

# **WritePad 6.0 for iPad**

## ***USER'S GUIDE***

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# Table of Contents

<b>Table of Contents</b> .....	<b>3</b>
<b>General Features</b> .....	<b>5</b>
Overview .....	5
System Requirements.....	6
Installation.....	6
Installing WritePad.....	6
<b>Using WritePad</b> .....	<b>7</b>
Quick Start Guide.....	7
View mode .....	7
Handwriting mode .....	7
Input Panel Handwriting mode .....	8
Keyboard mode.....	9
Tips to Improve Recognition Quality.....	10
Alternatives Window .....	11
Punctuation keyboard .....	13
Toolbar Buttons.....	13
Title bar Toolbar .....	13
Bottom Toolbar .....	16
Input Panel Toolbar.....	18
Edit Menus .....	19
Undo/Redo Commands .....	20
Emailing a Document .....	20
Using Twitter.....	21
Using Facebook .....	23
Styles .....	26
Creating Events .....	29
Obtaining Your Current Location .....	30
Translating a Document .....	31
Using Gestures .....	32
Using Shorthand .....	34
Shorthand Editor .....	35
Editing Text Using the Handwriting Panel .....	38
Editing Text Using the Keyboard.....	40
Using the Edit Menus.....	42
Using the Spell Checker .....	42
Working with Folders and Documents .....	43
Synchronizing WritePad documents .....	46
Using Dropbox .....	46
Using Evernote.....	48
Exchanging WritePad documents.....	49
To open WritePad files located on a remote device:.....	49
Accessing WritePad documents from a PC .....	51

Overview ..... 51  
  Downloading/Uploading WritePad documents ..... 51  
Purchasing Language Packs ..... 54  
Options ..... 55  
  File Sharing, Editor Settings, Document Settings, and Search Settings. .... 55  
  Text Editing Settings ..... 57  
  Networking Settings ..... 70

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# General Features

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## Overview

WritePad is a notes organizer for iPad that utilizes advanced multilingual handwriting recognition input for the **English, German, French, Spanish, Portuguese, Italian, and Dutch** language as well as iPad keyboard for text entry, and includes a spell checker, context analyzer, and standard editing operations such as copy, cut, paste, etc. WritePad's primary handwriting recognition-based input method integrates with the text editor and is developed specifically for iPad. It recognizes *cursive*, **print**, and **mixed** handwriting styles. To enter the text you can simply write with your *finger*<sup>1</sup> on the iPad screen or using the input panel in either landscape or portrait mode employing your own handwriting style. It also allows easy switching between handwriting recognition and the standard iPad keyboard.

In the beginning, the recognition quality may depend on your style and how comfortable you feel writing on the iPad screen with your finger; however the more you use it, the better it will become as the software will adapt to your patterns. In addition, an improved handwriting recognition engine now allows disabling unused letter shapes, which may help to expedite the application's learning curve.

You can use simple finger gestures to select text, cut, copy, paste, insert special characters such as space and return, invoke the spell checker for the selected word, correct recognized text, and more (see the *Using Gestures* section below for a complete list of gestures).

The **Shorthand** feature offers a quick and simple way to insert often-repeated text and performs standard editing commands by writing the Shorthand name and drawing a circle around it. You can add new or modified Shorthands using the Shorthand Editor.

With WritePad you can create text documents and store them on your iPad. The built-in HTTP server allows you to exchange documents between iPad and iPhone devices connected to the same WiFi network, or to upload documents onto the desktop PC using the Internet browser. You can also send emails directly from WritePad and use copy/paste to transfer text between WritePad and other applications.

The **Folders** feature allows users to organize documents in the folder hierarchy. The Document manager UI allows you to create, rename, rearrange using drag and drop, and delete folders and documents.

You can export to a PDF file, which can be accessed via iTunes or sent to your Google Documents account, synchronize with Dropbox or Evernote, add to the iBooks library, or upload to a desktop computer via WiFi.

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<sup>1</sup> You can get even better results by using a stylus for iPad Touch such as **AluPen** from just|mobile - <http://www.xtand.net/alupen.html>.

In addition, you can translate your documents to 13 other languages, obtain the current location address, create an event, insert contact information, and print WritePad documents.

The WritePad Twitter client allows users to send Twitter updates directly from WritePad. It can also display the Twitter timeline and replies to your updates, making it possible to copy, retweet, reply to Twitter updates, and search Twitter.

You can publish documents to your Facebook account and adjust your sharing privacy settings directly from WritePad.

Synchronization with Dropbox or Evernote allows sharing of WritePad text documents with other devices and computers. If you don't have a Dropbox account, just touch the **Create New Account** button in the Dropbox Login window when you synchronize WritePad for the first time.

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## System Requirements

- Apple iPad (any generation)
- Apple iOS 5.0 or later

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## Installation

This section provides instructions on how to install WritePad on your system. Please read these instructions carefully before installing WritePad.

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### Installing WritePad

1. On your iPad access the Apple iTunes AppStore and select the WritePad for iPad application.
2. Touch the BUY button. It will change to the INSTALL button; touch it again.
3. When download begins, iTunes will prompt for your login name and password.
4. Once installation is complete, the WritePad icon will be added to your home screen. Touch the WritePad icon to start the application.

**Note:** Product links on the page will take you directly to product pages on the iTunes Apps Store site. iTunes 8.0 or later is required to view product pages.

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# Using WritePad

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## Quick Start Guide

You can use WritePad in four basic modes by selecting one of the buttons on the right side of the title bar:

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### View mode



- Use up and down strokes to scroll text up and down.
- You can also double touch on underlined phone numbers to dial, URLs to open, and Email addresses to send emails.

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### Handwriting mode



- To enter text, simply *write horizontally anywhere on the screen* in your preferred handwriting style. **You can write one or more words per recognition session, but always complete the entire word in each session** because the dictionary is used to find best results. When you stop writing for longer than the **Recognition Delay** time, handwriting will be converted to digital text, which will appear at the current cursor location. You can use the **Return** gesture instead of waiting for the recognition delay to speed up text entry. If you make a mistake, use the long **Backspace** gesture to delete the last stroke or the **Cut** gesture to cancel the current recognition session. If you always print, you may want to enable the **Separate Letters** option.
- To position the cursor, touch once at the desired location. To use the magnifying glass, touch and hold until the magnifying glass appears. Then while holding, move the cursor to the desired location.
- To scroll up, use the long up stroke (the **Scroll Up** gesture).
- To scroll down, use the long down stroke (the **Scroll Down** gesture).
- To select a word, double tap on the desired word. Three quick taps will select the entire paragraph.
- To use cut, copy, paste, and select commands, touch and hold at the starting location. When the magnifying glass appears, release your finger for the Edit menu. After the Edit menu appears, select the desired command. If you choose **Select**, the editor will enter the selection mode allowing you to touch and drag your finger to the desired location to select text.

- To perform undo and redo commands, shake the device.
- To delete a character before the current cursor location or the last stroke while writing, use the long left gesture (the **Backspace** gesture)
- To delete all handwritten text before recognition in case of an error, use the horizontal left-right gesture (the **Backspace** gesture)
- To spell check the selected word, use the check mark gesture (the **Spell Check** gesture).
- To undo the last recognition results, use an up-down gesture (the **Undo** gesture).
- To insert the return character, use the short down-long left gesture (the **Return** gesture)
- To insert the space character, use the short down-long right gesture (the **Space** gesture).
- To select all text in the edit control, use the diagonal gesture from bottom-left corner to top-right and back (the **Select All** gesture).
- To insert often-repeated text and perform standard editing commands using the **Shorthand** feature, write the desired Shorthand name and draw a circle around it.
- To use the built-in calculator, write something like  $23.4+11.3=$ . The = symbol at the end of the equation is required to invoke the calculator.
- To switch recognition modes, touch the handwriting **Mode** button in the toolbar. Available modes are: **Mixed**, **Upper Case** characters only, and **Numbers** only (including punctuation).
- To dial a phone number, double touch the underlined phone number; to open a URL, double touch the underlined URL; to send an email, double touch the underlined email address.
- To adjust recognizer settings, touch the **Options** button in the toolbar.

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### Input Panel Handwriting mode



For more details on this mode, see the *Editing Text Using the Handwriting Panel*.

- To enter text, write on the input panel between the lines (the Input Panel supports a single line of handwritten text) in your preferred handwriting style. You can write one or more words per recognition session, but always complete the entire word in each session and ignore intermediate results because the dictionary is used to find best results. When you are done writing, touch the Return button to insert the recognized text at the cursor

location. If you always print, you may want to enable the **Separate Letters** option.

- If **Autoinsert** is **ON**, an adjustable marker is displayed on the panel. Starting a new word on the left side of the marker (on top of previous writing) will automatically send the recognized text into the application and start a new recognition session. Using this option, you can keep writing until you are done, and only have to tap the **Return** button once (to enter the final line of text).
- If the Input Panel contains handwriting, the Return button *inserts the recognized text* at the current cursor location; otherwise it *inserts the return* character. You can also use the Return gesture.
- If the Input Panel contains handwriting, the Backspace button *deletes the last stroke*; otherwise it *deletes the character* to the left of the cursor. You can also use the long Backspace gesture.
- If the Input Panel contains handwriting, the Space button *clears the input panel* and cancels the recognition session; otherwise it *inserts the space* character.
- The Dot button *inserts the period* at the current cursor location. Holding this button *displays the punctuation keypad*.
- If the recognizer returns an unexpected result, touch the incorrectly recognized word in the recognition results window to *view alternatives*.
- To use cut, copy, paste, and select commands, touch and hold at the starting location. When the magnifying glass appears, release your finger for the Edit menu. After the Edit menu appears, select the desired command. If you choose **Select**, editor will enter the selection mode, allowing you to touch at the start location and drag your finger to the desired end location to select text.
- To perform undo and redo commands, shake the device.
- Use up and down strokes to scroll text down and up, like in view mode.
- Touch the Shorthand button to insert often-repeated text and perform standard editing commands.
- To *select a word*, double tap on the desired word. Three quick taps will *select the paragraph*.
- To use the built-in calculator, write something like  $23.4+11.3=$  . The = symbol at the end of the equation is required to invoke the calculator.
- To dial a phone number, double touch the underlined phone number; to open a URL, double touch the underlined URL; to send an email, double touch the underlined email address.
- To adjust recognizer settings, touch the **Options** button in the toolbar.

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### Keyboard mode



For more details on this mode, see the *Editing Text Using the Keyboard* section.

- To enter text, use the touch keyboard as in any other iPad application.

- To position the cursor, touch once at the desired location. To use the magnifying glass, touch and hold until the magnifying glass appears, then, while holding, move the cursor to the desired location.
- To use cut, copy, paste, and select commands, touch and hold at the starting location. When the magnifying glass appears, release your finger for the Edit menu. After the Edit menu appears select the desired command. If you choose **Select**, editor will enter the selection mode, allowing you to touch at the start location and drag your finger to the desired end location to select text.
- To perform undo and redo commands, shake the device.
- Touch space twice to insert a dot at the end of the sentence.
- Use up and down strokes to scroll text down and up like in view mode.
- To select a word, double tap on the desired word. Three quick taps will select the entire paragraph.
- To dial a phone number, double touch the underlined phone number; to open a URL, double touch the underlined URL; to send an email, double touch the underlined email address.
- If the **Word Completion** option is ON, multi-word suggestions will appear above the keyboard. Touch one of the suggested words to insert into the document.

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### Tips to Improve Recognition Quality

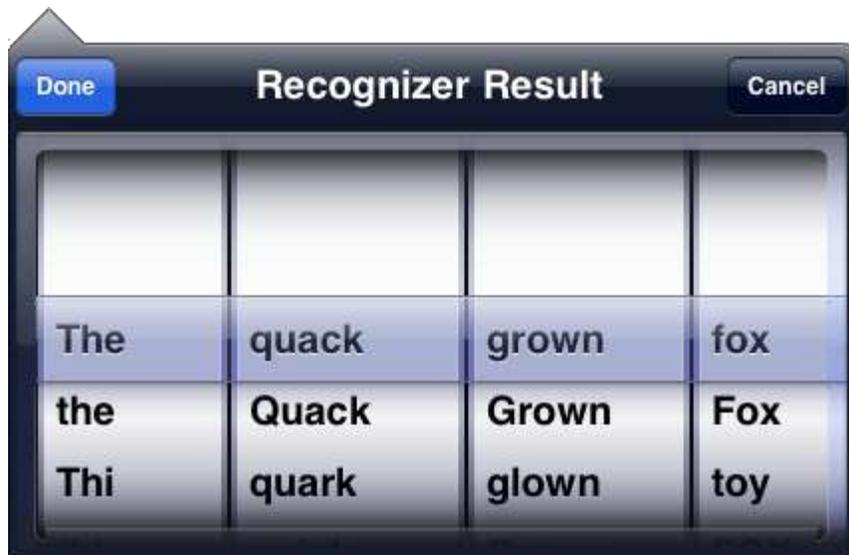
- The handwriting recognition engine and its dictionary are optimized for *the currently selected* language only. First of all make sure that the handwriting recognition for correct language is selected. If you use words that are not in the main or user dictionary, such as rare names, we recommend adding these words to the user dictionary.
- Always complete the word in the current recognition session. Do not try writing part of a word per session, it will result in bad recognition quality, because partial words are not found in the dictionary.
- You can write multiple words in each recognition session; however if you always intend to write one word only, set the **Single Word Only** setting to ON (see the *Options* section).
- Write legibly. If you write 'n' like 'r', or 'u' like 'v', etc. you need to improve your style. The bottom line is, if other people cannot read your handwriting (without understanding the content) you cannot expect high recognition quality. Your handwriting does not have to be perfect, just readable.
- Always write on the screen horizontally, not at an arbitrary angle. To help you write horizontally, turn on **Gridlines**.

- Do not attempt to correct your handwriting if you made a mistake while writing, the result will be unpredictable. If you made a mistake while writing, use the **Undo** gesture to cancel the recognition session and start again.
- If a wrong word was recognized, use the **Spell Check** gesture to bring up the *Alternatives* window. When you use the **Alternatives** window to correct the recognition mistake, the engine will learn if the **Auto Learner** switch is ON.
- If you always print your characters, use the **Separate Letters** mode. Note that if this option is on, you cannot connect characters.
- Setting the **Only Known Words** switch to ON will improve the overall recognition quality, but this will make it impossible to write words, numbers, or any other character sequences that are not found in the user or main dictionary. If you make a spelling error in this mode the result is unpredictable, because the engine will try to find the closest word in the dictionary, which might not be the one you were trying to write.
- To speed up the text entry, use the **Return** gesture at the end of each recognition session. Using this gesture will cancel the timeout and immediately send the recognition results to the editor.
- If you notice that a specific word is often recognized as a different word, add this word to the **Autocorrector** word list.
- If WritePad often recognizes the same character(s) incorrectly, use the **Letter Shapes** option to disable or limit recognition of unused letter shapes, which may help to expedite the application's learning curve. See the *Letter Shapes* section for more information.

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## Alternatives Window

The **Recognition Alternatives** window automatically appears at the end of the recognition session, before the results are sent to the editor if the **Show Alternatives** option is ON.



If the **Show Alternatives** option is OFF, you can bring up the Alternatives window by

using the **Spell Check** gesture



or the **Spell Check** button in the toolbar



after recognition results appear in the editor.

The window displays multiple alternatives returned by the recognizer and/or spell checker for each recognized word. Use this window if a wrong result returned by the engine for quick corrections; it is very likely that the correct words can be found on the alternatives list. Each word can contain numerous alternatives plus a blank word represented by <-->. To change the recognition result, select the desired alternatives for each word, then touch **Done**. To cancel the alternatives, touch anywhere outside the Alternatives window.

When you use the **Spell Check** gesture with a single word selected, the **Alternatives** window will appear populated by words suggested by the spell checker.



If the selected word is not found in the dictionary you will have an option to add it to the user dictionary by touching the  button on the right side of the word. If the selected word is already in the dictionary it will not appear on the spell checker list.

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## Punctuation keyboard

When you need to insert a stand-alone punctuation character such as period, comma, backslash, etc. you can use the **Punctuation Keyboard**. To bring up the keyboard, use

the **Keyboard** gesture  when nothing is selected in the editor. The keyboard contains 36 punctuation characters.



This makes it useful for entering a period or colon because you cannot begin the recognition session with a dot (a single touch). The keyboard automatically disappears after you touch the desired key and the selected character is inserted at the current cursor location. To dismiss the keyboard without entering any characters, touch anywhere outside the keyboard window.

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## Toolbar Buttons

Title bar Toolbar



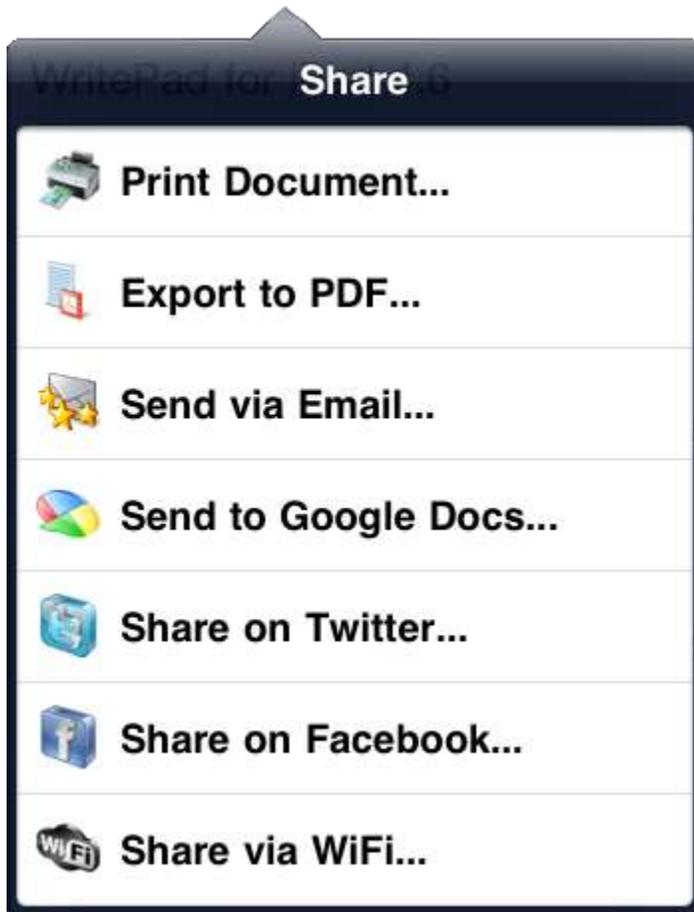
Creates and opens a new document.



Opens previously saved documents. See the *Working with Folders and Documents* section for more information.



Opens the **Share** menu.



**Print Document** - To print the current note to any Apple supported printer. Hold your device vertically to print in portrait or horizontally to print in landscape. Select the printer to use, the pages to print, and the number of copies.

**Export to PDF** - To send the currently open document to a pdf reader app or preview the pdf within PhatPad (**Quick Look**). PhatPad will also sync PDF files with Dropbox and iTunes.

**Share via Email** - Sends the content via email (see *Emailing a Document* section).

**Send to Google Docs** - Uploads the current document to your Google Docs account, either as a PDF or Unicode text. (See the *Google Settings* section.)

**Share On Twitter** - Sends the current document or selected text to Twitter (up to 140 characters). (See the *Using Twitter* section.)

**Share on Facebook** - Sends the current document or selected text to your Facebook account (up to 420 characters). (See the *Using Facebook* section.)

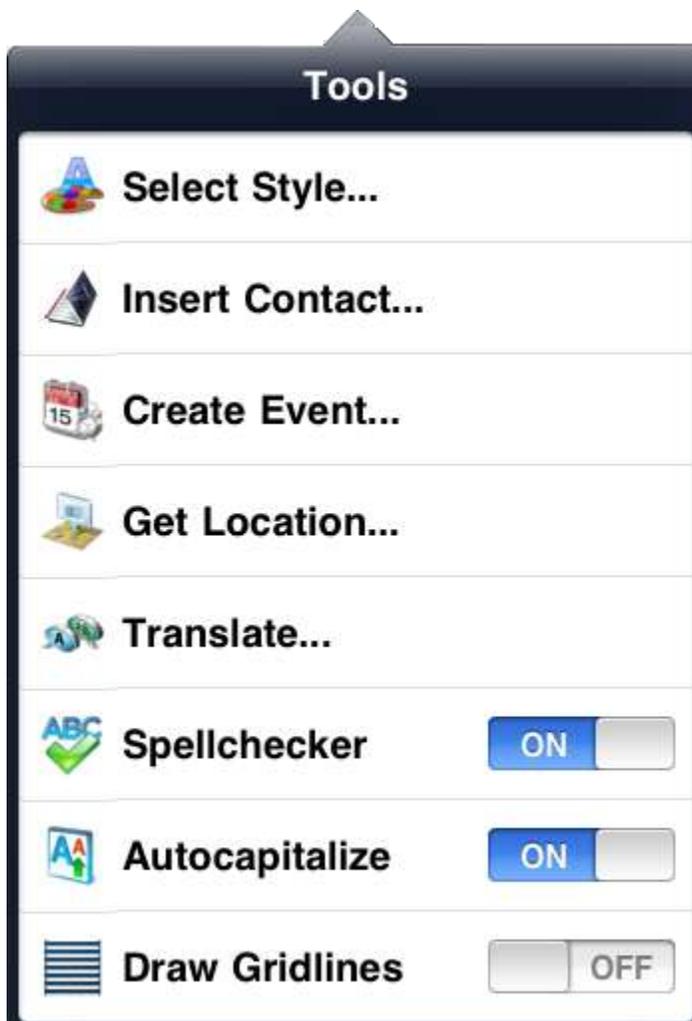
**Share via WiFi** - If you have two or more iPhones or iPads running the WritePad application, you can exchange text documents created with WritePad between mobile devices connected to the local WiFi network. Tapping on this button will bring up the list of connected devices. Choose the device that will receive the current text document.

Before you begin, make sure that the device which contains WritePad documents you want to access is on, the local WiFi network is available, the WritePad application is running, and the **Share My Documents** switch is **ON** (see the *Options* section).

**NOTE:** If the file with the same name already exists on the remote device, a generic name with *export\_ prefix* will be used instead the one you've chosen.



Opens the Tools menu.



**Select Style** - To apply a new WritePad style or create a new style. See the *Styles* section for more information.

**Insert Contact** - To select a contact from your contact list and insert it at the current cursor position.

**Create Event** - To record various life events, such as appointments, meetings, phone calls, tasks, etc. (See the *Creating Events* section.)

**Get Location** -To select either the street address of your current location or another location on the map and insert it at the current cursor position (see the *Obtaining Your Current Location* section for more information on inserting an address).

**Translate** - Translates the note to another language (see the *Translating a Document* section).

**Spellchecker** - Will add a red squiggly line underneath any word that is not recognized by the dictionary.

**Autocapitalize** - If ON, will automatically capitalize the first word of each sentence when in Keyboard mode.

**Draw Gridlines** - If ON, draws horizontal lines across the page to assist writing while in Handwriting mode.

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## Bottom Toolbar

The WritePad bottom toolbar allows you to quickly access the essential WritePad functionality; however it can be optionally hidden to leave more space for text. If the toolbar is hidden (the **Autohide Toolbar** option is **ON**), touch and hold at the bottom of the screen until the toolbar appears. The toolbar will hide again when you select a desired command or after 5 seconds timeout.



The bottom WritePad toolbar buttons from left to right:



**Undo** - Undoes the last editing actions (up to 100 levels).



**Redo** - Redoes the last undo actions (up to 100 levels).



**Spellcheck** - If a single word is selected, it shows alternatives; otherwise it will go to the first unknown word in the document and shows alternatives. To go to the next unknown word, tap anywhere outside the Spell Checker dialog. To cancel spellchecking, touch **Cancel**. See the *Alternatives Window* section for more information.



**Recognition mode** - Toggles recognition mode: mixed, capital letters only, numbers only (including punctuation), and Internet (no spaces). Also applicable in keyboard mode.



**Execute Shorthand** - The Execute Shorthand dialog appears.



Select a shorthand command to insert at the cursor location. See the *Using Shorthand* section for more information.



**Search** - Tap in this window to type a word or phrase to search in the current document. Touch the  button to begin the search. To find the next match, touch the  button again. To clear all words in the search window, touch the  button.

**NOTE:** To search all documents for a word or phrase, use the **My Documents** dialog. See the *Working with Folders and Documents* section for more information.



**Document Information** - Opens the **Document Info** window, displaying statistics of the current document.



**Options** - Opens the **Options** window (see the *Options* section).



**Help** - In Handwriting and Input Panel Handwriting modes, opens a help window for the current mode.

### Input Panel Toolbar



**Period** - Inserts a period at the current cursor location.

Holding this button displays the punctuation keypad.



**Space** - Clears the input panel and cancels the recognition session.

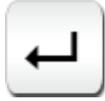
If the Input Panel is empty, it inserts a space at the current cursor location.



**Backspace** - Deletes the last handwriting stroke (not necessarily the last character).

If the Input Panel is empty, it deletes the character to the left of the cursor.

In either case, you can also use the long backspace gesture  .



**Return** - When you are done writing, touch the **Return** button to insert the recognized text at the cursor location. If you always print, you may want to enable the **Separate Letters** option.

If the Input Panel is empty, it inserts a return at the cursor location.

In either case, you can also use the return gesture .

## Edit Menu



No text selected options



Text selected options (more than one word selected)



Text selected options (only one word selected)



URL selected options

The Edit Menu can be invoked by touching and holding your finger on the screen until the magnifying glass appears, then removing your finger from the screen. This works in either Handwriting, Input Panel, or Keyboard modes.

**Cut** - Cuts the selected text into the clipboard.

**Copy** - Copies the selected text into the clipboard.

**Select** - The editor will enter the selection mode allowing you to touch the screen until the magnifying glass appears, then drag your finger over the desired location to select text.

**Select All** - Selects all the text in the document.

**Paste** - inserts the clipboard content at the current cursor location.

**NOTE:** In recognition mode you can also use gestures for the **Cut**, **Copy**, **Select All**, and **Paste** commands. See the *Using Gestures* section, below.

**New Shorthand** - The selected text can be made into a new shorthand command. (See the *Using Shorthand* section for more information.)

You can also add the selected text assigned as a shorthand to the edit menu by touching **ON** in the **Add Shorthand to Menu** option. See the *Edit Shorthand List* for more information.

**Word Definition** - A Dictionary dialog will appear with the definition and derivatives of the selected word.

**Time / Date** - Touching the **arrow** will bring up this Edit menu to insert either the current time or date at the cursor location.

**Shorten URL** - If the cursor is placed over an URL (such as <http://www.phatware.com>), the **Shorten URL** command appears in the menu (devices must be connected to Internet for this to work). The URL is shortened using <http://bit.ly>. This feature can be useful when posting Twitter updates containing URLs. See the *Using the Edit Menus* section for more information.

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## Undo/Redo Commands



To undo or redo the last editing actions (up to 100 levels), shake the device to bring up the applicable commands. This works in either Handwriting or Keyboard modes.

**NOTE:** In recognition mode you can also use gestures for the **Undo** command. See the *Using Gestures* section, below.

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## Emailing a Document

To send a Document by Email:

1. Open the desired document and touch the **Share** button .
2. Touch the **Share via Email** item.
3. Your email account will open with the title of the document in the Subject line.
4. Enter the addressee(s) by touching the desired field, then either typing or touching the  button to retrieve an address from your Contacts.

## 5. Touch **Send**.

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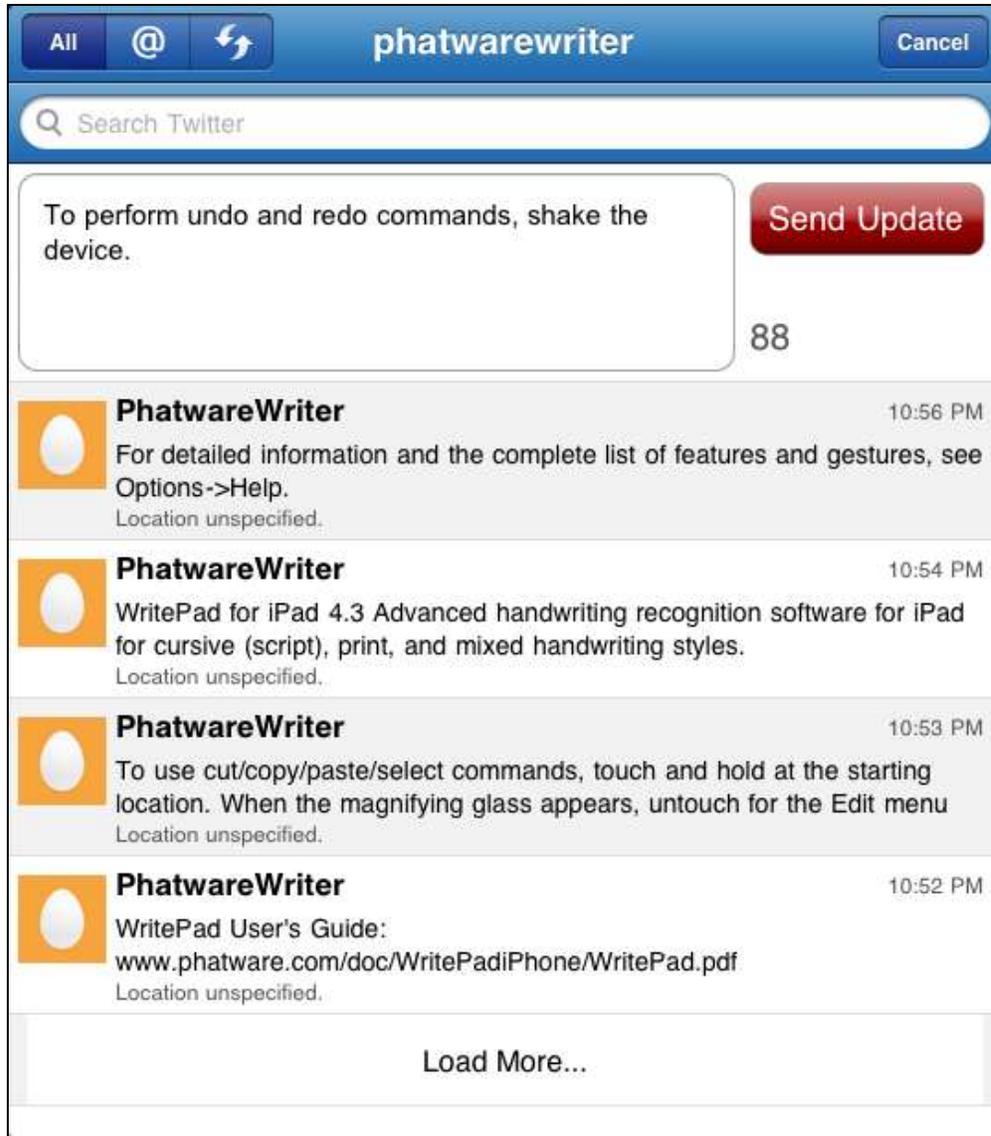
### Using Twitter

1. Open the desired Document and either select the desired text to tweet or do not select any text to send the entire document.

2. Touch the **Share** button , then touch the **Share on Twitter** option.

**NOTE:** If the text is over 140 characters, a warning dialog will appear (if the warning is set to ON in the Twitter Settings dialog) and the message will be truncated. If your text contains a long URL you can shorten it by touching within a URL text and holding for the menu. Then select the **Shorten URL** command. See the *Edit Menus* section for more information.

3. If the Twitter settings are set to **Show Prompt**, the dialog below will appear.



4. Touch the WritePad note to edit before tweeting. The number indicates how many characters remain before reaching the 140 character limit.
5. Touch the  button reply to a tweet.
6. Touch the  button to refresh the current timeline.
7. Touch the **Send Update** button to send the tweet.
8. To retweet, reply to, or copy the desired tweet, tap it for the popup menu,



then select the desired command. If you touch your own tweet, the menu will contain the **Delete** command instead, allowing you to delete your old tweets.

9. To search Twitter, enter the desired text in to the Search Twitter box and touch the Search button in the keyboard. Found tweets, if any, will appear in the list.  
To return back to your timeline, touch the  button.

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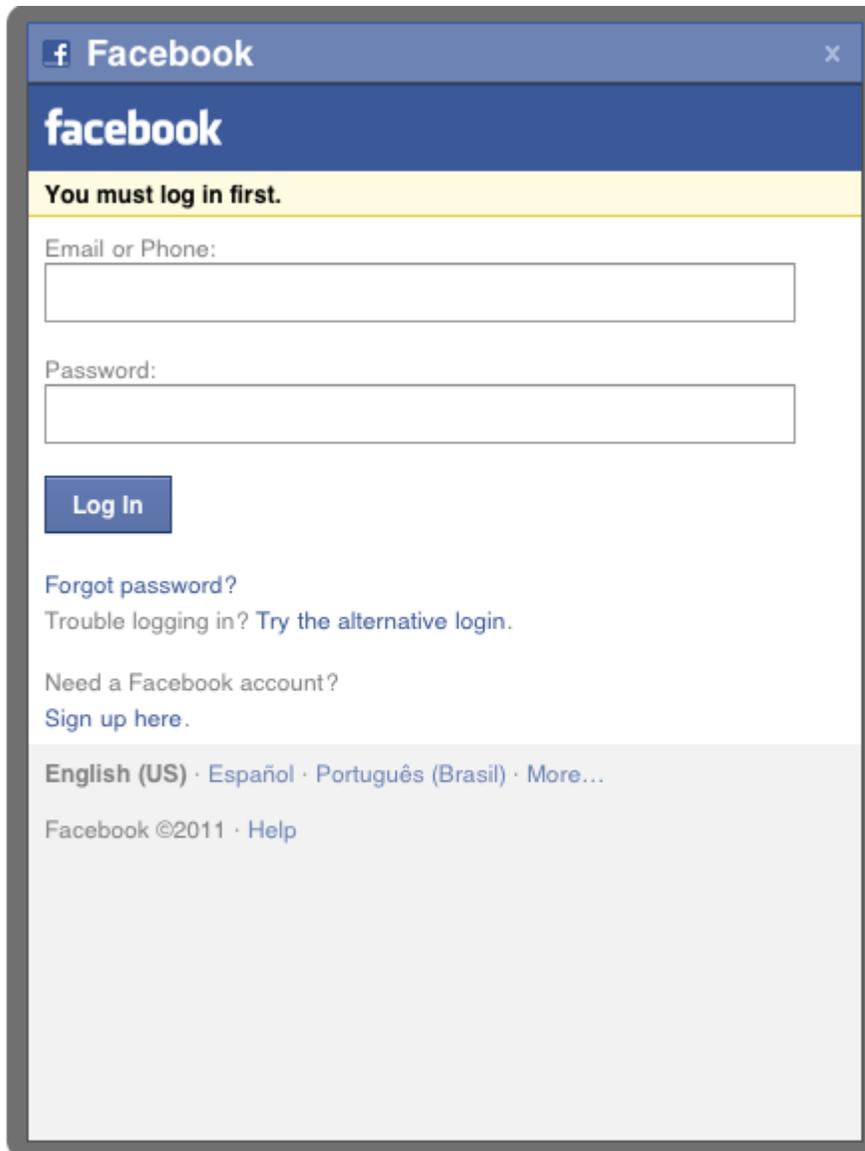
## Using Facebook

1. Open the desired document and either select the desired text to post, or do not select any text in order to post the entire document.

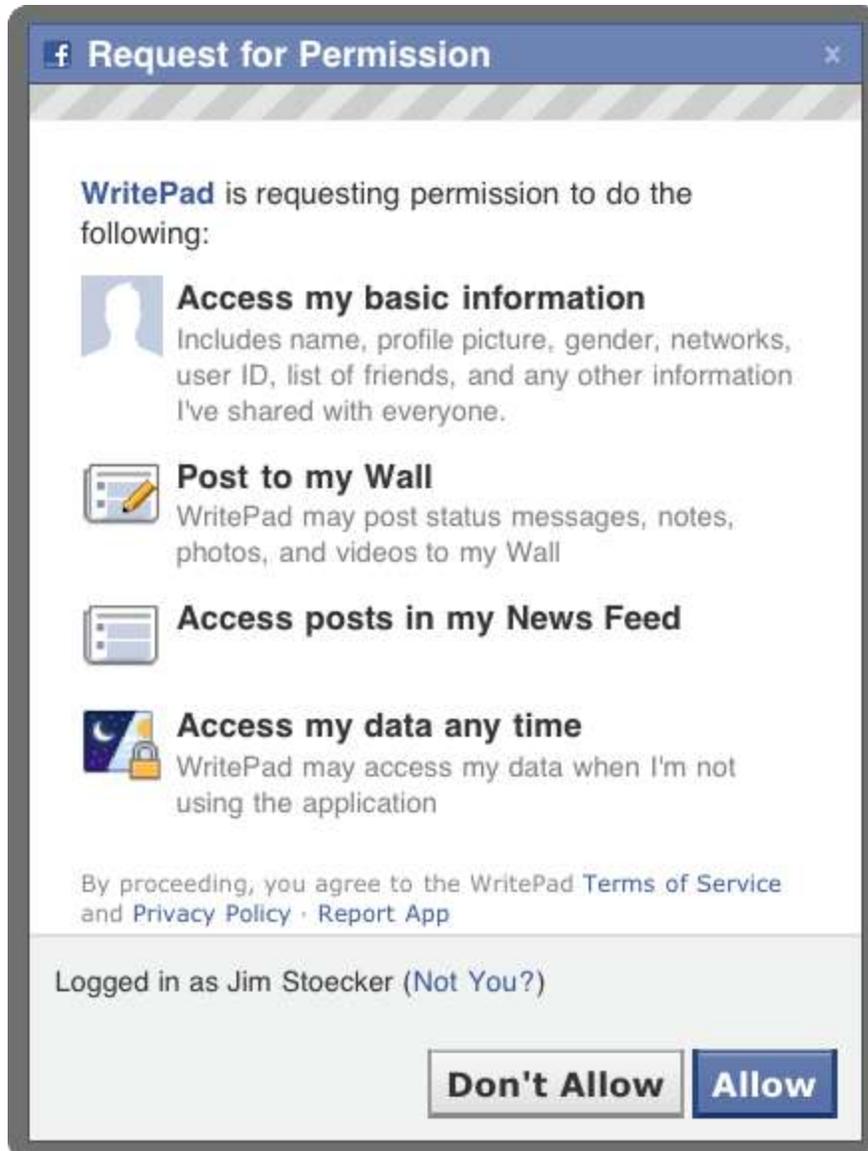
2. Touch the **Share** button , then touch the **Share on Facebook** option.

**NOTE:** If the text is over 420 characters, a warning dialog will appear and the message will be truncated. If your text contains a long URL, you can shorten it by touching within a URL text and holding for the menu. Then select the **Shorten URL** command. See the *Edit Menus* section for more information.

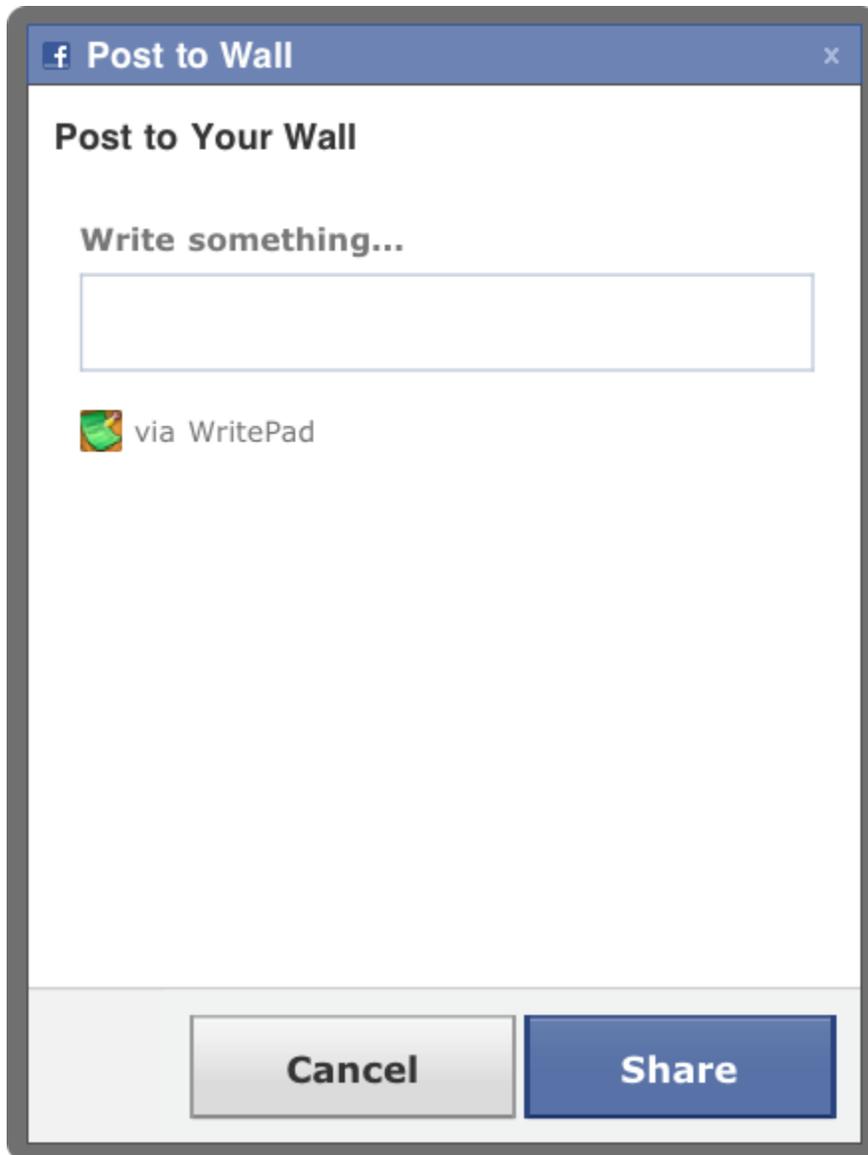
3. If this is the first time you are using Facebook with WritePad, or your **Remember Login** option is set to OFF, the Login dialog will appear.

A screenshot of the Facebook login page. At the top, there is a blue header with the Facebook logo and the word "Facebook". Below the header, there is a yellow banner that says "You must log in first." Underneath the banner, there are two input fields: "Email or Phone:" and "Password:". Below the input fields, there is a blue "Log In" button. At the bottom of the page, there are links for "Forgot password?", "Need a Facebook account?", and "Sign up here.". There is also a footer with language options: "English (US) · Español · Português (Brasil) · More..." and "Facebook ©2011 · Help".

4. Enter the information or sign up for a Facebook account. Once logged in for the first time, the permission request dialog will appear.



5. If agree to the WritePad permissions, touch **Allow**. The Post to Wall dialog will appear.



6. Touch **Publish** to send the WritePad document to your Facebook page.

---

## Styles

WritePad styles allow users to quickly change the appearance of the WritePad editor. Each style defines the paper, text, ink color, and the font size, name, and style. You can choose one of the pre-defined WritePad styles or create your own.

- To apply a new WritePad style, touch the **Tools** button , then touch **Select Style**.
- Choose the desired style from the **Style** menu.



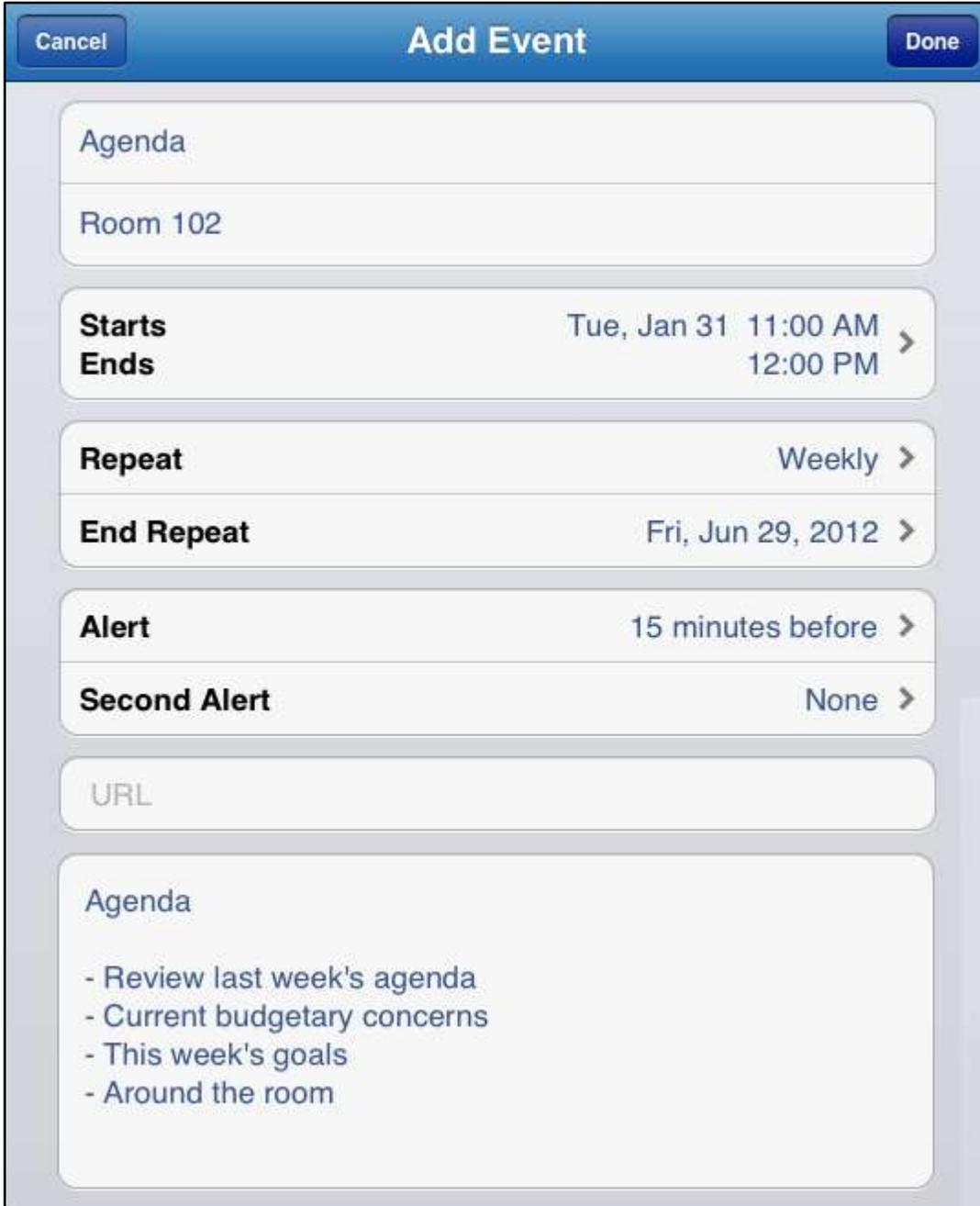
- To add a new style, touch the **Add** button  in the title bar.



- In the **New Style** view, type the style name and select the desired font attributes and colors. Touch **Styles** in the menu title bar when done.
- To delete one or more custom styles, touch the **Edit** button in the title bar to enter the edit mode. Touch the  icon, then touch the **delete** button. Touch **Done** when finished.
- To edit a custom style, touch the **Edit** button in the title bar. Touch the  button in the desired row, then use the **Edit Style** view to modify the style. Touch **Styles**, then **Done** when finished.

## Creating Events

1. Open the desired Document then touch the **Tools** button .
2. Touch the **Create Event** item.



**Cancel** **Add Event** **Done**

Agenda  
Room 102

**Starts** Tue, Jan 31 11:00 AM >  
**Ends** 12:00 PM

**Repeat** Weekly >  
**End Repeat** Fri, Jun 29, 2012 >

**Alert** 15 minutes before >  
**Second Alert** None >

URL

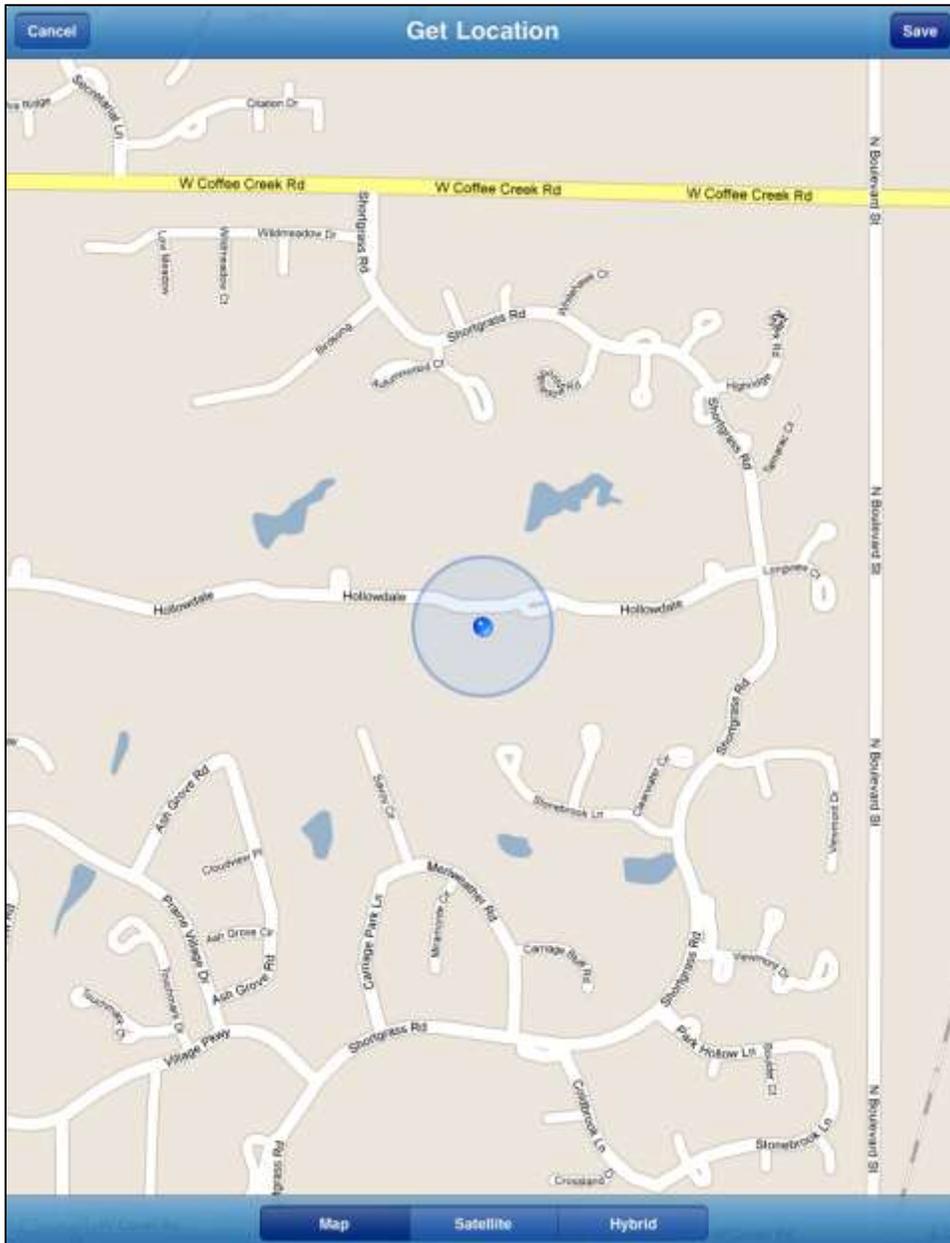
Agenda

- Review last week's agenda
- Current budgetary concerns
- This week's goals
- Around the room

The default title will be the document name and the document text appears in the bottom pane. Add or change the event title, location, start and end times, frequency of reoccurring meetings, alerts, and a reminder URL as desired.

## Obtaining Your Current Location

1. Open the desired Document and touch the **Tools** button .
2. Touch the **Get Location** item.
3. A Google map appears showing your current location, once found (location services must be enabled on your device for this this option to work).



4. To move the map, drag your finger on the map. You can also double tap on the map to expand your view.

5. To save a different location shown on the map, touch and hold your finger until a red arrow appears, then drag your finger to the area of the map at the address you want to save.
6. Once you have moved the arrow to your chosen location, the arrow will change to a red pin.
7. Tap on **Save** to insert the current address into the document.

---

## Translating a Document

To translate the current document to another language:

1. Open a document and touch the **Tools** button .
2. Touch the **Translate** item.



3. Touch the **Translate To** window. The **Language** view appears.

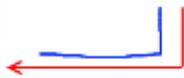
4. Select a language to translate to. The selected language will now appear in the **Translate To** window. (The **Translate From** window will always show the current language, unless it cannot be detected).
5. In the **Create New Document** window, select **ON** to create a new document with the new language. Select **OFF** to replace the current note with the new language.
6. Touch the **Done** button.
7. The device will contact the translation server. Once complete, the translated document will appear.

**NOTE:** An Internet connection (WiFi or 3G) is required to access the translation services. The Translator uses the Microsoft Bing Translator ([www.microsofttranslator.com](http://www.microsofttranslator.com)).

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## Using Gestures

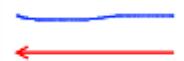
Gestures can be used for common operations such as *return*, *space*, and *backspace*. The gesture's action is always applied either to the current cursor location or to the selected text. All the gestures, except for the **Backspace**, **Return**, and **Cut** gestures, work only when nothing is currently written on the screen. If you are in the middle of writing a word or a phrase and make a mistake you can use the Backspace gesture to delete the last stroke or the Cut gesture to delete all written strokes before the recognition occurs.



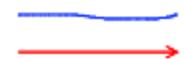
**Return:** Similar to pressing enter on the keyboard. If text is already written, using the Return gesture will immediately end the current recognition session and output the recognized text at the current cursor location.



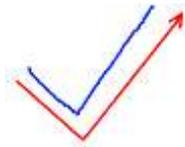
**Space:** Inserts a space.



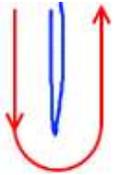
**Backspace:** Removes a character to the left of cursor or the selected text. To perform the gesture, draw a horizontal line from right to left. This gesture can also be used to delete the last stroke while writing. To avoid interference with handwriting, this gesture needs a length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.



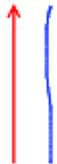
**Delete:** Removes a character to the right of the cursor or the selected text. To perform the gesture, draw a horizontal line from left to right. To avoid interference with handwriting this gesture needs a length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.



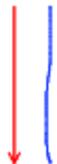
**Spell Check:** If a single word is selected this gesture opens the spell checker window for the selected word with possible alternatives, otherwise brings up the **Last Recognition Alternatives** window containing multiple suggestions for each written word. This operation is particularly useful to correct wrong recognition results. If there are no recognition results in memory, this gesture has no effect. Same as the **Spell Check** button.



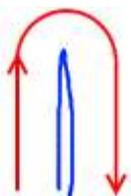
**Keyboard:** Opens the **Punctuation Keyboard** containing hard-to-write punctuation characters. Same as the **Keyboard** button.



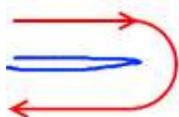
**Scroll Up:** Scrolls the content of the edit window up. To avoid interference with handwriting this gesture needs a length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.



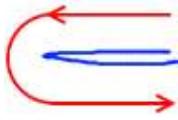
**Scroll Down:** Scrolls the content of the edit window down. To avoid interference with handwriting this gesture needs a length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.



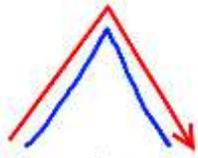
**Undo:** Removes the last recognition results from the editor content. Same as the **Undo** button.



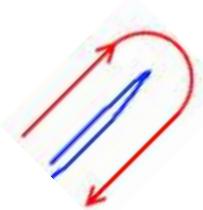
**Copy:** Copies the selected block of text to the clipboard. Same as the **Copy** button.



**Cut:** Copies the selected block of text to the clipboard and deletes it. This gesture can also be used to delete all strokes while writing and cancels the current recognition session. Same as the **Cut** button.



**Paste:** Inserts the clipboard content at the current cursor location. Same as the **Paste** button.



**Select All:** Selects all text in the editor. Combine this gesture with the **Backspace** gesture to quickly delete the entire WritePad content.

---

## Using Shorthand

The Shorthand feature offers quick and simple way to insert often-repeated text and performs standard editing commands by writing the shorthand name and drawing a circle around it. You can add new or modify existing User-Defined commands using the **Shorthand Editor**, which is accessible from the **Options** dialog or from the Edit Menu.

WritePad offers several pre-defined Shorthands:

- **all** - Selects all text in the note editor.
- **com** - Inserts *www..com* at the current cursor location and places the cursor between the dots.
- **copy** -Copies selected text to the clipboard.
- **cut** - Copies selected text to the clipboard and deletes it.
- **date** - Inserts the current date of the current locale at the current cursor location.
- **dt** - Inserts the date and time of the current locale at the current cursor location.
- **ftp** - Inserts *ftp://ftp.* at the current cursor location.
- **mail** - Opens the email dialog.

- **net** - Inserts *www..net* at the current cursor location and places the cursor between the dots.
- **new** - Creates a new Shorthand from the selected text.
- **org** - Inserts *www..org* at the current cursor location and places the cursor between the dots.
- **paste** - Inserts the text from the clipboard at the current cursor location.
- **redo** - Redoes previously undone action.
- **save** - Saves the current document without a prompt and assigns a generic name if name is not specified.
- **send** - Opens the **Share Document** dialog.
- **set** - Opens the **Options** dialog.
- **support** - Inserts the PhatWare Corporation website and e-mail information.
- **time** - Inserts the current time of the current locale at the current cursor location.
- **undo** - Undoes last editing action.
- **www** - Inserts *http://www.* at the current cursor location.

You can choose from all user and predefined shorthands by tapping on the

**Execute Shorthand** icon  in the bottom toolbar.

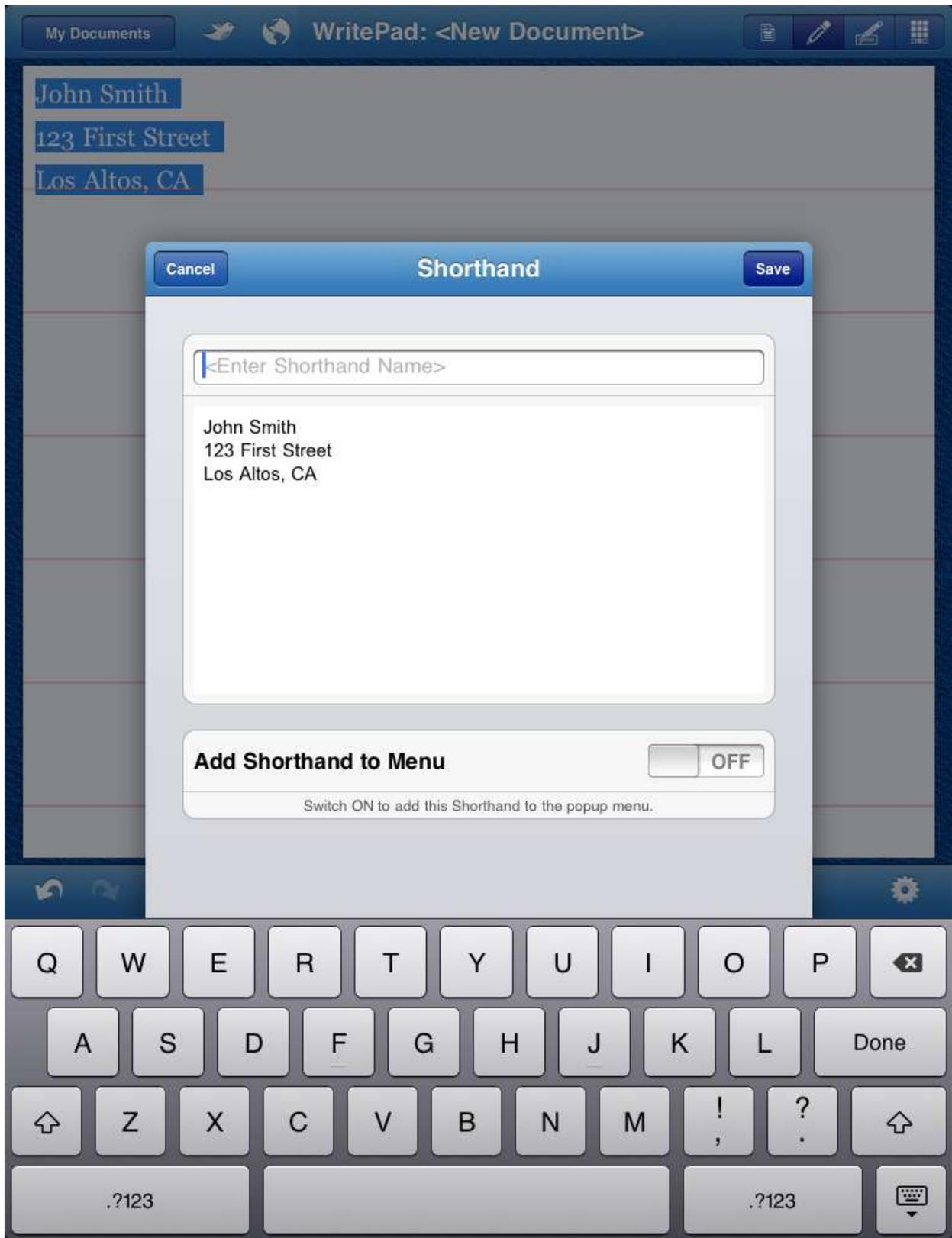
---

### Shorthand Editor

To use the Shorthand Editor within the open document, select the text you want to write a shorthand name for, then write *new* and draw a circle around it.



The Shorthand Editor will appear with the selected text.

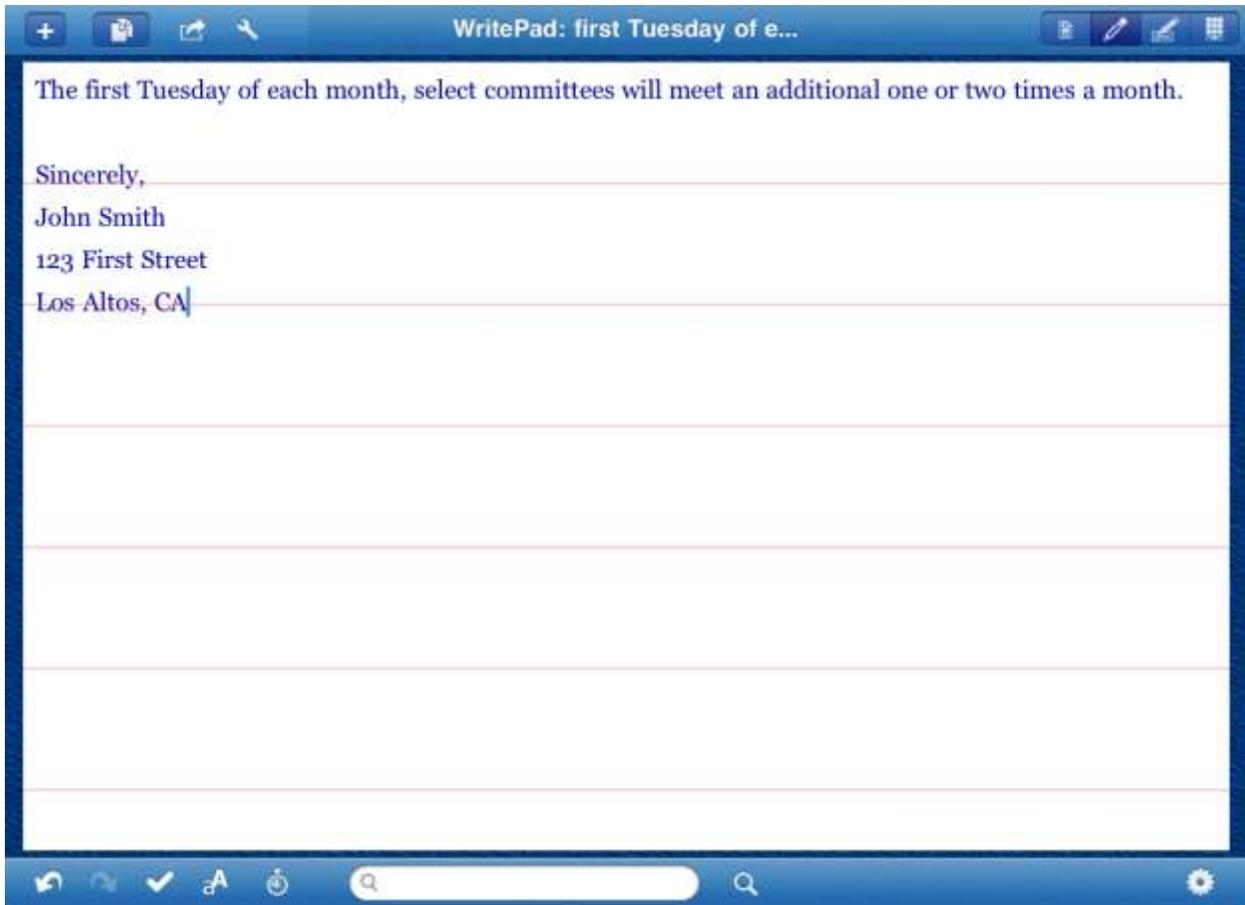


In the **Enter Shorthand Name** box, type in the shorthand command.

To add the selected text assigned as a shorthand to the edit menu, touch **ON** in the **Add Shorthand to Menu** option in a selected shorthand command. See the *Edit Menus* section for more information. Touch **Save**.

**NOTE:** The shorthand name must only contain characters a..z and 0..9. It must not contain spaces, is case-insensitive, and must be at least two characters long.

Now anytime you need to add this command, write the command and draw a circle around it. The text will appear at the cursor position.



You can also add a shorthand command from the Options Menu. See the *Edit Shorthand List* section for more information.

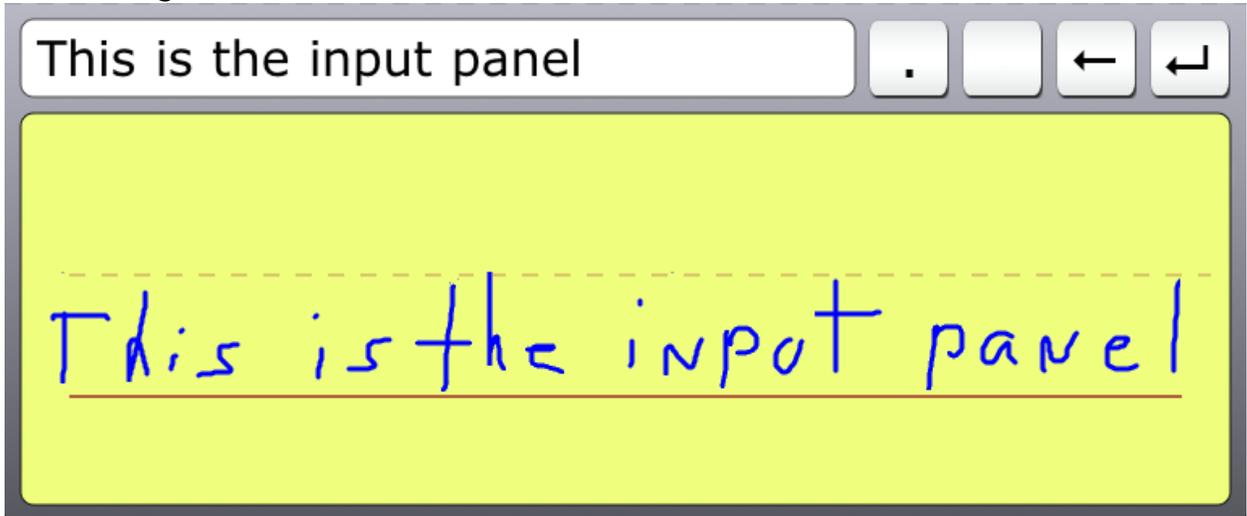
---

## Editing Text Using the Handwriting Panel

To enter text, write one line of text on the input panel between the lines in your preferred handwriting style. You can write one or more words per recognition session, but always complete the entire word in each session and ignore intermediate results because the dictionary is used to find best results.

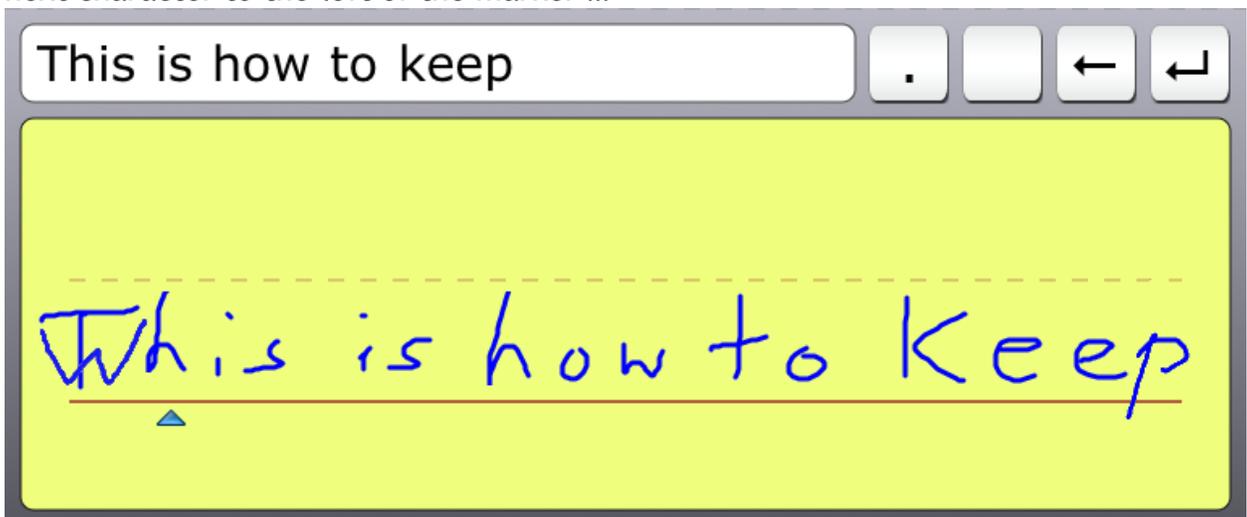
There are two ways to convert your handwritten words to text, depending on the **Autoinsert Results** option.

If Autoinsert is **OFF**, when you are done writing, touch the Return button  to insert the recognized text at the cursor location for each line of handwriting.

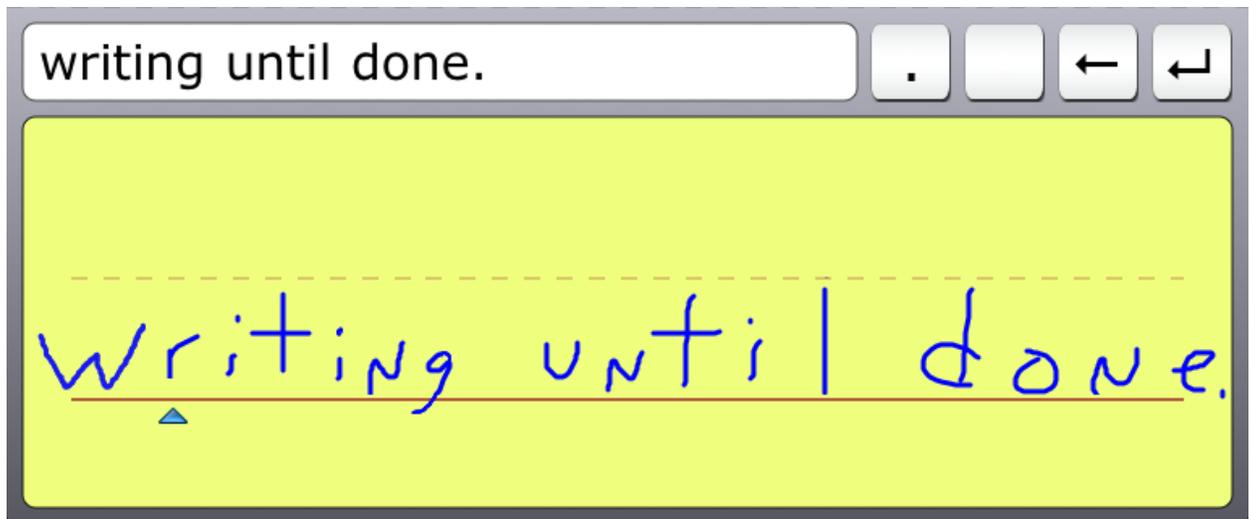


If Autoinsert is **ON**, starting a new word on the left side of the marker  on top of previous writing will automatically send the original line of recognized text into the document and start a new recognition session. Using this option, you can keep writing until you are done, and only have to tap the **Return** button once to enter the final line of text.

For instance, after you are done writing the first line, just start writing the next character to the left of the marker ...



The first line of text is automatically inserted into the document and clears the input panel screen so you can keep writing the second line...

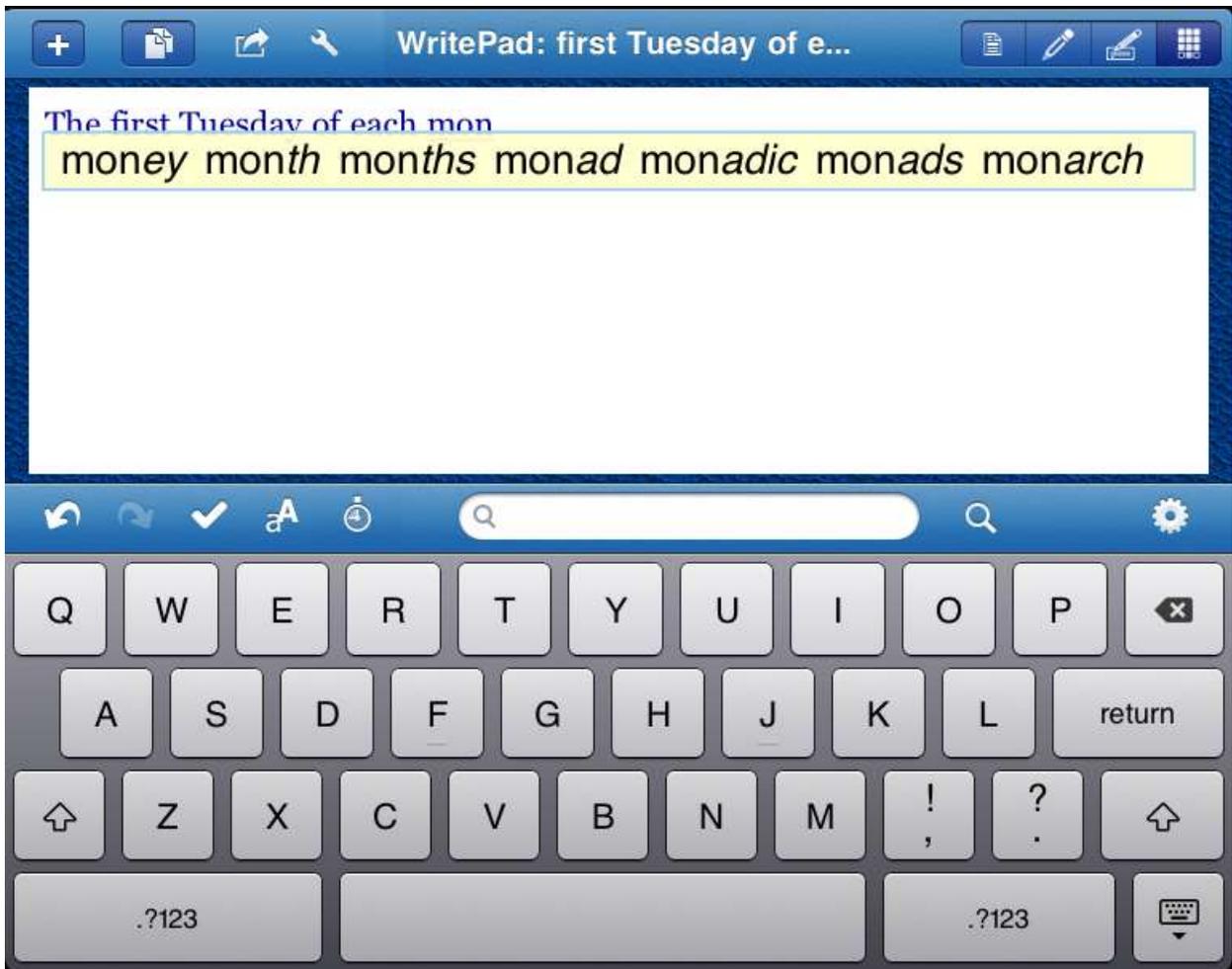


The marker is adjustable. Just hold your finger against the marker and once a blue vertical line appears above the marker, move it right or left as desired.

---

## Editing Text Using the Keyboard

While using the keyboard, multi-word suggestions will appear above the keyboard as you type each word. Touch one of the suggested words to insert the completed word into the document at the cursor location.



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## Using the Edit Menus

To use the **Cut/Copy/Paste/Select/Select All/New Shorthand/Time/Date** commands, touch and hold your finger on the screen until the magnifying glass appears, then remove your finger from the screen. The **Edit** menu now appears. If you choose the **Select** button, the editor will enter the selection mode. While in the selection mode, touch at the desired location to begin the selection and drag your finger or stylus over the desired text to select it.



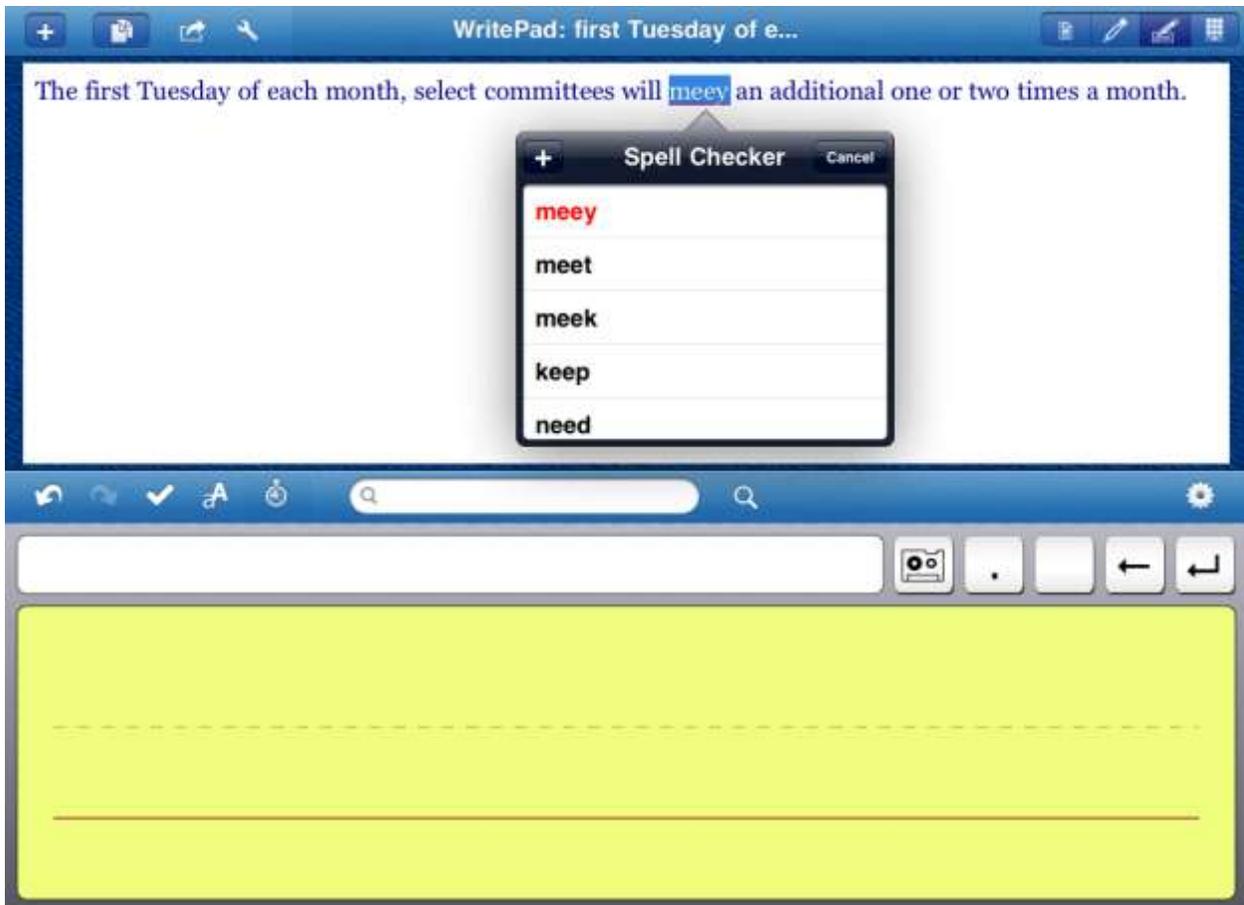
**NOTE:** Only the applicable commands will appear on the **Edit Menu**; i.e. if you have already selected some text, the **Select** command will not appear.

---

## Using the Spell Checker

When you touch the **Spell Check** button in the toolbar  :

- If a single word is selected, the **Spell Checker** window will appear populated by words suggested by the spell checker.
- If no text is selected, WritePad will check the entire document. The **Spell Checker** window populated by words suggested by the spell checker will appear for each word that is not found in the dictionary. To replace and continue spell checking, select the correct word. To continue and keep the current word touch anywhere outside the Alternatives window. To stop the spell checker, touch the **Cancel** button.



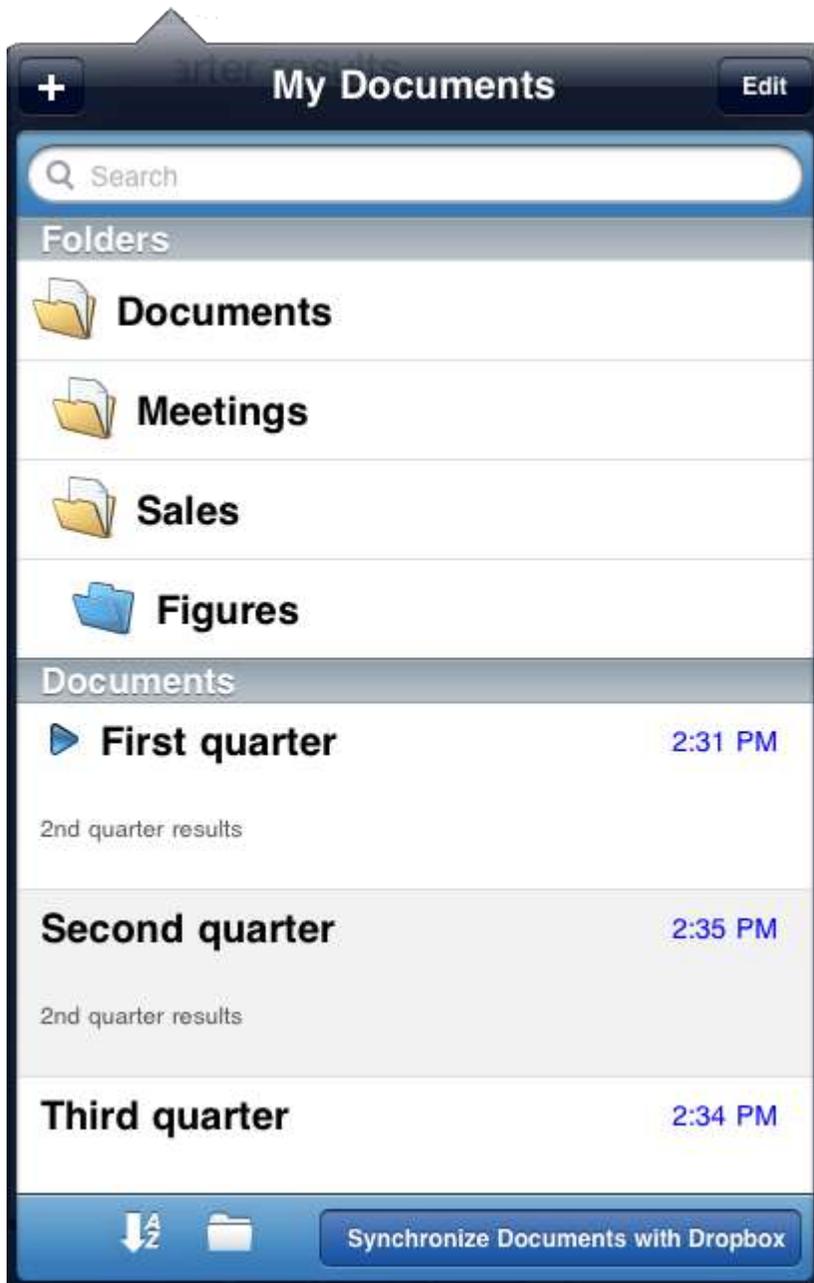
If the selected word is not found in the dictionary, you will have an option to add it to the user dictionary by touching the  button. If the selected word is already in the dictionary, it will not appear on the spell checker list. If you want to add *all* unknown words from the current document, go to **Options, Manage Recognizer Data**, then tap on **Import Words from Document**.

---

## Working with Folders and Documents

To create a new document, tap the **New Document** button  in the title bar.

To open previously saved documents, tap the **Documents** button  in the title bar. The **My Documents** dialog appears.



- To show all folders, touch the  icon. To turn off, touch the  icon. If off, the Folders pane will only show the Parent Folder and its subfolders.
- The currently opened document is shown by a . If the Show All Folders option is ON, a blue folder icon  indicates the current folder.

- To create a new folder, touch the  button in the titlebar. The **Create Folder** view will appear. Enter the folder name and select the parent folder from the list, then touch **Done**.
- To open another folder, if the **Show All Folders** option is **ON**, tap on the desired folder.
- If the **Show All Folders** option is **OFF**, the Folders pane will show only the Parent Folder icon and subfolders (if any) instead of the list of all folders.

In the example above, the “Documents > Meetings > Sales > Figures” folder path is replaced by the “Parent Folder” (shown below).



Tap on the **Parent Folder** to see the documents and subfolders in the parent folder.

- To rename a document or move it to another folder, tap the **Edit** button, then tap the  icon. The **Rename/Move Document** dialog appears.



Type a new name or tap on another folder to move the document (indicated by the green arrow). Tap **Done** when finished.

Alternatively, you can use drag and drop to move a document to another folder or to re-arrange folders. Touch the **Edit** button in the title bar, then touch and drag the  icon of the document to move and drag it to the desired folder.

**NOTE:** You can use drag and drop to move files and folders only if the Show All Folders option is ON.

- To delete unneeded documents or folders, touch the **Edit** button in the title bar, touch the , then touch the **Delete** button.

- To search all your WritePad documents for a word or phrase, tap the

search window  and type a word or phrase you want to find. As you type, the list of matching documents will appear below the search window. To clear all words in the search window, touch the  button.

**NOTE:** To find a word or phrase within a currently open document, use the search window on the bottom toolbar. See the *Bottom Toolbar* section for more information.

**NOTE:** WritePad documents are automatically saved, so there is no need to manually save them.

- To Sort Documents, touch the  icon. Available options are: ascending or descending by name, modification date, or size.
- To save or open WritePad documents from another device, see the *Exchanging WritePad documents* section below.

---

## Synchronizing WritePad documents

### Using Dropbox

You can synchronize WritePad documents with your Dropbox account. If you do not have a Dropbox account you can create one within WritePad.

To create a Dropbox account:

1. In the **Options** dialog, touch **Synchronization Settings**. Change the **Enable Sync with Dropbox** option to **ON**.
2. Touch the **Create New Dropbox Account** button in the **Synchronization Settings** window.

A dialog box titled "New Dropbox Account" with a dark blue header. It contains five text input fields stacked vertically, each with a light blue border and a dark blue background. The fields are labeled "Enter First Name", "Enter Last Name", "Enter Email Address", "Enter Password", and "Re-Enter Password". At the bottom of the dialog are two buttons: "OK" and "Cancel", both with a dark blue background and light blue text.

3. Enter the required information.

For more information on how Dropbox works, visit [www.dropbox.com](http://www.dropbox.com).

To synchronize your documents with Dropbox, first make sure that **Dropbox Sync** is enabled.

- In the **Options** dialog, touch **Synchronization Settings**.
- Change the **Enable Sync with Dropbox** option to **ON**.
- From within any WritePad document, touch the **My Documents** button.
- Touch the **Synchronize Documents with Dropbox** button in the toolbar.

WritePad will synchronize all documents with .txt and .pdf extensions and create a **/WritePad** subfolder in the Dropbox. You can also place any text documents into this folder if you want them to appear in WritePad on your device after the next synchronization session (PDF documents do not appear in WritePad). For example, if you use WritePad on both iPad and iPhone devices, you can use the Dropbox synchronization to keep documents on both devices in sync.

- The iPad file system does not store the file creation date, only the modification date, so upon synchronization note creation date will be the same as the modification date.

See the *Synchronization Settings* section for more information.

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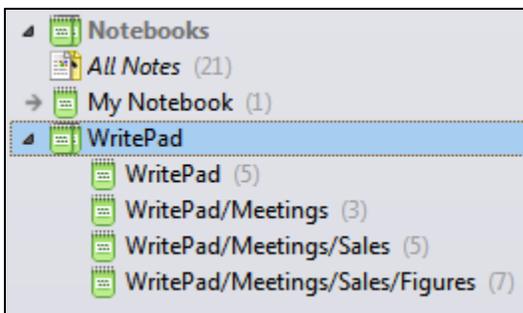
## Using Evernote

You can synchronize WritePad documents with your Evernote account. If you do not have an Evernote account you need to create one at the Evernote website [www.evernote.com](http://www.evernote.com).

To synchronize your documents with Evernote, first make sure that **Evernote Sync** is enabled.

- In the **Options** dialog, touch **Synchronization Settings**.
- Change the **Enable Sync with Evernote** option to **ON**.
- Enter your user name and password.
- From within any WritePad document, touch the **My Documents** button.
- Touch the **Synchronize Documents with Evernote** button in the toolbar.

WritePad will create a new “WritePad” stack in Evernote and a new notebook for each WritePad folder. All WritePad Notebooks will start with prefix “WritePad”. **Your existing Evernote data will be not affected**; only notebooks that start with the “WritePad” prefix synchronize with WritePad. At the end of the first synchronization, all your existing WritePad documents will be transferred to new notebook(s) in Evernote, as shown below.



### WritePad/Evernote Compatibility Notes:

- It is not possible to sync with Evernote and Dropbox at the same time, however, you may switch between them using the Options->Synchronization Settings dialog.
- Because it is not possible to create a hierarchy of notebooks in Evernote similar to the WritePad folder structure, all notebooks are on the same “level” and named like “WritePad/<subolder1>/<subfolder2>”.
- If you change/remove the “WritePad” prefix of a notebook in Evernote, WritePad will assume that this notebook was deleted and will delete the corresponding folder on your iPad during next synchronization session. In general, it is not recommended to rename WritePad notebooks in Evernote; it is better if you rename folder(s) in WritePad and re-synchronize.

- The iPad file system does not store the file creation date, only the modification date, so upon synchronization note creation date will be the same as the modification date.
- WritePad supports plain-text documents only, so if you add text formatting using different client software to a WritePad note stored in Evernote, the note will be converted back to text during next synchronization.
- If you move a note from WritePad notebook to any other notebook, it will be considered deleted and will be removed from the iPad upon next synchronization, however it will remain in Evernote at its new location.
- If you already have many notebooks in Evernote and many folders in WritePad, so the total number exceeds the notebooks limit in your Evernote account, the synchronization will not start. Reduce number of folders and/or notebook and try again.
- If there were any errors or warnings during synchronization, you will be notified and able to view (and even email) them at the end of synchronization.

See the *Synchronization Settings* section for more information.

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### Exchanging WritePad documents

If you have two or more iOS devices (iPhone, iPad, or iPod Touch) on the local WiFi network running the WritePad application, you can exchange WritePad documents directly between them.

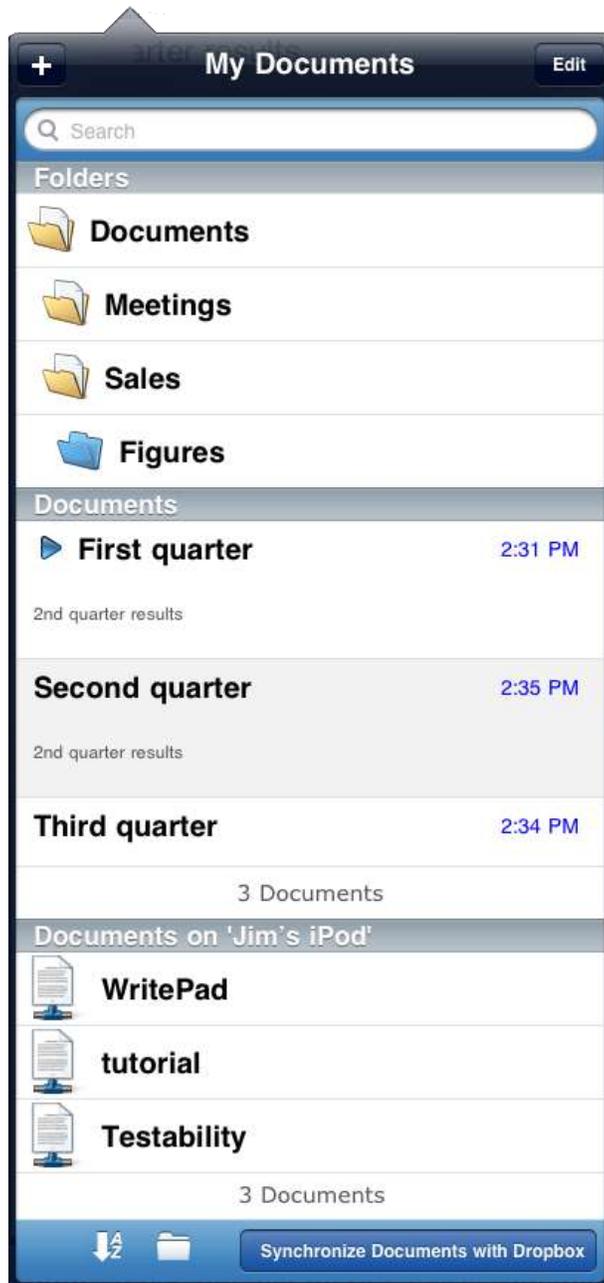
Before you begin, make sure that the device containing WritePad documents you want to access is **ON**, the local WiFi network is available, the **WritePad** application is running, and the **Share My Files** switch is **ON** (see the *Options* section).

**Note:** It is not necessary to enable file sharing on the device from which you access files on another device.

---

To open WritePad files located on a remote device:

- Touch the **Documents** button  in the WritePad title bar.
- The table containing the list of available documents will appear.



- The **Documents** section will be followed by one or more remote files sections for each mobile device with the *WritePad Sync* services found on the local network.

**Note:** Depending on the network connection and the number of documents you have, it may take a few seconds for remote file lists to appear.

- Touch the desired document on the desired device to open it. If the **Require Password** option is set to **ON**, you will be prompted for the password of the remote device.

---

## Accessing WritePad documents from a PC

### Overview

You can download (upload) WritePad documents from (to) the desktop PC connected to the same local network as the iPad device using the Internet browser. WritePad Sync Lite is a free helper application for Windows and Mac OS which helps you to find and access the WritePad HTTP file server. You can download WritePad Sync Lite from PhatWare web site by visiting [www.phatware.com/download](http://www.phatware.com/download).

After you install and start the WritePad Sync Lite application, the folder icon  will appear in the Windows tray bar. If no WritePad services are detected on the local network, a small stop sign appears on top of the folder icon . When one or more mobile devices running the WritePad Sync Service are detected (mobile devices running WritePad Sync Service connected to the local WiFi network), the stop sign will be replaced with the green check mark . To view WritePad documents in your default Internet browser, click on the *WritePad Sync Lite* icon while it has a green check box and select the **WritePad Files on iPad** menu item. The application will start the default Internet browser and show the page containing the list of WritePad documents and file upload form.

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### Downloading/Uploading WritePad documents

1. Ensure that your iPad is connected to the local WiFi network. If not, use the **Settings** application to connect to WiFi.



2. Start WritePad on your iPad.
3. Open the WritePad **Options** window, locate the **File Sharing** section and turn **Share My Files** switch **ON** (if the device is not properly connected to the local network, this switch is disabled). See the *Options* section below.
4. Since the device will disconnect from the WiFi when it hibernates, it is recommended that you also turn the **Keep Awake** switch **ON**.
5. Depending on your network connection and configuration, it may take up to a minute to recognize the service. Usually it takes less than 10 seconds to recognize a new WritePad Sync Service on the network.
6. Click on the WritePad Sync Lite icon  in the Windows tray bar, then select the **WritePad Files on iPad** item from the popup menu.
7. If the service is functioning properly, the default Internet browser will be launched displaying a list of WritePad documents and the **Upload File** form.

## WritePad File Sync Service

### WritePad Data Files

- [usershortcuts.csv](#)
- [WritePad\\_Corr.cwl](#)
- [WritePad\\_CorrENU.cwl](#)
- [WritePad\\_Stat.lrn](#)
- [WritePad\\_StatENU.lrn](#)
- [WritePad\\_User.dct](#)
- [WritePad\\_UserENU.dct](#)

### WritePad Documents

- [import\\_20100906\\_111318.txt](#)
- [Testability.txt](#)
- [tutorial.txt](#)
- [WritePad.txt](#)

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You can also upload PhatNotes data files using this form.

Upload file:  No file chosen

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8. To download any document, simply click on it.
9. To upload a document, select the desired document and click the **Upload** button.

**Note:** Only documents recognized by WritePad can be uploaded: TXT, CSV, DCT, CWL, and LRN. If the data document with the same name already exists, it will be replaced with the uploaded document. If the text document with the same name already exists, a new generic name starting with `export_` prefix will be assigned to the uploaded document.

10. If the device is not connected to the external power source, make sure not to leave the WritePad application running on your iPad for a long time if the **Stay Awake** switch is **ON**, as the device will not hibernate and your battery will be drained quickly.

---

## Purchasing Language Packs

When you install WritePad you are prompted to select the primary language for handwriting recognition. This selection does not have to match your device locale. If needed, you can also purchase additional languages. WritePad supports the following languages: English (US, UK, US Medical), French, German, Italian, Spanish, Portuguese (Portugal and Brazil), and Dutch. Once additional language packs are purchased, you can also use the Languages view to select between purchased languages.

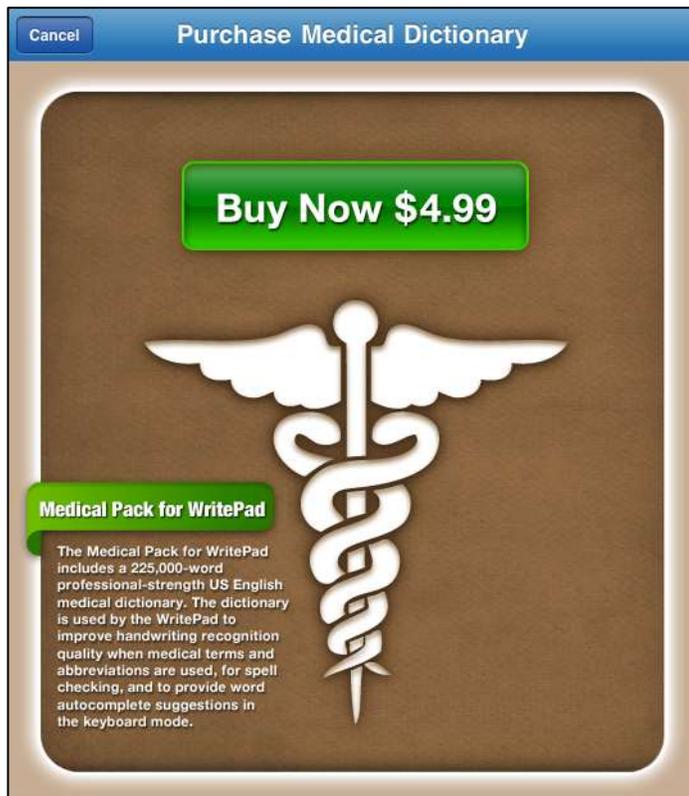
**Note:** English language pack includes both US and UK versions and Portuguese pack includes both Brazilian and European versions.



To purchase a new handwriting recognition language pack or US English medical dictionary:

1. Go to **Options**, then tap on the **Language** row.

2. Tap on the desired language. The purchase window appears.



3. Tap on the Buy Now button.
4. Enter your Apple password.



5. After confirming the purchase, the Medical Dictionary will be downloaded.

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## Options

To go to the **Options** window, tap on .

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File Sharing, Editor Settings, Document Settings, and Search Settings.



**Share My Files** - If ON the documents on the iPad can be accessed from another iPhone, iPad or a desktop computer on the local network. Note that this option is disabled if the iPad is not connected to the local WiFi network. Entering the URI into a browser will allow access to WritePad documents from your computer.

**Keep Awake** - Turn ON to prevent the device from entering idle mode while sharing your documents. Note that if the device is not connected to an external power source, make sure not to leave the WritePad application running on your iPad if the Keep Awake switch is ON for a long time, as the device will not hibernate and your battery will drain quickly.

**Require Password** - Turn ON to specify a password to allow remote access to your documents via WiFi or for uploading files. You will not be asked for a password if communicating devices have the same password.

**Scroll to the End** - If ON, when opening a document, the cursor will be at the end of the document.

**Show Scroll Buttons** - Scroll arrows appear while in Handwriting Mode when the document is over one page long. (Scroll gestures will still work.)

**Autohide Toolbar** - If ON, the bottom toolbar is hidden. Touch and hold at the bottom of the screen to display the toolbar for a few seconds.

**Word Completion** - If ON in Keyboard Mode, multi-word suggestions will appear above the keyboard. Touch one of the suggested words to insert into the document.

**Detect Phone Numbers and URLs** - If ON, URLs, email addresses, and phone #s are underlined.

**Palm Rest** - If ON, users can rest their palm on the iPad screen while writing in full screen handwriting mode, as long as the palm is rested below the writing. Designed for right and left handed users.

**Theme Color** - Choose the color of the toolbars and title bars.

**Match Case** - Turn ON to make all searches case sensitive.

**Language** - Tap to choose the desired language for handwriting recognition or a US English medical dictionary. See the *Purchasing Language Packs* section.

## Text Editing Settings

### WritePad Editor Settings

To access the Editor Settings, touch the **WritePad Editor Settings** row in the **Options** view.



**Show Alternatives** - If ON the **Recognition Alternatives** window will appear at the end of each recognition session, before the results are inserted into the document.

**Auto Learner** - If ON WritePad will learn your handwriting patterns to attempt to improve quality of recognition. It is recommended to use the **Recognition Alternatives** and **Spell Checker** windows to correct wrong results in the beginning to accelerate the learning process.

**Auto Corrector** - Use this option to enable the **Auto corrector** feature. **Auto corrector** automatically fixes common spelling and recognizer errors.

**Shorthand** - If ON can insert often-repeated text and perform standard editing commands by writing the **Shorthand** name and drawing a circle around it.

**Add Space** - If ON a space is added at the end of the recognition results when they are inserted into the document.

**Autocapitalization** - if ON the first word of every sentence will be capitalized.

**Separate Letters** - Use this option if you print instead of using cursive and do not connect individual letters. If this option is ON, connected letters will not be recognized properly.

**Single Word Only** - Use this option if you always write only one word per each recognition session. If this option is ON automatic word segmentation is disabled.

**Only Known Words** - If ON, the recognition output will be limited only to the dictionary words. This improves quality of the recognition but makes it impossible to write non-dictionary words. *If this option is ON numbers can only be entered in **Numeric** recognition mode.*



**Inline Spell Checker** - Misspelled words in the text editor will be underlined with a red wavy line. To correct the misspelled word, double-touch it to select, then touch the Spell Checker button in the toolbar for the suggestions list.

**User Dictionary** - The user dictionary is enabled. See the *User Dictionary* section below for more information.

**Ignore Numbers** - Words containing any numbers will not be spell checked.

**Ignore All Uppercase** - Words containing any uppercase will not be spell checked.



**Draw Gridlines** - If ON, horizontal grid lines appear on top of the text in the edit mode to help you write horizontally on the screen; it helps to improve recognition quality.

**Autoinsert Results** - If ON, starting a new word to the left side of the marker  on top of previous writing will automatically send the recognized text into the document and start a new recognition session. See the *Editing Text Using the Handwriting Panel* section.

**Play Sound** - if ON, the device plays a sound in case of an error or at the end of the hold timeout.

**Recognition Delay** - This option allows you to adjust the delay after the touch-up event ends before recognition starts.



**Scroll Gestures** - This option allows you to choose the minimum length for the **up** and **down** scroll, **delete**, and **backspace** gestures. The minimum length is required so these strokes do not interfere with your handwriting (especially if you draw long vertical lines for your t's and i's).

**Touch and Hold Delay** - Touch and hold is used to enter the selection mode in Edit mode. This option allows you to choose the minimum touch and hold delay before entering the selection mode.

### Letter Shapes

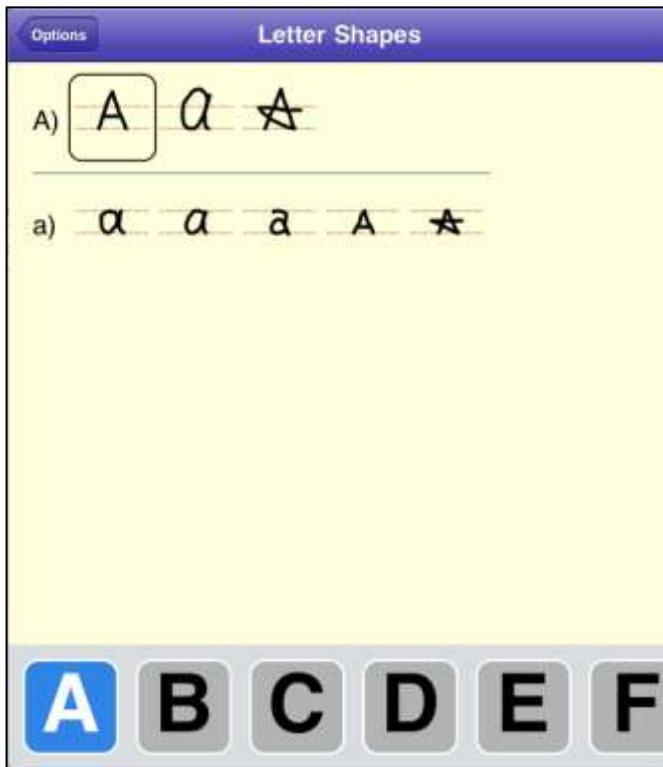
The Letter Shapes option allows disabling or reducing the use of unused letter shapes, which may help to expedite the application's learning curve.

**NOTE:** If the handwriting works good for you already, we recommend that you do not disable any shapes, however if one of your letters is often recognized as another, you may be able to fix it by disabling one or more shapes.

To access the Letter Shape options, touch the **Letter Shapes** row in the **Options** view.



The **Letter Shapes** window appears.



Scroll to the desired alphanumeric character, then tap on the desired shape to select it. To disable/enable the selected shape, tap once to indicate that the shape is rarely used (the  symbol will appear next to the shape); tap a second time to indicate that the shape is never used (the  symbol will appear next to the shape); tap again to re-enable the shape.

#### User Dictionary

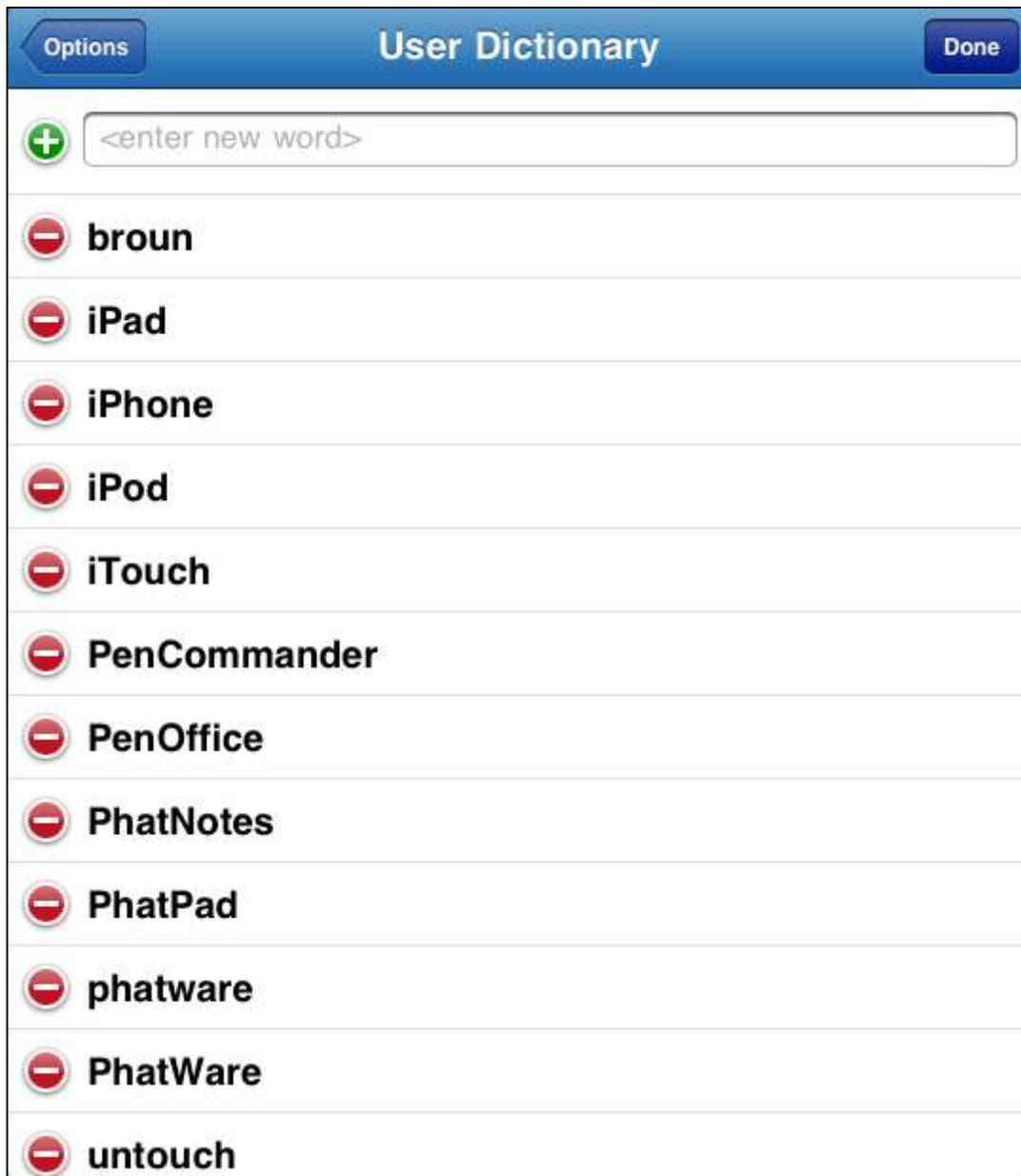
The WritePad handwriting recognition engine requires a vocabulary for a higher recognition quality. Forcing the engine to recognize only words in the included dictionary (dictionary size depends on the selected language) improves overall recognition quality, but makes it impossible to write words that are not in the dictionary.

Even if you do not enable the **Only Known Words** option, it is recommended that you add any new words to the user dictionary that you may be using often, such as rare last and first names, company and product names, abbreviations, etc. It is also recommended to import new words from your calendar and events. See the *Manage Recognizer Data* section below.

To access the User Dictionary Editor touch the **Edit User Dictionary** row in the **Options** view.



To add or delete words to the user dictionary, touch the **Edit** button in the navigation bar.



- To add a command, touch the *<enter new word>* box and type the word you want to add, then touch the  button.
- To delete a command, touch the  icon, then touch the **delete** button.

#### Autocorrector Word List Editor

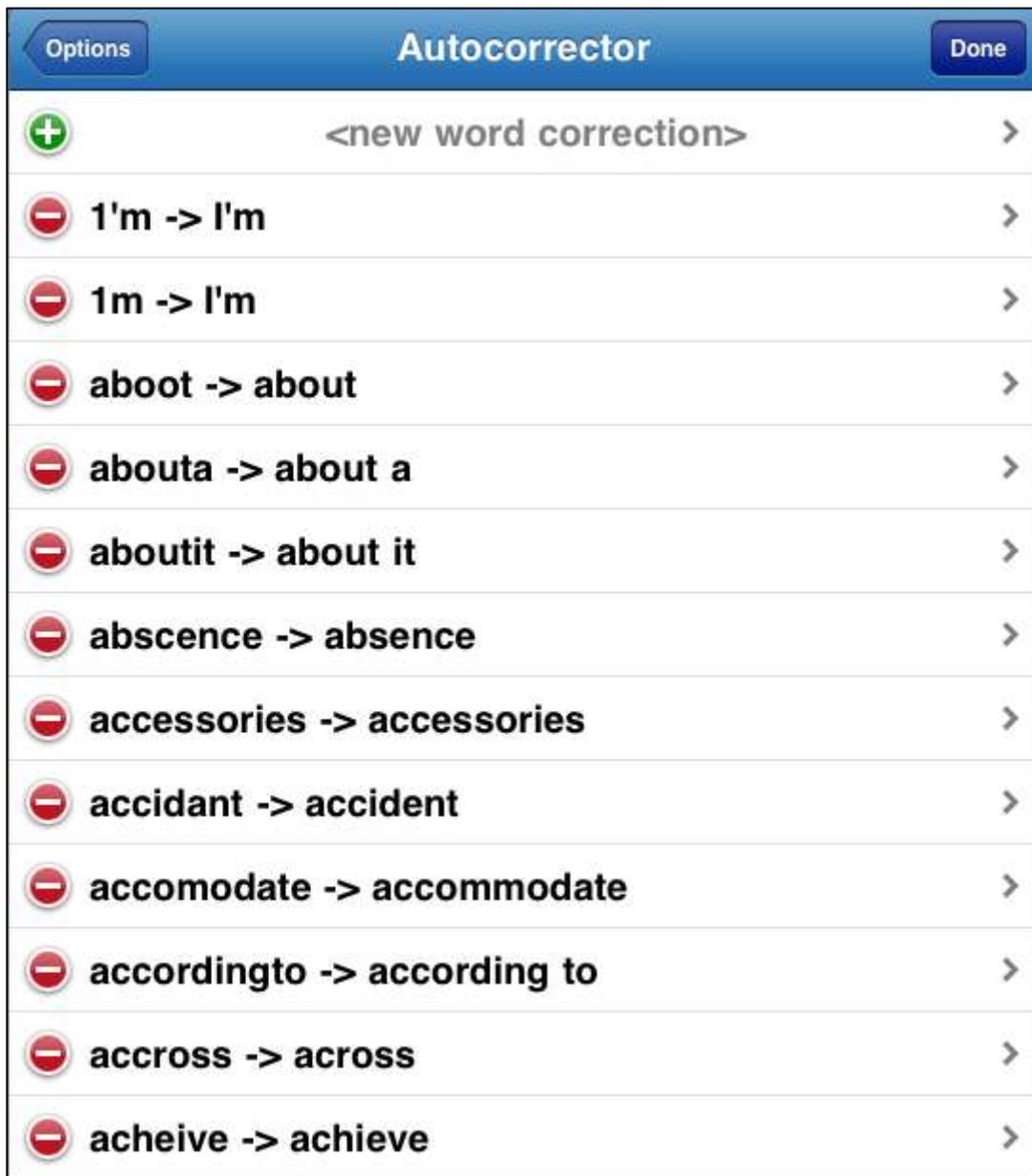
To access the Autocorrector Word List Editor touch the **Edit Autocorrector List** row in the Options view.



While using the Editor:

- To modify an existing word pair, touch the desired row while in the view mode.

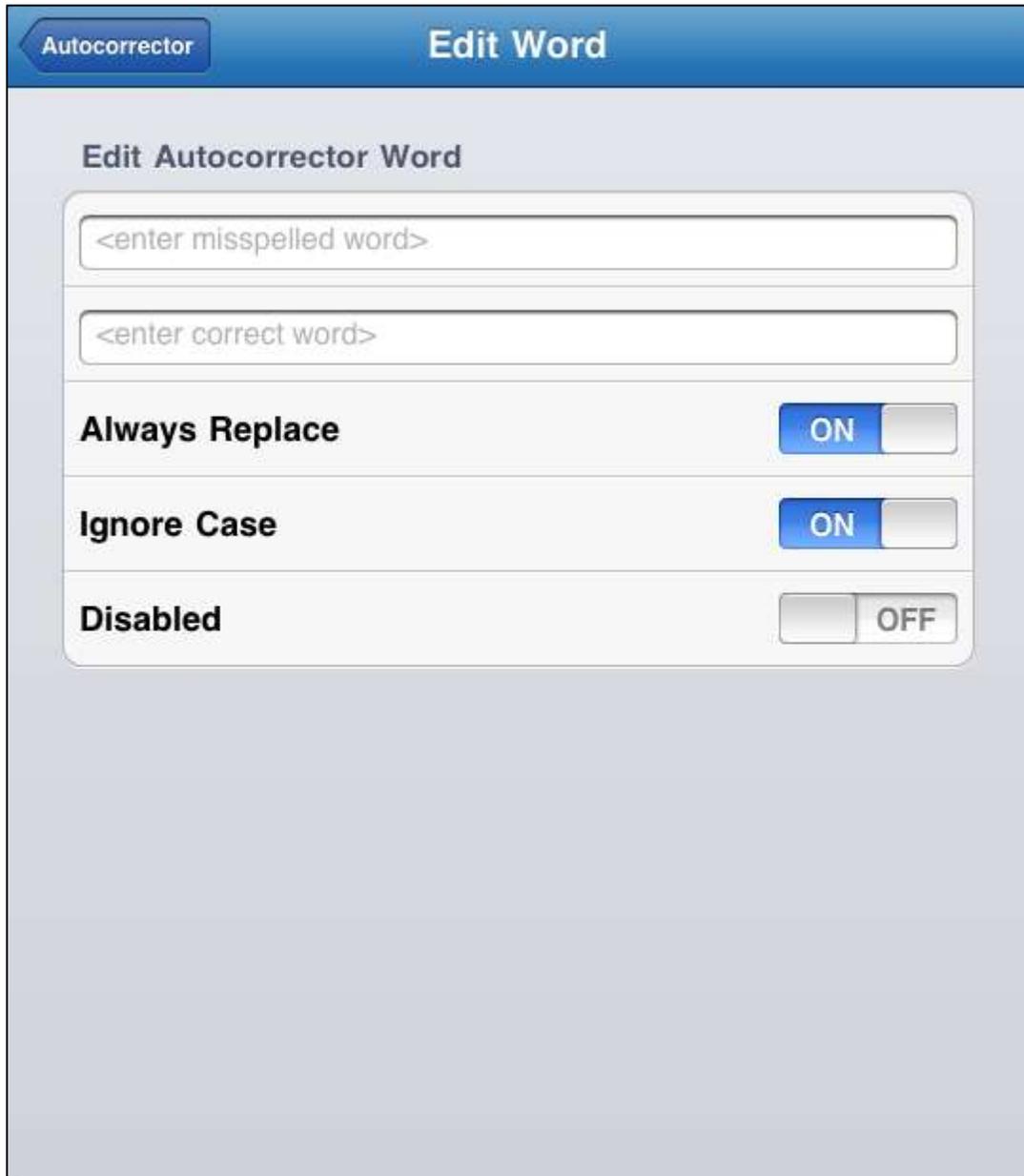
To add or delete words to the Autocorrector list, touch the **Edit** button in the title bar.



- To add a new word pair to the word list, touch the *<new word correction>* box.

- To delete a command, touch the  icon, then touch the delete button.

When adding or modifying a word pair, the **Edit Word** window will appear. (If modifying an existing word pair was selected, the misspelled and correct word windows will be filled in.)



The screenshot shows the 'Edit Word' window with the following elements:

- Header: 'Autocorrector' (left) and 'Edit Word' (center).
- Title: 'Edit Autocorrector Word'.
- Input fields: Two text boxes for entering a misspelled word and a correct word.
- Options: Three toggle switches: 'Always Replace' (ON), 'Ignore Case' (ON), and 'Disabled' (OFF).

When adding or modifying a word pair, the following options can be used.

- If the **Always Replace** switch is ON, the word is always replaced; otherwise the word is replaced only if the recognition engine alternatives contain the replacement word.

- If the **Ignore Case** switch is ON, words are compared in lower case.
- If the **Disabled** switch is ON, the word replacement is disabled. This is useful to disable a specific word replacement without removing it from the list.

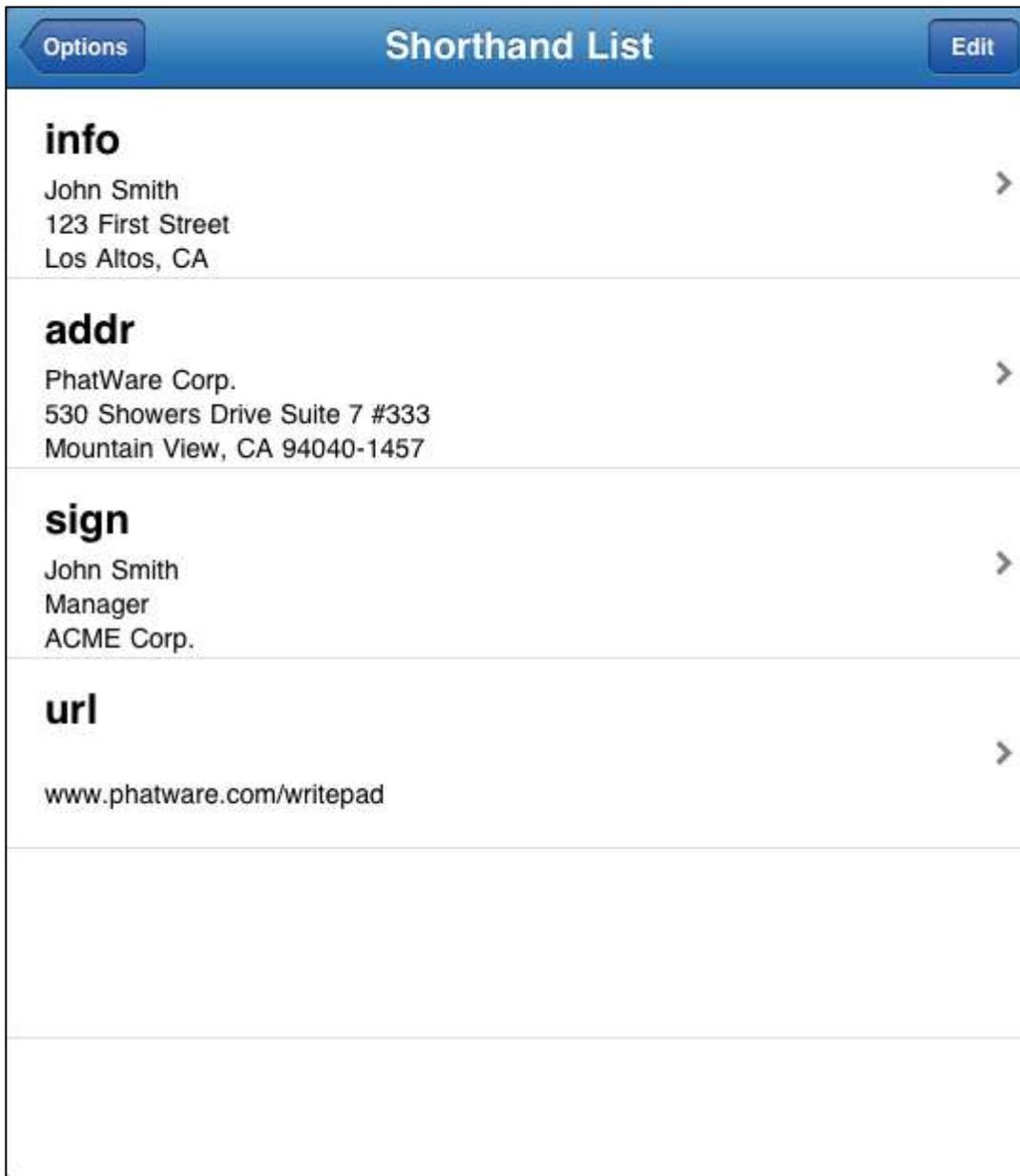
### Edit Shorthand List

To access the Shorthand List Editor touch the **Edit Shorthand List** row in the **Options** view.



While using the Shorthand Editor:

- To modify an existing word pair, touch the desired row.





From this window, you can edit the text as well as the command. Turn ON **Add Shorthand to Menu** to add the selected text as a shorthand to the edit menu.

- To add or delete a command, touch the **Edit** button in the title bar in the Shorthand List to enter the edit mode.
  - To delete a command, touch the  icon, then touch the **delete** button.
  - To add a command, touch the *<New Shorthand>* box.



Cancel **Shorthand** Save

<Enter Shorthand Name>

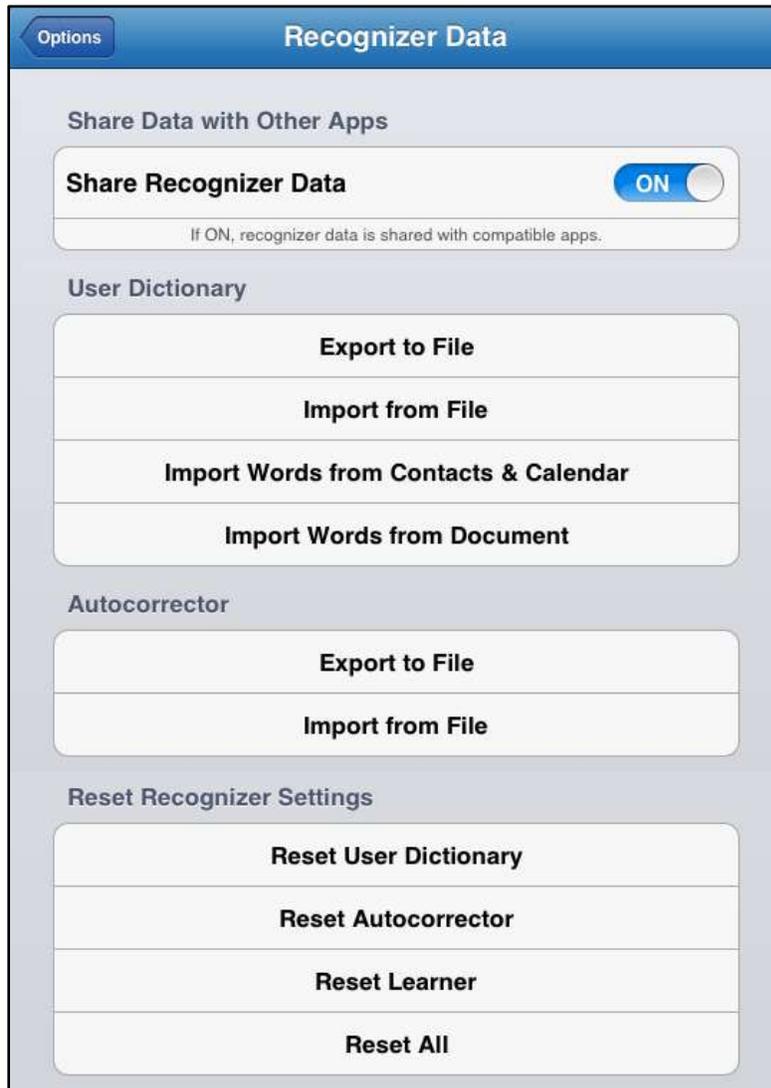
**Add Shorthand to Menu**  OFF

Switch ON to add this Shorthand to the popup menu.

From this window, add text and the corresponding command, then touch **Save**. Turn ON **Add Shorthand to Menu** to add the selected text as a shorthand to the edit menu.

## Manage Recognizer Data

To access the User Data, touch the **Manage Recognizer Data** row in the **Options** view.



**Share Recognizer Data** - Data such as handwriting recognizer settings, user dictionary, Autocorrector, and the shorthand list are shared with other applications such as PhatWare's *PhatNotes*.

**Export/Import to/from File** - The exported files can be stored in a shared directory so they can be exchanged with other devices or stored on a desktop computer. The user dictionary file format is a simple ASCII text file containing a single word per line, with no spaces.

**Import Words from Contacts & Calendar** - Unknown words from the Calendar and last names from your Contact List will be added to your user dictionary. This will improve handwriting recognition when these words are used.

**Import Words from Document** - All unknown words from the currently opened document will be added to your user dictionary.

**Autocorrector** - The Autocorrector file format is CSV (*comma separated values*). Each row contains a pair of words and optional flags (see the *Autocorrector Word List Editor* section).

**Reset Recognizer Settings** - This section allows you to reset the **User Dictionary**, **Autocorrector**, and **Recognizer Learner** to the default configuration (reverts to the original settings; all user modifications are lost).

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## Networking Settings

### Email Settings

To access Email settings, touch the **Email Settings** row in the Options view.

A screenshot of the "Email Footnote" settings screen. At the top is a blue header bar with a white "Options" button on the left and the title "Email Footnote" in white. Below the header, the screen is divided into three sections. The first section is titled "Email Footnote" and contains a text area with the text "-- This message was composed with PhatWare WritePad." The second section is titled "Default Email Addresses" and contains three input fields. The first field is labeled "<default TO address>" and has a small text prompt "Enter default TO email address." below it. The second field is labeled "<default CC address>" and has a small text prompt "Enter default CC email address." below it. The third field is labeled "<default BCC address>" and has a small text prompt "Enter default BCC email address." below it.

- **Email Footnote** - The footnote will be added to at the end of each email (optional). Touch inside the Email footnote window to edit.
- **Default Email Addresses** - Specify default TO, CC, and BCC email addresses (optional).

To send an email, see the *Emailing a Document* section.

## Twitter Settings

To access Twitter settings, touch the **Twitter Settings** row in the Options view.



**Show Text Limit Warning** - Turn ON to show a text warning if the text is over 140 characters.

**Show Prompt** - Turn ON to show a dialog box prior to sending a tweet.

**Include Current Location** - Turn ON to add your current location in your tweet.

**Delete Text** - Turn ON to automatically erase the document text after tweeting. The text is deleted only if it is not selected and is less than 140 characters.

**Create New Twitter Account** - Will bring up the Settings App to create a new account. Make sure the WritePad option is set to ON.

See the *Using Twitter* section for more information.

## Facebook Settings

To access Facebook settings, touch the **Facebook Settings** row in the Options view.





**Remember Login** - If set to OFF, you will first be prompted for your user Email and password prior to publishing to Facebook. If logged in when moving the switch to OFF, you must **Logout** first for the command to take effect.

### Google Settings

These settings allow users to upload WritePad documents to their Google Documents account as text or PDF.

To access the Google settings, touch the **Google Settings** row in the Options view.



The **Google Settings** dialog appears.



**Google Login** - Enter your Google name and password.

**Remember Password** - If the Google settings are set to OFF, you will first be prompted for your user name and password prior to uploading.

**NOTE:** When set to OFF, it will still remember the password until you exit the application.

**Upload as PDF** - If OFF, will upload as text instead of a PDF document.

### Synchronization Settings

These settings are used to synchronize WritePad documents with your Dropbox account and to create a Dropbox account, and your Evernote account.

To access the Synchronization settings, touch the **Synchronization Settings** row in the Options view.



The Synchronization Settings dialog appears.

**NOTE:** You cannot sync with Evernote and Dropbox at the same time; however, you may switch between them. WritePad synchronizes with Dropbox by default.

**Enable Sync with Dropbox** - Turn ON to enable synchronization with Dropbox (if disabled, the Dropbox Synchronize button does not appear in the My Documents view).

**Dropbox Login Information** - Enter your Dropbox Email Address and Password. If this information is not specified, the Dropbox Login window will appear each time you synchronize.

**Remember Password** - If set to OFF, you will first be prompted for your Email address and password prior to sending to the Dropbox.

**NOTE:** When set to OFF, it will still remember the password until you exit the application.

**Create New Dropbox Account** - if you do not already have a Dropbox account, touch this button to create a new one. It is currently free for 2GB of storage. For more information, visit [www.dropbox.com](http://www.dropbox.com).

For more information, see the *Using Dropbox* section.



**Enable Sync with Evernote** - Turn ON to enable synchronization with Evernote (if disabled, the Evernote Synchronize button does not appear in the My Documents view).

**Evernote Login Information** - Enter your Evernote Email Address and Password. If this information is not specified, the Dropbox Login window will appear each time you synchronize.

**Remember Password** - If set to OFF, you will first be prompted for your user name and password prior to sending to Evernote.

**NOTE:** When set to OFF, it will still remember the password until you exit the application.

For more information, see the *Using Evernote* section.

With the **Conflict Resolution Pane**, you can decide which file (WritePad or Dropbox/Evernote) takes precedence when synchronizing.



This option applies only if the same file was modified in WritePad and on the server since the previous synchronization event. If this situation happens, you will get a message at the end of the sync.



Touch the **View Log** button to see the synchronization log file with information about which file(s) were replaced. Other errors or warnings (if any) will also appear on the log list.



Touch the **Email** button to email this Log file.