Pen Palette Help Contents

To view a help topic, tap one of the underlined topic names below.
To see more topics below, use the scroll bar.

Basic Skills
   Help Basics
   Pen Palette Basics
   What is the Pen Palette?
   How to Use the Pen
   Moving and Sizing the Pen Palette

Writing and Correcting Text
   Using the Writing Window
   Editing Text
   Reversing the Previous Action
   Moving and Copying Text
   Training the Recognizer
   Using the On-Screen Keyboard

Using Gestures as Shortcuts
   Using   Gestures
   Defining Your Own Gestures
   Modifier Keys for Gesture Mapping
   Troubleshooting Circled Letter Gestures

Reference
   Pen Palette Commands

Help Basics

Online help provides information and step-by-step instructions.

Using Help

▸ To return to the previous topic, <u>tap</u> the Back button.

▸ To return to the Contents screen, tap the Contents button.

▸ To see a definition, tap a word with a dotted underline. Tap again to close the definition.

▸ To see more information below, use the <u>scroll bar</u>.

There are three methods for getting Help:

- Using the Help Contents
- Viewing Related Topics
- Searching for Help Topics

Using Help Contents

The Pen Palette Help Contents screen is displayed when you choose the Help Contents command from the Pen Palette Help menu. The Help Contents screen contains all the Pen Palette Help topics, grouped according to related task.

▸ To display a Help topic, <u>tap</u> one of the underlined topics.

Viewing Related Topics

Most Help topics contain related topics. Related topics are underlined and usually appear after the "See Also" heading.

To view a related topic

▸ Tap the underlined topic name.

Searching for Help Topics

Another way to find a Help topic is by searching through related words called "keywords." For example, you can display a list of all the Help topics that discuss the keyword "gestures."

To search for a topic

1 Tap the Search button at the top of the Help window.
   The Search dialog box is displayed.
2 Enter a keyword, or use the scroll bar to display the list of keywords.
3 Double-tap the keyword, or tap the Show Topics button.
   A list of related topics is displayed.
4 <u>Double-tap</u> the topic you want to view.

Pen Palette Basics

The topics listed below offer introductory information about using the pen.

To view a help topic, <u>tap</u> one of the underlined topic names below.

<u>How to Use the Pen</u>
<u>Using the Writing Window</u>
<u>What is the Pen Palette?</u>
<u>Using Gestures</u>
<u>Moving and Sizing the Pen Palette</u>
<u>Training the Recognizer</u>

To see a demonstration of how gestures are drawn, and to practice drawing gestures, tap the button below.

[Demo]

How to Use the Pen

Use the pen to print characters, symbols, or numbers directly on the screen or writing tablet. You tap or double-tap the pen on the screen or writing tablet to select objects. You can also use special marks called gestures that tell the computer to carry out an action.

Selecting text and working with Windows

You select text by pressing the pen against the screen until the pen pointer turns into a down arrow. Then you drag the pen across the text. The text is highlighted, indicating selection. When you place the pen tip on a menu, window border, command button, or other Windows control, the pen pointer changes to an arrow shape. You tap the pen to choose commands and buttons and perform other actions.

▸ **To select an object**

To select an object, tap it. Press the pen tip down on the object, then lift the pen tip up. For example, to choose the Minimize button in an application, tap the Minimize button.

▸ **To choose a shortcut**

To choose a shortcut, double-tap an object. Tap it twice quickly. For example, you can restore or start an application by double-tapping the application's icon.

Note: If you have difficulty double-tapping, adjust the double-tap area and speed in the Pen options of the Control Panel.

▸ **To move or size an object**

To move or size an object, drag it. To drag the object, press and hold down the pen tip while you move it in the direction you want to drag the object. Lift the pen when the object reaches the desired location or size.For example, you can change the size of a window by dragging one of its borders.

Handwriting

You can print in the Pen Palette writing window or in any text area that accepts pen input. You must print text; cursive handwriting is not recognized. When you place the pen tip in the Pen Palette writing window or in any other text writing area, the pen pointer changes to a pen shape. When you press and move the pen tip across a text area, the pen-shaped pointer starts "inking" (tracing) lines on the screen. After you lift the pen, your printing is recognized and translated into type. Any character that is not recognized is displayed as a question mark.

Drawing gestures

Gestures are pen strokes that you draw to instruct the computer to carry out an action or command. For example, to delete a word, you draw the Delete Words gesture through the text. You can draw gestures in any area that accepts handwriting and displays the pen-shaped pointer. To see a list of gestures and what they do, tap the Gestures button on the Help button bar. You can also define your own gestures, using the Gesture Manager.
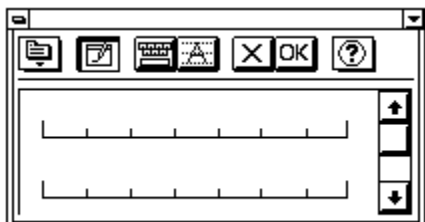
See Also

Using the Writing Window
Using Gestures
Defining Your Own Gestures

What is the Pen Palette?

The Pen Palette is a palette of tools--including a writing window, trainer, on-screen keyboard, and gesture manager--that you use when writing. The Pen Palette initially displays as an icon when you start Windows.

Tap any part of the drawing below to learn about each tool and its function.

See Also:

Using the Writing Window
Training the Recognizer
Using the On-Screen Keyboard
Pen Palette Commands

The **Edit menu** contains commands for editing, choosing options, and defining <u>gestures</u>.

The **Writing Window** button displays or hides the writing window.

The **On-Screen Keyboard** button displays an on-screen keyboard.

The **Trainer** button displays the Trainer dialog box for improving handwriting <u>recognition</u>.

The **Clear** button clears all text from the writing window.

The **OK** button sends the text from the writing window to the active application.

The **Help** button provides access to Help topics.

The **Writing Window** button opens and closes the writing window, which is used for writing and editing text. The writing window can have **letter guides** to help improve handwriting recognition. Use the Options command on the Edit menu to display or hide the letter guides.

Moving and Sizing the Pen Palette

You can move the Pen Palette anywhere on the screen and change the size of the writing window to make it easier to print text and see the insertion point in the active application.

Unless you minimize it, the Pen Palette overlaps all open windows.   When you minimize the Pen Palette, it turns into an icon at the bottom of the screen. When you double-tap the Pen Palette icon, it returns to its previous size and location.

To move the Pen Palette

▶   Press the pen down on the Pen Palette title bar, nd then drag the Pen Palette to the new location.

The Pen Palette title bar turns bold, and a dotted outline follows the pen as you move the title bar.

To size the Pen Palette writing window

1 If the writing window is closed, tap the Writing Window button on the Pen Palette tool bar.
2 Move the pen over the window border.

When you move the pen over the window border, it displays a double-headed arrow.
3 Drag to change the width or height of the window.

A dotted outline tracks the size of the writing window.
You can change both the width and height at the same time by dragging one of the two bottom corners of the Pen Palette window.

To minimize the Pen Palette

Demo   Tap the Minimize button in the upper-right corner of the Pen Palette window.

To restore the Pen Palette

Demo   Double-tap the Pen Palette icon.

If you need assistance locating the Pen Palette icon, double-tap any open area of the screen background to display the Windows Task List, and then double-tap the Pen Palette icon.

Using the Writing Window

You use the writing window as a writing area for your printing before sending recognized text to an application.

You display the writing window by tapping the Writing Window button on the Pen Palette. You print in the writing window, where your text is recognized. You can make any corrections there before sending the text to the active application.

You can write directly in most Windows applications. However, you may find that the improved handwriting recognition and extra space you get with the writing window makes it a valuable writing tool.

To write in the writing window

1 Print one character for each cell in the writing window letter guides.

   If the letter guides are turned off, you do not see cells in the writing window. To turn on letter guides, choose Options from the Pen Palette Edit menu,. Tap the Letter Guides box to turn on the letter guides and then tap OK.

2 Leave blank cells for spaces.

3 When you are finished writing, lift the pen from the screen.

   After a brief delay, your handwritten text is translated into recognized type. Characters that are not recognized display a question mark.

4 To send the text to the insertion point in the active application, tap OK.

   Or, to erase all the text from the writing window, tap the Clear button (X).

To correct errors

Use any of the following methods to correct text in the writing window:

[Demo]   If the letter guides are on, write over the incorrect characters.

[Demo]   If the letter guides are off, select the incorrect characters and draw the Edit Text gesture (a check mark).

[Demo]   Draw gestures to cut, copy, paste, or delete text. You can also add a space between words or insert new lines by drawing gestures.

To hide the writing window

[Demo]   On the Pen Palette, tap the Writing Window button.

   To show the writing window again, tap the Writing Window button.

To turn letter guides off

1 From the Edit menu, choose Options.

2 In the Options dialog box, tap the Use Letter Guides box.

3 Tap OK.

See Also:

   Editing Text

   Using   Gestures

   What is the Pen Palette?

Edit Text Dialog Box

To edit text

1 Write over incorrect characters.

   Or, <u>tap</u> the Clear button to erase all text and start over.

   Or, draw gestures to edit any incorrect characters.

2 After editing the text, tap OK.

   Changed text replaces the original text in the application.

   To learn more about using gestures, choose the Gesture button from the Help button bar.

Editing Text

You can change text by drawing the Edit Text gesture (a check mark) over the text you want to change. The Edit Text dialog box appears with your text. If you <u>select</u> more than one word and then draw the Edit Text gesture, all the selected words are displayed in the Edit Text dialog box.

If your writing area has letter guides, you can correct errors by simply writing over them.

The Edit Text gesture also works in the Pen Palette writing window only if letter guides are not displayed.

To edit text

1 Draw the Edit Text gesture over the word you want to change.
   Or select the text to edit and then draw the Edit Text gesture.
   The Edit Text Dialog box appears.
2 Write over incorrect characters.
   Or, <u>tap</u> the Clear button to erase all text and start over.
   Or, draw gestures to edit any incorrect characters.
3 After editing the text, tap the OK button in the Edit Text dialog box.
   The words are replaced in the application.

Reversing the Previous Action

The Undo command reverses the effects of the previous action. For example, if you delete text in the Pen Palette and decide you want it back, you can undo the deletion.

To undo the previous action

Draw the Undo gesture, or from the Pen Palette Edit menu, choose Undo.
If you draw the Undo gesture incorrectly, you cannot undo your last action. To guarantee that your last action is reversed, choose the Undo command from the Edit menu.
Once you tap OK in the Edit Text dialog box or on the Pen Palette, you cannot undo that action.

See Also

Using Gestures

Moving and Copying Text

You can move and copy text in the Pen Palette or in the active application by using the Cut, Copy, and Paste commands or gestures.

To move text
1 Select the text you want to move.
2 Draw the Cut gesture, or from the Pen Palette Edit menu, choose Cut.
3 Place the cursor where you want to insert the text, and then draw the Paste gesture. The text will be inserted at the tip of the gesture.
   Or move the insertion point by tapping the location where you want to move the text.
   Or, from the Edit menu, choose Paste.

To copy text
1 Select the text you want to copy.
2 Draw the Copy gesture, or from the Pen Palette Edit menu, choose Copy.
3 Place the cursor where you want to insert the text, and then draw the Paste gesture. The text will be inserted at the tip of the gesture.
   Or move the insertion point by tapping the location where you want to move the text.
   Or, from the Edit menu, choose Paste.

See Also
   Using Gestures

Training the Recognizer

If you frequently see question marks instead of the characters you printed, or if the characters you print are often incorrectly recognized, you can train the <u>recognizer</u> to understand your printing. For more information about the recognizer's advanced features and the Advanced button, see the Microsoft Shape Viewer Dialog Box topic.

> **Note** If you haven't added your name to the User list in the Handwriting Control Panel settings, your training will be saved as User 1.

To train the recognizer

1 From the <u>Pen Palette</u>, tap the Trainer button (the one with the "A").
   The Trainer dialog box appears with your text as entered and recognized.
2 In the box cells, select the character or symbol you want to train.
   You can select multiple characters or symbols. Tap and then drag the pen across your selection.
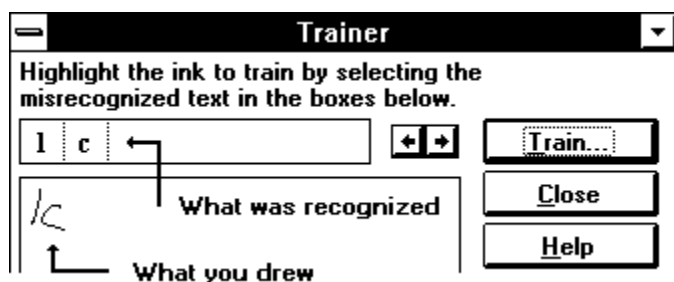
3   Tap the Train button.
      The Train Ink dialog box appears.
      The ink for the selected characters or symbols is displayed in the Train this ink box.
      You can train this ink as a character, as text (multiple characters), or as a gesture.
4   In the As box, choose one of the three options and follow the appropriate procedure below.

To train a character

1 In the As box, choose Character.
2 Print the correct character in the letter guide. If the trainer cannot recognize your printing, use the on-screen keyboard by tapping its symbol. Then tap the correct character.
3 Once the correct letter is displayed in the As box, tap OK and you return to the Trainer dialog box.
4 To save changes and exit the Trainer, tap the Close button.
   A message appears, asking you if you want to save your training now.
5 To save your training, tap Yes.

To train text (multiple characters)

1 In the As box, choose Text.
2 Print the correct text (up to three characters) in the letter guides. If the trainer cannot recognize your printing, use the on-screen keyboard by tapping its symbol. Then tap the correct characters.
3 Once the correct letters are displayed in the As box, tap OK. You are returned to the Trainer dialog box.
4 To exit the Trainer, tap Close.
   A message appears asking you if you want to save your training.
5 To save your training, tap Yes.

To train a gesture

1 In the As box, choose Gesture.
2 From the list of gestures, choose the correct gesture.
3 Once the correct gesture is listed, tap OK. You return to the Trainer dialog box.
4 To save changes and exit the Trainer, tap the Close button.
   A message appears, asking you if you want to save your training now.
5 To save your training, tap Yes.

See Also

Training Tips
TrainerDialogBox

Using the On-Screen Keyboard

You may sometimes find it easier to enter text using the on-screen keyboard. You can display the on-screen keyboard by tapping its button in the Pen Palette. You can choose from three keyboard options: full keyboard, text-only, or numeric only, by tapping Options on the <u>Control menu</u> in the upper-left corner of the keyboard.

To use the on-screen keyboard
1 Place the <u>insertion point</u> in the application where you want to insert text.
2 In the Pen Palette, tap the on-screen keyboard button.
3 Tap the keys you want.
   To type uppercase, tap the SHIFT key and then the character you want. The keyboard reflects the case you're in.
   To enter all uppercase letters,tap the CAPS key; tap CAPS again to return to lowercase.
4 To remove the on-screen keyboard, close it or minimize it.

Note: You can also use the on-screen keyboard to enter key combinations. For example, to type Ctrl+v, tap Ctrl and then tap v.

Using Gestures

A gesture is a special handwriting symbol you draw to tell Windows to carry out an action.

For more information, tap any gesture.

EDIT TEXT	BACKSPACE	SPACE	NEW LINE	CUT	UNDO

COPY	PASTE	DELETE	DELETE WORD	EXTEND	TAB
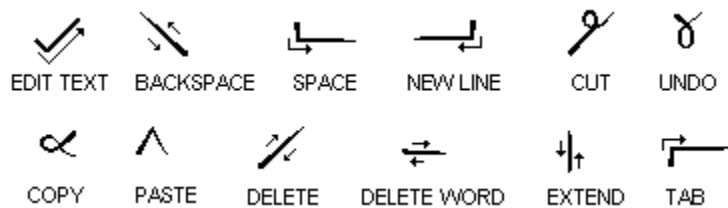
To see a demonstration of how gestures are drawn, and to practice drawing text and gestures, tap the button below.

[**Demo**]

See Also

Defining Your Own Gestures

Defining Your Own Gestures

You can define your own <u>gestures</u> by using the Gesture Manager command on the Pen Palette <u>Edit menu</u>.   When you define a gesture, you assign a character or a series of keystrokes to any one of the circled letters displayed in the Gestures box. When you define a gesture, you can define it for all applications or for specific applications only. For example, you might define the letter p with a circle around it as the keyboard sequence to print a file for all your applications and "q" with a circle around it to queue print files in Word for Windows.

To define a circled-letter gesture

1 From the Pen Palette Edit menu, choose Gesture Manager.
2 In the Gestures For box, select the application you want to set the gesture for. Only active applications that accept gestures are listed. To define a gesture for all applications, choose All Applications.

    The Gestures box lists 26 lowercase circled letters, a through z. Some of the letters, such as the circled c, are predefined and have a keyboard sequence attached to them already. You can change these predefined gestures, as needed.
3 To attach a keystroke sequence to the selected circled letter, double-tap a circled letter in the Gestures box.

    Or tap the Edit button

    The Edit Gesture dialog box appears.
4 In the Write Gesture Mapping Here box, print the characters that will correspond to your selected gesture. If you are using key combinations, rather than text, such as CTRL or ALT, use the on-screen keyboard.
5 To display the <u>on-screen keyboard</u>, tap the keyboard button (the small keyboard symbol below the Help button).
6 Tap the keys you want to assign to the selected circled-letter gesture.

    Modifier keys and function keys are automatically enclosed in braces.

Note: Make sure that the definition of the gesture includes only the characters and key combinations that you want. Check for extra spaces or unwanted key combinations.

7 When you are finished, tap OK.
8 To close the Gesture Manager, tap Close.

To remove or change the definition of a gesture

1 From the Pen Palette Edit menu, choose Gesture Manager.
2 In the Gestures for box, select the application you want to modify the gesture for. If, All Applications, the gesture will be modified in all applications.
3 To modify a keystroke sequence from the selected circled letter, double-tap a circled letter in the Gestures box.

    The Edit Gesture dialog box appears.
4 To remove the definition, tap the Clear button.

    Or modify the definition in the Write Gesture Mapping Here box.

    To undo your modifications, tap the Restore button.
5 When you are finished, tap OK.
6 To close the Gesture Manager, tap Close.

See Also

> <u>Modifier Keys for Gesture Mapping</u>
> <u>Troubleshooting Circled Letter Gestures</u>

Pen Palette Commands

The Pen Palette Edit menu contains the following commands:

Undo reverses the results of the last action or command.
　　See also Reversing the Previous Action

Cut removes selected text from its current location and places it on the Clipboard.
　　See also Moving and Copying Text

Copy duplicates selected text and places it on the Clipboard.
　　See also Moving and Copying Text

Paste inserts text from from the Clipboard at the insertion point.
　　See also Moving and Copying Text

Options displays a dialog box containing the following options:

　　Enable Writing in All Applications.　Allows writing in Windows applications that were not written for Windows for Pen Computing.
　　Use Letter Guides in Writing Window.　Displays or removes the lines and boxes that aid handwriting recognition in the writing window.

Gesture Manager displays a dialog box for assigning keystrokes to circled letter gestures.

See Also:
　　Defining Your Own Gestures

Active application

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

Cell

One unit of the letter guide in the writing window. Turn letter guides on to improve character recognition.

Command button

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

Control Panel

The Windows application used for system settings, such as ink width, ink color, dictionary, recognizer, and user lists. The Control Panel is in the main group.

Control menu

The menu in the upper-left corner of a window, indicated by a SPACEBAR icon. Use the Control menu to minimize and maximize a window, or to close an application.

Copy gesture

Cut gesture

Dialog box

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

Double-tap

To tap the pen twice quickly against the screen.

Drag

To press the pen against the screen without lifting it.

Gesture

A symbol you draw that represents a command or character.

Icon

A graphic representation of an application or file.

Insertion point

In most applications, the vertical blinking bar where text is inserted.

Menu

A list of available commands in an application window. Menu names appear in the menu bar. To choose a command, tap the menu name on the menu bar, and then tap the command you want.

Minimize

To shrink a window to an icon.

Minimize button

The small button at the right end of the title bar that contains a down arrow. Tap this button to shrink a window to an icon.

On-screen keyboard

A visual representation of a keyboard that is displayed when you tap the Keyboard button. To type letters, tap them. To carry out key combinations, tap the keys in sequence. Use the Control menu to select different on-screen keyboard layouts.

Paste Gesture

Pen Palette

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

Recognition

The process of converting handwriting to type.

Recognizer

The component of Microsoft Windows for Pen Computing that interprets your printing.

Scroll bar

A bar that appears at the right or bottom edge of a window or list box. Tap the down scroll bar to move vertically in a window or list box; tap the horizontal scroll bar to move left or right.

Select

To mark an object such as a character, word, or picture. Selected objects are highlighted. Once an object is   selected, you choose commands that affect it.

To select text with the pen, press the pen against the screen until the cursor changes to a down arrow, then drag the pen over the text you want to select. To select an object with the pen, such as a drawing, tap it.

Tap

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

Task List

A window that shows all running applications. Use the Task List to switch between running applications. To display the Task List, double-tap an empty area of the window background.

Title bar

The horizontal bar at the top of a window.

Trainer

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

Undo gesture

Window border

The border that surrounds a window.

Letter guides

Individual cells used to separate characters in the writing window to improve character recognition.

Select

To select text, press the pen against the screen and hold it there until the pointer changes to a down arrow. Then drag the pen over the text to be selected. To select an object, such as a drawing, tap it. Selected words and objects are highlighted.

Extend Selection gesture

Extends the selection from the insertion point to the location where you draw the gesture. Use the Extend Selection gesture to quickly extend the selection to a paragraph or whole page by drawing it at the end of the paragraph or page.

Tip: Overlap the lines. Don't lift the pen between the first line down and the second line up.

To close this box, tap anywhere.

Delete gesture

Removes the current selection or, if there is no selection, removes the character to the right of where the gesture started.

Tip: Draw at a 45-degree angle up and to the right and then down and to the left.

To close this box, tap anywhere.

Delete Words gesture
Removes the word(s) beneath the gesture.

Tip: Draw this gesture through the word(s) to be deleted.

To close this box, tap anywhere.

Backspace gesture

Deletes the character to the left of where the gesture is started.

Tip: Draw at a 45-degree angle up to the left and then down to the right.

To close this box, tap anywhere.

Tab gesture

Inserts a tab where the gesture is started.

Tip: Draw the horizontal stroke longer than the vertical so it is not mistaken for the letter r. Make the angle 90 degrees.

To close this box, tap anywhere.

Edit Text gesture

Displays the Edit Text box and places the selected text in the Edit Text box. The letter guides in the Edit Text box are designed to help improve handwriting recognition.

Tip: Make the second part of the gesture much longer than the first so it is not mistaken for the letter v.

To close this box, tap anywhere.

Cut gesture

Deletes the selection and moves it to the Clipboard. If there is no selection, the word beneath the gesture is deleted and placed on the Clipboard.

Tip: Keep the loop small.

To close this box, tap anywhere.

Undo gesture

Reverses the previous action. Draw this gesture when you mistakenly perform an editing action on a word or object.

Tip: Draw the tail of the gesture longer than the rest so it is not mistaken for the letter o.

To close this box, tap anywhere.

Insert Space gesture

Inserts a space at the start of the gesture.

Tip: Draw the horizontal part longer than the vertical so it is not mistaken for the letter L. Make the angle 90 degrees.

To close this box, tap anywhere.

New Line gesture

Inserts a new line at the start of the gesture.

Tip: Draw the horizontal part longer than the vertical. Make the angle 90 degrees.

To close this box, tap anywhere.

Paste gesture
Inserts the contents of the Clipboard at the tip of the gesture.

Tip: Keep the lines straight.

To close this box, tap anywhere.

Copy gesture

Copies the selection and places it on the Clipboard. If there is no selection, the word under the gesture is copied to the Clipboard.

Tip: Draw the tail longer so it is not mistaken for the letter o.

To close this box, tap anywhere.

Trainer Dialog Box

Use the Trainer dialog box to train the recognizer to understand your printing.

The left side of the box shows your original printing and how it is recognized.

The right side of the box contains the following buttons:

Train button

Displays the Train Ink dialog box.

Close button

Closes the Trainer dialog box and saves any training to the recognizer database.

Advanced button

Displays the Microsoft Shape Viewer dialog box. Use this box to work directly with the recognition database. If you are not using the Microsoft recognition database, this button may not be displayed.

See Also

Training the Recognizer
Training Tips

Training Tips

Follow these tips when training the recognizer:

When writing	Follow these tips
Numbers and letters	Draw distinct numbers. For example, you could draw a hook on the top of the number 1 to distinguish it from the letter l. Draw a slash through a zero to distinguish it from the letter o.
Uppercase and lowercase letters	Draw uppercase letters at least twice as tall as the surrounding lowercase letters.
Text	Make sure you leave enough space between characters. For example, if you draw "lc" and it is misrecognized as a "k," increase the space between the letters.

To see a demonstration of how gestures are drawn, and to practice drawing gestures, tap the button below.

[Demo]

See also

Training the Recognizer

Gesture Manager Dialog Box

Use the Gesture Manager dialog box to define your own circled-letter gestures.

The Gesture Manager dialog box contains the following.

Gestures For

Lists applications currently running. You determine which applications you want the gesture to apply to. To define a gesture for all applications, choose All Applications.

Gestures

Lists 26 circled-letter gestures and their definitions.

See also

Defining Your Own Gestures

Troubleshooting Circled-Letter Gestures

Edit Gesture Dialog Box

Use the Edit Gesture dialog box to attach a keyboard sequence to a circled letter gesture.

Gesture
Displays the circled letter gesture that you are editing.

Defined For
Displays which applications the gesture will be defined for.

Write Gesture Mapping Here:
Displays the character or keyboard sequence definition of the gesture. When you draw the gesture in the application, the associated characters or sequences are replayed.

Clear button
Removes the contents of the Write Gesture Mapping Here box.

Restore button
Replaces the contents of the Write Gesture Mapping Here box with its original contents.

Keyboard symbol
Displays the on-screen keyboard for use in the Write Gesture Mapping Here box.

See Also:

    Defining Your Own Gestures
    Troubleshooting Circled Letter Gestures
    Modifier Keys for Gesture Mapping

Options Dialog Box

Displays the following global settings for the Pen Palette:

Enable Writing in All Applications. Allows writing in Windows applications that were not written for Windows for Pen Computing.

Use Letter Guides in Writing Window. Displays or removes the lines and boxes that help improve handwriting recognition in the writing window.

To choose an option

1 Tap the appropriate check box.
2 Tap the OK button.

Keyboard Dialog Box

To choose a style of on-screen keyboard

Demo   Tap the graphic that represents the keyboard layout you want to use and choose the OK button.

See Also:

[Using the On-Screen Keyboard](#)

Train Ink Dialog Box

Use the Train Ink dialog box to train the recognizer to translate what you print. This dialog box contains the following:

Train this ink:
Displays the character as you printed it.

As:
Displays the correctly trained ink as character, text, or gesture.

Character:
Tap this option to train a single character.

Text:
Tap this option if you want the ink trained as more than one character. For example if you commonly connect the letters "lc" and the recognizer misrecognizes these as the letter "k", use this option.

Gesture:
Tap this option if you want the ink trained as a gesture.

Keyboard symbol:
Displays the on-screen keyboard.

See Also:

Training the Recognizer
Training Tips

Modifier Keys for Gesture Mapping

When you use modifier keys when creating your own gestures, they are displayed as follows in the Write Gesture Mapping Here box.

Key	Mapping
Insert	{Ins}
Delete	{Del}
F keys	{F1}
Page up	{PageUp}
End	{End}
Up Arrow	{Up}
Down Arrow	{Down}
Alt	{Alt}
Control	{Ctrl}
Return/Enter	{New Line}
Tab	{Tab}
Shift	{Shift}
Page Down	{PageDn}
Home	{Home}
End	{End}
Right Arrow	{Right}
Left Arrow	{Left}
Print Screen	{PrtScr}
Backspace	{Bs}

Troubleshooting Circled Letter Gestures

If your circled letter gesture doesn't work, check the following:

- Make sure you draw the letter first, then the circle around it.
- If the recognizer doesn't recognize your letter, the circled letter gesture will not work. If necessary, train the letter.
- Check for spaces that follow the gesture mapping sequence. Extra spaces at the end of a gesture mapping sequence can cause unwanted results.
- Check to make sure the letter gesture is mapped to the correct keystrokes.
- Check to make sure the letter gesture isn't already assigned to that application with a different definition. A definition for all applications does not overwrite a gesture definition created for a particular application.

See Also:
Defining Your Own Gestures
Modifier Keys for Gesture Mapping