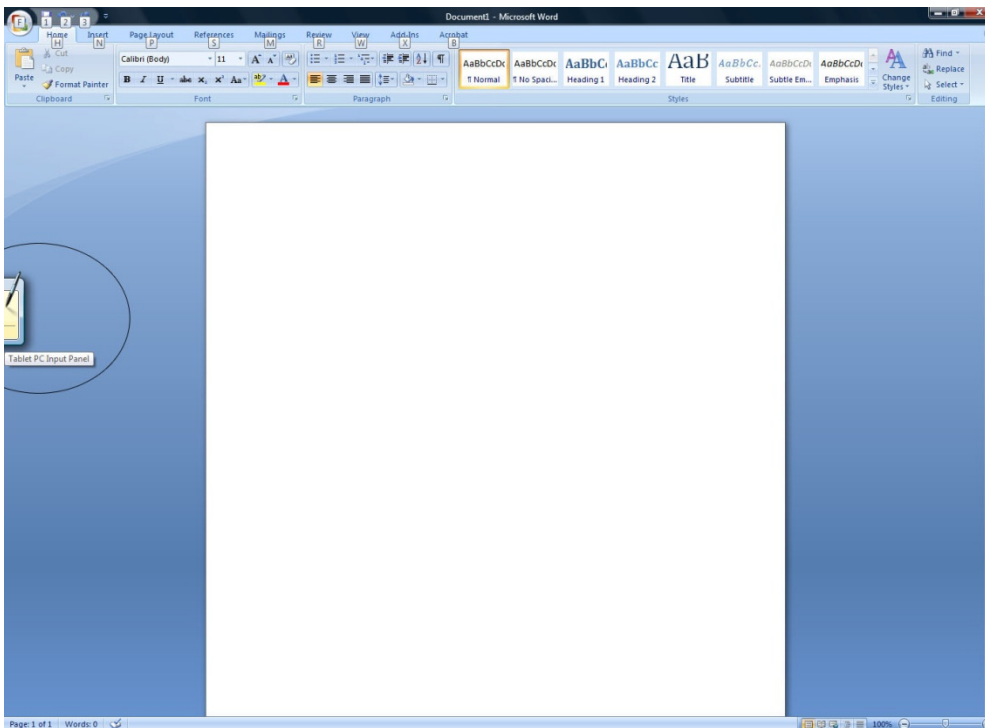


Tablet PC Writing Functions

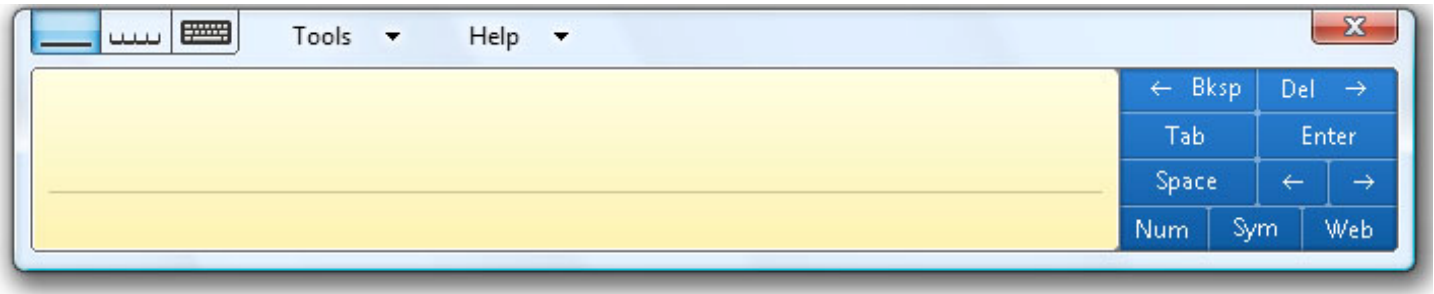
Tablet PC Input Panel	1
Writing Pad	2
Character Pad.....	3
On-Screen Keyboard	4
Microsoft Word Writing Function.....	4
Windows Journal.....	6
Microsoft Office OneNote.....	7

Tablet PC Input Panel

If you want to use the Tablet PC's writing function to insert text into an email, website, or other document, open the Tablet PC Input Panel by clicking on the Input Panel Tab at the outside border of the screen.

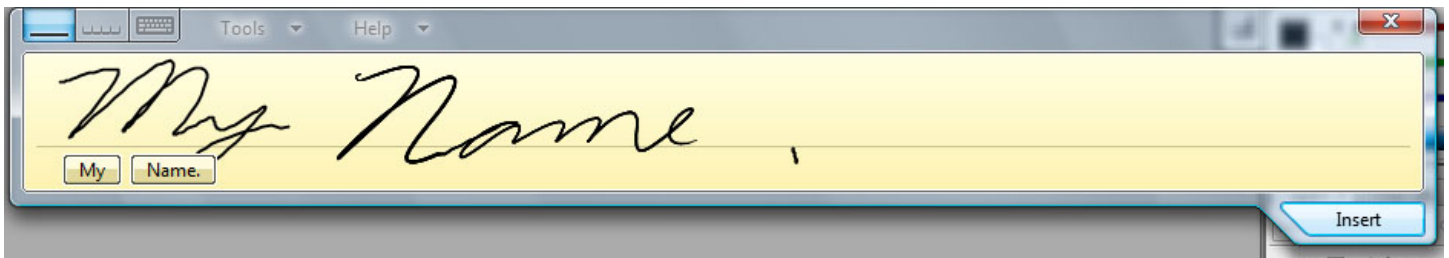


In the upper-right hand corner of the Input Panel are three buttons for three different modes. The first button opens the Writing Pad mode, the second button opens the Character Pad mode, and the third button opens the On-Screen Keyboard mode.

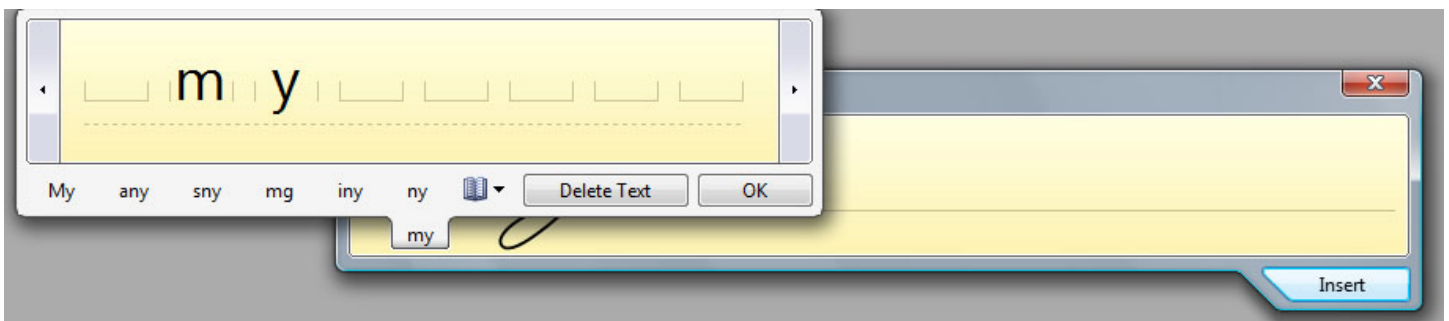


Writing Pad

In this mode, you can use the tablet pen to write text in print or cursive. The Input Panel tries to recognize the words and displays the words in typed text below what you have written. After you have finished writing what you want to appear as typed text in the document, click the **Insert** button.

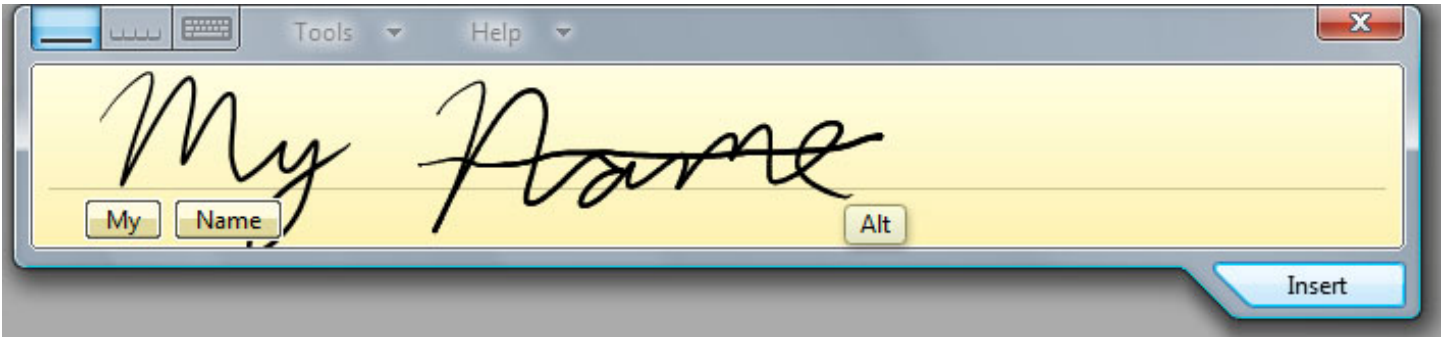


If the Input Panel incorrectly recognizes a written word, click on the incorrect word. A window will appear, and you can make corrections to the word by choosing another suggested word or manually changing the text. You can also delete the word in this window.



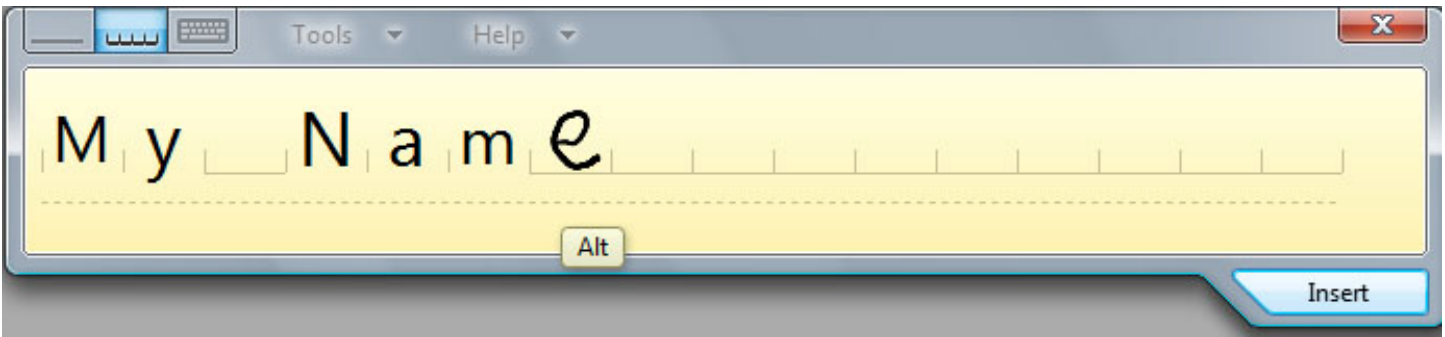
There are two other ways that you can quickly delete an unwanted word. One is to use the back of the tablet's pen to erase the word just like you would with a pencil. When you flip the pen around, a little eraser icon will appear. Simply rub the back of the pen on the text and it will disappear.

The other way to quickly delete a word is to use a Scratch-out Gesture such as the Strikethrough shown in the image below. There are several other gestures that will also delete text (vertical scratch-out, in the pattern of an M or W / circular scratch-out / angled scratch-out / Z-shaped scratch-out).

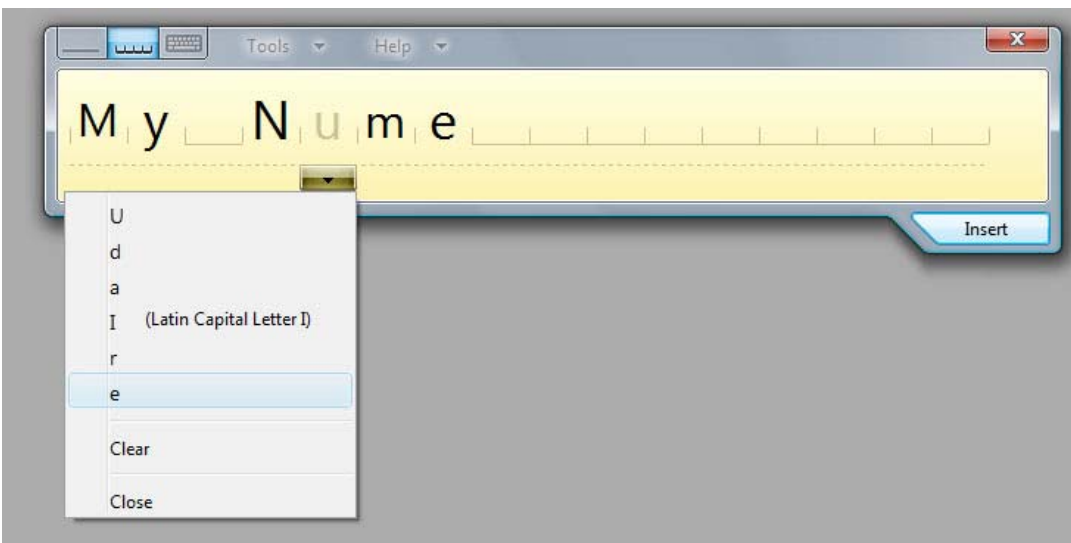


Character Pad

In this mode, you write individual letters in each space and the Input Panel will recognize the letters rather than whole words.

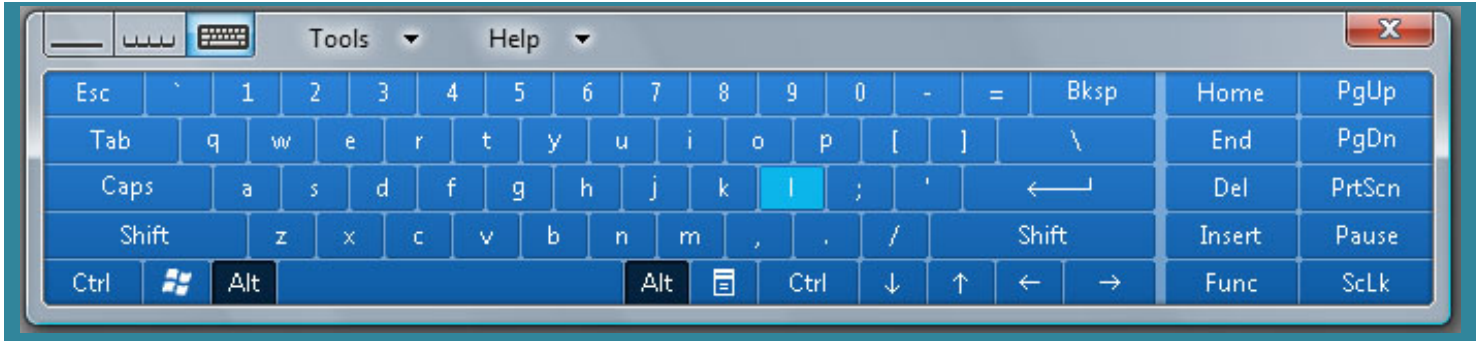


If the Input Panel incorrectly recognizes a letter, you can click the Downward Arrow Button below the letter and a drop-down menu that lists alternative letters will appear. You can choose one of these options or delete the letter and try again.



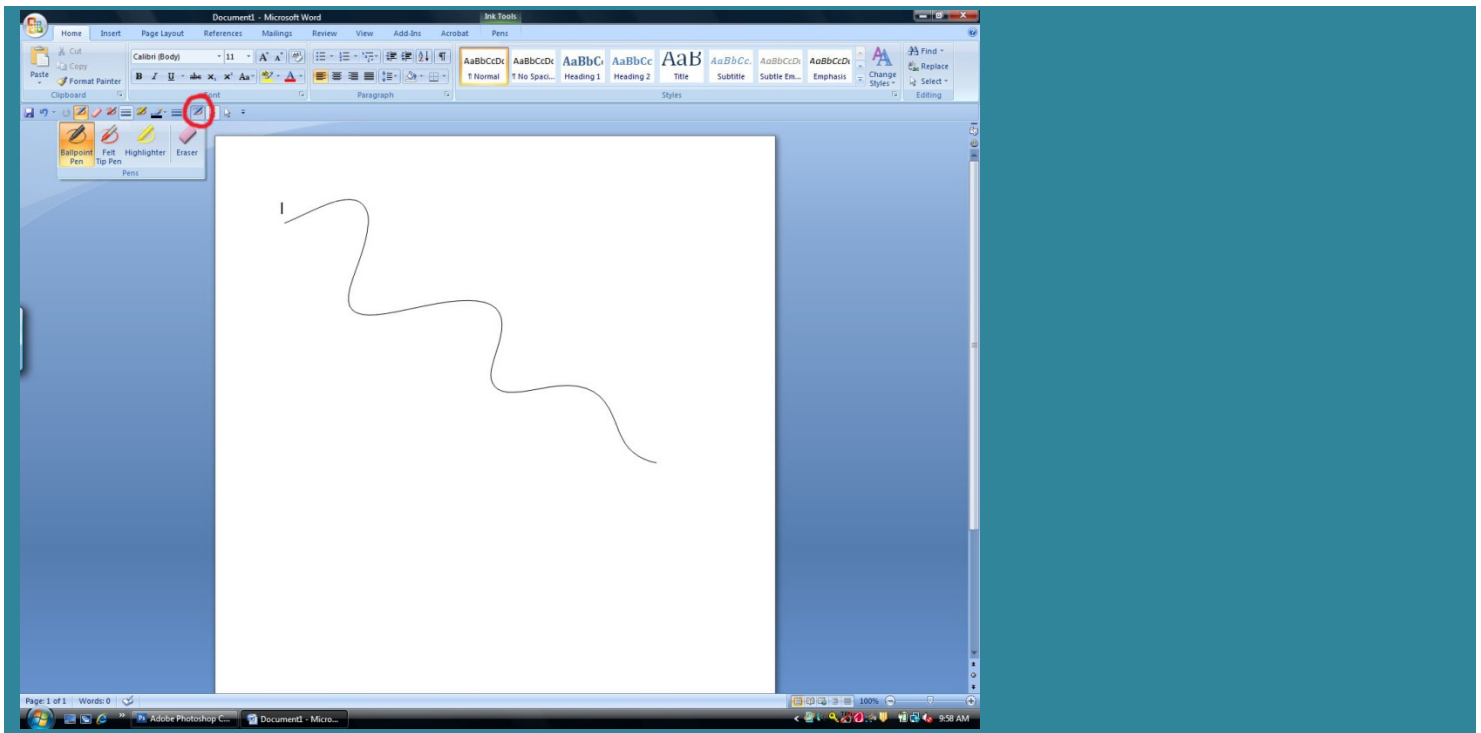
On-Screen Keyboard

In this mode, you simply use the pen to type as you would on a computer keyboard.



Microsoft Word Writing Function

You can use the Ink Drawing and Writing commands to incorporate handwritten text or hand-drawn pictures as the content of your Office documents (especially useful in e-mail messages), or you can use the Ink Annotations command to annotate the existing content of a document (similar to how you would mark up a document that's printed on paper) You can write directly on a word document is to click on the little pen icon and other icons in the toolbar. A menu will appear and you can choose to write in red or black, highlight, or erase.

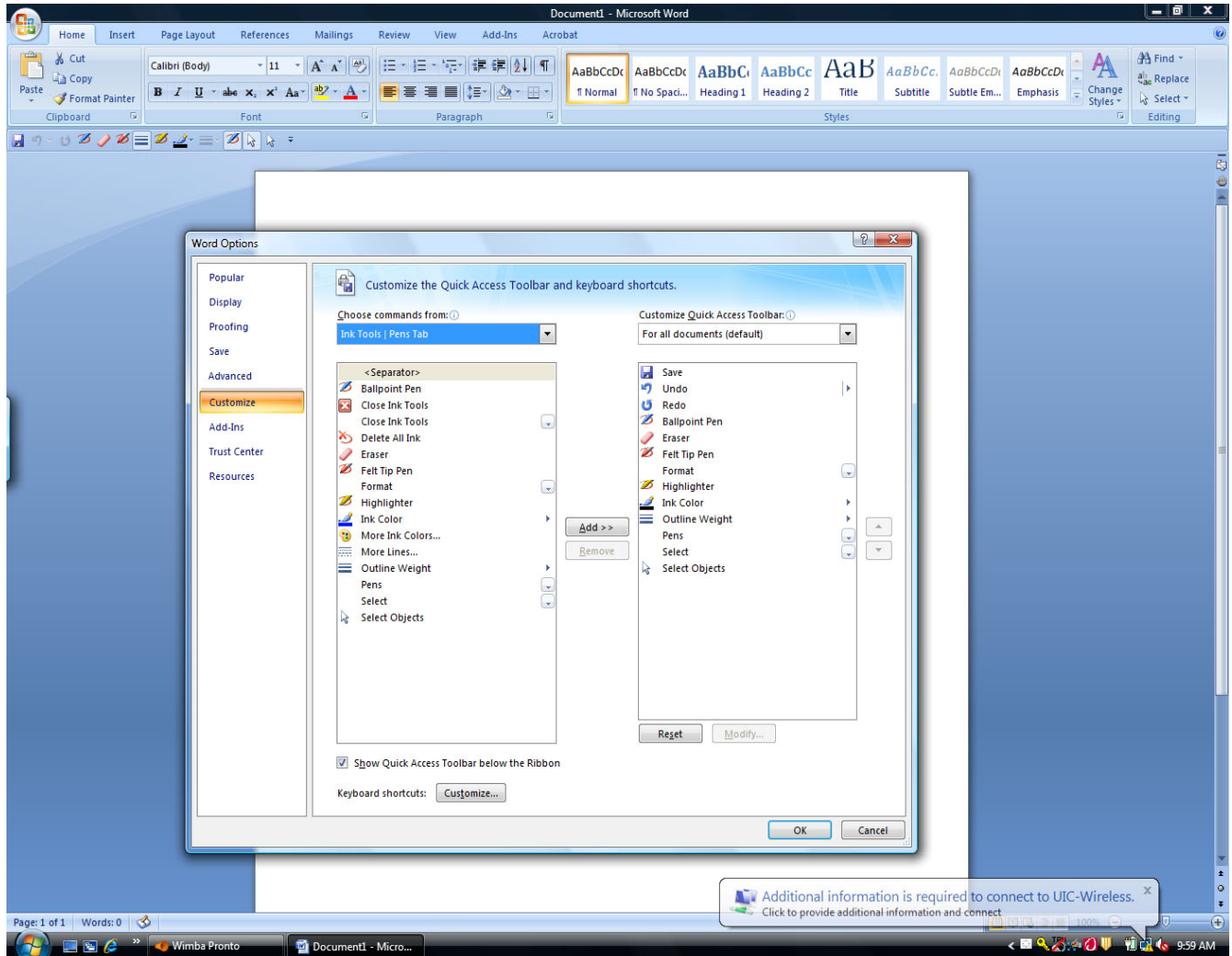


If the icons are not present in the toolbar, you can add them as follows:

Right Click on the Toolbar and click **Customize Quick Access Toolbar...**

In the **Choose commands from:** drop-down-menu, choose **Ink Tools | Pen Tab**

Click the commands you wish to appear in the toolbar and click **Add >>**



Also in Word, you can use the Ink Comment commands, so that handwritten rather than typewritten text appears in comment balloons. You can add the Ink Comment commands as follows:

Right Click on the Toolbar and click **Customize Quick Access Toolbar...**

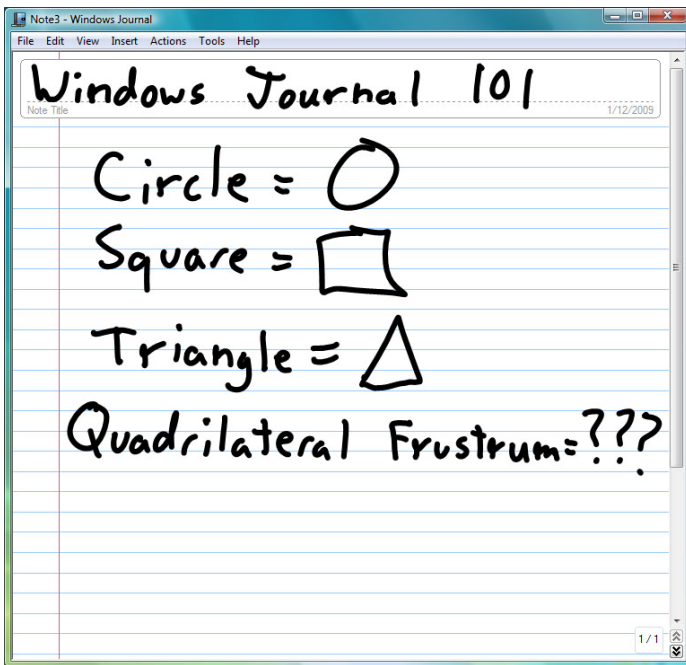
In the **Choose commands from:** drop-down-menu, choose **All Commands**

Click the **Ink Comment & Ink Comment Eraser** commands and click **Add >>**

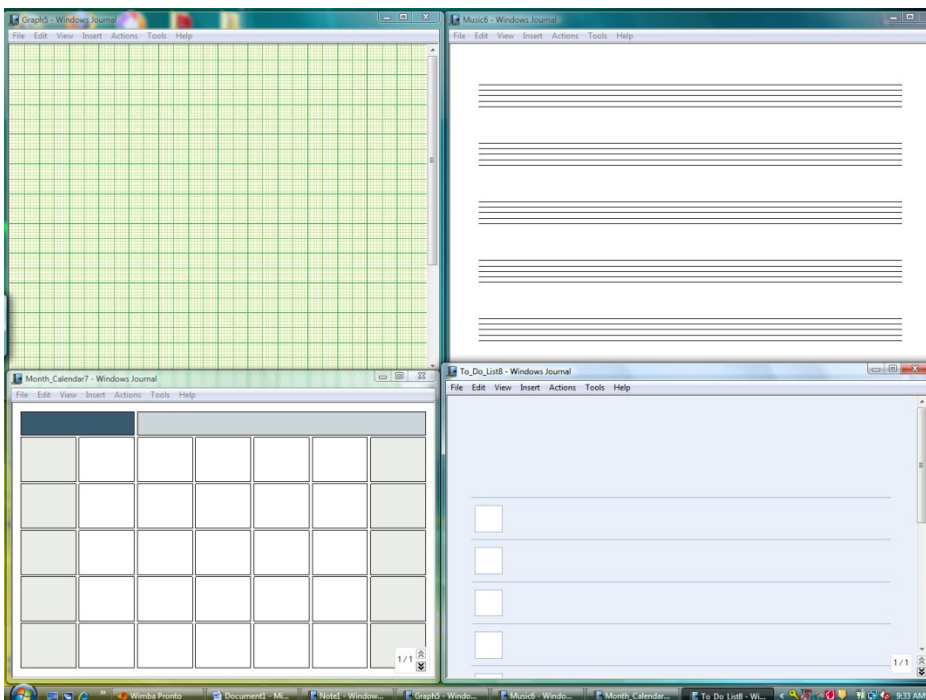
Windows Journal

Windows Journal is a program in which you can use the tablet pen to write notes and then save them on your computer. The pen functions are basically the same as described above, except the Scratch-Out Gestures do not apply.

To access Windows Journal, click **Start Menu > All Programs > Windows Journal**



In Windows Journal, you can also start with different templates such as graph paper, musical staves, a calendar, and a "to-do-list." To choose a template, click **File > New Note from Template... >**



Microsoft Office OneNote

Microsoft Office OneNote is another program in which you can take notes and save them, but it offers much more in terms of organization. As you can see below, you can create separate notebooks (Work Notebook, Personal Notebook, etc.) within the same file. Within a Notebook, you can create several Tabs (Meeting Notes, Project A, Project B, etc.) and within each of these Tabs you can create Notes and Sub-Notes to those Notes. As in Windows Journal, the pen functions are the same, except the Scratch-Out Gestures still does not apply.

To access OneNote, click **Start Menu > All Programs > Office Suites > Microsoft Office > Microsoft Office OneNote 2003**

