing **Sticky Notes** in the search box, and then tapping **Sticky Notes** in the list of results.

Alternatively: **Start** → **All Programs** → **Sticky Notes**

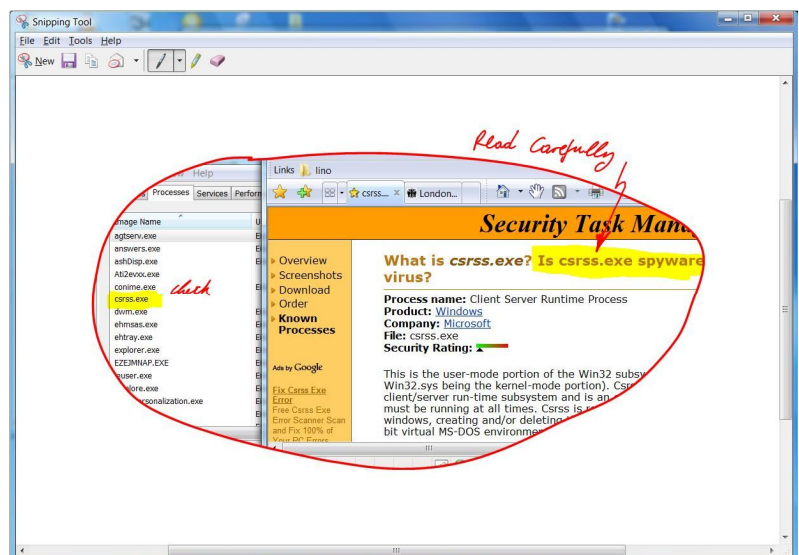
To keep sticky notes always visible on the desktop Tap the **Tools** menu, points to **Options** and then type **Always on Top**

Note- your notes are automatically saved when you close **Sticky Notes**

Windows Snipping Tool

The program is a screen-capture tool that allows taking screenshots (called snips) of windows, rectangular areas, or a free-form area. Snips can then be annotated, saved (as an image file or HTML page), or e-mailed.

Open **Snipping Tool** by tapping the **Start** button, typing **Snipping Tool** or just **Snipping** in the search box, and then tapping **Snipping Tool** in the list of results.



Alternatively: **Start** → **All Programs** → **Snipping Tool**

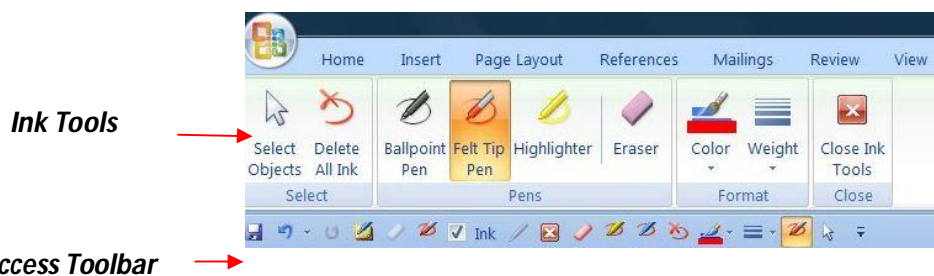
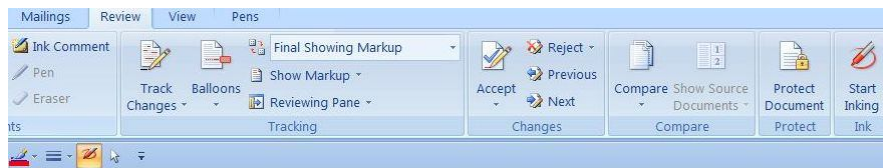
Use Digital Inking in Office 2007 Applications.

Microsoft Office 2007 and digiscribble offer new capabilities that allow you to work more naturally and efficiently. Within Office 2007, numerous applications support digital mark-up with digiscribble and provide easy access to digital inking tools for intuitive collaboration in:

- Word
- Excel
- Outlook
- PowerPoint
- OneNote

Writing with a pen is a particularly efficient and natural way to comment on an existing document and to capture rough thoughts that are emerging in real time.

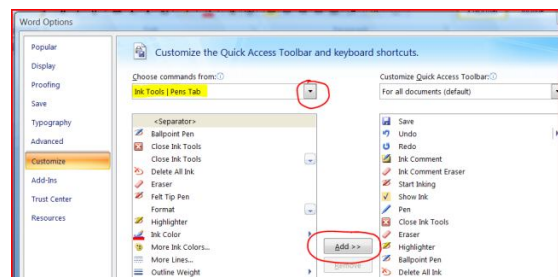
Word, PowerPoint and Excel have a **Review** tab with a **Start Inking** button that provides an **Ink Tools** menu. This menu includes tools such as: **felt tip pen, ballpoint pen, highlighter, and eraser**, as well as options to select the **Ink Color**.



The **Ink Tools** allow you to markup and edit documents in a natural way. In Word, easily mark-up copy and make noticeable edits.

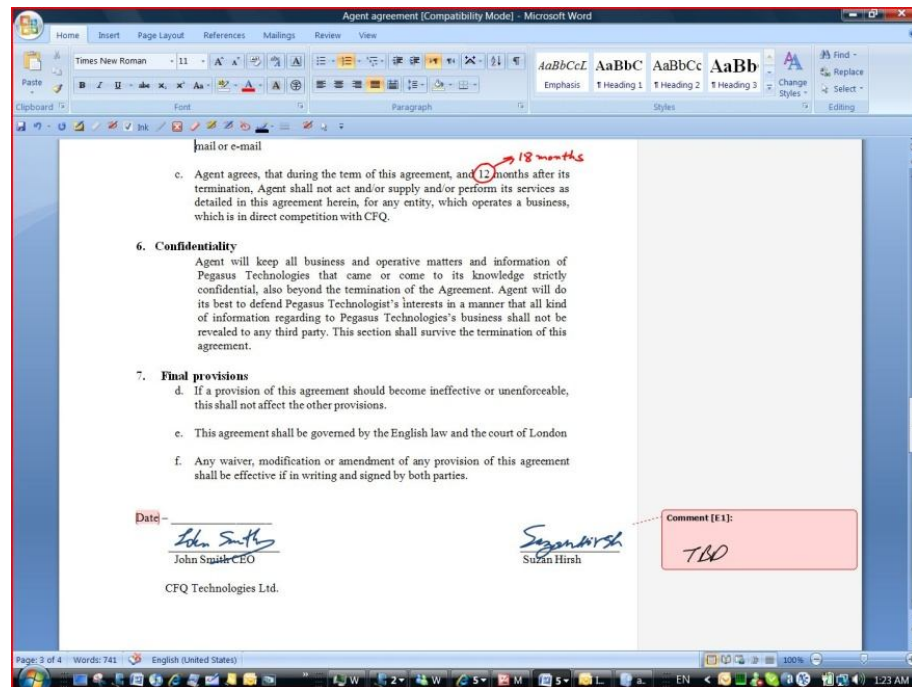
To create **Quick Toolbar**, please follow the instructions below:

1. Place the cursor on the bar next to **View** and right click the mouse. **Tap Customize Quick Access toolbar.**

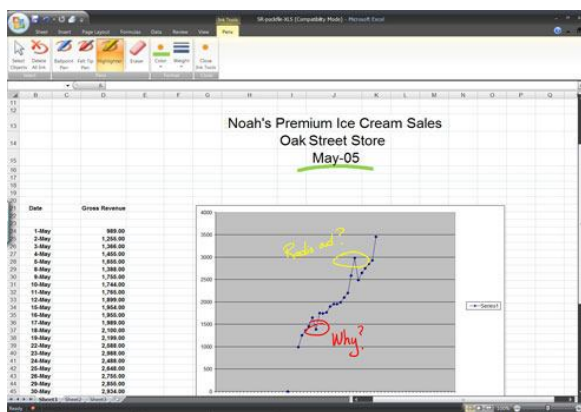


2. Choose **Ink Tools Pens Tab** by taping the arrow at **Choose command from** (see yellow highlight)
3. Add ink and pen icons at your will by using **Add** button

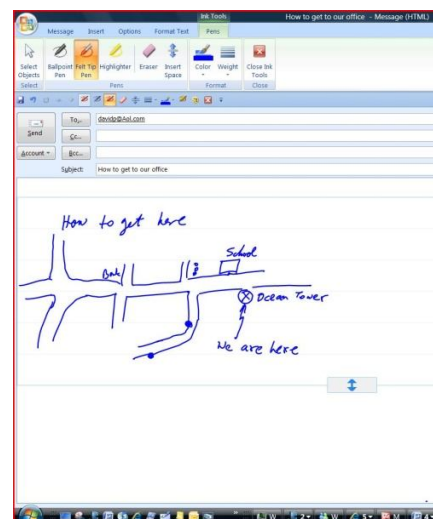
Selected examples for using digital ink in Office 2007 Applications



Signatures, Ink Comments and annotation in Word 2007



Inking Excel 2007



Drawing in Outlook 2007